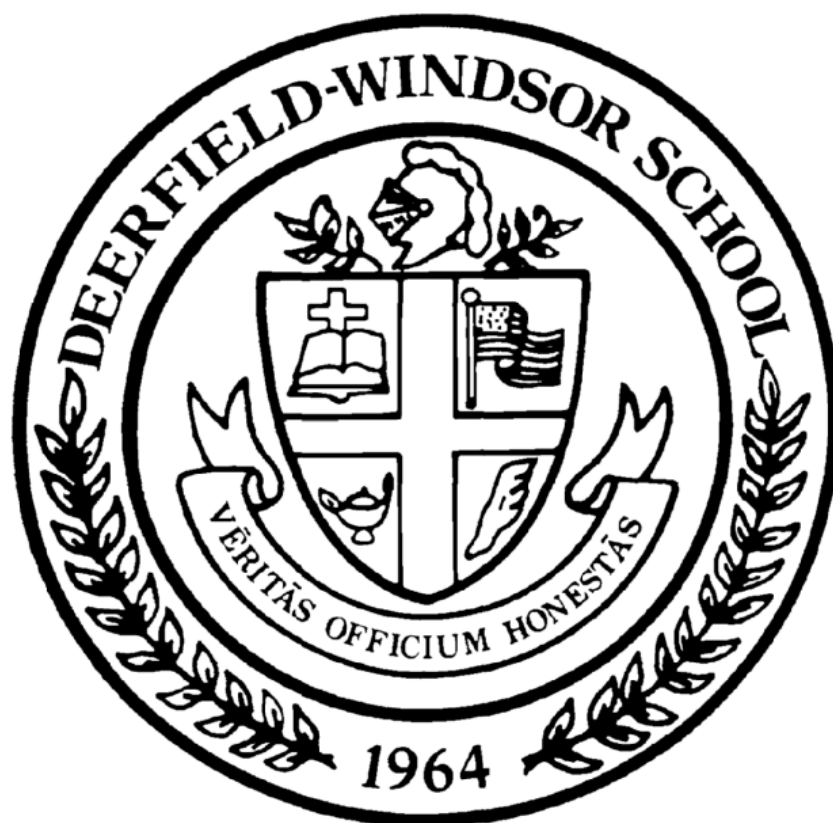
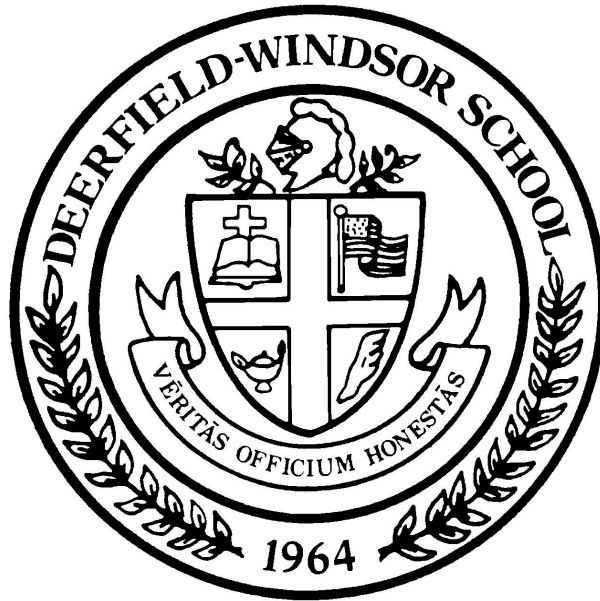


DEERFIELD-WINDSOR SCHOOL

Lower School

Student and Parent HANDBOOK 2025-2026





**Deerfield-Windsor Lower School
Beattie Campus**

**1733 Beattie Road
Albany, GA 31721**

229-883-3731

www.deerfieldwindsor.com

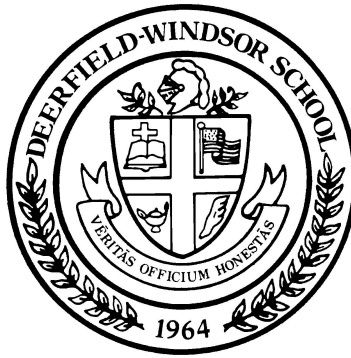
Disclaimer: This handbook represents the most current policies at DWS; however, the administration and staff of DWS reserve the right to make any necessary changes to any policy should the need arise.

