

THE NUEVA SCHOOL

The Nueva School Community Website – Parent Account

Welcome to The Nueva School! As a new Nueva parent, you now have access credentials to the portion of the website reserved for our community members. Currently, you have limited access to the community website as the system awaits the start of the school year when your student is fully enrolled. In the first half of July, you will receive full access to a wealth of information and features.

The Nueva School community website is the communication center for Nueva parents and students. Within The Nueva School's community website, you will be able to:

- Maintain your contact information
- Look up names and contact information of faculty, staff, and other Nueva families
- Register for after-school programs and the school's bus service
- Look for families who may live close by to arrange carpools
- Volunteer for classroom and extracurricular activities
- Order lunch for your student
- Sign up for conferences with teachers or advisors
- Discover news and additional information about Nueva

Again, not all of these features will be available to you now. In the first half of July, you will receive full access to the website's features and functions.

The Nueva School community website is also where you will maintain your personal contact information. It is important you keep this information up-to-date as the school community relies on its accuracy. In the case of an emergency, this information will be used to contact you. **We ask you to update this information by May 15, 2019 in addition to your student's emergency information sheet and media release form.** We also strongly encourage you to post a photo of you and your student, so faculty and staff can readily recognize your family at the beginning of the school year.

To access your parent home page on the Nueva School website:

Go to: <https://my.nuevaschool.org>

- Enter your parent username: **firstname.lastname** Example: johnny.rocket
Note the period between first and last name.
Parents and students have separate accounts
- Enter your password: **parent19**

The first time you log in to the website, you will be prompted to change your password. You will also need to read and accept the website's Acceptable Use Policy.

Once you've completed the login process, you should:

- Update your contact information using the "My Personal Information" link in the "Welcome to the Nueva website" section of the home page.
- Complete your student's Emergency Information Sheet under the Profile section.
- Agree to the Media Release Form for 2019-2020 under 'Forms to be Signed'.
- Add photos for you and your student under the links with your student's name.

If you need additional assistance, or have questions about the website, please feel free to contact The Nueva School's Technology Office via e-mail at: techhelp@nuevaschool.org, or call us at 650-350-4545.



Student Information Sheet for K – 4

Student's Name _____ Grade in September _____

Dear Parents,

Each summer at Nueva, teams of teachers, learning specialists, and administrators work together to group classes for the upcoming school year. We create these groups carefully in order to support each child's academic and social-emotional growth. Along with teachers' deep understanding of the children in their classes, parent feedback is very important in helping us shape thoughtfully balanced class groups. We hope that these groupings will support existing relationships, while also fostering new ones, and will allow all students to feel safe and confident taking the academic risks necessary for deep learning.

Please take a few moments to describe your child's academic and social-emotional personality and any information you would like for us to keep at the front of our minds as we create class lists. I appreciate your candor with your comments and understand that some feedback is sensitive. Know that this information will be kept confidential.

Please return your comments to our Lower School Division Assistant, Janice Toy at jtoy@nuevaschool.org by May 31st.

Sincerely,
Megan Terra
Head of Lower School

Please describe your child's learning style, academic interests, and the strategies you have found best support his/her learning.

Please describe your child's social-emotional profile and his/her personality in group settings (e.g., introvert/extrovert, comfort sharing ideas, level of independence, comfort with transitions, etc.).

Are there relationships that have been especially positive or challenging for your child in the past?

April 25, 2019

Dear Incoming Kindergarten Family,

This letter is to help you complete the mandated immunization requirements for your child to enter Kindergarten, as well as to complete the attached Report of Health Examination for School Entry (ROH). This form is mandated by the California Health and Human Services Agency. Most children entering Kindergarten are due for a final round of immunizations, and need to visit his/her pediatrician. If your child has had a recent visit, your pediatrician may be able to complete the ROH without a further visit, provided your child's vaccinations are up to date. An ROH is required even if your child's immunizations are current.

Please take the attached Report of Health for School Entry to your pediatrician who will complete and sign it. Their office can then fax it directly to the Nueva School Nurse at 650-344-9302 or email it to nurse@nuevaschool.org. The immunizations will be reviewed, and we will contact you if any are missing.

**The deadline to receive the completed Report of Health for School Entry is Friday, May 31, 2019
A record of your child's up-to-date immunizations must be on file in the Admissions Office for your child to be eligible to be on campus for the 2019-2020 school year.**

Please let us know if you have any questions.

The Nueva School Nurse
nurse@nuevaschool.org

Beginning January 1, 2016, the school will no longer accept personal belief exemptions, unless otherwise required by law, for new students, students entering kindergarten or returning students entering the 7th grade. The school will continue to accept medical exemptions under the following conditions: (1) a parent or guardian files a written statement by a licensed physician that the student's physical condition is such, or medical circumstances relating to the student are such, that immunization is not considered safe; and (2) the physician's statement indicates the specific nature and probable duration of the medical condition or circumstances, including family medical history, for which the physician does not recommend the student be immunized. If the foregoing conditions are met the student will be exempted from vaccination to the extent recommended by the physician.

