

# Henry Barnard School

Rhode Island College's Laboratory School

## Principals' Newsletter

December 2006 – January 2007

### *Faculty Changes*

Senora Soares has decided to rejoin her family in North Carolina and will not be returning to HBS. We are pleased to share that Mrs. Hellmann has been *recommended* to be our **Spanish teacher**. Mrs. Hellmann brings her enthusiasm and knowledge of Spanish back to her teaching assignment of last year.

Mrs. Hellmann's appointment will create a vacancy for an **assistant teacher**. Ms. Latraverse has been *recommended* to join our team of assistant teachers. Ms. Latraverse has two years teaching experience.

Two of our teachers have been granted a sabbatical from January 2007 through the end of the school year. Our art teacher, Dr. Mulcahey has received one of the sabbaticals. Our *recommendation* to **teach**

**art** classes for the remainder of the school year is Mrs. Lorraine Downes. Mrs. Downes graduated from the University of Wisconsin with an art education degree and has been a reliable substitute teacher at HBS.

The second teacher on sabbatical leave is Ms. Fennessey. Ms. Malone has been *recommended* to **teach fifth grade** for the remainder of the year. Ms. Malone was a teacher at HBS for more than thirty years before retiring in June 2006.

Ms. Pam Younger was appointed as our **third grade teacher** until Ms. Andrews returns. During our last conversation Ms. Andrews said she is expecting to return to school in February.

### *Registration For 2007-2008*

Only four months into the school year and it is already time to think about the next school year. If you are considering enrolling a sibling in next year's kindergarten we must have the application by January 3, 2007. The kindergarten lottery is scheduled for January 5, 2007.

Applications for preschool for August 2007 must also be received as soon as possible.

There are limited vacancies for August 2007 in grades two through five. If you know a family who may be interested in joining the Henry Barnard School community, please encourage them to give us a call.

### *School Cancellations*

The Rhode Island Broadcasters Association is cooperating to make it easier for parents to learn about school cancellations, delayed openings, and early dismissals.

The information will continue to be broadcast on radio and television stations. Additionally, you can register to be personally notified on your home phone, cell phone, PDA, or email. This service is free, and parents may register at the websites of radio and television stations.

As in the past, HBS will close if RIC and/or Providence Schools are closed. HBS will delay if RIC and/or Providence delay the opening of school. Early dismissals will be announced separately from the Providence Schools.





# Henry Barnard School

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## School Day!!!!

The Progress Reports for the first Trimester indicated that many of our students are arriving late to school. Please note that students may enter the school at 8:00AM. They will be marked tardy if they arrive in the classroom after 8:15. After 8:25 the assistant teachers will leave the carport and students will need to be brought to the office.

Parents must sign-in students who arrive after 8:25.

This reminder may seem minor to some, but arriving at school on time

helps set the proper tone for the day. Preschool through fifth grade instruction begins at 8:15, and students who arrive later are missing directions and assignments. By 8:30 some classes are on their way to a specialist. Since the specialist's class may meet only once a week, missing part of the class is detrimental.

All of us are requesting your assistance to ensure that our students arrive between 8:00 and 8:15.

Thank You.

### December Calendar

- December 1 Parent Conferences
- December 4 Story Tellers
- December 8 HBSPA Meeting  
8:15AM
- December 12 Make-up Day for School Photographs
- December 21 Ms. Fennessey's Class Play

### January Calendar

- January 2 School Reconvenes
- January 5 Kindergarten Lottery
- January 15 ML King Day  
No School

We're on the Web!

See us at:

[www.ric.edu/hbs](http://www.ric.edu/hbs)

#### Notes:

Students **do not have** school on December 1.

Students **do have** school on December 22.

**Parking:** Please help us with maintaining safety procedures. Parents are not allowed to park on the east side of the school between HBS and the RIC Art Building. Parents of preschool children only are permitted to park behind the school for short periods of time during arrival and dismissal.

Thank you for your cooperation.



