

The Brompton School

*Virtue * Knowledge * Wisdom *Service*

Our mission is to foster curiosity, cultivate character, encourage independence, develop leadership, and nurture a love of learning.

The Brompton School vision is to be the project based learning charter school of choice.

We will:

- **Lead by example**
- **Support the instructional strengths of each student**
- **Provide community civic leadership opportunities**



Student School Hours

8:15 a.m. – 3:15 p.m. Monday, Tuesday, Wednesday, Thursday

8:15 a.m. – 2:15 p.m. Friday

12:00 p.m. Early Release Days (see web calendar)

School Contact Information

Office Hours: 7:00 a.m. -3:30 p.m.

Phone: (262) 359-2191

Fax: (262) 359-2194

Address: 8518 – 22nd Avenue 53143

sloewen@kUSD.edu

2016 - 2017 Brompton School Staff

Principal Office	Mrs. Loewen Mrs. Pace	sloewen@kUSD.edu dpace@kUSD.edu	359-2191 359-7197
Kindergarten	Ms. Annie Akins – Pringle	apringle@kUSD.edu	359-7197
Grade One	Mrs. Begotka	pbegotka@kUSD.edu	359-5829
Grade Two	Mrs. Williams	ecwillia@kUSD.edu	359-5828
Grade Three	Mrs. Labatore	llabato@kUSD.edu	359-5827
Grade Four	Mrs. McNeely	lmcneely@kUSD.edu	359-5825
Grade Five	Mrs. Neuens	kneuens@kUSD.edu	359-5824
MS Reading	Mrs. Dickes	mdickes@kUSD.edu	359-5823
MS Science/Social Studies	Mr. Colandrea, Jr. Mrs. VanCleve	gcolandr@kUSD.edu mvancllev@kUSD.edu	359-5821 359-5818 and 359-5819
MS Math	Mrs. O'Reilly	loreilly@kUSD.edu	359-5817
P.E and Health	Mrs. Battle	kbattle@kUSD.edu	359-5811
Music	Ms. Barone	abarone@kUSD.edu	359-2190
Art	Ms. Hultman	ehultman@kUSD.edu	359-2045
Lunch Room	Mrs. Hoffmire Mrs. Bruff Mrs. Neu Mrs. Cascio Mrs. Melby Mrs. Hartsfield Ms. Lukawski Mrs. Paul		
School Nurse	Mrs. Casarsa	robin.casarsa@kenoshacounty.org	
Special Education	Mrs. McDermott	lmcdermo@kUSD.edu	359-5831
Special Education Assistant	Mrs. Wisniewski	cwisniew@kUSD.edu	359-5831
Psychologist	Mrs. Shapiro	eshapiro@kUSD.edu	
Counselor	Mrs. Meehan-Scuglik	mmeehan@kUSD.edu	359-7198

Programs/Activities

Band/Orchestra	Ms. Barone
Battle of the Books	Mrs. Angela Cleland
Brompton ChildCare	Mrs. Andrews
Girl Scout Site Organizer	Ms. Lisa Fosbrook
Girl Scout Coordinators	
Boy Scout Coordinator	

The Brompton School

Brompton began operating in 1997 and currently serves students in Kindergarten through grade 8. The student body is composed of those students within the District whose parents believe in and support the school's philosophy.

The Brompton School offers a challenging and inclusive, academically focused curriculum. The school's program is based upon the belief that a solid foundation in basic skills is a cornerstone of academic success; reading is the key to educational achievement, education should be a sequential process that builds upon previous knowledge, and structured learning experiences and development of study skills are essential.

Parent Participation

Parental involvement in the educational process is an essential component to student success. A close parent-teacher relationship is encouraged at Brompton through frequent parent-teacher communication. For the benefit of our students we believe that a positive and mutually supportive parent-teacher relationship must be maintained.

Parents who are active in their child's school make a positive impact in their child's educational progress. At The Brompton School, our parents place a high priority on their child's education. No matter how busy they are, our parents make time for their children and their children's school. Our parents have made a strong commitment to their child's education and school through signing the Parent Contract (attached for reference).

In addition to parent involvement with student learning, our parents are highly active in many capacities. We have a Governance Board and a parent organization, the Brompton Community Partnership. Both have ways in which parents can become involved. Parent involvement in extracurricular activities of the school adds a sense of community to our children's educational experience. Parents are expected to take an active role in the activities of the school.

Brompton Community Partnership

The parent organization, The Brompton Community Partnership (BCP), is a very active parent run organization. The mission of the BCP is "to support educational opportunities, nurture social experiences for students and to foster a sense of community spirit and pride among the students, parents and teachers of The Brompton School."

The 2016- 2017 BCP Board Members are the following: Angela Cleland, President; Billy Weathersby, Treasurer; and Tabatha Otto, Secretary.

BCP parent meetings are held bi-monthly at the school. The BCP holds meetings that all families are expected to attend. The meetings provide a format for informing parents of school events and activities and for gathering parental ideas and suggestions concerning school related issues

The Governance Board

Mrs. Suzanne Loewen serves as the Principal of The Brompton School. As agreed upon in our KUSD Charter, she coordinates the daily operations of the school. She is responsible to the KUSD School Board for meeting the terms of the Charter as well as for financial accountability, overseeing academic programs, handling student discipline, overseeing clerical procedures and correspondence, assessment and evaluation of programs. The Governance Board is composed of parents, community members and teachers. Members are appointed for three year terms and are eligible for reappointment or reelection according to the approved bylaws and articles of incorporation. Mrs. Loewen is a non-voting member of the Governance Board. She meets with District Administrators and reports to the District School Board on behalf of the Brompton School.

