

The White Rock North School Parent Handbook

"Educating the world class leaders of tomorrow"

Introduction

Welcome to White Rock North School! We look forward to getting to know you and your child on a personal basis, and we are so pleased that you have invested your faith in this school to educate and nurture this relationship. As a school staff, it is our responsibility to foster your child's academic, social, and emotional growth. In order to fulfill this responsibility, we need your contribution and wisdom as a parent. Our staff is available to assist you in any way and provide you and your child with support to ensure a prosperous year.

Upon enrollment, our parent-school partnership begins, and in this partnership, we will draw upon your knowledge and experience to enhance your child's education.

This handbook provides you with vital information about dates, procedures, the philosophy of the school, and the nature of the education your child will receive. It describes the roles of students, parents, teachers, and administration in making our partnership work. Make a point of reading this book cover to cover and keeping it handy for reference.

White Rock North School continues to be an outstanding model of excellence in education because of our committed faculty and parents.

Thank you for your dedication and loyalty to this school and its students.

With Regards,

Mary Adams
Founder and Owner

Betty Keeling
Director

Mission Statement

The mission of White Rock North School is to:

- promote academic excellence
- develop personal integrity
- nurture individual artistic and imaginative expression
- ensure a safe environment conducive to learning.

The entire program is a continuous learning experience that provides the opportunity for intellectual development, physical development, character building, and civic responsibility.

Commitment of White Rock North School

Our philosophy is to promote academic excellence by maintaining high standards, offering multi-level learning experiences, and encouraging students to achieve at the highest academic levels.

We develop personal integrity in our students by encouraging behavior consistent with moral and ethical values in personal, school, family, and community living.

We nurture individual artistic and imaginative expression by encouraging creative thinking and providing opportunities for our students to discover their own strengths and talents.

We foster civic responsibility by instilling readiness to assume the rights and responsibilities inherent in membership in a democratic society. We encourage our students to be active in their communities and to participate in philanthropic events.

We provide a safe environment that is conducive to learning.

We promote and maintain open lines of communication between parents, faculty, administration, and students.

Academic Course Offerings

Pre-School and Pre-Kindergarten

Students aged 2-4 attend class in a loving, yet structured, environment that introduces the basics of math and language, focusing on numbers, letters, colors, and vocabulary, while developing students' motor skills and social awareness. Students engage daily in finger plays, morning circle time and creative movement. Pre-school and pre-kindergarten students participate in art, music, drama, library, computer, and physical education at levels appropriate to their abilities and needs.

Kindergarten and Elementary School

Challenging and motivating students in all academic activities is the central theme of the scholastic program from kindergarten through the grade school department. White Rock North provides a classical preparatory school experience which emphasizes all curricular areas for a well-rounded education. The emphasis for our reading program is phonics driven and our math programs are manipulative and kinesthetically based.

Kindergarten Program

To encourage a child's natural development, the kindergarten program places a strong emphasis on phonics, listening skills, oral language development, and social skills. We use a first grade curriculum for kindergarten that challenges academically while encouraging a child's inherent curiosity.

Reading

We provide young readers with the rules and skills that build a successful reading foundation.

Spelling

Kindergarten students learn the phonetic rules of spelling.

Mathematics

Our program uses hands-on experiences and features a variety of manipulative tools: connecting cubes, base ten blocks, geoboards, tangrams, pattern blocks, counters and money.

Science

Concepts and interactive activities are integrated into the kindergarten curriculum, directed by the thematic unit, to inspire curiosity and awareness of the wonders of science.

Social Studies

Thematic studies and activities teach students respect for others while promoting the importance of community and civic responsibility. Units of study are theme-based to guide all areas of the learning experience.

Spanish

Children are taught the basics of Spanish vocabulary and sentence structure during weekly instruction.

Computer Technology

Our classrooms and lab are equipped with PC computers to provide students with daily access to computers to enhance their learning experience. They learn basic computer literacy, keyboarding skills and work with programs that promote critical thinking.

Physical Education

Kindergarten students engage in daily free play and physical education classes in which they practice sportsmanship, teamwork, and individual skills, including running, aerobics, team sports, and water safety. For six weeks during the Fall and Spring, swimming classes will be provided as a part of the P.E. department (potty trained students, only). Roller skating/blading is also a weekly activity.

