

**Montclair Elementary  
School  
PTA Welcome Handbook  
2010 - 2011**



**1757 Mountain Boulevard, Oakland, CA 94611**

**Phone: (510) 339-6100 Fax: (510) 339-6105**

**[www.montclairelementaryschool.org](http://www.montclairelementaryschool.org)**

**Montclair Elementary is a member of the  
Oakland Unified School District**





## **Contents**

- 1.Welcome from the Principal**
- 2.Welcome from the PTA**
- 3.About the School**
- 4.School Sponsored Programs**
- 5.School Activities**
- 6.About the PTA**
- 7.PTA Sponsored Programs**
- 8.Fundraising**
- 9.Events/Calendar**
- 10.Staff Directory**
- 11.School Schedule**
- 12.School Policies and Procedures**
- 13.Volunteering Information**
- 14.Committees and Clubs**
- 15.Safety & Emergency Information**
- 16.After-School Care**
- 17.Other Enrichment Programs**



# 1. Welcome from the Principal

Dear students and families!

Welcome to the 2010/2011 school year! The faculty, staff and I are all very excited about the wonderful year of education ahead of us. Montclair Elementary School is truly one of the shining stars in Oakland Unified School District.

Our dedicated, caring teachers are among the finest educators with whom I have ever had the privilege to work. All of our students are excelling academically and socially. We have the most energetic, helpful and considerate support staff of any school in Oakland. Montclair Elementary School is a safe, clean, happy place for children to grow and learn. Equally important to the success of our students is our school community. We are indeed fortunate to have so many wonderful, giving families working on behalf of all of our students.

I encourage you to be an active participant in your student's education. Actively supervise and review homework. Read to and with your child. Get to know your child's teacher and classmates. Volunteer in the classroom, drive on field trips, help in the office. Join the PTA, Dad's Club and AASC ( Academic Achievement and Support Committee). At Montclair Elementary School, opportunities to help, support and shape your child's educational experience abound; take advantage of them. We will all be glad you did!

I look forward to another fabulous year as Principal of Montclair Elementary School. Please do not hesitate to speak with me if I can be of any assistance.

Sincerely,

MONTCLAIR ELEMENTARY SCHOOL

Nancy Bloom, Principal



## 2. Welcome from the PTA

Welcome to Montclair Elementary School. Montclair is an incredible school with exceptional teachers, a dedicated staff and an active, engaged parent community. Last year, Montclair was given the prestigious honor of being named a California Distinguished School. Only 3% of California public schools earn this distinction. Parents, families and staff work together to create a stimulating and enriching educational experience for our children. The PTA is an integral part of the school and we welcome your involvement.

The PTA has been an active part of Montclair School since 1926. This school is what it is today in large part due to the dedication of parents. Our PTA funds our stellar enrichment classes which include library, computers, music, art, drama and infused motor curriculum. Parents erected the school gardens through the COMPOST program and have developed a first class emergency plan through the Health and Safety Committee, and our new Green Team is working to make our school more environmentally friendly.

Volunteering at this school is rewarding and fun, and you will meet some amazing people. It will make your entire experience at Montclair more meaningful for you and your child. There are all kinds of ways to get involved and many don't require much time and can be done from home. Please make a commitment to volunteer at the school in some way as it is greatly needed and is one of the reasons our school is such a special learning environment.

Fundraising is another essential activity here at our school. Our 30+ year fundraising tradition is the Metrathon on October 16; a walk-a-thon and community celebration which raises most of our PTA funds. Also, in the works for this Spring is a brand new evening dinner auction event for adults only featuring fun, food and festivities. Don't miss this event - it is sure to become another great Montclair tradition!

The sky's the limit on what we can achieve together! We ask that every family get involved in whatever way you can. Please join the PTA and lend your voice to our collective decision making. We also look forward to seeing you at PTA meetings where we hear from engaging experts in education and parenting.

I'm around most days after school and will be in the office on Fridays from 2:45 - 3:15, so please come by and share your ideas, thoughts and questions. I'm happy to hear them and look forward to meeting you! You can also email me. I'm grateful to be part of such a wonderful community and hope you feel the same way. See you on the playground!

Wendy Campbell, PTA President  
[wendyrodcampbell@sbcglobal.net](mailto:wendyrodcampbell@sbcglobal.net)



### 3. About the School

Montclair Elementary is a K-5 public elementary school. Located at the north end of Montclair Village and bordering the Montclair Park, the school enjoys nearly 3.5 acres of campus.

The school was first built in 1925 in response to home development in the Montclair Village hills. The four classroom structure welcomed 87 students, K-4, for its first semester. The original building of brick with tile roof was later considered an earthquake risk and replaced. The new school building, with nine class rooms, an administrative suite, an arts and crafts room, a PTA room and a Library, was created. In 1947, a Cafeteria and Assembly Hall were added. Today, Montclair continues to grow in response to its neighborhood and houses ten additional portable classrooms.

Montclair's 2009-2010 enrollment was 414 and the planned 2010-2011 enrollment is 459.

The school is located at:  
1757 Mountain Boulevard, Oakland, CA 94611

You may contact the office at:  
Phone (510) 339-6100  
Fax (510) 339-6105

This Handbook is designed as an overview of our great school.

Please visit our website at [www.montclairelementaryschool.org](http://www.montclairelementaryschool.org) for further information on all of the following topics.



## 4. OUSD Sponsored Programs

### **School Site Council**

At Montclair School, the council is made up of the Principal, a classified employee representative, three teachers and five parents who are elected by their peers and serve for two years. This group discusses and analyzes data on topics determined by the state monthly. Topics include: the review of student achievement data, attendance, the development and implementation of the Comprehensive School Site Plan and the annual revision of the budget. Please contact the Principal for information on how to get involved.

### **GATE**

All students are tested at the end of 3rd grade for the GATE 'Gifted and Talented Education' program. While all students at Montclair receive differentiated instruction, we have an active GATE program that allows more in-depth exploration of the curriculum.

### **Band**

Taught by Mr. Michael Turner, a teacher with the Oakland Unified's Music Department, band instruction is available to 4<sup>th</sup> and 5<sup>th</sup> graders. Students may choose to learn the flute, trumpet, saxophone, trombone, clarinet or violin. Currently, beginner classes are held during school and intermediate classes are held before and after school. Children must maintain academic standing at or above grade levels in all academic areas to participate.

### **Instructional Facilitators**

Karena Cruz, works with children who require more support in English/Language Arts.

