



GREENVALE
Family Handbook
2026-2027

Greenvale School Handbook

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GREENVALE SCHOOL HANDBOOK

I. GETTING ORGANIZED FOR SCHOOL

Finding Out Your Child's Teacher

Infinite Campus is replacing Home Access Center/eSchoolPlus as the District's student information system and will allow you to monitor content like class schedules, report cards, and more! Class placement information is available electronically through [Infinite Campus](#). If you have not already done so, please create an account by following directions sent via email. As you follow the instructions for registration, if you need assistance setting up your account, please email eufsdtechhelp@eufsd12.org, and a member of our Technology Team will be happy to help.

School Supplies

A.Hartz and your school have teamed up to continue to offer online ordering of school supply packets for the school year! We want to make school supply shopping as easy as possible. This hassle-free program saves you time and money and guarantees that your child(ren) will have the teacher-approved school supplies needed for the new school year. To order your packet(s), go to the website below and select your school district, school(s), and grade(s). It's that easy! Please click [here](#) for the website!

Clothing/Personal Belongings

Please be sure to label coats, sweatshirts, lunchboxes, water bottles, and cold-weather items with your child's name. This will allow the items to be more easily returned or recovered from the Lost & Found. If an item is lost, please check the school Lost & Found located in the cafeteria.

II. GREENVALE SCHOOL MISSION

It is our mission to provide an environment that fosters mutual respect, and guides all students intellectually, emotionally, physically and socially. We emphasize critical thinking, communication, problem solving, and the development of strong basic skills. Our students use collaboration and problem solving to explore science, technology, engineering, and mathematics.

Core Values:

- 1) Be Safe
- 2) Be Kind
- 3) Be Responsible

III. COMMUNICATING WITH GREENVALE SCHOOL

Address:

Greenvale School
1 Gabriel Rescigno Drive
Scarsdale, NY 10583

Phone:

- | | |
|--|--|
| • Greenvale Main Office | 914-793-6130 |
| • Greenvale Fax | 914-725-6899 |
| • Joanna Sanese, Principal | Ext. 5302 |
| • Diana Nikaj, Assistant Principal | Ext. 5302 |
| • Debbie Konkus, Secretary to Principal | Ext. 5302 |
| • Trish Hutchinson, Office Assistant | Ext. 5303 |
| • Geri Burke, Nurse | Ext. 5313 |
| • Dr. Francesco Bello, School Psychologist | Ext. 5312 |
| • Rachel Lepore, School Counselor | Ext. 5314 |
| • Transportation Office | Ext. 4444 |
| • Committee on Special Education | Ext. 4239 |
| • Jocelyn Brusco, PTA President | gvpresident2627@gmail.com |
| • Mae Yamamoto, JPTA President | greenvalejpa@gmail.com |
| • Absence/Tardy Email: | gvattendance@eufsdk12.org |

Email:

All email addresses in the Eastchester Union Free School District follow the same format (first initial of first name, followed by complete spelling of last name and @eufsdk12.org).

For example: jsmith@eufsdk12.org

All faculty and staff email addresses will be published on the Greenvale School website.

IV. ARRIVAL AND DISMISSAL PROCEDURES

Student arrival and dismissal is a very busy time of the day. **It is crucial that we receive your child's dismissal plan form prior to the start of school to ensure a smooth and safe first few days of school.** A separate form must be submitted for each child attending Greenvale School. We will send out a parent square notification prior to the start of school, the information must be submitted before the first day of school.

Arrival Procedure

School begins promptly at 8:10 am. As a courtesy to parents, student supervision begins at 8am.

Bus Riders – students arriving by bus will be dropped off in the front of the traffic circle and escorted to their grade level arrival line up locations.

Walkers – students walking must walk to their designated location on the blacktop.

Drivers – Vehicles dropping students off must utilize Gabriel Rescigno Drive or the back lot on Maple Ave. Follow the traffic signs. Your child should exit the car on the passenger side of the vehicle.

Before School Activities (Chorus and Band)

Only those children participating in a co-curricular activity may be dropped off to attend that activity. There is no supervision available other than for those participating in that activity. Please do not drop off other children who are not participating.

Dismissal Procedure

Walkers – children will be dismissed on the blacktop by their homeroom teachers at the designated grade level locations starting at 3pm.

