



Dear Parents:

We are delighted to welcome you and your child to Miss Helen's Private School. We appreciate your confidence in choosing Miss Helen's. Our experienced faculty and staff are committed to helping your child achieve academic and social growth in a caring and nurturing environment.

We have prepared a Parent Handbook for your ready reference. The handbook contains information on the school's operational policies and procedures. It is also designed to answer your general questions as well. We encourage you to become familiar with the handbook and refer to it often. You will note that Miss Helen's Private School is family-owned and operated and has been serving the Tulsa community since 1954. We are very proud of our state-of-the-art school facility, which opened in October 1996, and exceptionally pleased of the Elementary Grades classrooms added in summer of 2008.

We are glad that you and your child are here and encourage your individual participation and questions. Please feel free to contact any of our executive staff directly if we can be of any personal assistance.

Sincerely,

The Executive Staff

Lynda Wingo
Jayme Wingo-Baker
Rhonda Reidy
Christi Ray

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History

Miss Helen's Private School is family-owned and operated and has been serving the Tulsa community since 1954. Several of our current students represent the third generations of both former students and faculty members. Miss Helen's offers a preschool program, kindergarten, and elementary school program for grades 1-5. In addition, a special summer session is offered at all levels, June, and July.

In October 1996, we completed and moved into a new 15,400 square foot state-of-the-art school facility at 4849 South Mingo. This facility has allowed us to greatly increase our educational and extra-curricular offerings, as well as provide an expanded food service program for students. Our educational facilities include three preschool pods, two kindergarten classrooms and elementary grade classrooms. During the summer of 2008, a 4,300 square foot elementary wing was completed for all our elementary grades. In addition, we have added a newly designed playground, testing areas for speech, language and reading, and a computer lab. Our facility also incorporates a state-of-the-art security camera system and observation windows on classroom doors.

School Philosophy

The goal of Miss Helen's Private School is to provide a high-quality professional and positive year-round learning environment in which all students are challenged to achieve their full potential. We believe the learning experience should combine self-discipline with academics and be enjoyable and fun. We believe that the teaching curriculum should incorporate the latest technology available and be adapted to accommodate each student's individual needs.

We remain committed to making a positive difference in the lives of our students and helping them to achieve a high level of self-confidence and overall success. We believe that a team approach, involving all faculty and staff members, is essential to the students' progress and that each faculty and staff member plays a critical role in both the students' and schools' overall success. We believe that the student's family also plays a key role in the learning process and is an integral part of our team.

Mission Statement

Our mission is to educate and support students by creating an environment that cultivates personal and academic excellence.

Admission Policy

Miss Helen's welcomes enrollment of all students and is nondiscriminatory regarding race, color, religion, creed, gender, national or ethnic origin. Each student is entitled to all rights, privileges, programs, and activities made available to all students at the school. Our enrollment and permission form must be completed and signed by the parents. Application, enrollment, and supply fees must accompany each student's application prior to approval. All children must have a health form completed and signed by a physician prior to attendance, meet school age requirements, and be toilet trained. Kindergarten and Elementary children also need a copy of their birth certificate prior to the first day of school session.

School age requirements for each individual section are as follows:

Preschool 3 years through 5 years
Kindergarten 5 years by September 1st
Elementary School Successful completion of previous grade

Tuition Policy

Full tuition is due regardless of vacations, holidays, school closings or any other absences. The parent, custodial parent or legal guardian shall assume responsibility for payment of the student's full tuition.

School year tuition is paid either by the school year (end of July), semester (end of July/December 1) or a 10-payment plan for the school year one calendar month in advance and due **on the first of each month**. If payment is not received in the school office **before** the 15th of the calendar month, a late charge of \$50 will be added. If the tuition and late charges are not paid in full by the 20th of the month, there will be an additional \$25 late charge applied. Outstanding amounts, not received by the last day of the calendar month, will be sent to our attorney for collection. In addition, enrollment will be suspended. Attorney fees, court costs and other expenses will be added to the amount due and collectible.