Music/Drama/Library

Participation in the arts is an integral part of teaching the young child. Statistics show that a strong music program enhances creativity as well as concentration. Students participate several days a week in our "Library Live" program which incorporates theme-based activities throughout the curriculum. Students participate in organized choral events and musicals.

Extended Care

Kindergarten students who enroll in the extended care program, "Kids' Club on the Corner" will report to the supervisors in the after school program at 3:30 for activities such as study hall, swimming, skating, arts and crafts, sports, and indoor/outdoor free play.

Elementary School Program

Children in the grades are taught in a self-contained classroom. The traditional classroom curriculum is enhanced by creative projects which integrate music, art, and physical education.

Reading

Students begin building on reading skills in first grade. Thereafter, grade school students read from a variety of short stories and articles as well as full-length novels. The reading content features the best in children's literature ranging from best-loved classics to contemporary award-winners. Student oral reading is used frequently to build confidence and pride in reading.

Language Arts

Our integrated approach features literature and extensive writing practice, which offer a variety of opportunities for effective grammar instruction. Students build vocabulary and practice critical analysis. Writing assignments take students through a systematic creative process which emphasizes critical thinking and the effective use of language.

Mathematics

Our math program offers students opportunities to achieve mastery in all fundamental mathematical concepts while exploring and expanding their knowledge base. The program communicates mathematical principles concretely and increases understanding through hands-on activities. Students are quizzed frequently on base level concepts to keep their skills honed.

Spanish

Students learn the basics of Spanish dialog through weekly instruction while simultaneously learning vocabulary and the rules of the language.

Music/Drama/Library

Students participate several days a week in our "Library Live" program which incorporates theme-based activities throughout the curriculum. Students participate in organized choral events and musicals. Musical notation, dramatic improvisation, and instrumental instruction are taught throughout the year.

Science

Our science curriculum promotes critical thinking and curiosity through hands-on activities and individual interpretation. At every grade level,

students are encouraged to investigate, invent, explore, and articulate scientific concepts in biology, earth science, and physics. Participation in our annual science fair encourages students' interests in these areas of study.

Social Studies

Our activity-based approach expands students' understanding of and appreciation for people, places, cultures, and eras by connecting abstract ideas with real-life experiences and by integrating literature and writing assignments.

Computer Technology

Our classrooms, lab, and library are equipped with PC computers to provide students with daily access to computers to enhance their learning experience. They learn basic computer literacy, keyboarding skills and work with programs that promote critical thinking.

Physical Education

Elementary students engage in daily recess and physical education classes in which they practice sportsmanship and teamwork. Students participate in several events throughout the school year. For six weeks during the Fall and Spring, swimming classes will be provided as a part of the P.E. Roller skating/blading is also a weekly activity.

Extended Care

Elementary students who enroll in extended care will report to supervisors in the after school program for activities such as "homework help", swimming, skating, arts and crafts, sports, and indoor/outdoor free play. Daily after school care is available to those enrolled in the Extended Day program. Occasional after school care is available to our kindergarten and elementary students for \$10.00 per hour.

Assignment and Grading Policies

Educators have many views on the methods and purposes of grading systems and policies. At White Rock North School, we believe that grades and other assessments should be constructive. While individual teachers will apply this principle according to the requirements of their specific grade level, the following standards will be observed universally.

Homework

Homework is assigned as reinforcement of the concepts and topics addressed during the school day. Most grade school students have approximately one hour of homework to complete each night. On occasion this routine will change because of field trips or other activities. Homework deadlines are set to teach students accountability and responsibility for meeting requirements. Parent support of their children is paramount when homework must be completed. Expectations for students are set high to encourage students to learn time management.

Practice Work

Some work will be performed purely for practice and will not be included in the student's grade average. Teachers will identify this work by a stamp, sticker, label, or other means.

Revision

Students will be given the opportunity to revise and correct rough drafts before major writing assignments are assessed for a final grade. Teachers will give general guidance for revision of drafts but will not correct or mark every error.