Our STIP substitute supplements split grade classroom instruction and provides children with additional academic support.

### **Physical Education**


All Montclair students have Physical Education once a week with Marcella Wasson, our OUSD Prep teacher. This program stresses maximum participation, cooperative learning, healthy competition, fitness for life and self-esteem. Everyone is encouraged to have fun while doing his or her physical best.

### **Resource Specialist**

M.C. Haug and her assistant Mei Tan work with students identified with specific learning disabilities.

### **School Psychologist**

We have an OUSD Psychologist, Dr. Susan DeMersseman available to our school on Mondays and Tuesdays from 9am – 3pm for individuals or classes that



need assistance. The Psychologist is funded by the School Improvement Program Fund.

### **School Speech Therapist**

Catherine Goddard assists students on campus with their speech needs at the recommendation of the student's teacher and in cooperation with the parents. Speech classes are held during the school day.

## **5. School Activities**

### **Student Council**

The Student Council is an elementary school form of representative democracy with elected representatives from each class of grades 3 to 5 and elected leadership under the direction of a faculty advisor. The Student Council is charged with facilitating student service learning. In 2009-2010 the Student Council's efforts focused on: Good Cents for Oakland, a coat drive, a book drive, a food drive and the Juvenile Diabetes Research Foundation fundraiser.

### **Spelling Bee**

Montclair School 3rd, 4th and 5th graders participate in the annual Spelling Bee in January. The winner goes on to participate in the District competition.

### **Science Fair**

Each year students in grades 3, 4 and 5 are required, and all students are encouraged, to participate in the school science fair. Students learn and demonstrate the scientific process and put their science projects on display for families to come view. Winners of the science fair go on to the District competition at Chabot Space and Science Center.

### **MLK Oratorical**

Students at all grade levels participate in the Martin Luther King, Jr. Oratorical competition. Winners of this competition go on to a city-wide performance.



## 6. About the PTA

The Parent Teacher Association will meet every other month, usually the 2nd Tuesday, at 7pm in the auditorium. Childcare for toilet trained children is provided in the Cafeteria/Adventure Time building during the meeting. Pizza and drinks are provided for the children and adults. All PTA members are invited to attend!

We encourage all parents to be voting PTA members. Make your voice count and join the PTA for a \$10 annual fee.

For PTA updates throughout the year, and to become a member:  
Please visit the Montclair PTA website at:

[www.montclairelementaryschool.org](http://www.montclairelementaryschool.org)

This year's board members are as follows:

|                                  |                  |
|----------------------------------|------------------|
| President                        | Wendy Campbell   |
| EVP Internal Affairs             | Elaine Connolly  |
| EVP External Affairs             | Ann Sinclair     |
| VP – PTA Sponsored Programs      | Josie Levi       |
| VP - Membership                  | Nina Minney      |
| VP – Diversity and Outreach      | Charlette Green  |
| VP – Technology                  | Candy Apple      |
| VP Fundraising                   | Jennifer Whitney |
| VP Community Programs and Events | TBD              |
| Auditor                          | Terry Wheeler    |
| Corresponding Secretary          | Lisa Ender       |
| Financial Secretary              | Laura Lunt       |
| Historian                        | Sheila Jones     |
| Parliamentarian                  | TBD              |
| Recording Secretary              | Wendy Ciruli     |
| Treasurer                        | Layne Martin     |
| Principal                        | Nancy Bloom      |
| Teacher Representative           | TBD              |



## 7. PTA Sponsored Programs

Thanks to your generous financial support in the form of tax-deductible donations to the Education Fund, the PTA is able to offer the following enrichment programs during the school day:

- Library
- Music
- Art
- Infused Motor Curriculum Program
- Computers
- Drama

The PTA also funds the Yard Duty Supervisors for recess and lunchtime, to help ensure each and every student is adequately supervised when not in class. For the 2010-11 school year, the Yard Duty Supervisors will be trained in the same social curriculum that is being used in the classroom in order to maintain consistency throughout the school day.

Your financial support is the reason we can provide our students with these programs. Due to decreased funding for our schools, these valuable and important programs have to be funded by our PTA. *As you may be aware, these programs rely solely on the fund-raising efforts of the Montclair School Community. If we don't get the funding, the programs won't happen.* If you have any questions or suggestions concerning these programs, we encourage you to attend the next PTA meeting!

### **Art Enrichment**

First through fifth grades receive specialized art instruction during the school day. Kindergarteners have art interwoven into their daily lessons with their regular classroom teacher. The objective is to engage students' sense of wonder and to help each student become creative, confident, and thoughtful creators and viewers of art. The art program strives to encourage creativity, problem solving, independent thinking, persistence and risk-taking, as well as a willingness to implement one's own ideas and to refine them as necessary using a variety of media and techniques. Each year the students view and discuss various works of art from different periods and cultures. The visual art program uses the California Visual Arts Content Standards as a guideline, and the curriculum our art teacher has developed is unique to each grade level.

In December, there is an art show and family potluck dinner with student art work from the first semester on display in the Ottertorium. We are always looking for parent volunteers to help with the art program- working in the classroom, doing prep work, and more! If you would like to volunteer, please contact your room parent or the school office.



## **Computer Education**

Computers are taught to 2<sup>nd</sup>-5<sup>th</sup> grades, with first graders receiving six weeks of instruction toward the end of the school year.

In addition to learning software that includes word processing, presentation, and spreadsheeting tools, the Internet is used for research as well as for virtual field trips, simulations, and educational games. Students learn how to perform keyword searches and evaluate websites. The websites we visit in the lab can be found and visited from home at <http://montclairlab.pbworks.com>

With the exception of basic keyboarding practice, an effort is made to teach all computer skills by doing projects that integrate content curriculum that students are currently learning in their classrooms.

## **Drama**

Our drama program will be offered to 1<sup>st</sup> and 4<sup>th</sup>-5<sup>th</sup> graders this upcoming year. Teachers work closely with the drama specialist, to create a tight integration of drama and the overall classroom curriculum. The students will explore character development and narrative while they act out stories, skits and do improvisational activities. Students act out classic and contemporary stories, as well as creating their own unique adventures. Major emphasis will be placed on pantomime, improvisation, character development, and the fundamentals of story structure.

In addition, expressing care for another person is a skill that can be taught and nurtured through a supportive educational environment. Our drama program encourages the students to develop self-confidence and self-expression through risk-taking and exploration in activities that explore real life personal feelings and situations. By using drama as a means for exploring issues in the classroom it is possible to celebrate participants' individuality and to create caring and nurturing relationships among educators and students.