In cooperation with the Tulsa County District Attorney's office to enforce the Bogus Check Restitution Program, we cannot accept "postdated", "hold", "two-party", and out-of-state checks.

All returned checks will be charged a \$25 fee, and the responsible party will be requested to reimburse the school with cash immediately.

Enrollment Policies

Attendance/Absence

- Sunshine Kids, Clover Club and Rainbow Dreamers (preschool) students are required to be in school **before 8:30 a.m.**
- Kindergarten students are required to be in school **before 8:30 a.m.**
- Elementary students are required to be in school **before 8:00 a.m.**

*Elementary Students may be dropped off at north entrance (by flagpole)

The parents must accompany each child to the front door.

It is necessary to be prompt to class to fully participate and benefit from class programs. If your child is late, or absent, please call the office, as it is necessary for us to make the proper arrangements. In addition, please call the school if you plan to pick up your child early.

There are no provisions for make-up days or credit days. School closes **promptly at 5:30 p.m. each day.** Other arrangements will need to be made if your child cannot be picked up **before 5:30 p.m.**

Withdrawal Policy

All withdrawals (temporary or permanent) require one calendar month notice in writing to the school office. If written notice is not given, a \$150.00 withdrawal fee will be charged.

There are **no refunds** or **reductions in tuition granted.**

Scheduled School Closings

Staff In-service Days - Normally held in the first two weeks of August.

Labor Day - The first Monday in September.

Fall Break - Normally the third Thursday and Friday in October.

Thanksgiving - Includes the **Wednesday before**, Thursday and the Friday following.

Christmas Holiday Break - Normally the break involves a period of about two weeks and includes days prior to and just after Christmas including the New Year holidays. Specific dates will be announced in advance.

Parent Conference Days - Normally scheduled in November for Preschool and January for Kindergarten and Elementary school students.

MLK Jr. Day

Presidents Day

Spring Break - Days scheduled will be the third week in March.

Good Friday

Memorial Day Week

Independence Day - Includes the day before and after July 4.

These days are not "made-up", and no credit is given. Advance notices are posted in each classroom and monthly calendars are posted to Miss Helen's app.

School Closings Due to Weather

When Union Public Schools are closed due to weather, Miss Helen's Private School and offices will also be closed. This policy was initiated with the concern for the safety of the students, parents, and staff in mind.

School closings due to weather will normally be announced on local television and radio (KRMG 740 AM) before 7:00 a.m. with the Union School District closings included. If you are unsure, you may also check Miss Helen's Facebook page. Remind texting will confirm closings. No reduction, credit, or refunds are given for closings due to weather.

Health Policies

Health Forms/ Immunizations

The Oklahoma Health Department requires all **preschool** students to have received the following immunizations: 4 DTP; 3 Polio; 1 MMR; 2 Hepatitis A and 3 Hepatitis B; 4 HIB and Chicken Pox vaccinations. **Kindergarten and elementary** students are required to have the following immunizations: 5 DTP; 4 Polio; 2 MMR; 2 Hepatitis A and 3 Hepatitis B; 4 HIB and Chicken Pox vaccinations. Forms for all students must be renewed as needed and are due at the beginning of each school year.

Illness

Please do not send children to school if they have an infection, bad cough, fever or flu-like symptoms or vomiting. We will appreciate your calling the school if your child is ill. This will allow us to make both teachers and other parents aware of any potential contagious illnesses. Children who have a temperature should not attend school until their temperature is normal for a 24-hour period. If your child becomes ill at school, we will call you to pick him or her up immediately, as we do not have isolation or sick rooms available.

Medications

Medications, to be administered at school, will be given only if an authorization and release form is completed and signed by the parent. A completed authorization and release form, with directions, must be submitted each time that a new medication is given. The medication must also be properly labeled. Some illnesses like pink eyes, rashes or oozing sores will require a doctor's authorization before a child can be readmitted to school.

Emergency Treatment

A completed form, providing for emergency treatment to be initiated, must be on file in our office. This will be used only under emergency conditions where we are unable to contact the child's parents. If a life-threatening emergency should arise, the closest emergency center will be used.