Table of Contents

ABOUT DEERFIELD-WINDSOR SCHOOL	1
MISSION STATEMENT	1
CORE VALUES	1
ARRIVAL & DEPARTURE POLICIES	2
ARRIVAL	2
SCHOOL DAY TIMES	2
SPEED LIMITS	2
MORNING DROP-OFF	2
AFTERNOON PICK-UP	2
SPECIAL CARPOOL NOTES	2
STUDENT ATTENDANCE	3
ABSENCE POLICIES AND PROCEDURES	3
PROCEDURES FOR ILLNESS, INJURY, OR OTHER MEDICAL CONDITIONS	3
ACADEMICS	5
DEERFIELD-WINDSOR HONOR CODE	5
HOMEWORK	5
PROGRESS REPORTS AND REPORT CARDS	5
ACHIEVEMENT TESTING AND RESULTS	5
PARENT-TEACHER CONFERENCES	6
STUDENT DISCIPLINE	6
DEERFIELD-WINDSOR LOWER SCHOOL BEHAVIOR CODE	6
CONSEQUENCES	7
STUDENT OFFENSES	7
BULLYING	7
LOWER SCHOOL UNIFORM REQUIREMENTS & DRESS CODE INFORMATION	8
DRESS UNIFORM	8
DAILY UNIFORM WEAR AND OUTERWEAR	8
SPECIAL NOTES FOR GIRLS	8
SPECIAL NOTES FOR BOYS	8
SHOES	9
OTHER DRESS CODE ITEMS	9
PERSONAL PROPERTY	9
GENERAL SCHOOL POLICIES	10
CELL PHONES, SMART WATCHES, & OTHER ELECTRONIC DEVICES	10
VISITORS TO CAMPUS	10
PARENTS VISITING CAMPUS/VOLUNTEERING	10
ANIMAL/PET POLICY	10
BIRTHDAY CELEBRATIONS	10
PARTY GUIDELINES	10
SCHOOL LUNCH PROGRAM	13
EXTENDED DAY PROGRAM	14
STAY AND PLAY	14
EXPLORATION	14

Deerfield-Windsor School Alma Mater

*We will cling to Deerfield-Windsor, to memories gathered here.
The friendships made will last the years and enrich our lives.
Alma Mater, Alma Mater, you will always hold us close.
Though the days divide us, we will still be one!*



ABOUT DEERFIELD-WINDSOR SCHOOL

MISSION STATEMENT

*Deerfield-Windsor School exists to inspire in its students
a passion for learning,
a commitment to personal integrity, and
a dedication to social responsibility.*

This mission is executed in the following ways:

- We provide a college preparatory education of unsurpassed quality by providing students with individual attention while sustaining a wide range of academic, athletic, and extracurricular activities.
- We support an excellent, dedicated faculty and ensure that these stewards of Deerfield- Windsor's mission are the talented leaders and teachers.
- We achieve both the power of unity and the stimulation of diversity by attracting students from among the most accomplished and promising young people from a variety of racial, national, religious, and economic backgrounds.
- We affirm our strong belief in the value of a college preparatory education, by preparing our students for the most demanding universities and by equipping them to assume leadership in our society.
- We foster the intellectual and moral development of our students in every area of the School's program by stressing the fundamental values of integrity, honesty, self- discipline, community responsibility, compassion, love of knowledge, and respect for freedom and law.
- We provide the quality facilities necessary to support the best efforts of teachers and students, as we seek to keep the promises of yesterday while fostering the dreams of tomorrow.

Core Values

The Deerfield-Windsor School family consists of our faculty, students, parents, and grandparents. Our core values are:

HONOR: The DWS family shows honor and treats each other respectfully in all circumstances.

ENCOURAGEMENT: The DWS family recognizes that our words and actions should have a positive impact on the lives of others.

CHARACTER: The DWS family promotes a positive representation of themselves and the school while believing in the education of our students beyond the confines of the classroom.