2016-2017 Governance Board is as follows:

Jennifer Nachtigal –Board Chair – Parent- nachtigalfamily@yahoo.com

Terry Simmons – Gateway Technical College Representative –Board Vice-Chairperson- simmonst@gtc.edu

Manoj Babu - Gateway Technical College Representative - Board Secretary - babum@gtc.edu

Louise Mattioli - Community Member - lmattiol@kUSD.edu

Jim McPhaul - Community Member

Kim Flannery-Parent

(Non-voting member) Suzanne Loewen – Brompton School Principal – sloewen@kUSD.edu

The Brompton School Policies and Procedures 2016-2017

Morning Arrival

Students are allowed to enter the building starting at **8:00 a.m.** Parents of students in grades K-5 are responsible for and must supervise their children until 8:15 a.m. in the school's cafeteria. Middle school students will assemble outside Door 17 and will be supervised by staff members until 8:15 a.m. Students will be able to enter the school early on days of inclement weather.

Parents utilizing the Before and Aftercare programs will park in the west parking lot by Door 16. Parents will utilize the doorbell by Door 16 to enter the building with their child(ren) and proceed to the cafeteria to sign him/her/them in with the supervisor in charge. Childcare is kept in the cafeteria area. Parents will sign in or sign out his/her child(ren). Childcare starts at 7:00 a.m. and ends at 5:30 p.m. on days that students are in attendance.

Before school breakfast

Students wishing to purchase breakfast before school can enter the school at Door 16 starting at 7:45 a.m. They will proceed through the halls to the Vernon Cafeteria where they will stay until 8:15 a.m. Students will be pay for breakfast through the use of their lunch account.

Parking Lot

Parents and visitors park in the west parking area in designated spaces only. If you find the lots too busy, please park along 85th Street. Parents are to park in the areas indicated at all times, including before and after school, during lunch, and for quick stops at the school. Please see the attached aerial map of the school and parking areas for specific parking instructions.

Visiting the School

Parents are always welcome at The Brompton School. However, you must stop by the school office upon your arrival. If you wish to visit your child's classroom, please contact the teacher to make arrangements for your visit. We are always happy to have you here. If you bring forgotten items after school starts, i.e., lunch, books, gym clothes, band instruments, please drop them off in the office and the office personnel will take them to the classroom.

Contacting a Teacher

Your child's teacher is committed to working in partnership with you for the welfare of your child. If at any time you want to talk to your child's teacher, you can do so in a number of ways. Write a message in your child's assignment notebook (grades 2-8), call the school office and ask that the teacher call you, email the teacher, or set an appointment when you pick up your child at the end of the day.

Teachers are not available for unscheduled meetings before the start of the school day. Please do not go to the classroom before school or at the time the children enter the building. Teachers are busy preparing for the day before school and are busy with all of the children once school has started. If there is information that your child's teacher should know before the start of the day, please stop by the school office to have that information passed on to your child's teacher. Although teachers are available when they dismiss their students at the end of the day, the intent of their presence on the parking lot after school is to oversee student release, answer quick questions and be available to set meeting dates. We will gladly meet with you whenever you have a question or concern. With a pre-set time, you will be insured the teacher will have enough time reserved for you. Teachers can be contacted through their KUSD email at any time.

Student absence

If your child will miss school, call the school office by 8:30 a.m. to inform the school of the reason for your child's absence. When you call, you will be asked to provide the secretary with specific information about your child's illness. Your child will be considered truant until we hear from you.

If your child is sick and you would like his/her homework at the end of the day, please tell us when you call in the morning. Your child's teacher will have the work waiting in the office at the end of the day, or will send it home with another child if you so request.

Tardy

If you are late, please accompany your child into the building through the front door. Your child will be sent immediately to the classroom and you will be asked to sign your child in.

If your child arrives after 8:20 a.m. and you have not called the office to order a hot lunch, her/she will need to bring a cold lunch because our school's hot lunch order will be placed by that time.

Lunch

Our lunch/recess is scheduled K – 2 from 11:20 a.m. -12:20 p.m., Grades 3-5 from 12:00 p.m. – 1:00 p.m., and Grades 6 – 8 from 12:45 p.m. – 1:15 p.m. On Fridays, our lunch schedule is as follows: K-5 from 12:00 p.m. - 12:30 p.m. with a 30 minute recess following and grades 6-8 from 12:30 p.m. - 1:00 p.m. Children can participate in the district hot lunch program (which includes milk) or they may bring lunch from home. Soda is not permitted. Parents are welcome to have lunch at school with their child.

Student Lunch Behavior Expectations

Walking not running

Stay seated in your chair

Leave the table only once to throw away trash.

Leave the cafeteria to use the bathroom with permission only

Obey the lunch Supervisor and Helpers

Do not save a place at the table

Raise your hand if you need help

Clean your space

Inside voices

Eat your lunch only, no sharing of food

Visiting at Lunch

You are welcome to eat lunch with your child. If you are visiting during lunch, please sit in the designated “parent lunch” area with your child. Parents are expected to wipe off the tables and sweep the floor by the parent tables after they are finished with lunch.

Snacks

Morning snack time is allotted before morning recess. Please send one nutritious snack such as granola bar, fruit, and yogurt. Please do not send candy, potato chips, nacho chips, etc.