## **Infused Motor Curriculum Program**

This program was born out of the observation that kids were having difficulty with learning cursive. An Occupational Therapist now works with our youngest students, and has been great at finding fun, interactive ways to work on bi-lateral coordination, hand-eye coordination and other skills that later translate into improved motor skills. An extra benefit to the program is how it also helps those students who have a hard time sitting still and maintaining attention. In the words of one kindergartener, "I love my movement class. Can we do it again right now?"



## **Library**

The Montclair school library provides students with skill in acquiring information, appreciation of literature and the resources to gain knowledge. Our librarian makes the library a wonderful place to visit with great recommendations on books and captivating book reading/story telling. All Montclair students visit the library weekly. Teachers also schedule special project visits for more lengthy library-based work.

Students may check out library materials for 2 weeks (1 week for Kindergartners). All overdue materials must be turned in, or paid for, prior to receiving report cards.

The library offers approximately 12,000 print and AV resources, as well as a number of online research tools:

<http://tlc.ousd.k12.ca.us/tlc/resources/libraryresources.html>

All funding for new books comes from the fall and spring book fairs, PTA funds, and generous annual contributions. Many thanks to the team of parent volunteers who help shelve and check out books each week! If you would like to volunteer, please contact your room parent or the school office.

## **Music**

All Montclair students receive instruction in vocal music program once a week. Our vocal music program is for all classes K-5, meeting once a week. The curriculum consists of vocal instruction, music notation, music history, music appreciation, and begins at the K level. In the third and fourth grades, students learn to play the song flute. This will prepare them for the school band and string ensemble which opens up for them in fourth grade.

Winter Sing is an event that requests the participation of parents, family and their friends. It is a holiday celebration of singing in the style of a sing along. It involves all grades and of course, the audience. In the spring, there is an Open House performance given by grades three through five.



## 8. Fundraising

### Montclair School Metrathon

The Metrathon is the biggest fundraiser of the year. Last year, this ONE event brought in 75 percent of the money raised by the PTA! Your support at this event is crucial to the PTA programs that make Montclair School so wonderful.

The Metrathon is a day of fun, family, food, friends and live entertainment. **Scheduled for Saturday, October 16th** this year, its timing makes it a great opportunity to meet the folks in our school community.

The day kicks off bright and early, with an all day walkathon, during which breakfast, snacks and lunch can be purchased on site... All for a great cause! Don't miss the music, bid board auction, snow cones, fresh grilled and prepared food, and watching all the perspiring yet motivated kids take their laps around the school!

It takes many dedicated and wonderful volunteers behind the scenes and on the scene the day of, to make this memorable and important event happen. If there is only ONE event you participate in and help with this year, make this it! It is the ONLY way for your child to covet one of those 1-of-a-kind Metrathon T-shirts.... and the ONLY way we are financially able to provide all of those extra and great programs for our kids!!!!

Please mark your calendars NOW and plan on spending the whole day at this great event.

### Montclair Auction and Dinner


This will be a brand new event this year, to be held in March, and is guaranteed to be a fun-filled child-free evening! Our new auction event will feature a sit-down dinner, complete with silent, live and online auctions. Our very popular Class Baskets and Wine Raffle will be featured as well. Please stay tuned for more information on how to get involved in and how to attend this long-anticipated event! We have had such success with our Metrathon auction, that we have decided to give it its own evening to shine!

### Montclair Education Fund Drive

The Montclair Education Fund Drive occurs in September and December and co-exists with The Metrathon and Montclair's other fundraising efforts as the financial backbone of the PTA's general fund. The Education Fund Drive generates nearly a quarter of the PTA operating budget. Without it, we can not provide that wonderful PTA sponsored enrichment! Please strongly consider making a donation to this very important fund.

To make an online donation with your credit card or Paypal go to:

<http://www.montclairelementaryschool.org>



No Computer? No problem! Simply pick up a form in the school office and send it in with your donation!

### **eScrip and S.H.A.R.E.s**

This is EASY MONEY! Last year, we received a combined total of nearly \$5000 from these programs! This year, we are increasing our goals.

Register your Safeway Club card, credit, and debit cards then shop at hundreds of participating retail merchants, including Safeway, Macy's, and Amazon.com, who contribute a percentage of your purchases to Montclair--at no cost to you.

S.H.A.R.E.s is Lucky's program and is even easier to use. Just swipe your S.H.A.R.E.s card (we'll have a supply in the office). It's that easy.

To register for eScrip go to: [www.montclairelementaryschool.org](http://www.montclairelementaryschool.org) where you will find a link.

For more information, questions, please contact our school's Easy money coordinators, Jody Ginsberg and Michelle Syracuse at [EasyMoney@montclairelementaryschool.org](mailto:EasyMoney@montclairelementaryschool.org)



## 9. Events/Calendar

**New Parent Welcome Mixer** – This year, our mixer is scheduled for Thursday, August 19th at 7:00pm at the Montclair Women’s Center. New parents meet returning 1<sup>st</sup> grader parents, PTA Board members, and the Principal. All are welcoming and ready to meet you and answer your questions.

**Registration** – August 27, 3pm to 8pm. This mandatory registration (kids do not need to attend) in the auditorium gives you the opportunity to fill out the OUSD registration information, sign up for volunteer opportunities and find out your child’s teacher. Forms available online at: [www.montclairelementaryschool.org](http://www.montclairelementaryschool.org)

Please note: All are strongly encouraged to attend this event, and it is the ONLY way for you to find out who your child’s teacher will be prior to Sunday, August 29. Last year, this event flowed very smoothly and quickly and is returning partly due to parent approval and popular demand! If you are unable to attend, you can download the forms from our website or pick up them up in the office from August 23-27. Please return the completed forms to the office no later than end of day August 27, and you will be notified of your child’s classroom assignment by email on Sunday, August 29th.

**eScrip "10% Goes Back to Schools Drive"**--August 11 - Sept 14--It's Easy Money! Register your Safeway club card with eScrip and 10% of your qualifying purchases get donated back to Montclair.


**First Day Of School Coffee** – August 30th - Please come to meet and socialize with other parents behind AT after dropping off your children. Many well-seasoned parents, committee and PTA board members will be available to answer questions while serving you hot coffee and various breakfast items.

**Back-to-School Education Fund Donation Drive**--August 30 - Sept 30--Our first major fundraiser of the year. Everyone’s contribution --large or small-- is an important part of helping PTA reach its annual goals.