INFORME DEL EXAMEN DE SALUD PARA EL INGRESO A LA ESCUELA

Para proteger la salud de los niños, la ley de California exige que antes de ingresar a la escuela todos los niños tengan un examen médico de salud. Por favor, pídale al examinador de salud que llene este informe y entregue a la escuela—este informe será archivado por la escuela en forma confidencial.

PARTE I PARA SER LLENADO POR EL PADRE/LA MADRE O EL GUARDIÁN

NOMBRE DEL NIÑO/NIÑA—Apellido	Primer Nombre	Segundo Nombre	FECHA DE NACIMIENTO—Mes/Día/Año
DOMICILIO—Número y Calle	Ciudad	Zona Postal	Escuela

PARTE II PARA SER LLENADO POR EL EXAMINADOR DE SALUD

EXAMEN DE SALUD

AVISO: Todas las pruebas y evaluaciones excepto el análisis de sangre para el plomo deben ser hechas después de la edad de 4 años y 3 meses.

PRUEBAS Y EVALUACIONES REQUERIDAS	FECHA(mm/dd/aa)
Historia de Salud	/ /
Examen Físico	/ /
Evaluación de Dientes	/ /
Evaluación de Nutrición	/ /
Evaluación del Desarrollo	/ /
Pruebas Visuales	/ /
Pruebas con Audiómetro (auditivas)	/ /
Evaluación de Riesgo y prueba Tuberculosis*	/ /
Análisis de Sangre (para anemia)	/ /
Análisis de Orina	/ /
Análisis de Sangre para el plomo	/ /
Otra	/ /

REGISTRO DE INMUNIZACIONES

Aviso al Examinador: Por favor dé a la familia, una vez completado, o a la fecha, el Registro de Inmunización de California en papel amarillo.

Aviso a la Escuela: Por favor apunte las fechas de inmunización sobre el Registro de Inmunización de la escuela de California en papel azul.

VACUNA	FECHA EN QUE CADA DOSIS FUE DADA				
	Primero	Segundo	Tercero	Cuarto	Quinto
POLIO (OPV o IPV)					
DTaP/DTP/DT/Td (difteria, tétano y [acelular] pertusis [tos ferina]) O (tétano y difteria solamente)					
MMR (sarampión, paperas, rubéola)					
HIB MENINGITIS (Hemófilo, Tipo B) (Requerida para centros de cuidado para niños y centros preescolares solamente)					
HEPATITIS B					
VARICELLA (Viruelas locas)					
OTRA (e.g. prueba TB, de ser indicado)					
OTRA					

PARTE III INFORMACIÓN ADICIONAL DEL EXAMINADOR DE SALUD (optional)

RESULTADOS Y RECOMENDACIONES

Llene esta parte si el padre/la madre o el guardián ha firmado el consentimiento para divulgar (distribuir) la información de salud de su niño/niña.

- El examen reveló que no hay condiciones que conciernen las actividades de los programas escolares.
- Las condiciones encontradas en el examen o después de una evaluación posterior que son de importancia para la actividad escolar o física son: (por favor explique)

*de ser indicado

y PERMISO PARA DIVULGAR (DISTRIBUIR) EL INFORME DE SALUD

Yo le doy permiso al examinador de salud para que comparta con la escuela la información adicional de este examen como es explicado en la Parte III.

Por favor marque esta caja si Ud. no desea que el examinador llene la Parte III.

Firma del padre/madre o guardián

Fecha

Firma del examinador de salud

Fecha

Si su niño o niña no puede obtener el examen de salud llame al Programa de Salud para la Prevención de Incapacidades de Niños y Jóvenes (Child Health and Disability Prevention Program) en su departamento de salud local. Si Ud. no desea que su niño(a) tenga un examen de salud, puede firmar la orden (PM 171 B), formulario que se consigue en la escuela de su niño(a).

CHDP website: www.dhcs.ca.gov/services/chdp

**PLACE
PICTURE
HERE**

Name: _____ D.O.B.: _____

Allergy to: _____

Weight: _____ lbs. Asthma: Yes (higher risk for a severe reaction) No

NOTE: Do not depend on antihistamines or inhalers (bronchodilators) to treat a severe reaction. USE EPINEPHRINE.

Extremely reactive to the following allergens: _____








THEREFORE:

If checked, give epinephrine immediately if the allergen was **LIKELY** eaten, for ANY symptoms.

If checked, give epinephrine immediately if the allergen was **DEFINITELY** eaten, even if no symptoms are apparent.

FOR ANY OF THE FOLLOWING:





SEVERE SYMPTOMS

 LUNG Shortness of breath, wheezing, repetitive cough	 HEART Pale or bluish skin, faintness, weak pulse, dizziness	 THROAT Tight or hoarse throat, trouble breathing or swallowing	 MOUTH Significant swelling of the tongue or lips
 SKIN Many hives over body, widespread redness	 GUT Repetitive vomiting, severe diarrhea	 OTHER Feeling something bad is about to happen, anxiety, confusion	OR A COMBINATION of symptoms from different body areas.