Birthday Treats

Your child is welcome to bring a treat for their classmates and teacher on their special day. When sending treats to school we ask that you send simple treats. We ask that the treat be easy to distribute and consume; such as cookies, cupcakes or brownies. Birthday treats will be served by the teacher and birthday child during morning snack time for K-5. Middle school students are invited to bring a birthday treat to share with their classmates as well.

District policy prohibits homemade food to be served at school functions. Food to be shared needs to be prepackaged and store bought. If applicable, you will receive a note about food allergies of students in the class. It would be very thoughtful to avoid these foods so that every child in the class can celebrate with your child.

Please do not have balloons, flowers and other surprise deliveries made at school, as it is most disruptive to the classroom-learning environment. If such a delivery is made, it will be given to the child after school.

Class Parties

There are 2 classroom parties scheduled during the school year: Christmas and Valentine’s Day. The room-parents and the classroom teachers will plan and secure parent only help during the parties. Siblings and extended family members may not attend classroom parties.

Kindergarten celebrations to recognize seasonal events are held throughout the year, usually once per month.

Graduation Celebrations

The Grade Eight graduation activities are planned by the middle school teachers in cooperation with the 8th grade homeroom teacher.

Fees/Supplies

Students are expected to bring supplies to the Open House held on Wednesday August 31, 2016, between 5:00 p.m. - 6:30 p.m. . Per district directive, KUSD student fees are assessed at the beginning of the school year. Parents are to complete their online registration and pay fees through Infinite Campus prior to Open House. This is done annually to update contact information.

School Uniform

All students in Kindergarten through eight are required to wear the school uniform as outlined in the uniform policy (attached to this handbook for reference). Uniforms should be ordered through Lands’ End. P.E. shoes must be kept at school at all times. Students in grades 4 through 8 wear the school gym uniform for P.E.

Field Trips

All students participate in class field trips. Field trips are directly related to the classroom curriculum. You will receive information and the necessary forms from your child’s teacher. We strive to insure that all parent

volunteers are given the chance to accompany their child on one of the trips. Parents who are unable to accompany their child's class on a trip after making a commitment to do so may not ask another parent to chaperone. The teacher will handle all chaperone arrangements. Chaperones are to give the students under their care undivided attention. Chaperones will be given information about their responsibilities as a chaperone from classroom teachers. Cell phones, texting, etc. is prohibited while parents are acting as chaperones.

School Pictures

School pictures are taken each year. Students wear school uniforms on school picture day. School pictures will be taken on September 23, 2016.

Daily Schedules

In addition to their classroom instruction, our students participate in the following:

- Physical Education
- Music
- Library
- Art

Please contact your child's classroom teacher if you would like information about your child's daily classroom schedule.

Recess (K-5)

Students have a 30 min. morning recess break following lunch. All students are expected to participate in recess. If a child is too sick to participate in recess, he/she is too sick to attend school. A written doctor's note is required to excuse children from recess.

School Supplies

Please insure that your child has all needed supplies throughout the entire school year. Crayons, pencils, glue, markers and other consumable items must be replaced often. Ask your child about the need for new school supplies. You may be requested by your child's classroom teacher to bring additional classroom supplies during the school year. Supply lists are located on the school's website.

School Books and School Materials

All school textbooks are to be covered with heavy, brown paper. Students will not be permitted to take books home unless they have been covered. Parents will be required to replace books that have been excessively damaged or lost.

Each student is expected to treat school and leased space with care and respect. Students will be held liable for deliberate or carelessly caused damage to property and materials including desks, chairs, computers, art equipment, etc.

Middle school students will be issued a school purchased laptop and power cord.. Students who bring home their laptop every evening and return them to school the next day are expected to bring them to school fully charged. Students are expected to follow the district policies on computer usage and online communication.

Homework

Students in grades 1 through 8 receive assignments each school day. Students are to complete homework and return it to school the following day unless otherwise directed by the teacher. Missing assignment notices will be sent home for all late/missing assignments. Substandard work is not accepted.

Homework missed because of an absence is due in a number of days equal to the absence. For example, if your child is absent two days, the work is due two days from the day of return. Missed tests are rescheduled.

Please be sure to look in your child's folder each day for notes and other communication. Your child's teacher will set up and share their schedule for sending home completed and corrected assignments. Please ask your child's teacher about their schedule for sending home completed work if you are unaware of the schedule.

Assignment Notebooks

Students in grades 2 (second semester) through grade 8 are required to use an assignment notebook. The assignment notebook is distributed at the beginning of the school year. The assignment notebook is used as a valuable communication tool. Your child will use the notebook on a daily basis to enter all of their assignments. The teacher will put all assignments on the assignment chart for students to copy into their notebooks.

Parents are asked to sign the notebook each night after checking to make sure that all of the assignments are completed. Your signature indicates that you have looked at the finished work and that it is completed to your standards and expectations. Please feel free to use the parent area of the notebook to communicate with your child's teacher. Teachers review and sign the assignment notebook on a daily basis. Their signature indicates that assignments have been correctly entered.

