



Parent / Student Handbook

2025-26

Dear TCPS Families,

This handbook will be a useful reference to you throughout the current school year. If changes are needed at any point throughout the year, TCPS may choose to update the handbook as needed.

We are excited to begin **year 43** as a school and look forward to another wonderful school year!

Donny Kim
Head of School

The Child's Primary School
(858) 576-2120



TCPS

Parent / Student Handbook

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I. TCPS ORGANIZATION

Board of Directors

The Child's Primary School (TCPS) is a non-profit corporation governed by a Board of Directors. The Board is responsible for:

- Ensuring adherence to the mission, values, and philosophy of TCPS
- Developing and implementing a long term strategic plan to promote the future success of TCPS
- Hiring, managing, and establishing compensation for the Head of School
- Providing financial oversight for the school through approving the budget, establishing annual tuition rates, and appropriately managing the school's capital assets
- Developing, reviewing and maintaining the necessary policies to ensure the school operates in compliance with applicable legal standards and to minimize the school's exposure to legal action
- Members of the board are unpaid and provide their service on a volunteer basis.

The Board meets on a regular schedule. Parents may contact the Board President regarding specific issues or with requests to be added to a meeting's agenda.

The Front Office

Office staff will be available by email (administrator@tcps.org) and phone messages to our school (858-576-2120) will be responded to each day to assist students and parents. It serves as the school's business office and communications center. It is where permanent student records are maintained, payments are accepted, campus visitors and parent volunteers sign in and receive identification badges, messages are relayed, voice mail is forwarded and deliveries are received. The sign-in/sign-out sheet for students leaving campus before the end of the school day is located in the Main Office. The Main Office is where first aid is administered and medication authorized by parents is dispensed. It is the reception center for families seeking information about the school.



II. PHILOSOPHY STATEMENTS

Mission Statement

Our mission at TCPS is to create an engaged educational community that inspires generations of students with the passion to learn. TCPS is committed to fostering a balance of academic excellence and interpersonal skills, while empowering students to become learners, leaders, thinkers, and creative problem solvers.

Background

The Child's Primary School is a K-8th grade, independent educational program within a consistent and supportive environment that fosters confident curious learners. Founders Margaret C. Price and Sherry Risch founded the school in San Diego, California in 1983. Small class sizes have been designed to allow for active, engaging learning experiences and individual attention.

Philosophy

Certain fundamental principles guide our program:

- Learning is an exciting and lifelong process.
- Each person is unique and complex. Ethnic, cultural and individual differences are respected and add to the richness of life.
- Students are entitled to a learning environment which is safe, nurturing, and non-prejudicial, and which allows them to work to their full potential.

Educational Environment

TCPS offers a curriculum that is consistent and cumulative, beginning with the kindergarten program and culminating in graduation at the end of grade eight. This success-oriented program is designed to be supportive and challenging, and to focus on teaching the student how to learn. Students feel safe to take risks in an atmosphere that nurtures their self-esteem and teaches responsibility for their own actions. Inherent in the TCPS program is a celebration of the wonders of life and the excitement of learning. In-depth learning is encouraged, allowing for an exploration of both the abstract (theoretical) and concrete (hands-on) aspects of a subject. In addition to the acquisition of excellent academic skills, TCPS promotes the learning of life skills (such as communication and problem solving) and developing positive interpersonal relationships.

The Child's Primary School believes that a school should have a role in a family's life, not just the student's academic life. Therefore, the student's whole family is welcomed and considered an important addition to the school. Each and every decision - whether it be in regard to curriculum, fundraising, or admission policy - is guided by our basic values and philosophy... the child is primary.

Holidays and Special Events

Holidays and Special Events are times that bring families together. It is recognized that in a diverse culture, all holidays are not universally celebrated. The role of educators here at TCPS is to expose and teach students about different cultures and customs.

Each year the school works on a special Big Event. It is an opportunity for the whole school community to come together as learners. The students and staff love to keep the preparations a surprise. It is a time where the students will meet in cross-age groups to research, learn and create together. On the day of The Big Event students are excited to share this major project, which always underscores that "children can and do!"



