Welcome Families,

We, at Casa Azafrán Early Learning Center, are extremely excited that you have selected our school for your child’s educational experience! One of our main goals at Casa Azafrán ELC is to create a nurturing environment for your child where he/she is respected as an individual and is free to ask questions, investigate, explore, wonder, and reflect on his/her experiences. We also aim to form a partnership with families in order to support your child’s development and academic success in Kindergarten and beyond. We welcome you to the Casa Azafrán ELC school community and are looking forward to a magnificent school year!
Casa Azafrán ELC supports the District Vision Statement:

Metropolitan Nashville Public Schools will provide every student with the foundation of knowledge, skills and character necessary to excel in higher education, work and life.

District Website: www.mnps.org

District & School Beliefs

We Believe:

- All students bring unique cultural backgrounds, learning styles, abilities, interests, and social and health needs.
- Each student can achieve at high levels, exceeding national standards.
- Quality school staff is essential to academic excellence.
- Consistent and sustained leadership ensures results are achieved and proven strategies can take hold.
- Professional development must be sustained, clear and consistently focused on quality instruction.
- Families and community organizations must be partners in meeting our goals.
- Each person in the school system is responsible for working toward this vision.
- Effective, two-way communication with parents and other stakeholders is essential.
- Transparency and accountability must be valued and practiced.
Si usted necesita información adicional o si tiene alguna pregunta, por favor llame o contacte al directora de su escuela.

Haddii aad u baahan tahay macluumaad ama aad qabto su’aalo, fadlan u dir maamulaha iskuulka telefoon.

Nếu có điều gì thắc mắc hoặc muốn biết thêm chi tiết, xin tiếp xúc với hiệu trưởng của trường số tài.

Ako trebate dodatne informacije ili imate neko pitanje, molim nazovite svoju skolu i kontaktirajte direktora.

Bo zaintariyazan hev parysarek, takahe peyjeh nde bke he horiwey ri qotabxane.

자세한 사항이 필요하시거나 의문이 있으시면 학교의 교장 선생님께 연락하여 주세요..

 إذا كنت تحتاج إلى مزيد من المعلومات أو لديك أي سؤال، رجاءً اتصل بمدير الدراسة.
Arrival and Dismissal

Our school day is 8:00 a.m. – 2:00 p.m. You may take your child to school as early as 7:45 a.m. and pick-up your child as early as 2:00 p.m. We have a car line drop off and pick-up procedure (see arrival/dismissal procedures sheet); however throughout the year and when parking allows you are more than welcome to walk your child in to his/her classroom. Students arriving after 8:15 a.m. are tardy and must be signed in by an adult in the office.

Dismissal begins at 2:00 p.m. and ends at 2:15 p.m. The name of the person picking up your child must be on the student emergency card. Each family will also receive 2 car tags for your dashboard. You must have the tag on your dashboard in order for us to release your child to you in the car in at dismissal. If you do not have the car tag provided then you will have to park, show your ID and pick up your child at the designated classroom door.

Your child may only be released to persons 18 years of age and older who you name in writing, and if unknown to our faculty, they will be asked to show identification.

Our school cares about the safety of your children. Therefore, students will not be released from their classrooms for early pick-up between 1:00 – 2:00 p.m. as teachers are focusing on preparing students for dismissal. Parents and visitors must come to the office to sign a student out of school for early pick-ups before 1:00 p.m. After 1:00 p.m., children will only be dismissed from their classroom during the dismissal period beginning at 2:00 p.m.
2016-2017

Attendance
Regular attendance is essential to ensure your child optimally benefits from our program and curriculum. Research indicates that attendance in the early years can predict children’s long term success, and as such we will do all we can to ensure your child is at school every day, ready to learn. Please make sure your child is at school, on time each day.

Should it be necessary for your child to be absent, we ask that you e-mail the teacher or contact the school office by 9:00 a.m., stating the reason for the absence, and when you expect your child to return. (615-291-4672).

When returning from an absence you must provide an excuse in writing to your child’s teacher. If your child was absent due to a communicable illness then a doctor’s note or statement of health will be required for your child to return.

- Nine unexcused absence/tardy, early dismissal or late pick up will result in student being placed on “Attendance Probation” with the possibility for dismissal.

The above attendance policy references MNPS district policy # SP.6-113
Please refer to the school calendar for days where children report or do not report to school.

Snow Days
When it is necessary to dismiss early or close schools, local radio and television stations will notify the community. Please do not call the school office and tie up the phone lines. These should be kept open for emergencies. We encourage you to go over emergency plans for your child in the event of an early dismissal. Teachers need a record of your plan, as well.