Grading

The Brompton School follows the grading scale as established by the KUSD School Board for students in grades 6-8. Students in Grades K-5 receive a standards based report card without letter grades. The grading scale adopted beginning with the 2004-2005 school year is as follows:

A+ = 98-100%	A = 93-97%	A- = 90-92%	B+ = 86-89%
B = 83-85%	B- = 80-82%	C+ = 76-79%	C = 73-75%
C- = 70-72%	D+ = 66-69%	D = 63-65%	D- = 60-62%
F = 0-59%			

Report Cards and Mid-Term Reports

Report cards are issued at the end of each quarter. Report cards are given to the parents at the time of parent conferences in November and February. Report cards are sent home for the second quarter and fourth quarter. Brompton uses the district report card and marking system as required by Board Policy.

Report card grades indicate level of mastery and the effort put forth to attain academic goals. While all assignments, activities and class participation are an important part of the learning process, report cards are intended to indicate academic achievement. Generally, academic achievement is measured through testing. The effort grade provides information about the quality of the student's attempt to complete assignments and complete grades.

Mid-term (progress) reports are informational in nature and are not used as part of the grade average. Mid-term reports are given to students at the mid-point of each quarter. They are provided to insure that parents are informed of their child's progress. If you have questions or concerns about your child's school progress, please feel free to contact the teacher at any time.

Parent Conferences

Attendance at Parent Conferences is highly recommended for all parents.

Student Assemblies

Quarterly awards assemblies take place in the school cafeteria. During the assemblies, the school's character education theme is reinforced, student achievement is recognized and occasionally guest speakers visit. Parents are invited and encouraged to attend assemblies. Assembly dates are announced in the weekly newsletter and are found on the school's webpage.

Student Behavior Expectations and Discipline Policy

All students have the right to receive instruction in a safe and orderly environment. Student conduct that interferes with the learning or safety of others will not be tolerated. The classroom teacher or lunchroom supervisor will handle discipline problems. If a child's behavior does not improve, the teacher will inform the principal. Every effort will be made to resolve problems in cooperation with the student and family.

The school-wide discipline plan follows a step system that allows for student self-improvement and provides steps to insure parents are aware of potential or serious discipline problems. All discipline expectations and decisions will be applied age appropriately.

Weather Information/School Closings

In the case of severe winter weather, check the District web site for information or listen to the following stations: WLIP, WGTD-FM, WRKZ, WTMJ, or WKZN-FM. In the event school is closed, the radio stations will be notified prior to 5:30 a.m. and appropriate announcements will be made. Cable Channel 20 may also be a reference. Also if you sign up at www.kusd.edu to receive text and email alerts, you may get information that way too.

Inclement Weather during School Hours

When weather conditions prohibit the children from going outdoors, recess will be spent in the gym. While in the gym students will participate in suitable indoor games and activities. During indoor recess, students are supervised as during outdoor recess. Rain, mist, snow, icy playground surfaces and temperature or wind chill below 10 degrees Fahrenheit are considered inclement weather conditions at Brompton.

Student Illness

Please do not send a sick child to school. If a student becomes ill during school hours, first a parent and then an emergency contact person will be called to pick up the sick child. Please make sure all phone numbers in Infinite Campus are current. The emergency contact person will be called if a parent cannot be reached.

Emergencies

In the case of severe student illness or emergency, professional emergency care will be utilized and parents or an emergency contact will be notified.

Medications

Authorized school employees and volunteers in accordance with the policy, rules, and Wisconsin statutes will administer medication and prescribed drugs that need to be given to students.

Authorized school employees and volunteers may administer drugs which may be lawfully sold over the counter without a prescription to a student, in compliance with the written instructions of the student's parents or guardian. Requests and written instructions must be provided on the approved KUSD form.

Authorized school employees may administer a prescription drug to a student in compliance with the written directions of a physician if the student's parents or guardian consent in writing on the appropriate form. All

such medication must be in the original prescription container/bottle. For the safety of all our children, medication must be delivered to the school by a parent/guardian.

A copy of all written directions by a physician and written consent by a parent or guardian shall be filed in the school office and shall be renewed annually.

Vision and Hearing Screening

Vision and Hearing Screenings are conducted by KUSD in cooperation with the Kenosha County Division of Health. Vision and hearing screenings are given to students in the following grades:

Vision Screening, Grade K, 2, 5 (children wearing glasses not screened)

Hearing Screening, Grades K-3 plus referrals at all other grades.

Any parent wishing to have their child excluded from any or all of the screening programs may do so by sending a note to the school office.

Returning Family School Registration

Returning family registration is held during the months of December and/or January for currently enrolled students. Open registration takes place during the month of January. Registration information is sent home with currently enrolled students. Siblings who hope to attend Brompton the following year should apply during returning Open registration.

Siblings of current students are accepted before open registration takes place with the following conditions:

- There is/will be a vacancy in the grade requested.
- Signed parent contract and uniform policy is on file
- All registration forms are completed and verified in the school office before the end of open registration.

School Directory

Each year the BCP compiles a school Directory. Families find the directory most helpful. It contains class lists and contact information for Brompton families. The BCP send information and forms for your voluntary participation. Contact information for Brompton families is not distributed from the school office.

Lost and Found

The school lost and found container is located in the hallway outside the office doors. Please check regularly for any missing items.

Student Fees

The KUSD Board sets the fee structure. The KUSD elementary fee for 2016-2017 school year is \$44 per child. The middle school base fee is \$72.00. Fees should be paid in Infinite Campus through the online registration process, Checks can be made payable to the Brompton School. These fees are required in order for the school to operate appropriately.