III. GENERAL INFORMATION & PROCEDURES

Hours

School instructional hours start at 8:30 AM and end at 3:00 PM. Please do your best to have your child arrive on time. Those first precious minutes of the day are critical minutes, which require students to utilize and strengthen their organizational skills. Homework is collected, announcements are made, and instructions are given. A sixth grader once calculated that if a student was only 10 minutes late every day, that student would miss more than 28 hours of school in a year!

Morning extended care takes place between 7:45 AM - 8:15 AM and afternoon extended care takes place between 3:15 PM - 5:00 PM. If you do not wish to utilize extended care, you may drop off your child between 8:15 AM - 8:30 AM and pick up between 3:00 PM - 3:15 PM.

Personal Belongings

TCPS students are expected to respect the privacy and personal property of all others in the school environment. No student should touch anything in another student's bin without the owner's permission.

Students are not permitted to bring to school: video game systems, gum, weapons of any kind. Generally, students are not to bring money to school. When a student does bring money for a particular purchase (e.g. Student Store, book fair), that student is responsible for that money.

Toys- any items not directly related to school - are not to be brought to school. Students who bring toys will be asked to leave them with a teacher or bring them to the Main Office to be kept until the end of the school day. The school has been very thoughtful in its choice of activities for our environment. It is important that everyone adheres to this policy because students are very conscious if someone else is allowed to do something that they are not allowed to do. If your child is convinced that a particular item would be great for a special school activity, the child must check with the classroom teacher before bringing it to school.

Electronic Devices and E-media Policy

The Child's Primary School believes that instructional time is precious and must be protected from unnecessary disruptions. We also recognize that students and parents utilize various electronic devices. The challenges arise when these devices are used in ways that interfere with the learning process or with TCPS' philosophy/values.

In order to balance these factors, TCPS maintains the following policy regarding electronic devices at school and at any time may revise these policies as needed:

1. Middle school students will need a device with a keyboard. They will be provided a school issued Chromebook if requested otherwise, they may bring their own personal laptop instead of using a school issued Chromebook. Students are responsible for charging their devices each night for the next school day.
2. Students may bring a cell phone to school, but it cannot be on their person during instructional hours (8:30-3:00); cell phones need to be on silent mode and remain in a backpack or in a locker during those times. Smart watches should be on "school" or "sleep" mode (settings that do not provide active notification alerts) during instructional hours and smart watches that become a distraction for the child, teachers, or classroom, will need to stay in a backpack, locker, or at home. Students can be distracted by parents trying to contact them through their cellular devices during instructional hours. If you need to get a message to your child, please email the homeroom teacher or contact the main office. Students are not to communicate home via cellular devices. If they need to contact parents, they can ask their homeroom teacher of the main office to do so for them.
 - During the instructional day, between the hours of 8:30 AM and 3:00 PM, **students need to ask a teacher in advance** for permission to use their personal device. Students are prohibited from playing video games during instructional hours unless approved by their teachers to complement the curriculum.
3. Portable video game devices need to be left at home.
4. Before and after school hours on campus, middle school students may use devices in a way that does not create disruptions or interfere with other students and must comply with our device policies.
5. At all times while on school property or at a school event students should not use the devices in a way that would conflict with TCPS' philosophy/values. This includes, but is not limited to:



- Bullying, harassing, slandering, coercing, etc.
- Accessing inappropriate or graphic materials;
- Sharing inappropriate materials;
- Recording sound, photos or videos of other individuals without their knowledge or consent.

If a student uses an electronic device inappropriately then staff will address the issue with the student. In some cases, this may entail reviewing the rules and why the activity is not appropriate. If, however, staff determine that the behavior is severe or repeated the student will be instructed to deliver the device to the Head of School for the remainder of the day. If the behavior is deemed to be significant the parents will be contacted and appropriate action taken.

A student who violates this policy may be prohibited from possessing a personal electronic device at school and may be subject to other disciplinary measures as outlined in the discipline section of the TCPS Parent Handbook.

In permitting the possession of personal electronic devices, TCPS administration and staff assume no liability for the loss or damage of the devices or their misuse by another person. The school will not investigate or be responsible for loss or theft of any electronic devices.

Dress Code

TCPS students are active learners; students should dress comfortably. The school does not have a school uniform; however, students are expected to dress appropriately for a K-8 learning environment. TCPS teaches students to use critical thinking and evaluation skills in all areas of life.