Accountability

After an initial grace period of no more than three weeks, teachers will deduct points for all work that is late, incomplete, messy, or otherwise not in accordance with written and oral instructions.

Value of Assignments

Teachers will weigh assignments so that no single test or project makes a disproportionate impact on a student's grade average. Teachers will also offer a variety of assignments, projects, and tests which address differences in individual learning styles.

Infraction Cards - Assignments

Infraction cards may be issued if a student submits substandard or late assignments. Three infraction cards will result in a detention to be served after school on the first and third Fridays of each month. Detentions may not be postponed and must be served before the end of a six weeks' grading period. Sometimes a point system will be employed and students can earn or lose points based on quality of work and behavior. Rewards and consequences are also determined accordingly.

Work Habits

It is our policy at White Rock North School to encourage good work habits. A student may earn a mark of Excellent, Satisfactory, or Needs Improvement in this category.

- The label of *Excellent* indicates that a student's work habits demonstrate consistent pride, attention to detail, and timeliness.
- The label of *Satisfactory* indicates that a student has generally followed instructions and demonstrated overall appropriate work habits but has not distinguished himself/herself by consistent excellence.
- The label of *Needs Improvement* indicates that a student needs to develop better work habits and to modify his/her performance to reduce the incidence of one or more of the following: unacceptable handwriting, incomplete or missing assignments, failure to follow directions, failure to provide name/heading on work, failure to bring required materials to class, or late work.

Monday Folders

Each homeroom teacher sends a folder home every week on Mondays (except when a holiday falls on this day.) The folder contains a sample of completed student work, a letter from the teacher indicating what the class has done that week, a signature sheet for parents' responses, and a newsletter from the school to keep families informed of upcoming activities. Students from kindergarten through the elementary school assume the responsibility of delivering the Monday folder to parents and returning it to teachers the next day. Many classroom teachers provide incentives for responsible return of the folder and penalties for irresponsibility. We ask parents to examine student work, read all information sent home in this folder, sign the folder as indicated, and assist the child to return the folder on time. The folder also provides a weekly opportunity for parents to include comments and inquiries addressed to teachers.

Student Recognition

Citizenship Circle

Grade school and kindergarten students who are inducted into the Citizenship Circle exemplify the finest qualities in attitude towards peers, school staff, family, and themselves. A special bulletin board will acknowledge these noteworthy students. Students receiving citizenship honors at the end of each six weeks grading period will be rewarded with an ice cream party.

Perfect Attendance Accolades

At the end of each six weeks grade school and kindergarten students who have been present and on time every day of school will be recognized with a perfect attendance certificate. This recognition is reserved for the most tenacious students who have neither been absent nor tardy nor left school early for any reason, excused or unexcused. Those maintaining perfect attendance all year will receive a special ribbon at the end of the year.

Attendance

The general attendance policy is set by the state of Texas to govern attendance for students and to give parents a guideline. The philosophy behind our tardy and attendance policy is to help teach and reinforce the value of punctuality and good attendance in the workplace. School is the "workplace" for students. Parents, please help us by reinforcing these values.

Absences

White Rock North School requires all students to maintain good attendance. Student attendance is reported to the state for students in kindergarten and grade school. Ten absences per year are the maximum allowed unless a doctor verifies the need for absences beyond ten days. Absences beyond ten days will automatically be classified as unexcused. Ten or more unexcused absences may result in grade retention. Absences will be excused on the grounds of personal illness or illness in the family, funerals, emergencies such as car accidents, and medical and dental appointments. While the teacher will help, it is the responsibility of the parents to request make-up work. Please give teachers at least eight hours notice to prepare make-up assignments.

Tardy Policy

If a student (kindergarten through sixth grade) is tardy at the beginning of the school day, he/she must report directly to the office with a written explanation signed by a parent. If a student does not follow this procedure, he/she will receive an infraction card. Three tardies constitute one absence, and no more than ten absences are allowed during the school year. Repeated tardiness will result in a parent conference with the classroom teacher and the principal. Tardiness will be excused on the grounds of personal illness or illness in the family, funerals, and emergencies.