SERVICE: The DWS family believes that serving others is part of one's positive growth.

ARRIVAL & DEPARTURE POLICIES

ARRIVAL

Students should arrive on campus no earlier than 7:30 a.m. but prior to 8:00 a.m.

SCHOOL DAY TIMES

K3	8:00 a.m.-12:00 p.m.
Pre-Kindergarten	8:00 a.m. - 1:30 p.m.
Kindergarten	8:00 a.m. - 2:15 p.m.
Grade 1	8:00 a.m. - 2:30 p.m.
Grades 2-3	8:00 a.m. - 2:45 p.m.
Grades 4-5	8:00 a.m. - 3:00 p.m.

- Tardy slips are issued to all students arriving after 8:00 a.m.
- PreK students arriving after 10:30 a.m. are counted absent.
- K - 5th grade students arriving after 11:30 a.m. are counted absent.
- K3 students are exempt from tardy slips and absentees but are encouraged to attend on a regular basis.

SPEED LIMITS

As you enter and exit the campus, 10 MPH is the maximum speed.

MORNING DROP-OFF

- Students should arrive with materials for the day in hand, ready for departure from the car.
- Students must exit the car next to a safety patrol student who will open and close the car door.
- Two lanes are available for morning drop-off.
 - *K3 students* are dropped off at the multiplex at the beginning of the school year. Parents may park and walk their child to meet the teacher. This will adjust as the year progresses and parents will be notified of Lane 1 drop off by the teacher.
 - *PreK-2nd graders* are dropped off in the *lane closest to the building (Lane 1)*.
 - 3rd, 4th and 5th graders are dropped off in the far right lane.
 - Older students are dropped off in younger siblings' designated lane.
 - An adult will assist students in crossing the lane safely.

AFTERNOON PICK-UP

To maintain a safe and respectful learning environment, individuals who enter school property smelling of marijuana, alcohol, or other strong, offensive, or noxious odors will be asked to leave immediately. This includes parents, guardians, and others picking up students. If impairment is suspected, alternative pickup arrangements or law enforcement may be contacted to ensure student safety.

- Teachers are responsible for escorting all children to their cars.
- Teachers and staff are not responsible for buckling children into 5 point harness seats. Parents and Guardians will buckle the car seats.
- Each grade will be assigned a designated pick-up lane. *See updated map on website for lane assignments.*
 - K3 pick-up at 12:00 - no vehicle arrivals before 11:45
 - PreK pick-up at 1:30 - no vehicle arrivals before 1:15
 - K pick-up at 2:15 - no vehicle arrivals before 2:00
 - 1st grade pick-up at 2:30 - no vehicle arrivals before 2:15

- 2nd - 3rd grade pick-up at 2:45 - no vehicle arrivals before 2:40
- 4th - 5th grade pick-up at 3:00 - no vehicles arrive before 2:55

SPECIAL CARPOOL NOTES

- Do not use your phone while cars are in motion. The children deserve your undivided attention as you operate your vehicle on campus.
- Do not walk up to the school to get your child in the afternoons as this hinders the process of loading cars.
- Be mindful of those who need time to buckle a car seat. For the safety of others, please wait your turn to drive off from the carpool line.
- **Students will be sent to Extended Day if they are not picked up 15 minutes after their regular dismissal time and the office has not been notified.**

STUDENT ATTENDANCE

Regular school attendance is a prerequisite for student achievement. Because poor attendance or persistent tardiness adversely affects student progress, students are expected to attend school daily and to be on time. To gain maximum benefit from the Deerfield-Windsor School program, a student must be in attendance at school except in the case of an emergency.

ABSENCE POLICIES AND PROCEDURES

Because excessive absences can have a detrimental effect on a student's academic progress, family trips should be planned around the academic calendar. Excessive tardies can not only detrimentally affect progress but are disruptive to the classroom. Please have your child arrive on time each day.

Absences due to personal illness, a death in the family, or a religious holiday are excused absences. We realize that dental and medical appointments cannot always be made after school hours; however, we urge parents to schedule these appointments after school hours whenever possible. If a student must miss school during the school day, a note from the medical office is required.