- No bare backs or midriffs, no halter or tube tops
- No underwear (boxers or bra straps) should be showing
- No clothing with inappropriate designs or messages
- No unnaturally dyed hair colors
- Closed-toe shoes are strongly recommended
- Shorts, skirts must cover the top half of the thigh.

If a student is wearing attire that does not adhere to the dress code, the student will be individually communicated with, parents will be communicated with, and a change of clothes will be required and offered if available. **A good rule of thumb: if a student has a question about a particular piece of clothing, it should probably not be worn to school.**

Food

- Mid-morning, students are given time to eat a snack which they bring from home.
- Students are responsible for bringing their own lunches and snacks.
- Kindergarten, Grade 1 and Grade 2 have lunch at 11:30 AM, Grades 3 - 5 at 12:00 PM, and Grades 6 - 8 at 12:30 PM. Please do not include glass containers when packing lunches and snacks. There is no refrigeration available for students. Only middle school students will have access to a microwave.

Illness

The school does not have the capability to care for children who are ill - ill means that they are lethargic, or are significantly uncomfortable, or in pain. If your child is ill, the office will call to have the child picked up. In more severe cases, if the office is unable to reach the parents, emergency references will be contacted to come and pick up the child as soon as possible.

Medication

All medication must be stored and administered in the Main Office. Students who require medication (antibiotics, cough drops, ointments, etc.) during the school day, should bring it to the Main Office with written instructions including:

- permission for TCPS staff to dispense the medication
- the times of day and dosage to be given
- the period of time for which the instructions apply
- any side effects to look for

Vitamins and cough drops are considered medications and must be stored and administered in the Main Office.



If a student needs medication on a frequent/regular basis (asthma inhaler, Tylenol, etc.), this information must be reported to the school by updating the student's medical information via the online [Family Portal](#) and by notifying the Main Office.

Gifts

Individual TCPS families are welcome to give tokens of appreciation to staff on an individual basis. Organized group gift giving in which one family asks other families to contribute money towards a gift is strongly discouraged.

Extended Care Program

The purpose of an Extended Care program is to provide quality care for students, before and after instructional hours. TCPS offers a safe, caring and nurturing environment. Ideally, childhood should offer a time for carefree play, and creativity with opportunities to join in outdoor games, crafts, homework, and theme-related projects.

Morning and afternoon extended care is billed at \$8/hour in 15 minute increments. Morning extended care can begin at 7:45 AM and will continue until 8:15am. Students arriving before 8:15 AM will need to be signed in at the main office. Students cannot be left alone in the parking lot to wait until 8:15am. Afternoon extended care begins at 3:15 PM and ends at 5:00 PM. Afternoon extended care past 5:00 PM is billed at a rate of \$1/minute.

TCPS typically offers after school enrichment classes through outside vendors. Please keep in mind that these enrichment classes are subject to a minimum number of students to run. Payment will be made to these vendors directly. TCPS Extended Care fees will be incurred in addition to any after school enrichment class fees. Extended Care staff is still responsible for the safety and supervision of children, even while they are in after school programs offered by outside vendors. Extended Care fees will be charged any time the student is on campus from 3:15 - 5:00 PM whether or not they are in an after school class.

Students are not to go to classrooms before or after regular school hours unless accompanied by a teacher or parent.

Students who are not picked up by 3:15pm are automatically checked into the Extended Care Program.

All students who have been checked into the Extended Care Program must be signed out by an authorized adult. An authorized adult is a student's parent or an individual named by the parent as authorized to pick up in the online Family Portal system for the current school year. To add to your authorized list during the year please email Reta Georges at rgeorges@tcps.org.

The Extended Care Program is an extension of the school day for TCPS students. Any student who does not attend school during the day may not utilize Extended Care that day.

Middle School Extended Care Privileges

Middle school students may go into their classrooms after 8:15 AM. After the 3:15 PM pick up window ends, middle school students who are staying for the Extended Care Program may be outside on the playground or inside in the Science room or working with individual teachers. They may not be directly supervised but checked on routinely by the Extended Care staff. They can utilize this time to work on homework and projects.

School Meetings

TCPS believes it is very important for the students to feel a part of the whole school - part of a "family" that helps one another and works and plays together. This concept is reinforced by periodic meetings of the whole school. These whole-school meetings are used as a time for announcements, group singing, special resource visitors, discussions about school concerns or problems, presentations by classes (poetry recitations, short plays, reader's theater...), and more!