Character Education

The Four Brompton Pillars which guide our Character Education are the following: Virtue, Knowledge, Wisdom and Service. Teachers will use character education curriculum materials to discuss and develop an understanding of the topics in an age appropriate manner in their classroom. In addition to their classwork on the year's character education topic, students work with their "buddy grade" once each month on an activity related to the topic. The paired grades are K, 3, and 8; 1, 4, and 6; 2, 5, and 7 Buddies eat lunch together on Buddy Days.

Safety Procedures

Students and staff participate in monthly fire drills and all students receive monthly fire safety instruction. We participate in the annual state tornado emergency practice and have a crisis/emergency plan in place. The Brompton School doors are locked during school hours, controlling entrance into the building.

All school volunteers and chaperones (parents and others) must complete a KUSD background check and be approved before working with our students.

The Brompton School Child Care Program and Collection Policy

Please provide the following information for each student attending The Brompton School Childcare program (also referred to as The Brompton Extended Care Program).

Student Name: _____ **Grade:** _____ (2015-2016)
Student Name: _____ **Grade:** _____ (2015-2016)
Student Name: _____ **Grade:** _____ (2015-2016)
Student Name: _____ **Grade:** _____ (2015-2016)
Student Name: _____ **Grade:** _____ (2015-2016)

Father: _____	Mother: _____
Home Phone: () - _____	Home Phone: () - _____
Work Phone: () - ext. _____	Work Phone: () - ext. _____
Cell Phone: () - _____	Cell Phone: () - _____
Email: _____	Email: _____
Address: _____	Address: _____
City: _____	City: _____
State: _____ Zip: _____	State: _____ Zip: _____

Student(s) Lives With:

Mother ___ Father ___ Both ___ Other ___ (if "Other," please provide relationship to student(s) and contact information indicated above)

Childcare Fees and Late Fees

Child care is billed in 15 minute increments. Please see the attached fee schedule. Billing in smaller increments benefits our parents, many of whom use the child care in smaller increments of time, not full hours. If you pick up your child in the middle of a time increment, you will be billed for the longer time increment. For example, if you pick up your child at 4:40pm, you will be billed until 4:45pm (not for the full hour as was done in the past). **\$1.00 per child per minute will be charged for children picked up after 5:30 pm.** (Fees may be subject to change.)

Payment is due in full by the **25th** day of the month for the prior month.

Checks must be made payable to **The Brompton School**. **Please do not include payment for any other school activity with this check.**

There is a late fee of **\$20.00** for each month that a payment is late. Please see the *Policy for Collection of Fees for Before/After Childcare Services*.

Students may not attend The Brompton Childcare program unless FULL payment and ALL late fees have been

paid up to date. Please see the *Policy for Collection of Fees for Before/After Childcare Services*.

Parents/guardians are responsible for all childcare payments and late fees. Parents/guardians will also be held responsible for all court, attorney and collection agency fees involved in collection of late payments and late fees.

Any penalties and/or fees for returned checks will be the responsibility of the parents/guardians.

Hours and Breakfast/Snacks

Extended Day Program has extended school programming that serves The Brompton School students in Kindergarten through Eighth Grade. It runs Monday through Friday in the school cafeteria. The Brompton Extended Day Program is closed on days that school is not in session.

Activities are designed in keeping with The Brompton School philosophy and include opportunities for educational development, healthy lifestyle development, recreational & fitness activities, and social skills development. Hours of operation are:

7:00 a.m. – 8:15 a.m. (“Before Care”)

at the end of the school day – 5:15 p.m. (“After Care”)

All students not picked up at dismissal from school or any after school activity are escorted to The Brompton Child Care Day Program and families will be charged accordingly.

Drop Off: Between 7:00 a.m. – 8:15 a.m., students will be escorted into the school by their parent/guardian and signed in by the parent/guardian. No students will be allowed to enter the cafeteria without a parent/guardian.

Pick Up: Only authorized persons may enter the school cafeteria and sign out a student who has been signed in to The Brompton Extended Day Program. It is the responsibility of the parent/guardian to notify the school in writing of any changes to the authorized pick up list.

Parent/Guardian Responsibility: **The Brompton Child Care Program closes promptly at 5:30 p.m.** All students are to be picked up prior to the end of the program. **A late fee of \$1.00 per child per minute will be charged after 5:15 p.m.** The Brompton School is only responsible for children enrolled in the Brompton Extended Care Program during hours of operation.

Breakfast for Before Care Students: If students are not able to eat breakfast before arriving to Before Care, the parent must send the child into the program with a juice box or milk and a simple breakfast. The student will be responsible for throwing away his/her trash and cleaning up his/her area. The Brompton School Child care program does not provide breakfast or beverages.

Snacks for After Care: A snack and drink are provided by The Brompton School. Families are charged 50 cents for a snack and 50 cents for a drink per student. If you prefer, you may send a snack for your child.

Discipline Policy

The Brompton Extended Day Program follows the same discipline policy and procedures as The Brompton School. Student consequences for not following the school discipline policy and procedures are:

1st Warning

2nd Consequence to be determined

- 3rd Parent/Guardian Contact
- 4th Principal Contact
- 5th Conference with Parent/Guardian, Supervisor of the Brompton Extended Day Program and Principal

Continued misbehavior may result in suspension and/or dismissal from the program.

Sick Students

Sick students may not attend The Brompton Extended Day Program, as this may cause other students to become sick as well. If a student becomes ill while attending The Brompton Extended Day Program, the parents/guardian will be notified and expected to pick up the child. A student that is “sick” may have the following symptoms: a fever, a rash, vomiting, unexplained symptoms, or any student who appears to be less than healthy. It is up to the supervisor of The Brompton Extended Day Program to decide if a student is too sick to be at the childcare program.