Infraction Cards - Attendance

Infraction cards are issued if a student arrives to school after 8:30 a.m. without a written explanation that legitimizes the late arrival. Three infraction cards will result in a detention, which is served after school on the first and third Fridays of each month. Detentions may not be postponed and must be served before the end of a six weeks' grading period.

Arrival and Departure Procedures

Timely Arrivals

White Rock North School opens at 7:00 a.m. and all students arriving between 7:00 and 8:00 a.m. report to the lunchroom to watch age-appropriate television programs or videos. All teachers pick up their students at 8:00 a.m. and report to their classrooms for enrichment activities or work in centers. School begins promptly at 8:30 a.m., at which time attendance is taken.

Late Arrivals

Preschool and Pre-kindergarten students who arrive after 8:30 a.m. must check in at the school office. A tardy slip must accompany the child to class so that the teacher will know the child has been counted in the school's daily attendance. Please see the "Tardy Policy" on the previous page regarding kindergarten and grade school students.

Valet Service

Curbside service for pre-school, pre-kindergarten, and kindergarten students is provided at the main building from 7:30 a.m. to 8:30 a.m. and from 3:30 to 6:00 p.m. Parents arriving to pick up their children before 3:30 p.m. must come in to the main building and sign their children out. Curbside service for Elementary school students is provided at the main building before 8:00 a.m. and at the circular drive near building 1 from 3:30 to 3:45 p.m. (If Elementary students are being picked up by someone other than a legal parent or guardian, however, they will report to the main building. See "Student Security" for details.) To avoid congestion and delay, we ask that no visitors park in the driveway or roundabout, even for brief periods. If you will be in a hurry to pick up your child in the afternoons, please plan to do the following:

- Remind your child of the time you expect him/her to be ready.
- Send a note to your child's teacher letting her/him know when you expect the child to be ready.
- Telephone the office when you are on your way so the child can be called to the front.

Extended Care Procedures

- ◆ Elementary students who are enrolled in the "Kids' Club on the Corner" program will be escorted by a staff member to the school at 3:30 p.m. The elementary school building will be closed to students by

3:45 p.m. No student may return to his/her classroom or locker after this time. Students who ride in a van from a local elementary school must observe the same rules as our own students. If a child is not going to be riding in the van, the parent must call WRNS before 12:00 to inform us of the situation.

- ◆ During "after school hours" all students must observe the same rules as during school hours. Rules about eating, drinking, safe transition between locations, supervision, school property, and respect for authority are in place whenever children are present on the school grounds. Children who violate these rules will face appropriate consequences.
- ◆ The school closes at 6:00 p.m. A late fee will apply for students picked up after this time. See details in the section "late fees" under the Financial Information heading.

Student Security

When students are to be picked up by someone other than a parent or legal guardian, parents must make a notation in the Special Instruction book in the main office. All children being picked up by someone other than their parents must be signed out through the school office. These individuals must enter the main building and present their driver's license, relay the child's security password, and sign the Special Instruction book. No child will be released to an unauthorized individual. Please, for your children's safety, keep the office informed of all changes to your pick-up schedule. All parents entering the building must check in at the office and receive permission prior to entering classroom areas. No children may be picked up from the playground. Please give your child's name to the valet or office staff, and we will page him/her to the front.

Dress Code

White Rock North Uniform Policy

In general, the appearance of all students is expected to be neat, clean, and modest. All students enrolled at White Rock North School in kindergarten through sixth grade are required to wear the school uniform, which must be purchased at Parker Uniforms (413 Casa Linda Plaza or 4887 Alpha Road.) The school uniform will be the required means of dress on all school days and on specified special performance days. On "day care" days, uniforms are not required.

Girls' Fall/Spring Uniform Requirements

- Plaid shorts
- Navy blue polo shirt
- White bobby socks or knee-high socks
- White tennis shoes
- Plaid jumper and white blouse with red trim
- Plaid skirt and white oxford shirt (4th - 6th grade girls only)
- Navy gym shorts worn under jumper or skirt

Girls' Winter Uniform Requirements

- ◆ Plaid jumper and white blouse with red trim
- ◆ Plaid skirt and white oxford shirt (4th – 6th grade girls only)
- ◆ Navy gym shorts worn under jumper or skirt
- ◆ Red cardigan sweater with crest on left breast
- ◆ WRNS sweatshirt and sweatpants – must be worn with a solid white t-shirt (no graphic t-shirts allowed)
- ◆ White bobby socks or knee-high socks/White or navy tights
- ◆ Navy or white turtleneck shirt (optional)
- ◆ White tennis shoes