# **Henry Barnard School**

## **Arrival and Dismissal Procedures**

### **Student Arrival Procedures**

Students are to arrive at school between 8:00 AM and 8:15 AM. This allows for classrooms to be settled before the students go to a specialist, and teachers generally begin the preparation for the day at 8:15. Our specialists (art, music, physical education, technology education, and Spanish) begin at 8:30. Since these programs may meet weekly, missing even a small part of the class has a large effect.

All children who arrive after 8:15 will be marked late for school. Children who arrive after 8:25 must be signed-in at the office by a parent or guardian. Parents are to park in Lot E when bringing their child into school because they are arriving late.

When parents of children in *kindergarten through fifth grade* drive their children to school the students are to be driven to the carport at the front of the school. Upon arrival, children may exit their car and enter the building. Parents should not park around the inner circle and enter the school with their children. Cars parked around the inner circle are subject to parking tickets that may be as expensive as seventy dollars (\$70.00). If an adult accompanies children into the school, parking Lot E may be used for short periods of time.

Since preschool children are too young to enter and leave school by themselves, it is expected that an adult will accompany them. Parking for short periods of time for parents of preschool children is permitted behind the school. {Behind the school is the area by the technology education room and the offices. It is not adjacent to the school playground.} *Only preschool children* and their parents should be using the entrance by the offices.

Parking at any time of the day along the east side of the school is not permitted. Cars parked in this area are subject to ticketing.

### **Student Dismissal Procedures**

While parking at the school can at times be challenging for parents, those who double park in parking lot E, or leave a car unattended around the circle, or park on the east side of the school are subject to parking tickets that may be as expensive as seventy dollars (\$70.00). Leaving your car unattended in the circle also slows the dismissal process and causes barriers for other parents and emergency vehicles.

Students who use the Providence School Department buses for transportation must have a bus pass issued by Providence. Since the bus passes are valid for only one bus, students are not allowed to ride other buses. Students may not take guests home with them on the bus.

Students who want to change their method of going home on any afternoon *must* have a note from their parent. The note should include the child's name, the name of the classroom teacher, the way the child usually goes home, and the way the child will be leaving on that afternoon.

If a parent/guardian comes to the school to pick-up their child prior to the regular dismissal time, that parent must report to the office. The office will then request that the child be dismissed to the office so that they may leave with their parent/guardian. Parents and guardians are not to go directly to the child's classroom to pick-up students.

In order to ensure student safety, students are dismissed in the following manner:

1. Explorations students are dismissed
2. Bus students are dismissed
3. Carport students are dismissed Remain with your car and allow the children to come to you.
4. Parents and guardians who “pick-up” children at carport are to form a **single line** of traffic on the right side of the road by the Art Center. At times, this line may stretch back to Roberts Hall.
5. When directed by campus security, an assistant teacher, or a faculty member, cars may proceed to the carport in front of the school.
6. When all cars have stopped, Henry Barnard School personnel will signal students to proceed to cars that are around the circle. Do not signal for your child to run to the car (this becomes a safety problem). Remain with your car and allow the children to come to you.
7. When all the cars around the circle are ready, they will be directed to leave. Please remain in line, do not pass other cars, and do not leave before all the cars are ready.
8. In the event your passenger is not ready when you are parked in the circle, notify one of the Henry Barnard School personnel on duty.
9. Please share these procedures with anyone you designate to pick-up your children at carport.
10. Children are expected to leave the building between 2:15 and 2:35, unless they are part of Explorations. An assistant teacher monitors students who have missed their ride home until 2:55. After 2:55 pm, students will go to Explorations (there is an Explorations **fee**) until their parents arrive. Henry Barnard School staff will contact the child’s parents and notify them that their child is at Explorations.

*Acting in accordance with the arrival and dismissal procedures makes the process safer for the children, smoother, and quicker. We thank you in advance for your cooperation.*

*Please share the arrival and dismissal procedures with anyone authorized to pick-up your child or anyone who may bring your child to school.*