The Brompton School 2016-2017 Policy for Collection of Fees for Before / After Childcare Services (Revised and Effective as of September 1, 2015)

Please keep in mind that in order to keep our childcare program in-house with reasonable rates, no pre-scheduled days and no commitments, we must maintain a 100% collection efficiency each month with minimal administrative duties.

1. The parents or guardians of each family who would use The Brompton School childcare services are required to sign a contract stating that they have read this ‘Policy for Collection of Fees for Before / After Childcare Services’ and agree to comply with the guidelines herein.
2. **Upon registration, every family will be required to create a childcare account with an initial payment of \$50.00.** This will be applied toward future child care services, beginning with your first childcare statement. Any credit as of June 30 can either be reimbursed or rolled forward as a credit for the following year.
3. Statements for Childcare fees for before and after childcare services are placed in student folders on the 2nd Wednesday of each month for services rendered the preceding month. Statements will be mailed home in the months of June, July and August for services rendered in May/June as well as outstanding balances from the school year.
4. Payment is expected on or before the **25th day** of each month. Cash, checks and credit cards are acceptable methods of payment. Credit card payments can be made online by accessing the RevTrak Webstore using the following link: <https://kenosha.revtrak.net/tek9.asp?pg=products&grp=46>
5. There are no payment plans. Payments must be made in full by the 25th day of the month.
6. When a parent is billed a late fee for lack of payment, there will be a bright notice attached to that bill labeled PRE-SUSPENSION OF CHILDCARE NOTICE (see attached).

7. The child care billing employee may also send an email to these parents with the same exact wording as the letter. PRE-SUSPENSION OF CHILDCARE NOTICE will appear in the subject line.
8. If the parent(s) have not paid both their balance and the late fee by the due date, then all childcare is immediately suspended until paid in full. In order to return to the program, all outstanding balances need to be paid as well as the monthly average amount for the upcoming month.
9. The office and childcare supervisors will be supplied a SUSPENSION list of parents that did not pay by the required deadline on the 1st of each month.
10. The child care billing employee may also be sending each parent an email that has failed to meet the deadline with the same exact wording as the letter. The subject line will read SUSPENSION OF CHILDCARE NOTICE (see attached).
11. **As of July 1st every year, any outstanding balances will be turned over to a collection agency.**
12. In the event of delinquent payment, when a suspension is implemented, the first occurrence, if after school pick up arrangements have not be made, and the student is sent to aftercare, the student(s) may attend the aftercare program at a rate **double the standard rate per hour**. Childcare supervisors will try to call to alert the the parent(s) again upon the student(s) signing into the program that day. The parents will then have 24 hours to make arrangements for alternate care or pay the balance in full for re-entry into the program. **Should the child not be picked up by the parent the following day, child protective services will be called by the child care supervisors and the child turned over to CPS for safety reasons. The next step becomes the responsibility of the parent.**

Divorced/Separated/Shared Custody

All parents will be sent a detailed bill showing all charges but each only asks for 50%. If either parent does not pay, then a Pre-Suspension Notice will be issued. If it is still not paid by the next due date, then all childcare stops.

_____ I HAVE READ AND ACCEPT THE ABOVE POLICIES AND PROCEDURES OF THE BROMPTON CHILDCARE PROGRAM. I UNDERSTAND THAT THIS CONTRACT MAY BE REVIEWED AND REVISED AS NECESSARY AND THAT I WILL BE PROVIDED WITH WRITTEN NOTICE OF ANY SUCH REVISIONS/CHANGES AT LEAST 30 DAYS PRIOR TO ANY CHANGES/REVISIONS TO THIS AGREEMENT.

Print (Parent/Guardian Name) _____ Date _____

Signature (Parent/Guardian) _____ Date _____

Print (Parent/Guardian Name) _____ Date _____

Signature (Parent/Guardian) _____ Date _____

PRE-SUSPENSION OF CHILDCARE NOTICE

Your Brompton Childcare payment is delinquent. You have now incurred a late fee of \$20.00. Please see the attached billing statement. If payment in full, including this late fee,

is not received by the due date, then all Childcare is suspended until payment in full is made. In order to reinstate your family in the Brompton Child care program, you will also have to pay your average monthly balance upfront prior to reinstallation to the program.

This suspension will happen on the 1st of next month, so please pay in full immediately to clear your account to avoid any interruption in care. The fastest way to make your payment is online at <https://kenosha.revtrak.net/tek9.asp?pg=products&grp=46>

If this is a case of another parent not paying their portion, please remember that we do not get involved in any divorce decrees. Payment in full is still due in order to prevent suspension of services.

****If you have any questions regarding this bill, please DO NOT speak with Mrs. Loewen or the office staff. Please address all billing questions to Sarah Cintron. Sarah can be reached by phone after 5:00 pm or by email.**

Sarah Cintron

(262) 359-0419 If you receive Sarah's voicemail, please leave your name, the student's name and a detailed message regarding your concern
sarah.cintron14@yahoo.com

SUSPENSION OF CHILDCARE NOTICE

Your Childcare payment is now 2 months delinquent and all Brompton Childcare has been suspended effective the 1st of this month for the remainder of the school year.