Serious Injury Plan

When a child is injured, the staff at Miss Helen's will evaluate the injury. When the injury is minor, first aid will be applied, and an accident form completed and filed. Parents will be called or notified at the time of pickup based upon the extent of the injury.

If the injury is serious, a staff member will secure an ambulance by calling 911 and then notify parents. A second staff member will check to ensure an open airway, control bleeding, comfort the injured child and keep them calm.

A Director will accompany the child to the emergency center. They will take the child's file, which includes all medication information noted on the health form and the emergency release form. The staff member will remain with the child until a parent or parent's designee assumes responsibility for the child. An accident form will then be filled out and filed.

Discipline Policy

Miss Helen's standards encourage self-respect, respect for others and their property, and allow for a climate of learning and optimal individual care. Teachers prevent inappropriate behavior by setting up their rooms with quality and quantity of appropriate class activities, special seating for students, and teacher's total attention. Teachers will redirect a child to another activity to prevent inappropriate behavior. Positive reinforcement is given for behavior and age-appropriate choices are given.

Problem behavior is managed in three ways: First, the teacher may offer developmentally appropriate choices. Secondly, depriving the child of an appropriate privilege is another generally accepted form of encouraging self-control. A child will not be deprived of anything that falls into the area of basic needs i.e. food, rest, opportunities for fresh air. In more serious circumstances, the teacher has a third option of receiving help from a supervisor or the office. In this instance, a child might be isolated in another classroom to complete class assignments. A child may also be isolated in the office.

Miss Helen's Private School reserves the right to isolate disruptive students and/or remove them from their classroom. The student's continual noncompliance with classroom standards will result in a parent conference, either by phone or in person, to discuss options for professional assistance. If the disruptive behavior continues after the conference, the school reserves the right to contact the parents to have the child picked up for the remainder of the day. If a child deliberately and aggressively injures either another child or teacher, parents may be called and asked to pick up the child at school immediately. The child will be dismissed for the remainder of the day. Repeated disruptive behavior can result in an "out-of-school" suspension. Such suspensions may result in a student being dismissed from the school. Miss Helen's reserves the right to judge the severity of the noncompliance in accordance with the classroom's predetermined standards.

Other Things You Should Know

Proper Clothing

Uniforms

Miss Helen's Private School requires that all students wear uniforms. Information is available from the school office or from C & J Uniform at 918-610-7470. C & J Uniform as well as items labeled uniform at our online store: mhps.4mypromo.com are the only authorized stores to purchase Miss Helen's uniforms.

Tennis shoes are strongly recommended to help ensure the safety of your child. Please **no** "flip flop" style shoes. Modesty shorts must be worn under the girl's jumpers. Our school policy is that students will go outside throughout the school year at recess time unless it is raining, or it is exceptionally cold or hot. It is especially important with the uniform policy that all removable clothing must be labeled with your child's name (sweaters, coats, hats, etc.). All outerwear (sweaters, sweatshirts) worn in the classroom must be uniform apparel.

Progress Reports/Report Cards

Preschool Progress Reports

Progress reports and conferences may be requested at any time by calling the office. The school sends home progress reports from each preschool class mid-year and year-end. The reports represent some of the goals achieved by the students and cover materials that have been introduced to the students in general.

Kindergarten and Elementary Grades Report Cards

Report cards for kindergarten and elementary grade students will be sent home at the end of each nine weeks of school. The report cards serve to outline the students' accomplishments.

Recess

All children will be having several outside playground times during the day throughout the year. Miss Helen's Private School uses the following temperature guidelines to determine whether we will be having outside recess.

Temperature or heat index - 100 degrees or above

Temperature or wind chill - 32 degrees or below

Please dress your child appropriately for outside play and label all outside apparel with the child's name. Please assume outside play and bring coats on cold days. We include outside play as part of our program to keep the children healthy.