↓ ↓ ↓

1. **INJECT EPINEPHRINE IMMEDIATELY.**
2. **Call 911.** Tell emergency dispatcher the person is having anaphylaxis and may need epinephrine when emergency responders arrive.
 - Consider giving additional medications following epinephrine:
 - » Antihistamine
 - » Inhaler (bronchodilator) if wheezing
 - Lay the person flat, raise legs and keep warm. If breathing is difficult or they are vomiting, let them sit up or lie on their side.
 - If symptoms do not improve, or symptoms return, more doses of epinephrine can be given about 5 minutes or more after the last dose.
 - Alert emergency contacts.
 - Transport patient to ER, even if symptoms resolve. Patient should remain in ER for at least 4 hours because symptoms may return.

MILD SYMPTOMS

 NOSE Itchy or runny nose, sneezing	 MOUTH Itchy mouth	 SKIN A few hives, mild itch	 GUT Mild nausea or discomfort
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FOR MILD SYMPTOMS FROM MORE THAN ONE SYSTEM AREA, GIVE EPINEPHRINE.

FOR MILD SYMPTOMS FROM A SINGLE SYSTEM AREA, FOLLOW THE DIRECTIONS BELOW:

1. Antihistamines may be given, if ordered by a healthcare provider.
2. Stay with the person; alert emergency contacts.
3. Watch closely for changes. If symptoms worsen, give epinephrine.

MEDICATIONS/DOSES

Epinephrine Brand or Generic: _____

Epinephrine Dose: 0.15 mg IM 0.3 mg IM

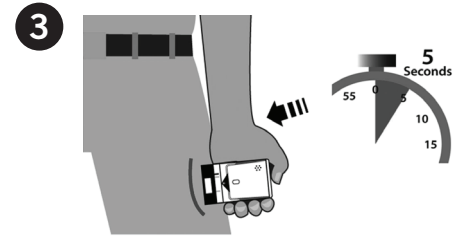
Antihistamine Brand or Generic: _____

Antihistamine Dose: _____

Other (e.g., inhaler-bronchodilator if wheezing): _____

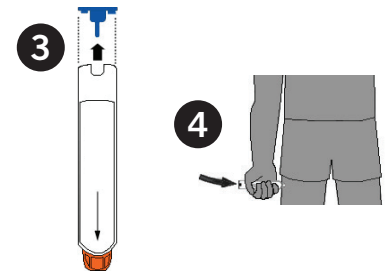
HOW TO USE AUVI-Q® (EPINEPHRINE INJECTION, USP), KALEO

1. Remove Auvi-Q from the outer case.
2. Pull off red safety guard.
3. Place black end of Auvi-Q against the middle of the outer thigh.
4. Press firmly, and hold in place for 5 seconds.
5. Call 911 and get emergency medical help right away.



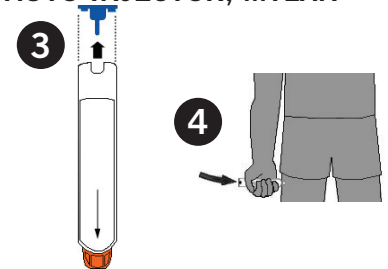
HOW TO USE EPIPEN® AND EPIPEN JR® (EPINEPHRINE) AUTO-INJECTOR, MYLAN

1. Remove the EpiPen® or EpiPen Jr® Auto-Injector from the clear carrier tube.
2. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward.
3. With your other hand, remove the blue safety release by pulling straight up.
4. Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'.
5. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
6. Remove and massage the injection area for 10 seconds.
7. Call 911 and get emergency medical help right away.



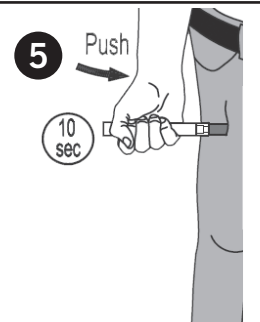
HOW TO USE EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF EPIPEN®), USP AUTO-INJECTOR, MYLAN

1. Remove the epinephrine auto-injector from the clear carrier tube.
2. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward.
3. With your other hand, remove the blue safety release by pulling straight up.
4. Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'.
5. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
6. Remove and massage the injection area for 10 seconds.
7. Call 911 and get emergency medical help right away.



HOW TO USE IMPAX EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF ADRENALICK®), USP AUTO-INJECTOR, IMPAX LABORATORIES

1. Remove epinephrine auto-injector from its protective carrying case.
2. Pull off both blue end caps: you will now see a red tip.
3. Grasp the auto-injector in your fist with the red tip pointing downward.
4. Put the red tip against the middle of the outer thigh at a 90-degree angle, perpendicular to the thigh.
5. Press down hard and hold firmly against the thigh for approximately 10 seconds.
6. Remove and massage the area for 10 seconds.
7. Call 911 and get emergency medical help right away.