Security

When parents complete the Authorized Pick Up Information during online enrollment at the beginning of the year, they list the adults authorized to pick up their child from the facility. Staff adheres RIGIDLY to the authorized list. Even if the student identifies the person, staff members DO NOT release students to anyone not on the list. TCPS feels certain that all parents will appreciate that the I.D. of a person picking up a child will be checked if a staff member does not recognize that



person. If a person not on the list comes to pick up a student, that person will be escorted to the Main Office where staff will contact the student's parents.

Parents are able to amend the list of authorized adults for pick up by logging into the Family Portal and choosing the Transportation Form under WebForms-Family Demographic Information.

For one time, non-regular instances, parents may provide advance written notice (emails accepted) to the Main Office if that person is not previously authorized and listed in the Family Portal system. This includes other school parents. All notes regarding a student being picked up after school, at a different time, or by a different person, etc., are to be directed to the Main Office. The office staff is then responsible for providing this information to Extended Care staff or anyone else concerned. For the safety of the students, support of this policy is appreciated.

Visitors must sign out and return their badges when departing the site. Students leaving the campus before the scheduled dismissal time must be signed out by a parent or authorized adult in the main office.

Pet Policy

In order to maintain the safety of our students and staff, we do not permit dogs on campus (with the exception of certified service dogs) during school hours or at school sponsored events where students are present.

Locked Campus - Gates and Buzzer system

All gates around the school and the Main Office door are locked Monday through Friday from 8:30 AM to 3:00 PM. This is for the safety and security of the students and staff. During these locked campus hours, access is through the Main Office where all visitors will be “buzzed” in through the front door once visually identified. It is anticipated that the Main Office will be staffed at all times; however, patience is kindly appreciated if there is a brief delay to be let in. All visitors to the campus must sign in and obtain a “visitor” or “volunteer” badge before proceeding to the classrooms or playground.

Parking Lot Safety Procedures

We have a very small parking lot but there is always plenty of street parking on Mt. Acadia Blvd and Mt. Ararat Dr. Many families find it to be much easier to park on the street and walk onto campus to pick up their child. ***We ask that parents be mindful and respectful to our residential neighbors and keep access to private driveways open at all times - please do not block any driveways, even briefly.***

Please drive extremely cautiously during pick up and drop off times in the parking lot as there are many children who will be walking in the parking lot. Please always park vehicles in legal parking spots, avoiding red painted curb zones, the two church designated spots, and blue handicapped spaces (unless displaying an authorized placard). Please do not park in the two spots that are labeled for church use; the church conducts business daily and need their two marked parking spaces to be unoccupied by TCPS families at all times, even briefly during drop off or pick up. Do not park within the driving lanes to allow for safe traffic flow.



IV. ACADEMIC & STUDENT-RELATED POLICIES

Homework

At TCPS, one of the main goals in the assignment of homework is to encourage and develop responsibility for taking home an assignment, completing it, and returning it to school. It is not the parent's job to make sure homework is remembered; neither are parents expected to spend time helping with the assignments. Homework usually is something the student should be able to do independently. The teachers engage their students in discussions about when and where they do their homework at home and brainstorm ways to remember to bring homework back to school.

Homework Guidelines:

Kindergarten: Once per week. Homework is short practice that directly reflects a skill taught in class.

Grade 1: Two to three nights per week. The homework activity could take approximately 10-15 minutes.

Grade 2: Three to four nights per week. The homework activity could take approximately 15-20 minutes.

Grade 3: Three to four nights per week. The homework activity could take approximately 20 minutes.

Grade 4: Three to four nights per week. The homework activity could take approximately 30 minutes.

Grade 5: Three to four nights per week. The homework activity could take approximately 40 minutes.

Grades 6/7/8: Four nights per week. The homework activity could take approximately 20 minutes per subject. (Does not include test or project preparation which may need to take place over the weekends)

Incomplete/Late Work Policy

TCPS stresses the importance of developing responsibility for turning in assignments. Our policy is to emphasize the importance of good organizational and planning skills so that assignments are turned in on time. Teachers spend time in the classroom teaching planning strategies for completing long-term assignments.