Your billing statement is once again attached. Payment in full must be received, including all late fees. Should afterschool pick up arrangements not be made, and the student be sent to aftercare, the student(s) may attend the aftercare program at a rate double the standard rate per hour. Childcare supervisors will try to call to alert the the parent(s) again upon the student(s) signing into the program that day. The parents will then have 24 hours to make arrangements for alternate care or pay the balance in full for re-entry into the program.

Should the child not be picked up by the parent the following day, child protective services will be called by the child care supervisors and the child turned over the CPS for safety reasons.

If this is a case of another parent not paying their portion, please remember that we do not get involved in any divorce decrees. Payment in full is still due for reinstatement. The fastest way to make your payment is online at:

<https://kenosha.revtrak.net/tek9.asp?pg=products&grp=46>

If you have any questions regarding this bill, please DO NOT speak with Mrs. Loewen or the office staff. Please address all billing questions to Sarah Cintron. Sarah can be reached by phone after 5:00 pm or by email.

Sarah Cintron

(262) 359-0419 If you receive Sarah's voicemail, please leave your name, the student's name and a detailed message regarding your concern

sarah.cintron14@yahoo.com

The Brompton School
Virtue * Knowledge * Wisdom * Service
Uniform Policy 2016-2017

Boys - Grades *Kindergarten* - 5

Green Brompton monogrammed solid performance interlock polo shirt – short or long sleeved *Lands' End uniform

White oxford uniform shirt, long or short sleeved (Lands' End uniform or exact item)

Navy blue chino dress trousers, plain or pleated front (Lands' End uniform or exact item)

Tie, plaid uniform *Lands' End uniform

Black leather dress belt

Green Brompton monogrammed uniform button front V-neck drifter cardigan sweater or Green Brompton monogrammed uniform fleece, optional. *Lands' End uniform

Black or brown dress style shoes (no athletic shoes, high tops, boots, casual wear, etc.)

Dress style socks: navy blue, black, hunter green (no white)

Optional warm weather uniform for September, October, May and June: Khaki chino shorts, green Brompton monogrammed solid performance interlock polo, black leather belt, casual shoes i.e. Dockers or uniform dress shoes (no athletic shoes) and white socks. No cut-off slacks.

Natural hair color only. Boys' hair not below collar

Jewelry should be simple and in moderation, i.e. a watch

Girls - Grades *Kindergarten* - 5

Green Brompton monogrammed solid performance interlock polo shirt – short or long sleeved *Lands' End uniform

White oxford uniform blouse: short, $\frac{3}{4}$ or long sleeved *Lands' End uniform

White turtleneck worn with jumper or pants in the winter months

Plaid uniform jumper at or below the knee *Lands' End uniform

Classic navy chino pants, plain or pleated front (Lands' End uniform or exact item)

Black leather dress belt (with the pants option)

Green Brompton monogrammed uniform button front V-neck drifter cardigan sweater or Green Brompton monogrammed uniform fleece, optional. *Lands' End uniform

Black leggings with black ankle socks for under the jumper (optional)

Tights: navy blue, hunter green, black, or white. Optional with the following condition: If tights are not worn, spandex style black or navy biking shorts to be worn under jumper

Knee high/anklet socks (navy, black, hunter green, white).

Black or Navy Blue colored dress style shoes. No athletic shoes, high tops, clogs, sandals, flips, boots, platforms, etc. No heels over 1 inch.

Optional warm weather uniform for September, October, May and June: Khaki chino shorts, green Brompton monogrammed solid performance interlock polo, black leather belt, casual or uniform dress shoes (no athletic shoes) and white socks. No cut-off slacks.

Jewelry and hair accessories should be simple and in moderation

Natural hair color only

Clear nail polish only

Boys – Grades 6-8

Green Brompton monogrammed solid performance interlock polo shirt – short or long sleeved *Lands' End uniform

Navy blue chino dress trousers, plain or pleated front (Lands' End uniform or exact item)

Green Brompton monogrammed uniform fleece, optional *Lands' End uniform

Black leather dress belt

Black or brown dress style shoes (no athletic shoes, high tops, boots, casual wear, etc.)

Dress style socks: navy blue, black, hunter green, (no white)

Optional warm weather uniform for September, October, May and June: Khaki chino shorts, green Brompton monogrammed solid performance interlock polo, black leather belt; casual shoes i.e. Dockers or uniform dress shoes (no athletic shoes) and white socks. No cut-off slacks.

Natural hair color only. Boys' hair not below collar

Jewelry should be simple and in moderation, i.e. a watch

Girls - Grades 6-8

Green Brompton monogrammed solid performance interlock polo shirt – short or long sleeved *Lands' End uniform

Classic navy chinos, plain or pleated front (Lands' End uniform or exact item)

Green Brompton monogrammed fleece, optional *Lands' End uniform

Black leather dress belt

Black or Navy Blue colored dress style shoes. No athletic shoes, high tops, clogs, sandals, flips, boots, platforms, etc. No heels over 1 inch.

Dress style socks: navy blue, black, hunter green (no white).

Optional warm weather uniform for September, October, May and June:

Khaki chino shorts, green Brompton monogrammed solid performance interlock polo, black leather belt, casual or uniform dress shoes (no athletic shoes) and white socks. No cut-off slacks.

Natural hair color only.

Jewelry and hair accessories should be simple and in moderation

Clear nail polish only

***Note: All shirts (including polo shirts, blouses, dress shirts and turtlenecks) are worn tucked in.**

Gym

Gym shoes are required for all grades and must be left at school. Clean, non-marking soles on gym shoes only. Name must be on the shoes.