**Back to School Night** – This important event is where your child’s teacher will introduce themselves and their curriculum to you. This “**parents only**” event occurs within the first few weeks of school.

**Book Fairs** – Our widely popular Book Fairs are held twice yearly in the library, during the Spring and Fall trimesters. This event raises money to purchase books for our library. It’s also an opportunity to donate a book in honor of a favorite teacher or staff person or to purchase a book for your child’s classroom, from the teacher wish list.

**School Pictures** – School photos are taken bi-annually, in the Fall and Spring.



**MetraThon – Saturday, October 16** Our annual Walk-a-Thon is our biggest fundraiser of the year. Prior to the big day, the kids gather sponsors . . . then at the event, they walk, and walk, and walk . . . all the way having fun with their friends and gathering prizes while everyone else cheers them on. Parents and friends enjoy hanging out and meeting other families, eating great food, and shopping for a spot at some of our popular ‘Bid Board’ events. This is one day at school your child—and you—won’t want to miss! Please encourage your child to participate, and plan to spend the whole day! It’s the ONLY way for your child to covet one of those one of a kind MetraThon T-shirts... and the only way we are financially able to provide all those extra and great programs for our kids!!!

**COMPOST Clean Up** –This is held in the Fall and Spring for volunteers to help clean up the school grounds and prepare gardens for classroom use.

**Halloween Parade** – On Halloween Day, classes have individual parties, then students and teachers parade in costumes around the play-yard. The kids all get to see each other’s costumes and have a blast!

**eScrip Shopping Month** --November 1-30--It’s Easy Money! Register your credit and debit cards then shop online at hundreds of participating retail merchants, including Macy’s and Amazon.com, who contribute a percentage of your purchases to Montclair--at no cost to you.

**Art Show and Potluck**– Held in the 2nd trimester, this event includes a very informal PTA meeting, but is primarily an Art Show, showcasing the student art created during the year. This was a huge success and very popular event last year, with some truly incredible Art on display. All kids invited!

**December Winter Sing** – Usually held in the upper playground, students sing seasonal songs, led by Miss Wanda, our vocal music instructor. All are invited to attend and sing along!


**Winter Education Fund Donation Drive**--December 1-31 Support PTA's programs and events--don't forget, your donation is 100% tax deductible!

**United Nations Day** – held October 22<sup>nd</sup> to celebrate many cultures. Parents encouraged to participate.

**Martin Luther King Oratorical Event** – participating students deliver speeches in a competition that leads to city wide performance.

**Spelling Bee** – For third graders and up, a spell off in late January in the Auditorium during school hours. Winners participate in a district level spelling bee.

**Family Science Night** – held in Jan to give children (K-5) and their parents an opportunity to do a guided science experiment together with teacher facilitators.



The purpose is to introduce the scientific process and is timed to jumpstart the annual Science Fair process.

**Science Fair** – held in Feb and required for students in grades 3-5, optional for K to 2. Students display science experiment results at school. Winners at each grade level are invited to submit their experiment in the district science fair.

**1<sup>st</sup> Annual MES Dinner and Auction--** March TBD - This new, adults-only fundraiser is sure to become a Montclair tradition and will feature online, silent, and live auctions; great food and drinks, 'pay to play' party sign ups, and *plenty* of time for mingling with other family and friends of Montclair!

**PTA Founders' Day Celebration** – This is a wonderful luncheon to celebrate the PTA and to honor exceptional volunteers. All volunteers, previous recipients and kindergarten parents invited. Kindergartners perform and childcare is provided.

**Teacher/Staff Appreciation Day** – Scheduled for April 27 this year, parents/ children honor and thank teachers and staff for their efforts. Individual class celebrations, as well as after-school pot-luck luncheon for all staff/teachers.

**Variety Show** – This popular event showcases a wide variety of Montclair talent and creativity.

**Open House, Music and Art Show** – May – students show off their school work to parents, browse other classrooms. Student artwork on display. Followed by upper-grade musical performance in the auditorium.

**Family Fun Day** – June 10th. This fun event is held on the last Friday afternoon/ evening of school in Montclair Park. A student favorite and family favorite, with water-play, other activities and a BBQ. Don't forget your towels and water shooters!

**Spirit Fridays** - the last Friday of each month is Spirit Day, with themes ranging from career day to pajama day.

**First Monday of the Month Brunch** - grades K through 5 take turns hosting a casual brunch the first Monday of each month for the teachers and staff.



## 10. Staff Directory

|                           |                       |
|---------------------------|-----------------------|
| Principal                 | Nancy Bloom           |
| Kindergarten              | Robert Jue            |
| Kindergarten              | Aimee Green           |
| Kindergarten              | Jeanne Mulgrew        |
| 1st Grade                 | Eulogio Gomez         |
| 1st Grade                 | Toni Morozumi         |
| 1st Grade                 | Karen Nicola          |
| 1st Grade                 | Lorella Norris        |
| 2nd Grade                 | Tom Koltiska          |
| 2nd Grade                 | Diana Metoyer         |
| 2nd Grade                 | Geneva Peare          |
| 2nd Grade                 | Saabirah Rasul        |
| 3rd Grade                 | Lori-Jill Seltzer     |
| 3rd Grade                 | Julie Chanter         |
| 3rd/4th Grades            | Sandi McClain         |
| 4th Grade                 | Lucina Pearson        |
| 4th/5th Grades            | Kay Buty              |
| 5th Grade                 | Susan Brookes         |
| 5th Grades                | Marilyn Spingarn      |
| PE Prep                   | Marcella Wasson       |
| Resource Specialist       | Mary Catherine Haug   |
| Resource Specialist       | Ren Mei Tan           |
| Special Day Pre-K         | Bev Rubini            |
| Special Day Pre-K         | Joan Creighton (Aide) |
| Special Day Pre-K         | Alicia White (Aide)   |
| Instructional Facilitator | Karena Cruz           |
| STIP Sub                  | TBD                   |
| Psychologist              | Susan DeMersseman     |
| Speech Therapist          | Catherine Goddard     |
| Administrative Asst.      | Maresha Robinson      |
| Cafeteria Manager         | Maggie Nathaniel      |
| Custodian                 | Manuel Lalas          |
| Custodian                 | Wei Tsang             |

## 11. School Schedule

**Office Hours are 8:00am to 4:00pm**

|                       |                |                    |
|-----------------------|----------------|--------------------|
| Grade K               | M, T, TH, F    | 8:30am to 2:25pm   |
| Grades 1-5            | M, T, TH, F    | 8:30am to 2:45pm   |
| Grades K-5            | Wed            | 8:30am to 1:30pm   |
| Lunch Hour K          | M, T, W, TH, F | 11:15am to 11:55am |
| Lunch Hour Grades 1-5 | M, T, TH, F    | 11:55am to 12:35pm |
|                       | Wed            | 11:55am to 12:25pm |

## 12. School Policies and Procedures

### Classroom Assignments

Classroom assignments are given out at the completion of registration August 27, 2010 or by email on August 29, 2010, only if all completed registration forms have been received in the office by end of August 27th.