Boys' Fall/Spring Uniform Requirements

- Khaki shorts
- Navy blue polo shirt
- White socks
- White tennis shoes
- Navy blue braided belt

Boys' Winter Uniform Requirements

- Khaki slacks
- White oxford button-down shirt
- Navy blue or white turtleneck shirts (optional)
- WRNS sweatshirt and sweatpants – must be worn with a solid white t-shirt (no graphic t-shirts allowed)
- White socks
- White tennis shoes
- Red cardigan sweater with crest on left breast
- Uniform plaid tie (for field trips, events, and performances)

Enforcement of the Uniform Dress Code

Enforcement of the dress code begins at home. When a student comes to school improperly dressed, that student will be issued an infraction card. Also, the student will be detained in the office until the appropriate clothing items are brought to school. Students are required to be picked up if the appropriate uniform is not obtained. In repeated cases, a student will be required to keep an extra uniform at school.

Infraction Cards - Uniforms

Breaches to the uniform code will result in the student receiving an infraction card. Three cards will result in a detention, which is served on the first and third Fridays of each month. Detentions may not be postponed and must be served before the end of a six weeks grading period and before report cards will be issued.

Uniform Passes

Students may earn passes to dress out of uniform for the day on the last Friday of each month or on other special days awarded at the discretion of the classroom teacher and the principal.

Preschool and Pre-kindergarten Dress Code

Clothes and shoes should be practical for the day's activities. Tennis shoes are a must for our active campus. No sandals, please! Socks must be worn for skating. All preschool and pre-kindergarten students must maintain a change of clothes in a Ziploc bag in the child's homeroom. All clothing, swim wear, and towels should be marked with the child's name.

Code of Conduct

We believe that each child deserves an educational environment that conveys a strong sense of self with a commitment to truth, virtue, and integrity. Therefore, we will not tolerate any student who tries to inhibit any teacher from instructing or any student from learning.

The rules and regulations are designed to create a sense of community and family. Students are encouraged to think of and respect each other, the faculty, and the school. In each classroom a discipline plan will be posted for all students to follow. Each teacher develops a discipline plan consisting of rewards and consequences. Kindergarten and grade school students are included in organizing and implementing their class discipline policies. If a student chooses to break rules, appropriate consequences will follow.

Discipline

In case of a disruption or offense, a student will be sent to the principal's office with a note documenting the offense. Disciplinary action may take any or all of the following forms as deemed necessary by the school principal.

- Issuance of an infraction card
- Parent conference with teacher and principal
- Denial of privileges
- Temporary removal from the classroom
- Detention - Suspension - Dismissal

Repeated Offenses

Consistent violations to the Code of Conduct less serious in nature (talking, class disturbance, improper dress, gum chewing, disrespect) can result in a designation of a serious misdeed. If the problem persists, the student will be suspended or dismissed.

Infraction Cards - Conduct

Infraction cards are issued for conduct unbecoming a student. Three infraction cards will result in detention or more serious discipline at the discretion of the principal. Detentions are served after school hours on the first and third Fridays of the month. Detentions may not be postponed and must be served before the end of the six weeks' grading period.

Biting Policy

After a child's first bite, he or she will be removed from the other children to play alone. The teachers will shadow the biter to see if they can determine why the biting is occurring. Parents of the biter and the child

bitten will be notified. After a second bite, the child will be removed from school for three days. The third bite or multiple bites in one day will result in the child's removal from school for one week. A fourth bite will cause the child to be removed from the school indefinitely.

The Parent's Supporting Role in School Discipline

Discipline is something we do for a child, not to a child. As good students and citizens, children of all ages must be responsible for their own behavior. Parents will be informed through a Behavior Report Form of serious deviations from expected behavior. If a child does not respond to classroom discipline, the child will be sent to the principal's office. If administration deems it necessary, parents will be contacted and expected to personally correct the child or remove him/her from the premises. Parents and school faculty will not always agree about the causes, seriousness, and appropriate responses to children's behavior, but these disagreements should not be discussed in front of or with the children involved. Parents should seek to discuss their child's behaviors with the child's teacher or supervising adult before seeking a conference with an administrator. In most cases, parents and faculty can reach a satisfactory resolution based on their mutual interest in the child's success.