Busers – children taking the bus in the afternoon will remain in the gym until their bus is called. Children will be monitored upon leaving the school and entering their buses.

Change in Dismissal Routine

It is prohibited for a child to board a bus that is not their assigned bus. If there is ever a change to the usual pick up routine, a phone call must be made to the main office to ensure communication with the homeroom teacher.

Before & Afterschool Programs

Please contact [Right at School](#) about Eastchester's Before & Afterschool Programs if your family needs child care before 8am or after 3pm.

School Schedule

Greenvale School will follow a 6 day schedule. Each school day is dedicated to a 1-6 day. The rationale behind a 6 day schedule is so that students are not being pulled out for AIS, related services, or extracurricular activities like band or orchestra throughout the instructional day. Rather, students who are a part of these services and activities will be scheduled during the What I Need (WIN) period, where they will not miss new core instruction. If students do not participate in an AIS, speech, or band for example, they will remain with their class and engage in enrichment or project based learning. No new learning of core instruction will occur during the WIN period. Please refer to the school

website to keep track of the number and rotation day, as well as upcoming school related events.

V. ATTENDANCE AND LATENESS PROCEDURES

Attendance

If your child will not be attending school, or for any other attendance-related questions, please contact the office by email gvattendance@eufsdk12.org or by phone (914) 793-6130 ext. 5303.

Lateness

Students arriving at 8:18 a.m. or later are considered “late” and must obtain a late pass from Front Desk Security. School administrators will intervene after a student has been late 5 times or has been absent more than 7 days.

VI. TRANSPORTATION INFORMATION

Bus schedules are mailed to each eligible student before the start of the school year. Any questions regarding bus schedules, routes, bus stops etc. should be directed to the district’s transportation department. The telephone number is **793-6130 ext.4444**. Teachers and/or the PTA will arrange transportation for class field trips and the cost will be explained to the parents. Signed permission slips will be required by all students for each field trip.

VII. LUNCH AND RECESS PROCEDURES

Cafeteria

Children have 30 minutes for lunch each day. They may bring their lunch from home or receive a free lunch in the cafeteria. School monitors supervise the children in the cafeteria and on the playground. If your child is ready to buy lunch, please review the lunch menu at home and help them choose what day(s) they would like school lunch. The monthly lunch menu will be posted on our school website. You can find information regarding menus and setting up a lunch account [HERE](#).

Recess

Weather permitting, all children will have recess outdoors. During recess, all students are restricted to supervised areas designated by the monitors.

Playground/Rules

- Students must obey the monitors.
- Rough play is not permitted.
- Fairness and good sportsmanship must be observed.
- Take turns with equipment.
- Never leave the playground without permission.

- For health and safety reasons, students should never pick up any dirty or unusual objects.

VIII. HEALTH OFFICE POLICIES

School Nurse Information

The School Nurse is responsible for the health and safety of your children. When necessary, all attempts will be made to contact the parents of any ill or injured child. Parents fill out Student Contact Information Forms each September, and if any changes occur, the school nurse/office should be notified immediately. The School Nurse is responsible for vision screening in grade 2, and vision and hearing screenings in grades 3 and 5. A scoliosis screening for grade 5 students is also required. Physical exams are required for all new district enrollees and for grade 2 and grade 4 students. A dental report is also requested at these times. These physical exam reports are due in the Nurse's office by October 1st.

If your child requires prescription or non-prescription medication during school hours, the School Nurse must have written parental permission, medication in an original pharmacy container, and a written physician's medication order. If the parent does not provide a written physician's medication order, the Nurse may call the physician to obtain verbal permission. Medication must be brought by the parent to the School Nurse's office.

The School Nurse will also alert parents, by written notice, if a student in their child's class has been diagnosed with a communicable illness. Although it is difficult to control the spread of viruses and infections when children are clustered together for long periods of time as they are in school, there are measures that can be taken to reduce the incidence of illnesses. The early stages of illness are generally considered the time when viruses and infections are most easily spread despite the lack of fever or other observable symptoms. Children may complain of a headache, feeling tired or lack of energy, loss of appetite, or achiness. Other signs may include a restless night's sleep due to a nagging cough or an upset stomach. As a rule, children who require an analgesic such as Tylenol, Motrin or Advil before school to control symptoms should remain at home.