ADMINISTRATION AND SAFETY INFORMATION FOR ALL AUTO-INJECTORS:

1. Do not put your thumb, fingers or hand over the tip of the auto-injector or inject into any body part other than mid-outer thigh. In case of accidental injection, go immediately to the nearest emergency room.
2. If administering to a young child, hold their leg firmly in place before and during injection to prevent injuries.
3. Epinephrine can be injected through clothing if needed.
4. Call 911 immediately after injection.

OTHER DIRECTIONS/INFORMATION (may self-carry epinephrine, may self-administer epinephrine, etc.):

Treat the person before calling emergency contacts. The first signs of a reaction can be mild, but symptoms can worsen quickly.

EMERGENCY CONTACTS — CALL 911

RESCUE SQUAD: _____

DOCTOR: _____ PHONE: _____

PARENT/GUARDIAN: _____ PHONE: _____

OTHER EMERGENCY CONTACTS

NAME/RELATIONSHIP: _____

PHONE: _____

NAME/RELATIONSHIP: _____

PHONE: _____

Nueva Lower School 2019-2020 Calendar

August 18	Lower School New Family Gathering
August 23	Lower School Meet and Greet, Grades PreK-4
August 26	First Day of School/Tea on the Plaza at Hillsborough
August 30	Noon Dismissal
September 2	No School: Labor Day
September 11	Back-to-School Night
October 9	No School: Yom Kippur
October 18	No Classes: Innovative Learning Conference
October 31	Halloween Parade
November 1 & 8	No Classes: Parent/Teacher Conferences
November 27	Grandparents & Special Friends Day: Noon Dismissal
November 28 – 29	Thanksgiving Break: Offices Closed
December 20	Holiday Concert: Noon Dismissal
December 23 – January 3	Winter Break: Offices Closed 12/24 & 12/25, 12/31 & 1/1
January 6	Classes Resume
January 20	No School: Martin Luther King Jr. Day
January 31	No Classes: Parent/Teacher Conferences
February 7	No Classes: Parent/Teacher Conferences
February 17	Presidents Day: Offices Closed
February 17-21	February Break
February 24	Classes Resume
April 13 – 17	Spring Break
April 20	No Classes: Professional Day
April 21	Classes Resume
May 25	No School: Memorial Day
June 12	Last Day of School: Noon Dismissal
June 15 & 16	Parent/Teacher Conferences

Website tip: please check www.nuevaschool.org for the full calendar and updates. To see future months not shown on the calendar, click on the latest month offered on the list, and additional months will appear.

Lower School 'Who to Call List' 2019-2020

Interim List – Complete 2019-2020 directory will be available in September

The formula for creating email is to take the initial of the person's first name + their last name @nuevaschool.org (e.g. Taryn Grogan email: tgrogan@nuevaschool.org)

Category	Name	Title	Phone	Email
Administration	Diane Rosenberg	Head of School	650-350-4515	drosenberg@nuevaschool.org
	Caron Anscombe	Executive Assistant to the Head of School	650-350-4516	canscombe@nuevaschool.org
Lower School	Megan Terra	Lower School Division Head	650-350-4523	mterra@nuevaschool.org
	Janice Toy	Lower School Division Assistant	650-350-4520	jtoy@nuevaschool.org
Admissions	Taryn Grogan	Director of Admissions	650-350-4525	tgrogan@nuevaschool.org
	Kim Overton	Associate Director of Admissions	650-350-4526	koverton@nuevaschool.org
	Ariana Bickham	Admissions Assistant	650-350-4594	abickham@nuevaschool.org
	Lupe Ruiz	Admissions Associate	650-350-4524	lruiz@nuevaschool.org
Advancement	Magda Lara	Interim Director of Development	650-350-4557	mlara@nuevaschool.org
After School Program/ Extended Care	Myna Chiem	Business Office	650-350-3078	mchiem@nuevaschool.org
Athletics/PE Program	Chris Wade	PreK-12 Director of Athletics & Physical Education	650-350-4543	cwade@nuevaschool.org
Board of Trustees	Bruce Cozadd	Chair	650-233-1177	bruce.cozadd@jazzpharma.com
Business Office	Steve Cole	Director of Finance & Administration	650-350-4530	scole@nuevaschool.org
Monthly Statements	Lourdes Garcia	Accounting Specialist	650-350-4534	lgarcia@nuevaschool.org
Bus/Lunch Subscriptions	Chris Yu	Senior Accountant	650-350-4532	cyu@nuevaschool.org
Tuition Pmt Plans Incl FACTS	Chris Yu	Senior Accountant	650-350-4532	cyu@nuevaschool.org
Café Team				lunch@nuevaschool.org
Diversity	Alegria Barclay	Equity and Social Justice Coordinator	650-235-7136	abarclay@nuevaschool.org
Financial Awards/ Sunshine Funds	Taryn Grogan	Director of Admissions	650-350-4525	tgrogan@nuevaschool.org
Health and Safety		School Nurse	650-350-4521	nurse@nuevaschool.org
Innovation Lab	Angi Chau	Innovation Lab Director	650-235-7198	achau@nuevaschool.org
Library and Literature Clubs	Marilyn Kimura	PreK-8 Librarian and MS Advisor	650-350-4564	mkimura@nuevaschool.org
Registrar	Kathy Wilson	Registrar & Student Information Manager	650-235-7188	kwilson@nuevaschool.org
Music Program	Janice Toy	Lower School Division Assistant	650-350-4520	jtoy@nuevaschool.org
Nueva Parents Association	Buffy Poon	NPA Co-President	650-559-0988	bpoon@stanfordalumni.org
Social Emotional Learning	Lisa Hinshelwood	Social Emotional Learning Specialist	650-350-4596	lhinshelwood@nuevaschool.org
Summer Camp	Jim Morrison	PreK-12 Project Specialist/Nueva Summer	650-350-4592	jmorrison@nuevaschool.org
Technology	Edward Chen	Director of Technology	650-350-4548	echen@nuevaschool.org
Transportation Team				bus@nuevaschool.org