Positive Reinforcement

Children are acknowledged for teamwork, special effort, good conduct, and providing good examples to their peers. Within classes, the rewards may be treats, stickers, privileges, etc. Recognition by the school may come in the form of special privileges, lunch with a teacher or administrator, student of the week/month recognition, and recognition at public events such as Mustang Club meetings and student assemblies.

Personal Items

Though preschool students may bring a small, lightweight blanket for nap time, children may not bring other personal items to school except for authorized projects and activities, such as "show and tell." Please assist your child in labeling all clothing, skates, and swimming accessories. Lost and found bins are located in the school cafeteria. Specifically, children should not bring expensive toys, jewelry, electronic devices, musical instruments, sports equipment, make-up, or trading cards on campus. Staff members are authorized to confiscate these items on sight. Grade school students are encouraged to use a backpack for clothing, lunches, school supplies, and books. Only combination locks (not keyed locks) may be used on lockers. The combination must be registered with the child's homeroom teacher.

The Calendar of the Academic Year

Annual Events

White Rock North students and families build a sense of community through participation in annual events. Some events are primarily for grade school students, some are for preschool, and some are whole-school activities. We encourage students and their families to participate fully in all these events as noted on the school calendar.

Day Care Days

Regular academics are suspended. Students not enrolled in “extended care” may attend for an additional fee (\$50.00 per day.) – see calendar enclosed

Day Care for Private School Students

Students enrolled in White Rock North for school hours only (not enrolled in the Before/After School Program) may attend on teacher in-service days for a fee of \$50.00 for one child, \$40.00 for each additional child in the same family.

Days White Rock North is completely closed

Please see enclosed school calendar for specific days the school is closed.

Report cards issued

Report cards will be issued the week following the end of each six weeks grading period. Please see the school calendar for specific dates.

Adjustments to the Calendar

In an effort to help families plan, we publish this information, accurate to the best of our knowledge, in early August. However, circumstances such as weather and site availability necessitate changes in plans. Pencil in these dates, and we will keep you informed of any necessary changes.

Supporting the School

Fund-raisers

School support organizations such as the Student Council will plan fundraising activities throughout the year. In each case, the proposed items to be purchased with the proceeds will be announced. We ask that you lend your full support to these activities, and we welcome your suggestions for new and interesting fundraising activities.

Babysitting

The staff at WRNS is discouraged from babysitting students outside of school hours, as this is a liability for the school. Please do not solicit our staff to keep your children. Should you need suggestions for sitters, please let the office staff know and we will be happy to assist you.

Extracurricular Offerings

School Facility

The school facility reflects the development of the whole child, a priority that the school staff places on the formative years in school. White Rock North School features an indoor swimming pool, skating rink/gym, multi-purpose activity room, and playgrounds that provide plenty of space to play enthusiastically or sit quietly.

White Rock Dance Program

Participation in White Rock Dance Productions develops a sense of teamwork, commitment, and tradition while providing a chance for students to display their talents and leadership abilities. Dance is offered on a weekly basis under direction of a professionally trained and experienced dance instructor within the school day for preschool and pre-kindergarten students, and after school for kindergartners and graders. Students enrolled in dance classes will participate in a recital to be held in May.

Medical Information

Immunizations and Emergency Medical Care

All enrollees are required to have current immunizations as required by state and federal law and to maintain a valid notarized emergency medical release form on file. Children may not leave campus on field trips or participate in swimming without this form. Parents have the responsibility for providing and updating information about emergency contacts, current telephone numbers, and existing medical conditions.

Physical Restrictions

Parents must send notes to the office and to the child's teacher stating why a child is to remain indoors or to refrain from physical exercise or swimming. The note should clearly designate the duration of this restriction. Furthermore, if students use ear plugs for swimming, the swimming teacher must be informed. Ear plugs must be kept in a container labeled with the child's name. If students forget their swimming suits or towels, they must sit out of swimming.