### First Day - What to Bring

Backpack, a healthy snack (fruit, cheese, crackers, nuts...) and lunch (no candy/gum) or money for lunch.

### Dress Code

No uniform is required; however, students are expected to dress appropriately for school. No foul or suggestive language on clothing, no bare midriffs, no spaghetti straps and no shoes with wheels. Shorts and shirts must be at least as long as the end of a child's fingertips when arms are at sides. Closed toe shoes are preferred due to the hilly nature of our school yard. On PE day, running shoes must be worn. Hats are not permitted to be worn inside the school buildings, but may be worn on the school yard. Please label all coats and jackets. The Principal will also use judgment for other questionable attire.

### Electronic Equipment and Toys


Children are not allowed to bring/have electronic equipment or toys at school. This includes, but is not limited to: Ipods, Game Boys, DS Games, MP3s, Walkmen. If found it will be confiscated.

### Cell Phones

If you feel that a cell phone is necessary for your child's security, the phone must be enclosed in your child's backpack and turned off. It will be confiscated if taken out during school hours.

### Lunch

Lunch with milk is \$2.25 and milk purchased alone is \$.40. Pre-purchase lunch tickets and free/reduced price lunch applications are available in the office. We



will be offering the Salad/Fruit Bar again this year with planned daily operation. Children have the option of 1) accessing the salad bar for free along with the school lunch, 2) having a salad with milk and a protein as their school lunch, or 3.) purchasing a “one-serving bowl” to accompany a lunch brought from home for \$1.00.

Children need not bring beverages to school for lunch, as milk is on sale and there is a hydration station where kids can fill up their bottles with cold-filtered water.

Please include healthy food in all lunches and snacks from home. Do not send: gum, candy, soda, potato chips, cheetos etc..

### **Lost and Found**

Please put your child's first and last name on lunch boxes, backpacks, coats, sweaters, and musical instruments. The Lost and Found is located beside the girls' restroom, by the doors to the lower play-yard. Items will be donated to a local charity on the last school day of each month.

### **School Communication**

All routine communication from the school will go home in an envelope each Wednesday afternoon, known as the Wednesday Folder. Parents/Guardians must sign the communication envelope and return it to your child's teacher each Thursday. A school wide email is also sent out weekly, with information recent and upcoming events at the school.

### **OTTER Assemblies**

'Our Time To Express Respect' are grade level meetings (K/1st, 2nd/3rd, 4th/5th). The children meet with the Principal to ask and learn about grade level specific ideas and concerns.

### **Otter Tell Box**

Principal Bloom has a box outside her door for children to enter confidential ideas/concerns/questions. This box is very popular with students in all grades.

### **Homework**

Homework is an integral part of your child's curriculum. Children are expected to do homework on a regular basis. Your child's teacher will specify the classroom procedures for homework the 1st week of school. Please make sure your child has a quiet, well-lighted space to work.

### **Visitors**

Parents are welcome to be on campus, but ALL visitors must sign in at the office prior to going to classrooms. All entries to the school, except the front, will be closed from 8:30am to 2:15pm M/T/TH/F and until 1:15pm on Wed. Enter the school through the front doors during these hours.



## **Grade Meetings**

All parents/guardians are encouraged to attend the grade level meetings, scheduled in the first few weeks of the year. These meetings are different from the Back-To-School meeting. The principal and all teachers from the grade will attend and address the curriculum, focus, issues and strategies for making the most of the school year.

## **School Tours**

Please call the school at (510) 339-6100 to arrange for a tour. There will be scheduled tours in November and December.

## **Drop Off /Pick Up**

Montclair Elementary resides in a busy city village on a main thoroughfare. The street parking in front of the school should be avoided during busy pick up and drop off times. ***Use the circle drive in the parking area above the school where there are yellow zones for quick drop and pick up.*** Parent volunteers in green vests will assist in helping children safely out of cars and headed down to school. This keeps you and your children safe and the non-schooling community around you moving. Please try to move all the way to the far yellow drop off zone, to ease the flow of traffic and prevent traffic from backing up into the street during morning drop off.

**Do not leave your child unattended on the main campus before 8:20am or after school dismissal.** Supervision will not be guaranteed before 8:20am. Every Wednesday is minimum day and school ends at 1:30pm.

If you require childcare before or after school, please see Section 16. in this handbook for more information.

## **Parking**

Parking is available in the lot above the school – please follow arrows in lot. You must obtain parking permit stickers for all of your cars from the school office. The lot is patrolled by the city.

Unless your child is disabled, you may **not** access the small parking lot adjacent to the school building at any time.

***All Yellow Zones in the parking lot are for quick drop offs and the driver MUST stay the car! Please do not leave your car here unattended.***

***No stopping in Red Zones!***

## **Bike Rack**

The new bike rack is located inside the lowest yard by the auditorium. Anyone with a bike, scooter, skateboard, roller skates or anything else with wheels on campus is required to wear a helmet. Bikes, and anything else with wheels, may not be ridden on the campus on school days at any time.



## Attendance Guidelines

One of the most important factors in your child's academic success is attendance. For teachers to meet and exceed your expectations, your child must be in school and on time every day.

- Please call the school office in the morning if you know your child cannot attend school that day.
- All absences require a note to be brought to school on your child's 1st day back. The note must include your child's name, the days/dates of the absences, the reason for the absence, and your home and work phone numbers.
- Unexcused absences include 'going out of town' and 'family emergencies' other than illness or a death in the immediate family.
- A doctor's note is required for an absence of 3 or more days.
- If you must go out of town for more than five days, please request independent study from your child's teacher. This must be done in advance and will not be done for family vacations.
- If your child is more than 30 minutes late to class, it will count as an unexcused absence.
- After 3 unexcused absences, your child will be classified as a truant.
- Please make every effort to schedule routine doctor/dentist visits outside of school hours.