Students in grades 4-8 must wear gym clothing all day on the day of their assigned gym class. Gym Uniform includes **ALL** of the following: Green Brompton monogrammed uniform T-shirt, green Brompton monogrammed shorts, green Brompton monogrammed fleece, and green Brompton monogrammed sweat pants. (*Lands' End Uniform gym clothing only)

I will ensure my child attends school in the approved school uniform, as indicated in this policy. Interpretations of this policy will be addressed on a case by case basis. Please refer to the Brompton behavior policy for violation consequences.

Student Name: _____ Grade: _____
Student Name: _____ Grade: _____
Student Name: _____ Grade: _____
Student Name: _____ Grade: _____
Student Name: _____ Grade: _____

Print (Parent/Guardian Name) _____
Date _____

Signature (Parent/Guardian) _____

*Uniforms from Land's End or through the school's uniform resale program if available.

The Brompton School
*Virtue * Knowledge * Wisdom * Service*

Our mission is to foster curiosity, cultivate character, encourage independence, develop leadership, and nurture a love of learning.

The Brompton School vision is to be the project based learning charter school of choice.

We will:

- **Lead by example**
- **Support the instructional strengths of each student**
- **Provide community civic leadership opportunities**

The Brompton School Pledge of Family Support 2016-2017

Student Name: _____ Grade: _____
Student Name: _____ Grade: _____
Student Name: _____ Grade: _____
Student Name: _____ Grade: _____
Student Name: _____ Grade: _____

As a charter school, one of Brompton's foundational beliefs is that our families are vitally involved in many aspects of school life. In signing this pledge you agree to support Brompton by doing the following:

Academic

I will play an active role in the education of my child.

I will ensure that my child completes all homework assignments. Assignments missed due to an absence must be completed.

I will attend parent-teacher conferences at the scheduled time and will respond to all school communication in a timely manner.

Attendance

I will ensure that my child arrives on time, attends school for a full school day unless ill, is well fed, rested and prepared for the day.

Involvement

I will positively support The Brompton School's educational philosophy.

I will ensure that my child wears the uniform as described in the approved Brompton Uniform Policy. My child's uniforms will be well fitting, clean and in good repair. I understand exemptions to the uniform policy will not be granted except in cases of health and safety.

I will support the teachers and the Principal of The Brompton School. I will address any concerns first with the teacher. If a solution is not met, I will contact the Principal. If necessary, the Principal will seek input from The Brompton School Governance Board for resolution of a difficult issue.

Print (Parent/Guardian Name) _____ Date _____

Signature (Parent/Guardian) _____

The Brompton School

*Virtue * Knowledge * Wisdom * Service*

The Brompton School
8518 – 22nd Avenue
Kenosha, WI 53143
Brompton.kusd.edu

Laptop Description (office use only)	
Asset Number	_____
Model	_____
Serial Number	_____

Student/Parent One to One Laptop Agreement

Student information: Please print all information

Last Name	First Name	Middle Name	Grade
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Parent/Guardian Information:

Last Name	First Name	Email Address
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Telephone(s):

Home Phone Number	Work Phone Number	Cell Phone Number
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The Laptop computer owned by the Brompton School, described in the laptop description box, is being provided for the use of the Student under the following terms and conditions:

The laptop computer remains at all times the property of the Brompton School and Student's possession and use of the laptop not does in any way change ownership of the laptop.

The laptop is provided solely for the use of the Student and solely for school purposes. The laptop **may not be loaned** to anyone else. The Student's password and usernames are not to be shared with anyone.

Should the laptop be returned to the Brompton School inoperable and/or damaged beyond normal use, as defined by the Dell warranty, the parent is responsible for the reasonable cost of repair or its fair market replacement value. If the laptop is lost or stolen, replacement expenses at the fair market value on the date of loss will be parental responsibility. Replacement cost is approximately \$700.00. The student laptop handbook includes information on the reasonable cost of repair and fair market replacement value.

It is understood that the laptop will be returned to the Brompton School on designated date in May 2018, unless this Agreement is terminated earlier by Brompton or upon the Student's withdrawal from the Brompton School.

The Kenosha Unified District's Student Technology Acceptable Use Policy Rule 6633 governs the student's use of the laptop. Copies of the associated policies are available on the KUSD website. Violation of the aforementioned policies may result in the immediate repossession of the computer by the Brompton School and other consequences for violation of the laptop program policies. The Student's use is also subject to copyright laws. No software may be loaded, modified or removed on the computer without the express prior approval of the IT at Brompton. The Student is also limited to the account assigned to him/her on the laptop. Students who modify their account rights or add an account to obtain additional access to their laptop without permission will have laptop privileges suspended for the semester. Additionally, take home privileges will be suspended for the consecutive semester. Failure to comply with the terms and conditions set forth above may result in the termination of this Agreement by Brompton and the immediate repossession of the computer by IT at Brompton. Failure to return the computer to Brompton at the end of this Agreement or when requested to do so by Brompton may result in Brompton taking legal action for the return of its property. Should Brompton have to initiate any such proceedings, you will be responsible for the fees incurred by the District in obtaining the return of its property. By signing below, I acknowledge that I have read, understand and agree to abide by the terms and conditions set forth above.

User's Signatures:

Parent Signature	Date	Student Signature	Date
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