When checking out for an appointment, parents must sign students out in the office and sign them back in upon returning. Students are considered absent from school if they leave prior to 11:30 a.m. (10:30 a.m. for Pre-K) and do not return. Students arriving after 11:30 a.m. (10:30 a.m. for Pre-K) will be marked absent for the day. **Students absent from school may not attend extracurricular activities on the day of the absence.**

If your child will be absent from school, email the school office, paige.sells@deerfieldwindsor.com and your child's teacher. Daily work and homework for students who miss school may be picked up in the office between 3:00 - 4:00 p.m. each day.

If a student misses more than 20 days in a semester, the student's class work will be reviewed by the academic committee, which consists of the Lower School Director and grade level teachers.

We realize that there are occasions when your child may need to leave school early. If so, please email the teacher and the office with the time of departure and the person's name that will be signing out/picking up your child.

PROCEDURES FOR ILLNESS, INJURY, OR OTHER MEDICAL CONDITIONS

If your child becomes ill or injured at school, the following procedures will be followed.

- A student who becomes too ill to remain at school will be sent to the office, and the parents will be notified. Arrangements for assignments for the remainder of the day should be made by the student before leaving if possible.
- Should your child become sick or injured at school, we will make every effort to contact you. If we are unable to reach you, we will use the emergency contacts you have provided or take reasonable action.
- Students will be given acetaminophen or ibuprofen products only upon consent from parents.
- Students who have sustained a head injury (bump, fall, collision) at school will be seen by the school nurse or a medically trained staff member who will then determine the appropriate response. This may include on-site treatment, contacting parents/guardians, and referral to a medical provider. If the student has a life-threatening emergency, 911 will be called.

If your child is ill or has any of these medical conditions, please follow these protocols.

- **Fever:** If your child has a fever, keep your child home. Your child's temperature must be normal for 24 hours *without* medication before returning to school.
- **Nausea or diarrhea:** If your child experiences nausea or diarrhea, your child should be symptom-free for 24 hours before returning to school.
- **Allergies/Special Medical Conditions:** If your child has any known allergies or special medical conditions, email the school office.
- **Head Lice:** If you discover your child has head lice, email the school office. This will allow us to discreetly treat the affected classroom. This information will be kept **confidential**. Your child may return to school only after they have been checked and cleared by the school nurse.
- **Pink Eye or Infections Skin Conditions:** If your child has been diagnosed with pink eye or infectious skin conditions (MRSA, Impetigo, Hand Foot and Mouth, Ringworm, etc), your child may not return to school until a clearance note has been given to the office by the diagnosing physician.

Make-Up Work Policy: The general rule for illness is that a student has the same number of days to complete written make-up work as the number of days absent. Teachers may schedule make-up tests at their discretion, as long as a 24 hour notice has been given to the student. In the case of a planned trip, assignments that can be given ahead of time will be given to the student. The assignments should be completed before the planned trip or immediately upon return to school. The student is responsible for missed instructional time and related work assignments and will miss recess in order to make it up.

ACADEMICS

DEERFIELD-WINDSOR HONOR CODE

I pledge on my honor as a Deerfield-Windsor School student not to accept or give any help whatsoever in class or out of class in reference to the work required of me. I shall not lie, steal, cheat, forge another's name or commit plagiarism in any form.

HOMEWORK

The purpose of homework is to provide necessary reinforcement of concepts and skills taught during the school day. Meaningful and realistic homework is assigned almost every day, except for the weekend, in some subject or subjects. Homework assignments and time to complete will be grade-level appropriate. Enrichment or remedial assignments tailored to an individual child's needs may be a portion of the required homework.

Homework is also valuable as a vehicle for developing self-discipline and responsibility. Taking the assignment home, completing the work and remembering to bring the work to school are all important processes in developing self-discipline and responsibility.

Students should be encouraged to complete homework on their own. Research studies have found that successful students have a designated place and time for doing their homework.

PROGRESS REPORTS AND REPORT CARDS

Student progress is reported to parents in several ways. Work in all subject areas is sent home regularly. Student scholastic performance, work habits, citizenship, and social development are evaluated and reported every nine weeks. Interim progress reports are issued 4 1/2 weeks before each grading period ends.