Guidelines

The following guidelines have been developed in conjunction with the district pediatricians to provide a healthy environment for all students:

- Children with a persistent cough, runny nose, or sneezing, should remain at home.
- Children who are taking antibiotics for strep throat should remain at home for 24 hours after starting treatment. He or she may still be harboring the infection even if the acute symptoms are gone.
- Children should remain at home for at least one day after the last episode of vomiting or diarrhea has stopped. If stomach upset or pain persists, the child should continue to rest at home.
- Your child should be fever free without use of medication for a minimum of 24 hours before returning to school.

- A note from the doctor is required for any child who misses 3 or more consecutive days of school due to illness.
- Children who are sent home from school due to fever, vomiting, or pink eye, may not return to school the following day.
- Physical education classes are required by NYS. Children may not choose to sit out of a class without a note from parent/guardian for one class period or a doctor's note for longer exemptions.

Food Allergies

At the elementary level, foods/snacks containing peanuts/nuts or manufactured in a facility that uses peanuts/nuts are not allowed to be brought into the classroom. Peanuts/nuts and foods containing peanuts/nuts may be eaten in the cafeteria. Greenvale School has a designated table in the cafeteria that is maintained as a peanut/nut zone. Another letter is sent out before the start of the school year to all parents/guardians informing them of any child in the class who has a food allergy (this letter is not confined to peanut/nut allergies but includes all food allergies). When a child with a food allergy has a prescription for an EpiPen, the teacher is instructed in the administration of this medication should the need arise during a class trip when a nurse or parent/guardian is not in attendance.

Head Lice

No child should miss valuable school time because of lice or nits. If a student is found to have live lice or nits in their hair, the parent/guardian will be notified and treatment will be recommended. Students with recent lice or nits may be rechecked by the school nurse 7-10 days after recommended prompt treatment. All parents are encouraged to regularly check their children for lice and nits. If a parent needs information on prevention, identification and elimination of lice or nits, please contact the school health office.

IX. SAFETY AND SECURITY INFORMATION

Parking Lot

For the safety of all students, **it is very important** that parking lot traffic rules be obeyed. Speed limit is 5 mph. Please obey all stop signs. **Park only in designated visitor parking spaces.** Do not park in bus areas, or in designated staff parking spaces (numbered spaces) or no parking zones. If there is no space available for your car, you may park off campus. Please note the Maple Ave lot is for staff use only. **DO NOT BLOCK THE DRIVEWAY OR SCHOOL BUS AREAS.**

Building Safety

School doors are locked at all times. All visitors must enter the building at the front entrance. All visitors must check in at the security desk and present a valid ID for security clearance.

Lockdown and Evacuation Drills

There are 12 mandated drills conducted throughout the school year. There will be several Lockdown drills and Evacuation drills as well. Students are expected to exit the building in an orderly fashion.

Bus Drills

Three (3) bus safety drills are conducted each year in accordance with State Regulations, as follows:

- 1st drill to be held during the first five days of the fall term
- 2nd drill to be between November 1st and December 1st
- 3rd drill to be between March 1st and April 30th

Emergency Closings

In the event of any emergency necessitating early school closure, families will be notified by automated message using Parent Square. Parents will be contacted at the phone numbers on file, and in the event that a parent or guardian cannot be reached, those listed as emergency contacts will be called. It is the parents' responsibility to make sure all emergency contact information is accurate, up to date, and on file with the school. If you have not already done so, please register for ParentSquare by clicking on the link [HERE](#). In the event of an emergency closing, delay or cancellation of an after school activity, families will be notified by automated message using the ParentSquare Application.

X. PARKING INFORMATION

There is limited visitor parking located to the left of the main entrances with signs designated as Visitor Parking. All numbered parking spaces are reserved for teachers and staff only. Visitors cannot park in the circular driveway from 8:00 a.m. to 9:00 a.m., and from 2:20 p.m. to 3:20 p.m. There is visitor parking to the left of the front entrance when facing the school.

XI. LOST AND FOUND INFORMATION

All personal articles such as jackets, hats, backpacks, lunch bags, etc., should be labeled with the student's name. In case such articles are lost in or around school, students/parents may check the lost and found bin located in the cafeteria. Personal articles not claimed from the lost and found bin will periodically be discarded or donated to charity.