Late Assignments or Incomplete Work in Middle School

20% will be deducted from the final score for all late work.

An assignment missing from the previous week is due the following Monday. If it is turned in after that, it will not receive credit. This policy is designed to:

- reinforce daily practice that supports learning the subject
- help learn to work within a deadline
- help the student keep on track with the academic timeline

Homework Passes

It is recognized that circumstances occasionally arise that make homework difficult to complete. For Grades 6 - 8, all core subject teachers offer 2 homework passes per semester.

These passes enable students to turn in an assignment late (e.g. by the following Monday for an assignment due on Friday) with no penalty. Homework passes do not apply to long-term homework or projects. Teachers issue passes at the beginning of the semester and students are responsible to hold on to them and turn them in when they wish to use them.

Student Textbooks

All TCPS students use some non-consumable textbooks. Books are assigned to students for the current school year and need to be returned to the school at the end of the year in good condition. At the beginning of the year, the student and teacher examine books, noting any damage, and then the book becomes the responsibility of the student.

A fine may be assessed when damage goes beyond the ordinary wear and tear. When a textbook has been lost, it will be the student's responsibility to pay for the book. Invoices for damaged and/or lost textbooks will be sent out at the end of the school year or when a student leaves TCPS.

Students may purchase personal copies of textbooks as second copies to write in or highlight.



Grading

Teachers give the utmost effort to grade work in a timely and accurate manner. Class work and homework assignments are corrected, reviewed and returned on a daily or weekly basis. Projects of a larger nature may take a few weeks to be carefully reviewed and returned to students.

In Grades 6 – 8, students will receive percentage scores for class assignments, tests, and papers/projects. These percentage scores will coincide with the standard grading values of:

- 90% - 100% - regarded as "A" work
- 80% - 89% - regarded as "B" work
- 70% - 79% - regarded as "C" work
- 60% - 69% - regarded as "D" work
- 59% and below is regarded as failing work

Occasionally, parents may desire further clarification of a grade. In this instance, it is important to contact the teacher and ask for a conference to better understand how the individual or overall performance score was reached. All teachers in Grades 6 - 8 (including Science, Spanish, and P.E.) may have individual determinants for scores: class work, tests, special projects, participation and their respective weights.

If a student (K - 5) is at risk for not moving onto the next grade level:

- That student may be required to complete an approved course of study in the summer. This required work could be fulfilled by working with a tutor or by taking a summer school class.
- The student may not be accepted at TCPS for the following year.

If a student in 6th or 7th grade has below a 70% average for a required subject for the year:

- That student may be required to take a summer school class or work with a tutor.
- TCPS may recommend an alternative program for the following year.

If a student in 6th or 7th grade has below a 60% average for a required subject for the year:

- That student may not be accepted at TCPS for the following year.

If a student in 8th grade has below a 60% average for a required subject for the year:

- That student may not graduate.

Note: Both semester grades will be averaged to determine the year's grade.

Academic Honesty

TCPS encourages an environment of respect, responsibility, caring, and honesty; we work to promote an atmosphere that encourages fairness, good citizenship and integrity.

Academic honesty expects that students will do their own class work and homework, relying on teachers/parents for support and guidance. Cheating on assignments, quizzes, tests or projects will not be tolerated. If instances of cheating occur, there will be consequences, and parents will be informed.

Plagiarism - the knowing use of someone else's words, thoughts, or written material as one's own - falls under the category of cheating. There are times when a student wishes to use the work or thought of others; this is acceptable if the source of the material is acknowledged and the author is credited within the assignment. This is of the utmost importance when students are using materials from encyclopedias and other reference/resource materials. The best rule to follow is that if there is doubt, talk to the teacher in advance. Individual questions about what or how to cite should be directed to the teacher giving the assignment.

Library Checkout Privileges

In order to promote the goal of developing lifelong learners, K - 5 students are able to check out up to four books at a time for a period of two weeks and Middle School students in Grades 6 - 8 can check out up to six books for a period of three weeks. All students may renew books (particularly useful for research projects!) as long as they do not have any overdue books that have not been checked in. There are no fines for late books; however students will not be able to check out



any more books if they have overdue books. There is a minimum charge of \$15.00 to replace a lost or damaged book. A Library Card Agreement sent home with each student at the beginning of the school year has more details.