Parent/Teacher Conferences

Parent/teacher conferences will be held each year in November for parents of preschool, January for parents of kindergarten and elementary grade students. In addition, special conferences may be scheduled by parents, or the school as needed. All parents are encouraged to consult with any of the following individuals as the need arises: their child's teaching supervisor or a school Director.

School Calendars

Scheduled school closing calendars will be available second semester for each new school year. General information calendars will be posted on Miss Helen's app monthly.

Meals and Snacks

A morning snack is served daily and consists of juice or milk and a light breakfast type of food such as toast, crackers, fruit, cereal etc. The morning snack is not considered as a replacement for breakfast. Please provide breakfast for your child **before** he or she arrives at school. An afternoon snack is served each day and consists of milk or juice and low sugar snack food such as graham crackers, popcorn, fruit etc. A snack menu is posted on Miss Helen's app and in the pod for both morning and afternoon snack times.

A family-style hot lunch is prepared on the school premises and served daily. Lunch menus are posted on Miss Helen's app. monthly and posted in the school.

Please do not send gum or candy to school. Our teachers are using rewards, other than food, for the children. We are actively teaching that flavors other than sweets are good for children. If you wish to provide a special snack for your child's class, please plan with the school. No **red** beverages are allowed in the school as well as no cake or cupcakes with brightly colored icing.

Parking Lot

The main **entrance** to the school is the **South** driveway and the **exit** is the **North** driveway. Parking is available facing the West and North. There are handicapped parking slots available at the South end of the parking lot. Additional parking is available on the gravel parking lot on the North end of the building.

Please observe the **No Parking** area located at the front of the building. This is the designated **fire zone**. The **No Parking** zone is required by the Tulsa Fire Marshal and is always to remain clear.

As parking spaces are limited, parking **within the designated lines** is a necessity. Please respect other individuals' vehicles and parking needs. Children need to be either carried, or their hands always held by an adult, while out in the parking lot. This is important for safety

reasons. Children cannot be seen easily when vehicles are backing up. In addition, vehicles always need to be driven slowly. Please remember to be courteous and respect the needs and safety of others while in the parking lot.

Someone Else Picking Up Your Child - Visitors

Please call the office if anyone other than the expected parent is planning to pick up your child. Without parental/guardian permission, the child will not be allowed to leave the school. *Legal documentation needs to be on file for extenuating circumstances.

For security reasons, all visitors are requested to report to the reception area. Any entry into the school building, other than scheduled class arrivals and pickups, will need authorization. A valid driver's license, or current photo identification, is required. In addition, no child will be allowed to leave with anyone under the age of 16.

Birthdays

We enjoy recognizing each child's birthday during class time. Parents may provide special snacks for their child to share with classmates. Please plan with the front desk to ensure there are enough snacks for everyone in the class. Colored (dyed) frostings are not permitted to prevent staining on skin, uniforms, & carpet.

Birthday Invitations

Pre School (SK, CC, RD) children may send home party invitations from school IF their entire homeroom class is invited. **Refreshments** may be brought to school to share with your child's homeroom class or for the entire Pod for afternoon snack time (3:00-3:30). Please pre-arrange with front desk.

Kindergarten - students may bring and send home from school party invitations for their entire class (Busy Bear or Lucky Lions) or all girls/boys in their entire class. **Refreshments** may be brought to school to share with the students' class for afternoon snack time. Please pre-arrange with front desk.

Elementary - students may bring and send home from school party invitations for ALL their class, or ALL girls/boys in their class. **Refreshments** may be brought to school to share with their Elementary classmates for afternoon snack time (3:30). Please pre-arrange with front desk.

*Reminder - NO colored frosting is allowed at school!

Healthy snacks, cookies, rice krispie treats, brownies, donuts are all acceptable refreshments. No cakes.

Note - we are not allowed to give out family phone numbers or addresses to anyone. Please refer to the school directory that is provided in the fall each year.

Parent Involvement

Parents are an important part of our program at Miss Helen's and there are several ways for you to become involved in school activities and your child's education. We schedule several activities throughout the year to encourage parent involvement.