The Lower School grading scale is as follows.

A = 90 - 100

B = 80 - 89

C = 70 - 79

F = Below 70

S = Satisfactory

I = Improving

NT = Needs Time to Develop

NI = Needs Improvement

U = Unsatisfactory

NA = Not Applicable

ACHIEVEMENT TESTING AND RESULTS

Students in 3rd - 5th grades are given the CTP5 in the spring. CTP5 test results are mailed with report cards at the end of the school year or in a separate summer mailing.

PARENT-TEACHER CONFERENCES

Deerfield-Windsor School views the educational process as a triangle linking the child, the home, and the School, and good communication between teachers and parents is encouraged. Teachers will schedule conferences at the first reporting period and again the third nine weeks. Parents are encouraged to meet with the child's teacher when they feel a need to do so. Conferences during the school year may be arranged by contacting the teacher or the Lower School office.

Deerfield-Windsor Lower School Code of Conduct

- **Treat everyone with courtesy and respect**
 - **Embrace a positive attitude**
 - **Model honesty and integrity**
- **Practice responsibility and self-control**

STUDENT DISCIPLINE

A quiet and orderly environment nurtures an atmosphere in the school which is conducive to learning. We care for our children and want each to develop into a responsible citizen. Encourage your child to be cooperative so that each child has the opportunity to learn in a pleasant and orderly environment. All students are expected to follow teacher directions and classroom rules and to respect their classmates.

CONSEQUENCES

The school employs a range of disciplinary actions including verbal and written warnings, time out, in-school suspension, after school work sessions, suspension, and dismissal. Students may be placed on *Warned Status*, which is a notice that any future offenses may lead to further disciplinary action up to and including dismissal.

STUDENT OFFENSES

The following are deemed serious enough that a student involved may be suspended or dismissed from Deerfield-Windsor School. This is not intended to be an exhaustive list. As with all disciplinary decisions, the Lower School Director makes the final determination in consultation with the Head of School.

- Behavior, including offensive language, so consistently disruptive that it diminishes the educational experience of others
- Bullying or harassment of any type, including social media
- Inappropriate use of personal technology devices
- Creating a fire hazard or tampering with fire or other safety equipment
- Insubordination or disrespectful behavior

- Repeated violations of the Honor Code
- Behavior which discredits Deerfield-Windsor School
- Any behavior which puts the student or other students in danger

STUDENT SUSPENSIONS

If a student is suspended from school, the student will be expected to turn in all work missed and take all missed quizzes and/or tests on the first day back to school, and the student should promptly make necessary arrangements with teachers. The student is ineligible for extra-curricular participation on the days of the suspension and will receive an Unsatisfactory on their conduct grade. A student who receives a suspension will be deducted 1 point on their quarter average for all classes. This applies to in school suspension as well.

Bullying

Bullying or hazing of any sort is not acceptable behavior. Students who attempt to intimidate or degrade other students will be subject to disciplinary action. Bullying means an intentional electronic, written, verbal, or physical series of acts directed at another student or students, which occurs in a school setting or where the behavior directly impacts the school setting, that is severe, persistent or pervasive, and has the effect of doing any of the following:

- Substantial interference with a student's education.
- Creation of a threatening environment.
- Substantial disruption of the orderly operation of the school.
- Bullying, as defined in this policy, includes cyberbullying.

● Reporting & Discipline of Bullying

Students who have been bullied should promptly report such incidents to the teacher, counselor, or administrator. Complaints will be investigated promptly, and corrective action will be taken when allegations are verified. Confidentiality of all parties will be maintained, consistent with the legal and investigative obligations. Retaliation that occurs as a result of good faith reports of bullying will not be tolerated.

A student who violates this policy will be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include, but not be limited to:

- Counseling within the school.
- Parental conference.
- Loss of school privileges.
- Exclusion from school-sponsored activities.
- Detention
- Suspension
- Expulsion
- Counseling/therapy outside of school

LOWER SCHOOL UNIFORM REQUIREMENTS & DRESS CODE INFORMATION

Our exclusive uniform provider is *Lands' End*, and students must wear uniforms from *Lands' End*. The DWS preferred school number for *Lands' End* is 900172230.