Make-Up Work Due to Absences

TCPS appreciates that many planned absences offer special family time together and wonderful enrichment experiences. Students are encouraged to share their travels and activities with their schoolmates; such experiences can enrich the program here at TCPS. On the other hand, parents are asked to select these experiences thoughtfully. The TCPS curriculum has been carefully planned and consistent attendance is essential for the student to receive maximum benefit. This is especially true because active involvement and hands-on experiences are such an integral part of TCPS. Students are expected to complete assignments missed due to any absence. For planned absences, parents need to give the teacher one week's notice. This allows time for important assignments to be compiled so that the student has them available to work on while gone and ready to turn in completed upon return to school. These assignments may require parental involvement or assistance especially in the lower grades. When students are sick and absent from school, it is their responsibility, upon their return, to request missed assignments. It is their responsibility to complete and turn in all missed work no later than the Monday following their return. Work may not be accepted for a grade after the Monday following a student's return. When students are absent for tests, they must be prepared to take the test on the day they return to school. Depending on class and teacher schedules, the teacher may arrange for a later test- taking date. Students will not know this in advance, so they must be prepared.

Selling/Soliciting on School Grounds

Students are not permitted to sell items for non-TCPS sponsored organizations on school grounds. This includes selling items for clubs, sports teams, etc...



V. DISCIPLINE

Discipline Philosophy

At TCPS, issues of discipline are considered to be opportunities for learning, and when incidents occur, time is taken to problem-solve difficulties. In this way, students learn the skills of communication, problem solving, and compromise, and learn to accept responsibility for their own behavior. At TCPS, parents and staff cooperate as a team to guide its students. This is one reason TCPS is such a special learning environment. Every year staff, students and parents reaffirm what is needed to ensure that TCPS is a safe, enjoyable learning environment.

At TCPS we:

- treat others as we would like to be treated
- listen to others
- make good choices

The TCPS goal in this area is a student's self discipline. The following are believed to be important:

1. The immediate goal may be to stop a certain behavior, but there is always the additional goal of influencing the student's future actions.
2. Consistency among the whole staff and some standardization of consequences are essential.
3. Consequences relate directly to the behavior incident (e.g., incorrect use of equipment means not using the equipment for a period of time). The frequency and severity of an issue is always considered.
4. The student is actively involved in the process of problem-solving conflicts.
5. Students are made aware of their responsibility for their behavior and the consequences of their choices.

Expectations and Consequences

The Child's Primary School expects thoughtful action from all the members of our community.

We expect that students will respect and take care of equipment, materials, and property.

Students are responsible to replace/repair damaged property.

We expect that students will use appropriate and kind language.

Students may be required to write a note to parents stating the inappropriate or unkind language. A student who is too young to write would dictate the note.

We expect that students will speak and act honestly.

In addition to reinforcing the importance of being truthful, consequences are based on the behavior to which the untruth relates.

We expect that students will respect others' right to learn.

Students may need to take a break, away in the classroom or office. If it is necessary for the student to go to the office for a break, this will be communicated with parents.

We expect that students will keep themselves and others safe physically.

Safety and comfort are essential in an effective educational environment.
All incidents are documented and consequences are given.

Anti-Harassment

Students are expected to treat all members of the school community with respect. Students may not engage in conduct constituting sexual harassment such as, but not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, including harassment for sexual orientation, severe enough to have a negative impact upon another student's academic performance or to create an intimidating, hostile, or offensive educational environment. Any student wishing to make a complaint of sexual harassment should immediately report it to the Head of School. Complaints must be initiated no later than six (6) months from the date of the initial problem.



Frequent/Severe Behavior Issues

It is recognized that self-control, decision-making, and acting responsibly are learned skills. This is why time is taken to help problem-solve and guide this important learning process. The importance of providing a safe environment for students and staff is also recognized. Frequent or a severe behavior incident will lead to further actions, such as parent meetings with the School Administration, an individualized behavior plan, suspension and/or withdrawal from school.



VI. COMMUNICATION

Communication

Communication is an essential element of the TCPS environment. Students are taught the elements of good communication and are given many opportunities to practice this skill. Open exchange between parents and staff are valued and encouraged. Together, staff and parents can support students in the most positive and effective way.