In addition, we hold periodic educational seminars for both parents and teachers throughout the school year. We welcome and encourage your involvement in all school programs. We also welcome you to visit during the normal school day to observe your child's classroom activities. Please contact the office if you have any questions regarding these programs or would like to serve in a volunteer capacity throughout the school year.

PTO

Mission

The mission of Miss Helen's Parent Teacher Organization is to support the school's commitment to make a positive difference in the lives of our students. Our goals are to: enhance fundraising and social events, strengthen communication between parents and teachers and encourage family participation.

Meetings/Committees

The PTO meetings are announced on monthly calendars at the school and invite all parents and teachers to attend. Parents are encouraged to join one of the special committees, including Social, Fundraising and Pod Party Parent, and Teacher Appreciation. Committee meetings are scheduled as needed.

Miss Helen's Private School Programs

Overview

Miss Helen's is pleased to offer a variety of programs for students in preschool, Kindergarten, and elementary grades 1-5. Our proven and tested curriculum is continually revised and updated to make sure that each student has the benefit of current academic trends and growth opportunities. To ensure consistency, our preschool curriculum complements our existing kindergarten and elementary school programs.

We constantly interact with other private school administrators from throughout the United States to learn about new approaches to enhance our students' learning experiences. However, although some of the educational concepts are new, we continue to stress the fundamentals and the importance of self-discipline and respect in a caring and nurturing environment.

Miss Helen's became one of the first schools in the Tulsa area to introduce a new violence intervention program for its students. The curriculum is designed to teach children respect for family, teachers, and other students. The nationally acclaimed program, developed by a Seattle-based nonprofit organization called Committee for Children, is called Second Step. This program makes use of puppets and other audio and visual aids as part of the curriculum. The school offers programs which emphasize language skill development and teach children how to identify feelings, reduce anger, solve problems, and get along with others. Second Step is presented to preschool students in Rainbow Dreamers Pod. Sunshine Kids and Clover Club both use the Character Critter curriculum. Kindergarten and Elementary students are taught Character Counts.

The following pages will serve to introduce you to our faculty and staff and our educational programs in more detail. These include preschool, kindergarten, elementary school, and our summer programs.

Faculty/Staff

Miss Helen's faculty and staff are headed by an experienced group of dedicated professionals. All our key administrators are celebrating over 28 years with the school. Most of our faculty members hold bachelor's degrees and continue to pursue their training in early childhood development through ongoing continuing education and workshops. The average length of service for faculty members is approximately 10 years. Miss Helen's also provides speakers and workshops on topical issues for faculty, staff, and parents.

Executive staff members include the following:

Executive Director - Lynda Wingo

Administrative Director - Jayme Wingo-Baker

Preschool Director - Rhonda Reidy

Kindergarten /Elementary Director - Christi Ray

Miss Helen's Preschool Program

The Preschool program departs from the traditional self-contained classroom environment and allows students to rotate between teachers. The students are placed by birth date in one of three pods of classrooms. Children are grouped by birth date and their individual needs are met by each of the class teachers. The pods are not broken down by one age, but by the children's group birth dates and availability. The names of the classroom pods are **Sunshine Kids**, **Clover Club** and **Rainbow Dreamers**. Each student begins in one pod and then progresses to the next. Each pod provides four classes, which the children attend daily.

The **Sunshine Kids** and **Clover Club** classes include **Stories-Science** - which emphasizes reading/writing and math skills, story time and hands-on science; **Music-Spanish** - involving songs, music activities, movement and coordination. In addition, a beginning Spanish course is included in the daily activities; **Art** - students learn colors, shapes, basic skills such as fine motor through coloring, painting and self-expression and **Dance** - tap, ballet and tumbling are offered to help develop large motor and listening skills. The HighReach Learning curriculum is used in the Sunshine Kids Pod to supplement our theme-related resources. The DLM Under Construction Beginning Math curriculum, Frog Street Press - Sing & Read Alphabet Series and Handwriting Without Tears is used in the Clover Club Pod. This will provide new experiences in learning and growing for your child.