Please note: Our school loses much needed money from the OUSD budget whenever a child is marked absent. At Montclair Elementary, we strive to achieve a goal of 98.7% daily attendance, in order to not lose district funds and to enable us to provide the highest quality education for our children.

## Enrollment Policy

The OUSD has implemented a new registration policy called the Options Process. For **new students** in an **elementary** school, the following priorities are used:


- **First Priority:** Children in the neighborhood.
- **Second Priority:** Siblings of current students. For K only; this priority doesn't apply for grades 1 through 5.
- **Third Priority:** Students whose school is or would be a Program Improvement school.
- **Fourth Priority:** Open lottery.

Identify your neighborhood school and learn more about the registration process by calling the **Student Assignment Office at (510)434-7926**.



## Field Trip Guidelines

- All drivers are required to provide a copy of their driver's license and proof of current insurance every year. This will be verified prior to each field trip.
- Every adult chaperone must fill out an OUSD field trip form for every field trip.
- Ensure that the children in your car (if under 6 years or 60 lbs.) are either in car seats or booster seats. This is a state law as of 1/1/2002 (however, the NHTSA recommends that children remain in booster seats until 8 years, 80 lbs. and 4'9 tall).
- Remember that most booster seats need a shoulder harness, and should not be used with a lap belt alone.
- Per the Oakland Police department's program on Child Car Safety (car seats and transportation) and the National Highway Traffic Safety Administration, please:
  - Do not allow children 12 and under to sit in the front passenger seat of a car, with or without airbags. Children who are small should not be permitted to use the front passenger seat even if they meet the age requirement.
  - Do not allow children to use a seat that does not have both a lap and shoulder restraint (this applies to most middle rear seats) except as a last resort.
  - Do not allow children to ride in rear facing "third" seats except as a last resort. Due to the proximity of the rear bumper to the passengers, even a slight "bump" can cause injury. In addition, most car seats and booster seats are not designed to be rear facing for older children.
- Go directly to the destination and return directly to school.
- Follow the driving directions the teacher has provided, even if you know another way. It is important that we are all en route together.
- Remember, you are fully responsible for the children who have been assigned to you. Please keep track of them, and keep them in your control at all times. You need to be proactive (e.g. actively supervise the children who have been assigned to you).
- Do not allow the children in your care to make purchases unless it has been pre-arranged by the teacher.
- Please schedule your day so you do not need to use your cell phone while volunteering on field trips, whether driving or chaperoning.
- Please, never use a cell phone while driving.
- Please, no smoking and no drinking on school trips. This applies even if you are not driving.
- Siblings are not permitted to be brought along on school trips. The field trip is only authorized for the children in the class and their chaperones.



Class field trips can be lots of fun for kids and adults alike.  
Please do your share to ensure successful field trips for our classes this year by signing up to drive! Thanks.

## 13. Volunteering Information

Volunteering is for everyone! At Montclair Elementary, parents, guardians, grandparents, career professionals, those working at home... everyone participates to deliver a quality education to our children, making our public school among the best in the region.

We don't pay a salary, but your compensation package as a Montclair volunteer includes:

- Getting to know your kids' classmates.
- Becoming connected with other parents and guardians at the school.
- Spending more time with teachers and staff.
- Giving your child a sense of community.
- Being present for some truly "precious moments" of elementary school.
- Knowing you are part of the solution.
- Having FUN!

The School, PTA, and other parent organizations hold a variety of fun events and manage a number of ongoing programs that benefit both the children and their families at MES. Dedicated volunteers are vital to their success.

To enable this success, we ask *each* family to contribute time in *each* of these three categories:

1. Helping Your Classroom, and
2. Helping the Whole School, and
3. Helping with Fundraising.

A list of Volunteer Positions with brief job descriptions is available online at <http://www.montclairelementaryschool.org/pta/volunteers>.


### 1. Volunteering in the Classroom

If you can commit to a regular time during the school week, consider helping in the classroom. If volunteering primarily from home works better for you, consider volunteering as a representative on the Nutrition, Health & Safety, Green Team, Metrathon Committees. There are many ways to volunteer at the classroom level at MES!

Sign-up for classroom jobs through your Room Representative(s) who assist the Teacher in coordinating classroom volunteers and communications. Be sure to attend Back to School Night in early September to get more information about the volunteer needs of your particular classroom.

#### Some of the ways in-class volunteers can help are:

- **Class Parties** – lead or assist, coordinate snacks, plan an activity
- **Cultural Background Activity** – share your cultural background: Chinese New Year traditions, Chanukah games, St. Nicholas Day cookies
- **Room Representative** – Each classroom has one or two (occasionally even three!) people who serve as the Room Representatives. They have three main



responsibilities: to coordinate classroom volunteers, to facilitate classroom communication, and to lead class Teacher appreciation efforts. A responsible and organized Room Rep working in tandem with the Teacher makes a huge difference in the kids' experience at school.

- **Cooking** – do a hands-on demonstration of a family or holiday dish - help the kids measure, mix, roll etc...
- **Prep Art Materials** – make copies, cut up diagrams, assemble materials for the teacher

- **Green Team Classroom Parent Representative -**

The Green Team seeks volunteer parent representatives from each classroom to help pass along information on Green Team initiatives to parents and to coordinate with children and teachers on upcoming activities and environmental education.

- **Free Money Representative** - help us get to 100% parent participation and get the word out about how to sign up for eScrip and S.H.A.R.E.s
- **Share your knowledge, skill, interests** – all about my job, my hobby, my trip...
- **Field Trips** – suggest or plan an outing, drive kids
- **Small Breakout Groups** – work with the children on teacher directed activities, writer's workshop, science investigations
- **Assemble Homework Packages**
- **Library** – help your child's class check-out and return books
- **Art** – help your child's class with art prep, clean up and the art lesson
- **Check in Homework**
- **Metrathon Representative** – help keep the class informed about this super fun and important event, coordinate the Metrathon Class Basket, and help your teacher with his/her bid board event if needed


Please be on time and reliable in your commitment to help in the classroom. If you are unable to keep that day's commitment, make an effort to replace yourself; at the very least, call the School Office so they can notify the Teacher of your absence.

Special attention must be paid to the question of confidentiality regarding your work in the classroom. *It is not appropriate to discuss the behavior of individual children that you observe when volunteering in the classroom – that communication is part of the Teacher's responsibilities.* A comment that may seem positive, innocent, or intended to help, can be easily misunderstood.

**Special Requirements for Volunteers working in the Classroom:**

All Classroom Volunteers need to have a current (within 4 years) TB screen on file in the office.