Open, positive, and respectful communication is key in a school environment and is especially important to the children and the adults in the TCPS family.

TCPS prides itself in its comprehensive, effective, and caring communication.

In past years, some teachers have been comfortable in providing their personal cell phone numbers to parents as a method of communication regarding school related business. To provide less distraction during instruction hours and to promote a healthier work/life balance for our teachers, teachers will not be able to communicate via text or phone calls regarding student or school related matters, using their personal cell phone. We strongly encourage face-to-face communication if possible, before or after school. **Any other school related communication must take place through the staff member's school email or through a phone call to the school or from the school.**

Our teaching staff dedicate their time to planning and instruction and may not respond to emails immediately, but will respond in a timely manner. Emails sent after hours may not be responded to by that evening or until the next business day.

If there is an emergency that cannot wait for an email response, please call the school directly.

Tuesday Notices

In order to keep parents informed of current events, the school publishes a notice every Tuesday. The weekly notice will contain important dates, items due back at school, and other important facts. Parents are responsible to make sure that they get a notice every week and read it.

Copies of the Tuesday Notice are emailed to families of current students.

Online Parent Portal "Family Portal" (formerly ParentsWeb)

TCPS uses an online integrated school management system called FACTS SIS (formerly RenWeb) and parents have online access to student and school information via the parent portal called Family Portal. The following link allows access to a unique Family Portal account that must be verified using the email address on file in the system:

<https://tcp-ca.client.renweb.com/pwr/>. The Family Portal gives parents access to information such as attendance, announcements, academic and event calendars, directories, enrollment documents and billing accounts and online bank ACH payments (via FACTS). Updates to student and family contact information and pickup authorizations can be made within the Family Portal. Contact our office at (administrator@tcps.org) with questions regarding Family Portal.



Conferences

There are three scheduled conference meetings with parents. These are conducted in-person.

Before the first day of school, each teacher has a beginning-of-the-year conference with the parents of each child. These initial conferences are extremely valuable as they offer the teacher some information about students before school begins. They also help establish the important relationship between the parents and the teacher.

There are two other scheduled conferences: one approximately mid-year (January) and another near the end of the school year. These conferences are typically 30-40 minutes in length.

We truly feel that conferencing with parents, sharing how we have seen the student grow in every area of development, and very specifically what skills the student has been working on and accomplished, gives a more complete picture of the student than any report card. TCPS teachers' substantial commitment of time to each individual student's conference is a tribute to their professionalism and dedication. This thorough communication is invaluable to our students. We strongly encourage both parents to attend the conferences. Parents or teachers should feel comfortable requesting additional conferences at other times during the year.

Mid Semester Progress Report Cards

Progress Reports are written summaries that will be emailed mid-semester in October and March to help keep parents apprised of student progress. The reports are presented as percentages for Grades 6-8. Parents are encouraged to speak personally with a teacher if there are any questions, concerns or thoughts regarding the reports. These reports help to supplement the twice-yearly parent teacher conferences and the Semester Reports.

End of Semester Report Cards

At the end of each semester (January/June) in addition to the parent-teacher conference, the teacher fills out a report for each student. The teacher shares the content of the report during the end of the semester parent conference. Comments are not provided on end of semester reports as they serve as official transcripts and the semester will be discussed thoroughly at each end of semester conference.

Parents are Expected to Notify the School

- When a child is absent or will be late or needs to be picked up early.
- If someone not authorized as an Authorized Pickup in Family Portal is picking up a child from school (written notice, required, email accepted).
- If a child is particularly upset about something at home. A parent's business trip, the death of a pet, etc., are issues the child does not leave at home when that child comes to school. The school can best support a child - and parents - if we are aware of the situation.
- If a child communicates to the parent something which was upsetting at school. Teachers will notify parents of any school incident which seems significant to a child.



VII. FEES & FINANCIAL POLICIES

School Tuition and Fees

VOLUNTEER HOURS: There are numerous opportunities throughout the school year and during the summer to help the program at TCPS. Some of this work does not need to be on campus.

Service hours are self-reported in Family Portal for volunteering between July 1 through the next June 30.

Families are required to volunteer 20 hours per school year. This not only creates a strong community, capitalizes on individual strengths and skills, but also supports the school's budget. A "buy-out" option of \$20 per hour (up to a maximum of \$400) is offered to families as an alternative to fulfilling the volunteer hour commitment.