K3 is exempt from uniform requirements.

DRESS UNIFORM

- Girls, Pre-Kindergarten through 2nd grades
 - Plaid jumper
 - White blouse with piping
 - White knee socks
 - Dress shoes (red, navy, black or brown)
- Girls, 3rd through 5th grades
 - Plaid Top of the Knee skort
 - White blouse with DW
 - White knee socks
 - Dress shoes (red, navy, black or brown)
- Boys, Pre-Kindergarten through 2nd grades
 - Khaki pants
 - White, long sleeve oxford shirt with DW
 - Brown leather belt (not required for PK and K)
 - Dress Shoes (navy, black or brown)
- Boys, 3rd through 5th grades
 - Khaki pants
 - White, long sleeve oxford shirt with DW
 - Brown leather belt
 - Dress shoes (navy, black or brown)

DAILY UNIFORM WEAR AND OUTERWEAR

- For a complete list of uniform options and outerwear selections by grade level, please visit www.landsend.com and shop by entering our school name or school number.
- The dress uniform may also be worn for daily wear.

SPECIAL NOTES FOR GIRLS

- Polo shirts may not be worn with the jumper as no DWS logo is visible with this combination.
- The white dress shirt must be tucked in when wearing the dress uniform.
- If a shirt is worn under the uniform, it should be solid white, red, navy or gray (no prints or patterns).
- MakeUp should not be worn at school.
- Earrings can not dangle from the earlobe.
- Artificial nails are not permitted.

SPECIAL NOTES FOR BOYS

- If a shirt is worn under the uniform, it should be solid white, red, navy or gray (no prints or patterns).
- Boys in PK and K are not required to wear a belt.
- Uniform shirts must be tucked in for boys in grades 1st-5th.
- Boys are not allowed to wear earrings.

SHOES

- Athletic shoes (sneakers) and socks should be neutral or school colors – white, navy, black, gray, beige, or red.
- Shoes should have minimal design.
- Crocs and boots may not be worn.
- Students should always have athletic shoes (sneakers) for PE.

OTHER DRESS CODE ITEMS

- DWS spirit wear may be worn on Fridays.
- Outerwear should be a DWS uniform sweater, fleece jacket, or puffy coat from Lands End.
- Special, fun days will be designated throughout the year, but students may not wear halter tops, tank tops, spaghetti strap tops, t-strap tops, midriff shirts, short shorts, face paint, hair dye, make up, earrings (boys), or extreme styles. If you are unsure about what to wear, please contact the office or bring a change of clothes.
- Hair should be of reasonable length and neat in appearance. Boys' hair should be cut above the brow and collar.
- Skirts should be of a decent length and cover the body when bent over not to cause embarrassment.

PERSONAL PROPERTY

- Please label everything your child brings to school and wears to school. Unclaimed items are donated to charity periodically throughout the year.

GENERAL SCHOOL POLICIES

CELL PHONES, SMART WATCHES, & OTHER ELECTRONIC DEVICES

Only school issued devices are permitted. Personal cell phones, smartwatches, or other electronic devices are not permitted at school.

WATER BOTTLES AND SNACKS

Refillable water bottles are permitted but should range from 12 oz. - 16 oz. This is for water only and should not contain any flavoring. Students should bring a snack daily. Preferably this is a healthy snack, one that is easy to open, one that does not make a mess, and one that is easy to throw away.

VISITORS TO CAMPUS

In an effort to maintain the safety of the school, all visitors must check in at the Lower School Office in order to let the school know the purpose of the visit and whom they are visiting.

PARENTS VISITING CAMPUS/VOLUNTEERING

In an effort to minimize class distraction and to enhance the learning experience for our students, parents are not permitted to go to classrooms unless scheduled to volunteer or scheduled for a conference. **Parents must sign in at the office upon arrival.**

ANIMAL/PET POLICY

Animals are only allowed on campus when accompanied by a professional guest speaker and when children are the primary audience.