The **Rainbow Dreamers** program also consists of four classes which students attend daily. We use a curriculum called The Land of the Letter People. Our math curriculum is Math in My World. The four classes include the following: **Learning Lab** - students will meet and greet the weekly "letter person", and participate in Handwriting Without Tears; **Imagination Station** - students participate with each other in learning centers which involve: art projects, library, listening, pretend and blocks; **Word Workshop** - which includes math, Spanish and Science studies; **Step & Sound Studio** - students will enjoy learning new songs, participate in musical activities with props, tap and ballet. Students will also participate in a developmental gymnastics program. These classes provide an additional challenge for the children who have previously been in the **Sunshine Kids** and **Clover Club** classes.

A low student teacher ratio is maintained to maximize the learning experience. In addition, we have supervisors and teacher assistants available to assist in meeting each child's individual needs. Parents are kept informed of activities through a monthly calendar, which includes unit studies and special visitors. Monthly lunch menus are also available on Miss Helen's app and posted in each pod for parents. Weekly swimming lessons at Miller Swim School, computer lessons, cheerleading (girls 4 years old by October), Amazing Athletes are available for additional fees. Contact the school office.

Homeroom Class Teacher

Your child's homeroom teacher is his or her first classroom teacher. After attending their first class, the students will be rotating among three other classes. They will then return to their first class and homeroom teacher. The homeroom teacher will accompany their students to the cafeteria for lunch and return to their homeroom class for rest time. The group will also be together for afternoon programs, snacks, sharing and recess. The homeroom teacher will help to assess their individual needs and provide nurturing throughout the day.

First Day Needs

Each preschool student will be required to have dance shoes for class from mid-August through May. Both boys and girls will need tap and ballet shoes. Please write your child's name on both pairs of shoes, as they will leave them at school.

Children staying for rest time will need to bring a small blanket and sheet (and small pillow if desired.) Please mark each with your child's name, as it will be left at school. We will also need each child to bring a seasonal change of uniforms, marked with your child's name, in a large "Ziploc" bag. Be sure to also label the bag. This will provide your child with an extra set of clothes in case of a need for a change. We also ask that children not bring toys, dolls, teddy bears, money, and little cars as they may get lost.

Miss Helen's Kindergarten Program

Kindergarten Testing and Requirements

As soon as the application form and fee are received for the new kindergarten student, arrangements will be made to schedule the Gesell Institute Test.

Teachers have long recognized the wide variation among individual children in kindergarten classes. These variations manifest themselves in physical, social, emotional, and intellectual behavior. Our research has shown that the Gesell Institute Test, developed by the Gesell Institute of Child Development in New Haven, Connecticut, provides the best measurement tool to help us better understand and meet the needs of our students by initially defining their behavioral age rather than chronological age.

An understanding of such behavioral traits is useful to classroom teachers in their efforts to know each child, to appreciate his or her range in behavior and strengths and weaknesses. The results allow us to plan specific experiences that will be suitable to each individual student at this stage of his or her development.

A qualified Gesell Institute examiner tests each student to acquire a behavior age and prepares a recommendation to parents. In addition, Speech, language & vision screenings are performed to determine any concerns or need for referrals. All tests are conducted at Miss Helen's during school hours. Once the information is gathered, a conference involving the examiner, administrator of the school and parents is arranged to discuss the findings and provide the necessary direction to help the student achieve a successful start in school and a good educational experience overall.

The Kindergarten Class

The Kindergarten Class offers reading and math programs consistent with the surrounding school districts. The reading program is Saxon Phonics & Spelling; a formal reading program presented at the child's appropriate level and incorporates a structured phonics program. Supplemental activities include workbooks, creative writing thematic study and special projects. The math program is Saxon Math. It is based on learning by using hands-on activities. The concepts learned in performing these activities are reinforced by worksheets covering numeration, problem solving, measuring, addition, subtraction, telling time and the use of money.

In addition to the reading and math portions of the class, "Liberal Arts" provides students with additional hands-on activities, which challenge them in a rewarding and positive manner. Included in the liberal arts are vocal music, physical science, creative art, and culinary art with programs that enhance the reading and math curriculum. During this time

of the day, the classroom teacher is available for one-on-one instruction should a child need help in an area.