XII. FIELD TRIP INFORMATION

Field trips are educational in nature. Students must submit a permission slip signed by their parent/guardian in order to participate in the field trip. The teacher will select chaperones from the pool of interested parents and guardians. It is strongly recommended that parents do not follow the buses or appear at the field trip site unless they are official chaperones.

XIII. HOMEWORK POLICY

Homework is an important part of the instructional program. It is designed to reinforce skills taught and develop good study/research skills. All written homework should be neatly done and checked for completion by the parent/guardian. It is the child and parent's joint responsibility to be certain that homework is completed. Each teacher's homework policy will be presented at the Open House in September.

Parents should provide a quiet time and work area for their child to do homework. Reading homework is equally as important as written homework.

If a child is absent the parent/guardian may call the school office before 11 am to arrange to pick up their child's homework at the end of the day. This gives the teacher time to collect any materials and deliver them to the office. If you have another child or someone else in the school that can pick up the homework, please make these arrangements beforehand.

Vacations should be planned in accordance with the school calendar. If your child is absent due to a vacation, we do not provide class work or homework. Class work and homework are directly related to what the teacher teaches in the classroom each day.

XIV. REPORT CARDS AND TEACHER CONFERENCES INFORMATION

Report Cards

Report cards are online twice a year, January and June. They are sent in order to call attention to areas of significant success or areas that need improvement. Parents must log into Infinite Campus to view all report cards.

Teacher Conferences

Communication between parents and teachers is a critical factor in the success of your child's education. We encourage frequent, open communication. Informal conferences may be held at any time during the school year at the request of the parent or the teacher; parents may call the teacher and request an appointment. There are several formal Parent/Teacher Conference dates in the fall, which will be by appointment, as well as two dates in the spring.

XV. SPECIALS

All specials will be meeting on a rotating basis within the 6 day cycle.

Art

Students should be prepared with a smock (old button down shirts or t-shirt style cover best). Occasionally students will be asked to bring in small items such as zip lock bags. A note will always be sent home if an item is needed. In the spring a district-wide Arts Festival is held to display student artwork.

Physical Education

To participate in physical education class, all students must wear sneakers and appropriate clothing. Platform sneakers with heels, boots or oversized clothing, such as pants below heels are not acceptable. Students who do not wear proper attire will not be permitted to participate in gym class. Wearing the proper attire for physical education class provides a safe environment for all students.

If your child needs to be excused from physical education class, a note must be sent explaining why and for how long he or she will miss class. A student can be excused for up to 2 consecutive gym periods with a note from home. If the student needs to be excused for a longer period of time a note from a doctor must be sent to school.

Technology/STEM

Our STEM lab is a place where children can safely explore various applications, become digitally literate and learn about safety and responsibilities on the internet. Projects are integrated with the classroom curriculum and complement what the children learn in the classroom.

Music/Chorus

Students may join the chorus in September of the 4th and 5th grade. Chorus practice will be announced. Students and parents will be notified at the beginning of the school year.

Band

Band practice will be announced. Students are eligible to join the band in the 4th and 5th grades. Students must provide their own instruments. Most students rent their instruments through local rental agencies. Practice and participation in rehearsals as well as concerts are required. Students are scheduled for lessons on rotating days and times.

Orchestra

Students may join the orchestra program in September of the 4th or 5th grade years. Orchestra practice will be announced. Attendance at the practices before school is mandatory. The 4th and 5th graders practice on Fridays. Students are scheduled for lessons on rotating days and times.

Library

During this period, students learn how to use the library effectively to locate information and literary resources. They also learn about various authors and types of literature, and have the opportunity to borrow books.

Each student may borrow two books a week, unless they have overdue books. All books that are checked out are due to be returned the next week during library class. Books may be renewed if they are not in demand. No additional books may be borrowed until books are returned. If a book is lost or damaged, the student who borrowed it is expected to pay the replacement cost. All library books must be returned in June.

Scholastic Book Fairs: There are typically two book fairs during the school year, jointly run by the PTA and the library media specialist – a fall fundraiser and a spring half-price fair to promote summer reading. In the fall, PTA sponsors an evening book fair session. Each class attends at a scheduled time. Parents are welcome to attend. Volunteer help is needed and deeply appreciated.