New Family Welcome page: <http://nuevaschool.org/admissions/for-new-families>

Campus map: [Click here \(http://www.nuevaschool.org/category-holds/about-category/8-zoomable-campus-map\)](http://www.nuevaschool.org/category-holds/about-category/8-zoomable-campus-map)

Nueva Parent Association: Log on to the [Nueva](#) site, click on "Get Involved" for more details

NPA Programs, Events, and Committees

The Nueva Parent Association (NPA) is pleased to announce their events and programs for the school year. Each NPA activity is impactful and greatly valued, whether it be an event that fosters community, supports faculty in the classroom, or celebrates the creative talent of our students. We hope that families will consider volunteering in some capacity. We offer jobs that are big, small, and can be done remotely to suit all schedules. All help and participation is appreciated and needed! Jobs will be filled on a first come basis. Remember that your volunteer efforts improve the quality of education that your children receive at Nueva and are a great way to maintain our vibrant and close-knit community!

Tea on the Plaza – First day of School, 9:00am at Hillsborough

Join Diane Rosenberg and the Nueva community to celebrate the first day of school. Come hear the Board's and Diane's vision for the school year, savor a light breakfast, enjoy student musical performances, and learn about our school's upcoming events, programs, and volunteer opportunities. It is a wonderful opportunity for Nueva parents to reconnect with one another after the long summer break. Tea on the Plaza is also staged as a 'volunteer fair' to recruit lower, middle, and upper school parents to work on fun committees, events and activities that enrich our school. Tea on the Plaza volunteers are needed to help plan, provide refreshments, arrange flowers, design invitations and posters, set up, and clean up.

Halloween Parade – Halloween Day

One of Nueva's most cherished annual events, the Halloween Parade and festivities are not to be missed! Join us as students from all three divisions display their creative and entertaining costumes! Students will also enjoy various activities and a haunted house after the parade. Parents are welcome to attend!

Grandparents and Special Friends Day – Day before Thanksgiving

This is a special morning at the Nueva San Mateo and Hillsborough campuses for guests and students alike! The event occurs one day before Thanksgiving Day. All grandparents and special friends are invited to sample Nueva's exceptional programs for themselves. Grandparents and special friends will have an opportunity to visit classrooms and enjoy other activities especially planned just for them.

Volunteers are needed to help with the welcome reception and refreshments in the Café. Guest greeter, registration, classroom guide and clean up opportunities are also available. If you have a guest attending, this is a great event to participate in.

Book Fair Hillsborough – Week after Thanksgiving

Help foster our children's love of reading by assisting at our annual Fall Book Fair! This community building event provides four-days of on-campus bookstores at both Hillsborough and San Mateo, with visits by note-worthy authors to each grade. In addition, the Book Fair team hosts special events such as storytellers, Let's Book A Lunch, and a breakfast social. Proceeds from book sales go directly to support literacy at Nueva by providing children the opportunity to hear top children's authors and illustrators talk about their craft. Volunteer opportunities are available to assist in set-up, maintenance and take down of the fair, cashing, finance, participating in author's lunches, merchandising, and publicity.

Book Fair San Mateo - Week after Thanksgiving

San Mateo Book Fair has moved to the Fall to make the book fairs a school wide affair! San Mateo has an additional purpose of helping populate the Writing and Research Center (WRC) at the Upper School with books and research tools through community donations. Of course, we will also have plenty of Young Adult Literature, Popular Adult Titles, Parenting Books, etc. We often have the teachers earmark selections of their favorite books for you to choose from and add online ordering capabilities with offline pick up. The week of the Book Fair coincides with grade specific on site parent events that will allow for in person browsing as well. Volunteer opportunities include set up, take down and running the cashier in 2 hour shifts.