BIRTHDAY CELEBRATIONS

- **If you wish to send treats for your child's birthday, contact your child's teacher at least a week in advance.**
- Parents may send donuts or cookies to the office for the birthday child. They will be delivered to the classroom and the class will enjoy celebrating the birthday boy or girl. If you wish to join the class for a brief birthday celebration you may do so by making plans with the teacher..
- If invitations are sent to school for distribution, everyone must be included.
- Limousines may not transport children from the school for birthday parties/celebrations.

PARTY GUIDELINES

It is a fun and long-standing DWS tradition for several parties to be held throughout the year. Parent volunteers can sign up at the beginning of the year to organize and help with these parties. In an effort to maintain some consistency and scale to these events, avoid competition, contain expenses, and preclude multiple requests to parents for contributions, the leadership of the Parents Association and Administration have developed these guidelines.

General Guidelines

- Parties should be kept simple. Elaborate gifts and rental equipment are not encouraged. *If parents choose to provide gifts or rental equipment, they should not ask for reimbursement from the school or the other parents in the class.*
- Parents should always check with the teacher to see what suggestions/preferences she has
- Money should not be collected from parents with exception of swim parties (see below).

Guidelines for specific parties

All Party dates will be announced at the beginning of the school year.

Halloween Trunk or Treat

- Location: Greenspace - Hosted by Parents who sign up.
- Food: Wrapped candy or treats/prizes enough for whole school
- Entertainment: Game to win the prize
- Time: In the morning, as scheduled by Mrs. Knight. 30-40 minutes per grade
- Students bring their Trick or Treat Bags
- Regular dismissal

Reindeer Games, the day before the Christmas program

- Location: Multiplex- Hosted by Parents who sign up.
- Food: Wrapped candy or treats/prizes enough for whole school
- Entertainment: Game to win the prize
- Time: As scheduled by Mrs. Knight. 30-40 minutes per grade
- Students bring their Reindeer Feed Bag
- Regular dismissal

Christmas Breakfast- morning of Christmas Program

- Location: Classroom- Hosted by the teacher. No Parents.
- Food: Chic-fil-A chicken minis, fruit and water.. Student account is charged
- 11:00 dismissal after the Christmas Program
- No Extended Day will be provided.

Valentine Parties-

- Location: Held in the classroom. Hosted by Parents who sign up.
- Food: Ice Cream Sundae and all the trimmings
- Entertainment: The main activity is opening and reading of the valentines.
- Time: As determined by grade level teachers
- Regular dismissal times.

Egg Hunts-(approximately a 2 hour party)

- Location: Held at someone's home preferably within a 10 mile drive from the school. (no place that charges rent)
- Food: A light lunch for the children will be served. Teachers should be included for lunch. No alcoholic beverages are allowed.
- Entertainment: The main activity is the egg hunt. This is not a swimming party.

- **Transportation will be provided by DWS bus to the party and parents will pick up at the end of the party.**
- Bus schedules and routes will be planned by the school.
- Extended Day will be provided with a reservation 1 week in advance and these students will be transported back to school by bus.
- No money will be collected.

End-of-the-Year Pool Party- Suggested time is 10:00 a.m.-12:00 p.m.

- **No school on this day. The school year has officially ended.**
- **5th Grade is the only grade that parties together... Senior Privilege!! 5th grade has the right to reserve Doublegate Country Club or another club first as decided by the party chair. Money may be collected to cover lifeguards and a 5th grade senior gift. (Keep this gift to a minimum \$10-\$15).**
- Location: Preferably held at someone's home within a 10 mile drive from the school. (no place that charges rent)
- Lifeguards are a must to watch the pool and children at all times. Money may be collected from room parents to cover the lifeguard fee.
- Food: Light lunch is served plus a snack or two. No alcoholic beverages are allowed.
- Entertainment: This is a swimming party. Rental items are discouraged.
- Transportation: Parents will provide transportation to and from the party.
- No Extended Day will be provided.
- PreK - 4th grades : No money will be collected for this party except to cover lifeguards.