Read Aloud: Guest authors visit our school to share their work, experiences, and life as a published children's author. These special events are PTA sponsored.

XVI. SUPPORT SERVICES

Guidance/Psychologist

Our School Psychologist and Counselor are available to meet with students and parents about any issues concerning school. They make referrals to community mental health professionals when needed.

Academic Intervention Services

Greenvale School offers a variety of academic programs to meet the needs of non classified students based upon the continuum of services and Multi Tiered Systems of Support. The services are in addition to the instruction provided in the general education classroom, and most often occur during the WIN (What I Need) period. If your child qualifies for academic support services, a service provider will contact you.

English Language Learning (ELL)

Greenvale's ELL (English Language Learners) program helps students with limited English proficiency to acquire the English skills necessary to be successful in school. English language instruction occurs through 2 models: stand alone (pull out instruction in a separate ELL classroom with 1 certified teacher and no more than 6 students) and integrated (push in instruction in the homeroom classroom with 2 certified teachers). All students who have another language spoken in their home will be screened and possibly assessed to determine whether or not these services are needed.

Special Education Services

Students are considered disabled under the law when the Committee on Special Education or Committee on Preschool Special Education (CPSE) determines a child's learning difficulties are the result of a disability that adversely affects their educational progress and academic performance. A possible disability is discerned through a multi-disciplinary evaluation, conducted by a range of specialists including a psychologist, a special educator, as well as other specialists when appropriate. Eligibility for special education services is determined by the CSE or the CPSE. Children who are classified are placed in the least restrictive support program based upon their individual needs.

XVII. SPECIAL EVENTS

Class Performances

Each year special grade level shows and concerts are performed. Parents are invited and encouraged to attend these events. Notices will be sent home with the students and published in Good Day, Greenvale advising parents of the show dates and times.

Cultural Arts Programs

The PTA funds several cultural arts programs each year. These programs include plays, shows, speakers, hands on learning events and more. These programs are held during the school day.

XVIII. CODE OF CONDUCT

Eastchester Public Schools District Mission Statement

It is the mission of the Eastchester Public Schools to provide a quality education in a safe, stable, and secure environment that fosters mutual respect, promotes the uniqueness of the individual, provides opportunities for student successes, and guides all students intellectually, emotionally, physically and socially.

Greenvale School Code of Conduct

The Greenvale School policy is guided by the Eastchester School District Code of Conduct and the Board of Education Policy (5130). Particular emphasis is placed on educating students to develop appropriate behavior to achieve self-discipline. The interpretation of the school district's discipline code is focused upon enlightenment as well as accountability. Copies of the Eastchester Public Schools District Code of Conduct are available on the District website and at the District office. It is important that all parents are familiar with the Code of Conduct as there are specific consequences for students who are disrespectful, disruptive, or break school rules.

Parental assistance is needed to help your child become familiar with and understand the school's expectations for proper behavior. Please take the time to thoroughly discuss each concept/regulation with your child.

Greenvale Rules for General Conduct

- Walk in an orderly fashion throughout the building
- Respect all school personnel: administrators, teachers, aides, custodians, cafeteria staff, secretaries, nurses, etc.
- Respect fellow students
- Respect school property and grounds
- Respect the property of others
- Use proper language in the building and out on the playground
- Resolve disagreements and conflicts in a restorative, constructive and peaceful manner. Fighting is not acceptable

- Adhere to the Code of Conduct established by the Board of Education
- May not misuse computer/electronic communications, including any unauthorized use of computer, software or internet/internet account; accessing inappropriate websites, or any other violation of the district's acceptable use policy.
- May not display or use personal electronic devices, such as but not limited to, cell phones, I-pods, digital cameras, in a manner that is in violation of district policy.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

- Engage in off-campus misconduct that endangers the health and safety of students or staff within the school or substantially disrupts the educational process. Examples of such misconduct include, but are not limited to:
 - Cyberbullying (i.e., inflicting willful and repeated harm through the use of electronic text)
 - Threatening or harassing students or school personnel over the phone or other electronic medium
 - Using message boards to convey threats, derogatory comments or post pornographic pictures of students or school personnel.

The following consequences can and may be imposed as a result of unacceptable conduct. Please note that these consequences are not limited exclusively to the above infractions.