The kindergarten class has a daily Spanish teacher who will incorporate language and culture. A daily computer lab will be offered to all students as well.

Extracurricular activities are also offered and have proven very popular, swimming lessons available through Miller Swim School (with transportation provided), cheerleading, Music, Hip Hop, Girl Scouts.

Periodically, our students will be transported by private bus on a field trip (wearing their field trip uniform). A small charge will be added to your monthly statement for the field trip.

Miss Helen's Elementary School Program

Miss Helen's provides a comprehensive curriculum for grades 1st-5th in either a self-contained or multi-age group setting. An emphasis is placed on the fundamentals of developmental learning to allow each student to reach his or her full potential. The classroom environment is open and flexible to meet individual needs. The method of instruction is tailored to fit the learning styles and personality of each student. Each student is exposed to a vast amount of information and given a multitude of opportunities to analyze, synthesize, evaluate, and apply information at his or her own pace.

The reading program for 1st through 3rd grades utilizes Wonders HMH reading, Saxon Phonics, and a variety of additional curriculum consisting of enrichment activities to facilitate linear sequential instruction of the skills necessary to achieve independent reading with comprehension. For 4th and 5th grades, reading consists of authentic literature utilizing Newberry and Sequoia books when appropriate, literature response journals, vocabulary study and comprehension testing. Language Arts consists of daily grammar study, research projects, original poetry anthologies and creative self-expression through short stories or book writings.

Mathematical skills are taught using hands-on projects, textbooks, and workbooks. Estimation, graphing, geometry, and fractions are presented in the same manner.

Science, social studies, health, and geography are presented within units.

As part of our commitment to excellence, the students have music, PE, art, daily computer lab, Spanish, and field trips. The students participate in ongoing social awareness programs such as: adopting children through charities to help during the holidays and donating food to help feed needy families.

Elementary students establish a small business during each academic year. Through the student run and operate business, management and labor skills are taught and practiced. The students and their company raise funding for all community projects.

The Elementary School staff are committed to effective listening, recording, and observing each student's academic and social progress to ensure that individual strengths and weaknesses are addressed.

Extracurricular activities including cheerleading, Girl Scouts, swim, Hip Hop, and music lessons are available, and student participation is encouraged.

Summer Session Programs

In addition to our regular academic programs throughout the school year, we are pleased to offer three programs during a special summer session for all age groups. The summer session programs are less structured and designed to combine fun activities with an ongoing educational enrichment process. The following is a brief description.

Preschool (ages 3 years - 5 years)

Preschool classes that include dance, art, stories-science, and music-Spanish continue through the summer and serve as a basis of our programs. Special activities and events, such as Miss Helen's Pet Parade, pool party & picnic and weekly waterplay are offered. Our goal is to develop the senses, stimulate thinking and make success a daily experience for each child.

Kindergarten and Elementary Grades

Summer school enhances educational skills acquired during traditional school months. Continuing education prevents the "lack and loss" of educational achievements. Our summer school classes promote individual opportunities to enhance and work above grade levels and/or strengthen weak areas. The continuity of our class schedules and extracurricular activities, which include lessons in swimming, gymnastics, and cheerleading, present the best combination of both academics and summer fun.

Group Lessons

Group lessons are available to help students acquire new skills. Classes which have been offered include swimming, gymnastics, golf, tennis, karate, soccer, cheerleading and more. Each class normally lasts for one or two weeks and runs for about an hour a day. The fee charged includes transportation, based on Miss Helen's, and the cost of the lesson.

Other Things You Should Know

Proper Clothing

Free Dress

During Free Dress days, throughout the whole year, children may not wear costumes or pajamas. Elementary age students must have shorts that are always measured to the bottom of their fingertips. Shirts must have a sleeve of some type, no spaghetti straps or tank tops. If bathing suits are worn by girls, for waterplay days, it must be a one-piece suit. No two-piece suits or flip flops are to be worn to school.