The Nueva Talent Show – February, every other year

One of Nueva's most popular community events, the Talent Show is a great school tradition that only happens bi-annually. From group dances to magic tricks-- from student bands to amazing solos, from acrobatics to Broadway scenes-- this event is a fun, relaxed yet efficient, exciting, and highly entertaining event for all of Nueva. Whether you perform or attend, we keep the evening fun and engaging for all.

Science, Technology, Engineering, Art, & Math (STEAM) Fair – Sunday in March

Volunteer opportunities abound at the all-day event that provides something for everyone. The entire campus is opened up to visitors who immerse themselves in interactive exhibits created by students, families, classes, faculty and local companies. Over the years, we have busted myths, erupted volcanoes, launched catapults, and created hot-air balloons that soared over the campus. Parents are encouraged to volunteer at many levels from designing, leading, and hosting activities, to mentoring student projects prior to the event, to generating publicity in our community and beyond.

Benefit Auction – Saturday evening in March/April

Be part of the team behind the social event of the year! The Nueva Benefit Auction is our largest fundraising event of the year, and all proceeds support financial awards for students and professional development for faculty and staff. Financial assistance allows the school to broaden its reach, increase socioeconomic diversity, improve equity and access for community members, and provide support beyond tuition and trip fees.

There are many opportunities for volunteers to assist in planning, soliciting for live and online auction items, writing copy for the catalog, uploading items and descriptions for the online auction, coordinating class gifts and teacher treasures, and facilitating pre-event setup and logistics. Please consider joining our stellar team!

Art Showcase Week – April/May

This school wide event celebrates and shares the sculpture, photography, painting and mixed media artwork created by our talented students. Volunteers are invited to help with planning, publicity, and displaying the artwork across both campuses during the Spring. It's a lot of fun to bring the walls to life and see the students light up as their work is appreciated. Up to 20 Long and short-term volunteers are needed! We also need the volunteer who can help someone who specializes in computer graphics for the pamphlet and another volunteer with PR skills to help promote the event.

Maker Faire- May *Coordinated by I-Lab Faculty*

The Maker Faire is a two-day, family-friendly event in San Mateo (next door to our Upper School campus) that celebrates the Do-It-Yourself (DIY) mindset. It's for creative, resourceful people of all ages and backgrounds who like to tinker and love to make things. Volunteer to make Nueva's appearance at the Maker Faire unforgettable. Free tickets will be available for all volunteers who work more than four hours.

Field Day - Last Week of School

This most looked forward to event is held during the last week of school. The Field Day is one of the traditional closing events of the school year. Multiple mini-ice cream stands take shape next to the athletic field and students look forward to challenging and participating with the Nueva faculty and staff in sporting events. It is a fantastic afternoon! Volunteers are needed to serve ice-cream, set up, and clean up afterward.

Common Ground Speaker Series

The Common Ground Speaker Series is a parent education consortium on the San Francisco Peninsula. Each year it presents a slate of cutting-edge speakers, topics and special events designed to inform, engage and inspire our school communities.

Currently celebrating our 16th season, Common Ground began with eight member schools in 2002. Today, we represent more than 10,000 families at 29 schools, stretching from Hillsborough to San Jose. Our events take place at a variety of venues on the Peninsula and showcase the most current thoughts on education, health and parenting.

An all-volunteer organization, Common Ground is led by representatives from each member school. Together, we work to provide a forum for parents and educators to learn, strategize, and develop a sense of shared community.

We invite you to join us this season to explore innovative ways to keep our families, schools, and communities strong in the 21st century.

Helping Hands

Help Share the Care! We welcome any and all who would like to support Nueva families in need.

The Helping Hands program is a parent-organized effort created to provide coordinated support for parents, faculty, and staff within our community who find themselves facing an extreme medical crisis. Critical times often require a broad range of support. We look to the Nueva community to provide meals, transportation, playdates, connection to resources and other forms of help. Each case is different and can be customized to provide different levels of support.

To meet these challenges quickly, Helping Hands maintains a bank of volunteers who are willing to lend a hand, based on their individual expertise and availability. As cases emerge, we will reach out with specific requests for your help. Thank you!

I-Lab Design Engineering Classes and Recess Support *I-Lab Staff*

The Innovation Lab is a vibrant 3,000 square foot laboratory where the design thinking process is taught, hands on, for a myriad of curriculum based projects from grade 2nd through 8th. The I-Lab is open three days a week during lunch and lunch recess for our student builders, tinkerers, designers, and problem solvers. Your help allows us to meet individually to guide children and build their skills. Please consider coming in even if you have no experience.

Internships Program *Faculty Director - Katie Saylor*

We need the help of the **ENTIRE NUEVA COMMUNITY** to help bring internship opportunities to our high school students! This past summer, Nueva's internship task force helped place 1/3 of our rising senior class into summer internships. These internships enabled our students to pursue their areas of passion through real-life work experiences. This year, we will expand and improve the program.

Our students have diverse interests in business, community service, design, education, fine arts, engineering, media, non-profits, publishing, science research, sports, technology, and more!