- Verbal warning to student
- Reflection time
- Notification to parents/guardians
- Loss of recess privilege
- Intervention of faculty with parents to achieve behavioral modification
- Suspension from activity
- Suspension from school

Dignity For All Act (DASA)

The Dignity for All Act addresses issues related to harassment and discrimination in schools. This law takes into account instruction in civility, citizenship and character education by expanding the concepts of tolerance, respect for others and dignity. The Dignity Act applies to all public schools, BOCES, and charter schools. The Dignity Act applies to incidents on school property (in a school building, athletic playing field, playground, parking lot, school bus). The Dignity Act to public school functions (school extracurricular events or activities).

The Dignity Act requires codes of conduct to include:

Provisions prohibiting discrimination and harassment against any students by employees or students on school property or at a school function that creates a

hostile environment by conduct, with or without physical contact and/or by verbal threat, intimidation or abuse, of such a severe nature that:

1. Has or would have the effect of substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well being.
2. Such conduct shall include, but is not limited to, threats, intimidation or abuse based on a person's **actual or perceived** race, color, weight, height, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender or sex.

The Dignity Act promotes a school environment free from discrimination or harassment. It also provides initiatives to raise the awareness and sensitivity of school employees and students to potential acts of discrimination or harassment and how best to prevent and respond to such acts. Any report of a violation(s) to The Dignity Act will be reviewed and investigated and the proper course of action will be taken.

Cell Phone Policy

As required by Education Law §2803, EUFSD prohibits student use of internet-enabled devices (cellphones, Smartwatches, ipads, tablets and similar devices) during the school day (including all classes, homeroom periods, lunch, recess, study halls, and passing time) on school grounds (any building, structure, athletic playing field, playground, or land contained within the boundary of a school or district or BOCES facility), unless under an exception (e.g., IEP/Section 504 or as permitted below). The district is not responsible for stolen, lost or damaged personal electronic devices brought to school.

For more detailed information please see the district policy [HERE](#).

Dress Code

Students are expected to dress and groom appropriately.

- The attire must not jeopardize the health and safety of self or others.
- The attire must not interfere with the educational process or cause disorder.
- Appropriate footwear is required for health and safety reasons (no flip flops or shoes with heels or high wedges).
- Midriff blouses, halter-tops, tank tops, muscle shirts, or undergarments worn as outer garments are not permitted. Shorts should be of an appropriate style and length.
- Sunglasses, hats, caps, bandanas, etc., are not permitted to be worn in the classroom.
- Clothing which reflects controlled substances, alcoholic beverages or suggestive and/or offensive language or illustrations is not permitted.

Any form of attire is subject to evaluation on an individual basis. Any students not in compliance with the dress code will not be admitted to class and parents will be called to bring a change of clothing.

Bus Safety Rules

Students are required to observe the following bus safety rules:

- Remain seated at all times.
- Use appropriate language and an inside voice.
- Wear a seatbelt.
- All students are expected to be respectful of their bus drivers at all times and to listen and follow their instructions/directions. Students should report to the principal any concerns regarding their bus or bus driver.
- If for any reason your child will not be riding the bus on a particular day, notification to the school must be in writing to the teacher in the morning. Without written notification, or an emergency phone call to the school, the child will be placed on the school bus as per his/her usual mode of transportation. Change of dismissal routines should be received by 1pm.

Violations

The following consequences will be imposed for violations of bus safety rules:

- First Incident: Warning to the student
- Second Incident: Phone call to parent/guardian
- Third Incident: Suspension of bus privileges

XIX. PTA –PARENT TEACHER ASSOCIATION

The PTA, parent/teacher organization, at Greenvale actively supports both teachers and students through a variety of activities. Applications to join the PTA are sent home each year in your child's backpack and in Good Day, Greenvale. There is a minimal fee to join. Several PTA fundraisers are held throughout the year, which provide everyone with the opportunity to get involved with the school. The proceeds from these events are used to fund an extensive Cultural Arts program, defer costs of class field trips and pay for annual "gifts to the school" and other expenses that arise throughout the year. After School Clubs are run as a service of the PTA to provide extra-curricular enrichment for all students whose parents are members of the PTA. Children are offered a variety of after school activities. Due to the popularity of these activities, enrollment is on a first-come, first-serve basis.