If there is a balance of volunteer hours due by May 31, the "buy out" balance at \$20/hr will be billed to your account and can be settled before June 30 by completing the remaining service hours.

We rely on volunteers and community involvement for certain events and activities and would appreciate your consideration as these opportunities become available during the year.

TUITION PAYMENT POLICY

The tuition payment policy at TCPS is outlined below:

1. All tuition payments are due on the first of the month.
2. Tuition payments not received in the office or online via the FACTS/Family Portal system by the fifth of the month are considered late and will be assessed a late fee of \$50.00. If payment is still not received by the twentieth of the month, an additional \$100.00 late fee will be assessed.
3. Returned checks are assessed a \$50.00 fee plus any bank charges. For any ACH payments returned through FACTS, FACTS charges a separate third party fee. Returned payments, if after the 5th, will be assessed the late fee as well. Credit card payments can be made through FACTS.
4. Emailed notices to delinquent accounts are sent out via FACTS on the third of the month. Late charges will be posted starting on the 6th of the month. Late notice payment is due immediately upon receipt (includes tuition and late fee). The school will continue to reach out to communicate late or missing payments.
5. Significantly late or missing tuition payments may result in a student needing to withdraw and payments being transferred to a collection agency.
6. Currently enrolled students will not be able to re-enroll for the following year with an unpaid tuition balance.
7. Financial accounts must be in good standing over the summer, prior to the start of the new school year, to remain enrolled.

Tuition payment options

As an alternative to payments by check, online bank ACH payments can be made within the FACTS system that is accessed from [Family Portal](#). Account balance and payment history is viewable in FACTS. Parents may also choose to coordinate with their banking institution to set up "online bill pay". If payments will be mailed, please carefully follow your



bank's instructions to ensure tuition payments are set up to be received by the Main Office on or before the 1st of each month to account for mailing time to avoid late fees if they are received after the 5th of each month.

To minimize handling and processing of paper checks, we ask families to strongly consider making online payments using your bank account via the Family Portal.

TUITION RECOVERY RESERVE PLAN

The Tuition Recovery Reserve is a plan that may allow families to recover some tuition should a student withdraw from TCPS after the Enrollment Agreement is signed. Payment of the Tuition Recovery Plan fee is required on all enrollment contracts. Should tuition be paid in full by June 1, payment of the Tuition Recovery Plan fee is credited towards tuition. Since parents are contractually obligated to pay the full year's tuition, this program makes it possible to recover a percentage of the tuition (subject to terms and conditions of the TCPS Tuition Recovery Reserve Plan as detailed in the Enrollment Agreement) should the student be withdrawn.

EXTENDED CARE FEES

Extended Care fees are billed \$8.00 per hour in fifteen-minute increments.

*Late Pick-up Charge - If a student is picked up after the daycare period ends, the parents will be billed at the rate of \$1.00 per minute.

PARENTS OR AUTHORIZED ADULTS MUST SIGN STUDENTS IN AND OUT OF THE BEFORE- AND AFTER-SCHOOL Extended Care PROGRAMS.

When a student is picked up, please make sure that the Extended Care staff is informed and that the student is signed out in the sign-in/sign-out notebook. Students who are not signed out may be charged for the maximum time.

Extended Care Payments:

Each month, each student's actual Extended Care usage will be charged to the student's account accessible via FACTS in the Family Portal.

A monthly statement will be EMAILED via the FACTS system at the beginning of the following month detailing each student's Extended Care usage and showing balance due upon receipt. If daycare has been used and a statement has not been received by the 10th of each month, please contact the Main office. A 15% late fee will apply for payment not received by the 5th of the following month.

If a student's Extended Care account (including late fee) is not paid in full when due, the family may lose the service of using the Extended Care Program. Any unpaid balances from 1st semester must be resolved by the first day of the 2nd semester, to continue to use this service. Families with outstanding balances will be contacted, notifying them that their privilege to use the Extended Care Program provided by TCPS has been revoked. This service will be reinstated as soon as the account is paid in full. A \$50.00 administrative fee plus any bank charges will be assessed for returned checks from the bank. In addition, a returned check is considered a late payment and the account will be assessed the late fee.