All Classroom volunteers are very strongly encouraged to attend a Volunteer Training Session with our school psychologist, which will be scheduled within the first few weeks of school.



All Classroom Volunteers must submit a signed OUSD Volunteer Agreement Form to the school office.

When you arrive for any on-campus volunteer shift, stop by the School Office to sign in and obtain a “Volunteer” badge. At the end of your shift, return the badge to the Office and sign out. Each year, the Historian tallies the number of hours volunteered for submission to the State PTA; some grant applications and other educational programs ask for total volunteer hours.

## **2. Helping the Whole School**

Our families benefit from a variety of programs and events that are open to the entire school community. There are many ways you can help with those efforts, including:

- Join the Dads’ Club – most events are evenings or weekends.
- Help copy the monthly newsletter, The Mirror.
- Get involved in the Variety Show in the spring.
- Work on the school website.
- Attend PTA meetings.
- Help out at the Compost/Garden School Workdays.
- Grill burgers and dogs at Family Fun Day in June.
- Help with Hospitality at school events.
- Join the PTA Board.
- Join the Language League Board.
- Join the Technology Committee.
- Participate in the Scrip Program.
- Bring something to the Monthly Teacher Appreciation Brunches.

## **3. Fundraising**

To enable all that we do for the kids, the PTA must raise a significant amount of money each year! Please find a way to help by choosing from among tasks like:

- Check-in walkers on Metrathon morning.
- Sell food to hungry families at the Metrathon.
- Stamp walkers’ lap cards for a few hours.
- Host a Bid Board Event like a Gingerbread-House Making Party for the kids, or a Ginger-Martini Party for the adults.
- Get some businesses to donate cool stuff to the Dinner-Auction.
- Help calculate purchases at the Dinner-Auction Check-Out.

If you have any other questions about volunteering at Montclair, please contact your Room Representative, your Teacher, a PTA Board Member, or send email to [volunteering@montclairelementaryschool.org](mailto:volunteering@montclairelementaryschool.org).



## 14. Committees and Clubs

### **Dads' Club**

The Montclair Dads Club works in support of the PTA and the school in a number of capacities. But we're about more than just work. In addition to providing staffing for the set up and clean up of the Metrathon, the Dads Club has engaged in a number of activities away from the school grounds, including golf, softball games, summer barbecues and hikes. We organize periodic work days at the school and perform improvements to classrooms at teachers' requests. We also stage fundraising activities to raise money for improvement projects. All are welcome--you need not be a Dad or even a male. Be part of the Dads Club! Our motto: "NOS TEXO - NOS LASCIVIO - NOS VESCOR" or "we work, we play, we eat".

A great way to get a sense of satisfaction by contributing to the school and the community.

Co-chairs: Mark Chartier at: [chartier@sbcglobal.net](mailto:chartier@sbcglobal.net)  
Robert Ullrich at: [tripleu@uclink.berkeley.edu](mailto:tripleu@uclink.berkeley.edu)


### **Diversity and Outreach Committee (DOC)**

The PTA's Diversity and Outreach Committee (DOC) extends a sincere welcome to all new and returning members of the Montclair Elementary School Community. The committee is the ambassador for acknowledgement, acceptance and celebrating our differences by providing outreach, education and support to all individuals and groups within the Montclair Elementary School Community.

United Nations Day is the committee's main event of the year and coincides with our countries national holiday in October. The day is a celebration of each student's heritage and of the many different cultures that are represented in the Montclair Elementary School Community. Students wear clothing from the country of their ancestor's origin and gather for a school wide assembly. Last year's assembly included student greetings, poetry and song in over 15 languages and a live international music performance by a violinist. The school community also participated in international dances and interactive games, followed by a feast of foods from over 20 cultures and countries. Parents are welcome to come and share in this truly wonderful event!

DOC also supports the Martin Luther King Oratorical Contest that is sponsored by the Oakland School District. It is a district wide competition.

*The Academic Achievement Support Group (AASG)* is a subgroup of the Diversity and Outreach Committee. AASG endeavors to close the academic achievement gap at Montclair Elementary School by collaborating with parents, teachers and our principal to address the issue. AASG welcomes all who wish to assist the group in reaching our goal.



During the 2010 – 2011 school year, DOC also hopes to provide guest speakers for our PTA meetings and New Family Mentors for families that are new to our school community.

Charlette Green is the PTA's Vice President of Diversity and Outreach. Her email address is [charlettemoore@msn.com](mailto:charlettemoore@msn.com)

### **Green Team**

The Montclair Elementary Green Team is a parent-led effort to foster sustainability practices at school and at home. The team currently has 6 subcommittees and a wide range of projects are targeted for the 2010/2011 school year. The effort also includes a Green Team parent representative for each classroom. Sub-committees include Garden/C.O.M.P.O.S.T., Zero Waste lunch, Energy Efficiency, Art/Environment and Walk and Roll to School. The Group is also focusing on paper reduction, purchasing environmentally friendly products and general recycling at the school. The Green Team welcomes new members!

To join the Green Team or for more information on how you can help, please contact our Green Team Eco-Chairs:

Jane McCrea at [janemccrea@yahoo.com](mailto:janemccrea@yahoo.com)

Kim Hoffman at [kimchihoff@mac.com](mailto:kimchihoff@mac.com)

C.O.M.P.O.S.T. : Children Of Montclair Planting Our Soil Together, is our school's educational gardening program.

Volunteer run and operated, C.O.M.P.O.S.T's primary focus is to get the students planting and learning in the school's vegetable and native gardens. The gardens are being used to teach children about nutrition, food chains, science, art, math, community, and where good food comes from!

There are many ways that you can get involved. The most common way to volunteer is to become a classroom leaders for your child's class - this involves implementing lessons for the students in the garden (we have booklets with previous class activities, as well as many great books and ideas to help you). In addition to working with the kids, we have a few cleanup days each year - these mornings are a great opportunity for our community to come together to help rejuvenate our gardens and beautify our school.

We are always interested in growing our program. This year we are looking to fund-raise for tools and equipment for the garden, and we are working on a wish-list of equipment that would be helpful for the programs. Enthusiasm is the only requirement for getting involved! Please let us know how you would like to help. Check out our blog at <http://montclair-compost.blogspot.com/> or email us at [montclair.compost@gmail.com](mailto:montclair.compost@gmail.com)

Lara Jealous, email: [larajealous@comcast.net](mailto:larajealous@comcast.net)

Johnna Arnold, email: [johnnaarnold@yahoo.com](mailto:johnnaarnold@yahoo.com)



### **Hospitality Committee**

The Hospitality Committee helps create a welcoming atmosphere at PTA events. They help with event set-up, arrange for refreshments, and perform many other tasks to encourage enjoyment while attending PTA meetings and other events. The committee members assist with these events.