SCHOOL LUNCH PROGRAM

We encourage students to eat a nutritious lunch. Students may buy a lunch from the cafeteria or bring lunch from home. **NO OUTSIDE LUNCHESES (i.e. lunches brought in from fast food restaurants, deliveries from restaurants, etc.) ARE NOT ALLOWED.**

Lunch items are purchased utilizing a declining balance account through the Pepi Premier Member Program - MORE. Pricing is based on items purchased and range from full meal to a la carte pricing. If you have any questions about your lunch charge, please email Pepi.

A positive school lunch environment allows time for students to have conversation with peers and practice proper table manners. With assigned class seating and scheduled arrival and departure times, visitors are not allowed in the lunchroom.

EXTENDED DAY PROGRAM

As a service to working parents, Deerfield-Windsor School is pleased to provide an Extended Day Program for any child enrolled in the Lower School who needs care past the regular school dismissal time. In our Extended Day Program children can relax in a caring and anxiety-free environment under the supervision of teachers and staff who are educated and experienced in working with children in after-school programs. Pre-K students are provided with rest time, and all students are provided an afternoon snack. The Extended Day Program regularly operates from school dismissal until 5:30 p.m. A late fee of \$20.00 is charged for children picked up after 5:30 p.m. The facilities of the regular pre-school classes are used as well as the cafeteria, multiplex and playground. The child-adult ratio will not exceed 18:1. The cost of the program is based on an hourly rate, or any part thereof. Students picked up by or before 2:30 are dismissed from the Extended Day room; all others are dismissed from the multiplex or the playground. Sign out with the Extended Day staff is required. **K3 students are not eligible for extended day care.**

STAY AND PLAY

This program is our traditional extended day where the child “stays and plays” with supervision. Each child will bring a refillable 12 - 16 oz. water bottle and be given a choice of a snack after school. A 30 minute homework time will be offered, if needed. This program is for PreK - 5th grade students.

EXPLORATION

For students in grades PreK - 5, this program provides an opportunity for your child to have instruction in activities that could include intramural seasonal sports, arts and crafts, cooking, lego club, musical instruments, book club, and technology club. Classes change quarterly and class information will be advertised through school communication. Age requirements are based on the offerings of the instructors.

DWS LOWER SCHOOL TECHNOLOGY & INTERNET RESPONSIBLE USE AGREEMENT

Rules for using technology and the Internet help everyone. By following the rules, everyone can use technology to learn more about the world and communicate with others. Only students who follow these rules may use technology and the Internet. Technology use is a responsibility and a privilege, not a right.

Teachers and administration may view any student documents, devices, and files at any time in order to support the student's development as a responsible citizen. Deerfield-Windsor School and its faculty are equipped to record virtual classes and meetings. Classes and meetings may be recorded at the discretion of administration, teachers or meeting organizers.

Students are responsible for thoughtful, considerate behavior on computers and other devices, just as they are for their general classroom behavior.

Appropriate use includes

- Use of computers, software, and other technologies to support learning and complete school assignments;
- Use of technology to work with students and teachers;
- Use of Google for Education to store school-related files;
- Use of the Internet to perform research as approved by your teachers.

Inappropriate use is any use not specified in "appropriate use" above. Examples include but are not limited to

- Using offensive language or graphics;
- Harassing, insulting, or attacking others or their work;
- Damaging any devices, computers, computer systems, or computer networks;
- Using another user's password or attempting to decode another user's password
- Unauthorized access of another's device (iPad, Chromebook, etc.);
- Unauthorized access of the Internet or accessing apps/programs without a teacher's permission;
- Taking or posting photos or videos of other students/teachers/classrooms (virtual or physical) without permission;
- Failing to properly protect equipment loaned to the student by the school from damage or theft;
- Posting anonymous messages;
- Agreeing to physically meet someone you have contacted, or who has contacted you online without parental consent or giving out personal information;
- Not promptly disclosing to a teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable;
- Sharing virtual class meeting codes with students not enrolled in the class.

There is no guarantee of privacy associated with the use of Deerfield-Windsor School's technology resources. The school will not be held responsible for damages resulting from loss of information through the use of its network.

By signing below, you agree to abide by the rules and regulations stated above and by such rules that may be added over time by school administrators.

Parent Signature

Date