Illness

When children become ill at school, they are isolated and their parents contacted. In these situations, parents should arrange for immediate pick-up. When children contract contagious diseases, we ask that parents notify us. This courtesy keeps us informed of any danger to which our students and staff may be exposed. When children are sent home with fever, diarrhea, or vomiting, they cannot return to school for 24 hours from the time they leave campus.

Medicine

We will dispense medication only in accordance with school policy and Child Care Licensing standards. Please observe the following requirements and prohibitions:

- Parents/guardians must bring medicine in person to the office. All medicine must be in its original container. Prescription medicine must show the pharmacy label, name, and correct dosage.
- Please do not send medicine in a backpack or lunch box or give it to a teacher. A child may not self-dispense medicine.
- Parents/guardians **must** fill out a sheet in the Medicine Sign-In book at the front counter on which they record the child's name and dosage instructions. If this sheet is not signed, we cannot dispense the medicine. A note attached to a container of medicine is not an acceptable alternative to this procedure.

General Information

Registration Requirements

Since enrollment is limited, the registration application must be filled out and submitted along with the \$50.00 registration fee before a student may officially enroll. The following forms must be completed and submitted before the first day of attendance.

- Application - Social Record
- Medical Records - Renewable yearly
- References and Transcripts
- Emergency Care Authorization
- Financial Agreement
- Signed Receipt of "A Parent's Guide to Day Care"

Hours of Operation

Corner Cottage	7:00 AM to 6:00 PM
Before school care	7:00 AM to 8:30 AM
Preschool & Pre-Kindergarten (Full Day)	8:30 AM to 3:30 PM
• Extended day (7:00 AM to 6:00 PM) is all inclusive	
Preschool & Pre-Kindergarten (Half Day)	8:30 AM to 12:00 PM
Kindergarten – Grade 6	8:30 AM to 3:30 PM
After School Care	3:30 PM to 6:00 PM

Lunches

Lunches for pre-school, pre-kindergarten, and kindergarten students enrolled in extended day are included in the tuition. Lunches for non-extended day kindergartners and grade school students are available for \$2.50 per lunch. Students may purchase an 11-punch meal ticket to redeem as they wish. If a student forgets lunch or chooses to eat a school lunch without purchasing a meal ticket, his/her account will be charged \$2.50. Cash will not be accepted for lunches on a daily basis. Lunches are not served on Fridays or on day care days. Students should bring sack lunches on these days. Students may not bring sodas for lunch or snack. Students may not use the microwave.

Breakfast and Snacks

Breakfast is not allowed at school. Students must eat breakfast prior to arriving on campus. Morning and afternoon snacks are provided to pre-school, pre-kindergarten, and kindergarten students. Grade school students may bring morning snacks of their choice. All snacks sold at the school cost fifty cents. Gum is not allowed on campus at any time.

Financial Information

Financial Statements, Billing, and Receipts of Payment

Please see the contract/financial agreement in the annual application booklet for specific information.

Miscellaneous Information

Academic Tutorials

Tutorials are available during the school year and summer months to assist students in areas of difficulty. Contact the school office for more information regarding the services offered.

Camp White Rock North

This school offers a comprehensive summer camp program, featuring a variety of fun activities and field trips. Registration forms are usually available in January or February.

Birthday Parties

At White Rock North we believe birthdays are a fun time to celebrate with friends and family. Please feel free to bring cupcakes, snacks and drinks. Coordinate this type of activity with your child's homeroom teacher. If you would like to plan a more elaborate party, please arrange for an off-campus party after school hours. We do not pass out invitations to parties unless all children in the class receive one. Groups of children may not be picked up from the school for birthday parties.

Lost and Found

Items do get misplaced. Please label all clothing, lunch boxes, and other items your child brings to school in a conspicuous area with both first and last names printed clearly. We cannot be responsible for unlabeled items.

Important Numbers

Telephone number	214-348-7410
Fax number	214-348-3109
Address	9727 White Rock Trail Dallas, Texas 75238
Website	www.whiterocknorthschool.com
E-mails	Admissions Director: Ms_Drake@whiterocknorthschool.com