Please contact: Karen Wilson @ [mixwilson@hotmail.com](mailto:mixwilson@hotmail.com)

### **Nutrition, Health and Safety Committee**

Montclair's Health and Safety Committee organizes our childrens' Emergency Packets, Earthquake Drills, and Parking/Drop Off/Pick-Up Flow. Their efforts also include providing Montclair Elementary School representation at OUSD when choices and policies regarding the school lunch program arise. Their efforts brought the hugely popular salad bar and hydration station to our school. For more information on this committee or for questions, Please contact:

Kim Cardoso at [kimthemidwife@yahoo.com](mailto:kimthemidwife@yahoo.com)

Nina Senn at [ninasenn@yahoo.com](mailto:ninasenn@yahoo.com)

See Section 15. in this handbook for more information on Health and Safety.

### **Technology Committee**

The Technology Committee is responsible for assisting the PTA with the infrastructure necessary to work together and communicate with the school community efficiently. They work diligently to make communication more convenient and information more readily available. This includes, but is not limited to, automating teacher and classroom communications, school community communications, email groups, the PTA website, and directory data. Please contact Candy Apple at: [candyapple@gmail.com](mailto:candyapple@gmail.com) for more information or questions.



## 15. Safety & Emergency Information

### **Drill & Emergency Procedures**

There are pamphlets in the office describing the Drill & Emergency Procedures for Montclair Elementary. Please feel free to drop by and pick one up. They will also be distributed with the start of school materials from your child's teacher.

### **Earthquake Packages**

Each child at Montclair School must turn in a food/comfort packet in the event of an earthquake or other emergency. This occurs in early fall and will be announced to you via flyers sent home with your children. We have limited supplies of food, water and juice for the school, but nothing brings comfort to a child like a snack and something special from home... a small stuffie, favorite toy, photo or a note from a parent. The bag will be stored with the school's emergency supplies and will be handed out if needed. At the end of the year, the packages are returned.

### **Earthquake Disaster Drill**

There will be an Earthquake Disaster Drill held in October. This drill helps students, staff and parents acquaint themselves with the procedure for safely removing students from the campus in the event of an earthquake or other major disaster.

Please get involved. Safety is an ongoing issue for all schools.

## 16. After-School Care

### **Adventure Time**

(800) 273-0610

Located in the cafeteria building, this group provides before and after school care that is highly integrated with the school and its activities. Hours 7:00am to 6:00pm. Director, Susan Sung. Site Director, Margaret Hesson

### **Montclair Recreation Center**

(510) 482-7812

The Montclair Recreation Center has an after school program. Call or stop by the Rec Center for information.

### **Jewish Community Services**

(510) 530-9222

After school pickup provided.



## 17. Other Enrichment Programs

These classes are held before and after school, are not funded by the PTA or school district, and families pay and an enrollment fee. 2010/2011 Class Schedules will be sent home at the start of school and can be found on the website when available.

### **Montclair Language League**

The Montclair Language League is a non-profit corporation, not associated with our PTA, which was founded in 1977 to provide foreign language instruction for Montclair School Students. Our Kindergarten Spanish program is donation-based, and provides instruction in each Kindergarten classroom, four days a week, 30 minutes a day. Donations towards the Kindergarten program are voluntary and tax-deductible.

Before and after school classes meet on Monday, Tuesday, Thursday and Friday for 30 minutes. The before and after school program is tuition-based and is primarily intended for grades 1 through 5. Our teachers are paid professionals who are selected for their fluency and their ability to teach children. The approach is thematic and conversational, with reading and writing introduced in the upper grades. Registration forms are in the school office.

For more information, visit the PTA website or contact Anne Delp or Maggie Rogers.

### Board Members

Administrator: Anne Delp, [annedelp@earthlink.net](mailto:annedelp@earthlink.net), 482-1557

Registrar: Maggie Rogers, [magorama@mindspring.com](mailto:magorama@mindspring.com), 339-8762

Treasurer: Steffi Durran, [sdurran@yahoo.com](mailto:sdurran@yahoo.com), 338-0213

Curriculum/Personnel: Carla Crampton, [cdaniel@sonic.net](mailto:cdaniel@sonic.net), 339-7743

Curriculum/Personnel : Maria Grazia DeAngelis, [mariagra@hotmail.com](mailto:mariagra@hotmail.com),  
339-1184

Secretary: Nina Rea, [ninareasf@yahoo.com](mailto:ninareasf@yahoo.com), 482-2196

Communications, Wendy Ciruli, [wciruli@sbcglobal.net](mailto:wciruli@sbcglobal.net), 339-6569

Grants/Development: Ann Sinclair, [acsinclair@sbcglobal.net](mailto:acsinclair@sbcglobal.net), 338-0834

### **Montclair Recreation Center**

(510) 482-7812

A wide variety of after school sports, art, dance, and cooking classes are offered at our neighboring park's recreation center. Students attending Adventure Time (AT) after school are walked over and picked up by AT staff. Stop by the Rec Center for programs and schedules.



### **After School Enrichment Programs (ASE)**

Montclair Elementary School offers after school enrichment classes (fee-based). Some classes are open to all grade levels, while others have an age limit to participate. All ASE classes are run by outside service providers and they handle General Information on classes offered will be sent home in that semester's Wednesday folder, with all flyers and listings to be posted on our website at: [www.montclairelementaryschool.org/community/programs](http://www.montclairelementaryschool.org/community/programs)  
There are three sessions per school year: fall, winter and spring.

ASE Fall Registration is: September 1 - 15, 2010

ASE Winter Registration: November 10 - 24, 2010

ASE Spring Registration: February 2 - 16, 2010

This year's classes will include Art, Chess, Cooking, Drama, Glass Fusing, Guitar, Lego Engineering, Mad Science, Magic, Oakland Youth Chorus, Orff Music, Paper Crafts, Poekoelon Martial Arts, Tree Frog Treks and Yoga.

It is necessary that children participating be escorted to/from class by a parent or guardian. If your child is in AT, we ask that AT be informed by the parent or guardian a week prior to the start of after school classes. No child should be left unattended before or after school as there is no after school supervision other than AT.