- Are you interested to join our task force and help build this program?
- Can you think of an exciting organization - big or small - that might benefit from a Nueva Intern?
- Do you have ideas or referrals that might lead to future internships and/or outside mentors for Nueva students?

Please email ksaylor@nuevaschool.org (using the email account where you receive Nueva emails) to help Nueva create lifetime experiences for our students through internships!

Literature Club Facilitators *Staff Coordinator - Marilyn Kimura, Librarian*

If you love kids and books, Lit Club may be for you. We need volunteers to co-facilitate small group literature discussions from October to May. Grades 2 - 4 meet Thursdays, 8:45 - 9:45 am, and grades 5 & 6 meet Wednesdays, 8:40 - 9:35 am. We will train and support you -- we couldn't support this 35-year old tradition without volunteer help! Please contact Marilyn Kimura, mkimura@nuevaschool.org for information.

Math Circle Volunteers – 3 Fridays in the School Year

Math Circles are Nueva community outreach events where we invite a number of distinguished mathematicians and educators in the Bay Area to lead and engage students at all grade levels in interesting mathematical activities, puzzles and problem-solving. Parents are invited to participate with their children and it is therefore always a fun-filled evening. Volunteers are needed for setting up, visitor registration, and pizza sales, as well as for support in the I-Lab. There are three Nueva Math Circles that occur on Fridays during the school year and typically from 5:00-7:30pm.

Also – stay tuned for Nueva Humanities Circles in 2019-2020!

Nueva Merchant Programs

We are seeking volunteers and evangelists to assist with the Merchant Program. The program works with Amazon's affiliate program and eScrip (grocery club card) for Nueva families, to gift a percent of your spending on Amazon.com or in local Grocery chains (i.e. Safeway and Mollie Stone's). When you shop at participating merchants, Nueva receives a percentage of your purchases, which are used to help fund many of the great NPA events throughout the year including Diversity Events and the STEAM fair.

The success of Nueva's merchant programs is really driven by the total number of participants. We are seeking evangelists from each grade to help spread the word and improve participation. You can make a big difference with a very small-time commitment.

We are also looking for volunteers to help with basic account oversight in addition to ongoing communication to the community to encourage participation. Check the NPA website or contact the NPA Merchant Program Chairs for more information.

Family Community Service Learning Day

Nueva families have helped with beach clean-ups and made lunches at Glide Memorial. We are always looking for new opportunities for the whole family to engage in giving back to our local community and meet other families. Volunteers are needed to research and coordinate our service possibilities and advertise and rally our Nueva families to join in!

Nueva Fund

The Nueva Fund is our annual fundraising effort which takes place in the fall and is essential to funding the difference between tuition and the actual cost of operating the school. Current parents, alumni parents, alumni, grandparents, faculty, staff, and friends are all asked to participate. The Nueva Fund supports essential components of the Nueva education, including educational programs across the Lower, Middle and Upper Schools, faculty salaries, professional development, financial aid, and campus maintenance. In order to create the inclusive and cooperative community we value, we strive to have all families participate in the Nueva Fund. Volunteers contact families to solicit their support during one of the call nights in November and December.

Nueva Store

Join these fun chairs to promote Nueva school spirit! Nueva has an online store and we need volunteers to staff the pop-up stores at Nueva events where store merchandise is sold: Tea on the Plaza, Grandparents and Special Friends Day, the Book Fair, STEAM Fair, and the NPA Volunteer Thank You Breakfast. There are also opportunities to help with the merchandising, planning, and scheduling of store activities for the year.

Staff Appreciation

Please join us to help show our wonderful Nueva faculty and staff how much we all appreciate their skill, commitment, and caring. Sign up for the NPA's Staff Appreciation committee! This committee is dedicated to acknowledging and pampering our teachers and staff in various ways. Volunteer for the Staff Appreciation Week (likely a lunch and special snack delivery); Conference Day Set-Up, baked goods, drinks and/or snacks; World Teacher's Day treats; Valentine's Day treats, etc.

Please note that an updated Program and Events Description for 2019-2020 will be available over the summer.

Lower School New Family Frequently Asked Questions

Congratulations, and welcome to the Nueva Community! Here's a list of commonly asked questions. Please don't hesitate to call the Admissions Office, 650-350-4528, or your buddy family if you have any other questions.

What is done to ease my child's transition to Nueva?

Attending new family events and connecting with your buddy family prior to the start of school will help your child find familiar faces when school begins. The teachers and the Social-Emotional Learning Specialist work as a team to help new students transition, and they explicitly engage the classes in activities designed to make the new students feel comfortable. Please speak with your child's teachers or the division head if you or your child needs extra support.

When and how often should I expect to speak with the teacher?

Nueva teachers welcome open communication with parents. They have worked out a variety of methods to ensure a balance in meeting the needs of families in their classrooms. If you have questions, or need more information, contact your child's teacher. Communication plans are outlined at Back to School Night (BTSN). The Lower School BTSN is September 11. Parents should attend this important event.

When will I hear how my child is doing?

Nueva offers three parent-teacher conferences a year. Conferences are scheduled over two days. The first one is November 1 and 8, the next one is January 31 and February 7, and the last one is scheduled for June 15 and 16. The first conference is an opportunity for teachers and parents to exchange information about a child's progress thus far in the year. With the two-additional parent-teacher conferences, you will meet with and receive narrative evaluations from the homeroom teacher and specialists.

When will I know my child's teacher and classmates?

Class assignments are provided in late August.

Do students remain with the same group all day long, all year long?

Each classroom has the opportunity to work with the other grade level teacher, as well as specialists, and students in the other grade level class in different subjects and on various projects. Grade level classrooms have recesses and lunches together. On most Friday afternoons, students in the Lower and Middle School gather for an all school assembly.

When does school start, and what are the drop-off and pick-up times for school?

We have a staggered start time for Lower and Middle School. Typically Middle School starts at 8:20 am and Lower School starts at 8:30 am. All divisions end at 3:25 pm. These times may vary due to construction on campus.

Children in grades K-8 can be dropped off as early as 7:30 am; the latest pick-up time is 6:00 pm. Children arriving early or staying after school must make arrangements to go to Extended Care. Additional details and sign up for our Extended Care Program, Enrichment Classes (for grades K-8), and Homework Club (for grades 2-8) will be available in late August.

Drop-off/Pick-up: Additional information on traffic flow and pick-up/drop-off locations will be provided in late August. Please observe traffic guidelines to ensure a safe and steady flow of traffic. **Park in designated areas, and never on Skyline Boulevard or public streets adjacent to campus.**

Bus and Shuttles: We encourage anyone who can to ride the bus! Multiple routes (north and south) as well as inter-campus shuttles are offered to minimize trip time and maximize convenience. The bus is a safe, fun, cost effective, and environmentally friendly way for students and faculty to travel to and from school. Additional details and sign up for our bus and shuttle service will be available in late August.

Carpooling: Parents arrange carpools informally by grade/region. The Nueva Directory has a "Find Carpool" option for you to find other families in your zip code. Speak with your buddy family or class representative to find out if you can join an existing carpool or would like to coordinate a new group.

Is Extended Care the same as the afternoon enrichment classes?

No. Many enrichment classes are offered after school. Topics for the classes range from Musical Theater, to soccer, chess, and art classes. After classes, children can go to Extended Care to wait for their carpools or the late bus. Details and registration will be available in September.

Can my child play after-school sports?

Yes! Nueva belongs to the West Bay Athletic League for grades 4–8. For a full list of sports offered, please visit our website. All Nueva athletics teams are formed on the basis of interest and participation. When participation is adequate, everyone is accepted on a team, and everyone can participate at their level of skill. Teams are generally formed through assessment, while groupings take into account age and developmental ability. In addition, depending on enrollment, teams may be all boys, all girls, or coed.

Can my child take music lessons on campus?

Yes! Nueva contracts with local musicians to provide individual music lessons, beginning to advanced, during the school day. Priority enrollment is given to older students. Details and registration will be available in September.

What are my child's lunch options?

Children may bring their own lunch, or sign up for the lunch program, which includes fresh, nutritious, organic ingredients. All children and their families are welcome to eat at the café by checking their names in at the register. Nueva is a nut-free campus. **Please do not pack any lunch or snack items containing ground or tree nuts, or their derivatives.** Details and registration for the lunch program will be available in late August.

What if my child gets hurt or is ill during school?

The Nueva School nurse attends to minor scrapes, injuries, and illnesses. If your child is unable to return to class, you will be called to come and pick them up from school. Children may return to school 24 hours after the cessation of fever or vomiting. We call emergency services as needed. All faculty and staff receive annual training in first aid/CPR. **Parents must complete, sign, and submit Nueva's Emergency Information Sheet by May 15.** We require an annual update of this information.

What's school policy on absences and lateness?

For Lower School, you must contact Janice Toy at jtoy@nuevaschool.org or (650) 350-4520. If your child arrives late, they need to sign in with Janice at her desk, next to the ballroom. If an extended absence is unavoidable, please talk with your child's teachers ahead of time.

Can I volunteer in the class or in other ways?

Yes! Ask teachers what the opportunities are for your child's grade. Volunteer jobs range from leading literature clubs, and helping with field trips to organizing special events, and teaching in an area of expertise. The Nueva Parents Association (NPA) coordinates school-wide events. Please attend Tea on the Plaza on the first day of school to meet NPA representatives and discuss your interests and availability. Teachers will discuss other volunteer opportunities during Back to School Night.

Will my child have electives?

Lower School students choose their activities and areas of study in a variety of ways. In PreK and K, time is set aside each day for students to investigate areas of interest. In grades 1-3, students have weekly choice times. They also have "passion projects" and "intensives." Students in grades 4-8 participate in Academies. Academies meet on Friday afternoon and allow students to choose from a wide range of goal-oriented activities led by teachers, parents, or other adults in our community. Regular "electives" in music, art, programming, drama, etc. are offered in Middle and Upper School.