Before and After School Care

Our school has an extended learning program available on site from 6:30 a.m. until 6:00 p.m. each day that school is in session. Your child must be registered for this service in advance. The fee is $35.00 per week whether the child stays all week or only a few days out of the week. Please contact Shavette.Glenn@mnps.org for more information or call 615-259-3282 ext. 858309.
Breakfast and Lunch:
Breakfast and lunch are free!

Breakfast is served daily in the classroom between 7:45 – 8:10 a.m. Students should arrive between 7:45 -8:00 a.m. each day so that they may have breakfast and instruction can begin on time.

Lunch will be served in the classroom at a scheduled time at 12:00 p.m. each day.

Meal times are an important part of our curriculum and will serve to help build community, self-help skills, and be an enjoyable part of our day. We welcome you to join us for meals, however if you intend to bring your own meal for you and your child, we ask that you bring a healthy lunch if you and your child choose to eat outside of the food provided. The cost of school lunch for adult visitors is $3.75 and adult holiday meals are $4.50. If the cost of lunch is prohibitive to you joining us, please speak with your child’s teacher or any of our faculty.

Standard School Attire
Our school will follow the guidelines of the district’s standard school attire policy, which requires that children wear a solid colored, collared shirt, solid pants that are black, navy or khaki, and close toed shoes. If you would like more information on this policy, please visit the following link:
http://www.policy.mnps.org/AssetFactory.aspx?did=32534

Illness
- Your child’s health is extremely important to us, and we need your help in maintaining a healthy environment for all of our children. Please be protective of your child and other children by not sending your child to school if he/she exhibits any of the following signs of illness: fever above 100 degrees, diarrhea, vomiting. Any child with these symptoms must be kept at home a full 24 hours without symptoms before returning to school.

- **Head Lice** – If your child should become infested with head lice, it is the policy of the district that he/she may not return to school until you have obtained a statement from your physician or the Health Department stating that your child is lice free. You may visit Lentz Health Center for a health care release (free of cost). A student’s absence will only be excused for three days following being sent home for infestations.

- **Strep Throat** – Students should not return to school until at least 24 hours after beginning antibiotic therapy and being fever free.

- **Communicable Disease** – If a child develops chickenpox, mumps, measles, strep throat, or “pink eye”, your child must have a doctor’s statement stating the child is not contagious and may return to school.
Medication Reference MNPS policy # SP 6.129

A student may not take medication at school without WRITTEN PERMISSION FROM THE PARENT AND A DOCTOR. SPECIFIC INSTRUCTIONS OF THE AMOUNT AND TIME OF DOSAGE MUST BE CLEAR. THE MEDICATION MUST ALSO BE IN ITS ORIGINAL CONTAINER. Permission slips are available in the office. We discourage bringing antibiotics to school. Most can be given conveniently before a child comes to school and then immediately after getting home in the afternoon.

Behavior
We strive to support your child in all aspects of development, including regulating their emotions and behavior. We believe that all behavior is a means of communication and we work to understand a child’s behavior, create an environment that is supportive of them, and that serves to help them learn appropriate ways to express themselves and communicate.

There are certain expectations that we must have to ensure the safety and well-being of all students, and behaviors we must help students learn to ensure they will be successful as they transition to kindergarten. We have established a foundation for our expectations that asks all members of our learning community (both adults and children) to

- Be Respectful
- Be Responsible
- Be Safe

Each classroom will create rules and expectations that will support your child’s learning and development, and that we will work to help your child learn and follow.

There are many things we will help your child learn this year, and we hope that learning to participate in a learning community will come easily to all of our students.

When a child’s behavior is disruptive to learning, we will work with you to address these behaviors, understand what might be causing the behavior, and work with you to identify the best way to support their behavior.
Bullying Reference MNPS policy # SP.6.110
MNPS strives to provide a positive educational environment that prohibits any type of intimidation or bullying of students. Intimidation or bullying should be reported to any staff member, who must report the incident to the principal. The principal must take prompt action to prevent future harm. Guidelines for investigating bullying allegations will be followed and appropriate actions will be implemented to address and alleviate bullying behavior.

“This policy addresses conduct that takes place off school grounds, at any school sponsored activity, on school-sponsored transportation, at any official school bus stop immediately before boarding and immediately after leaving school transportation of any kind. Bullying that begins off-campus can be considered school related if it interferes with school activities, causes a disruption at school or interferes with the rights of students. Any incidents that occur in an after-school program will be referred to the afterschool program provider for discipline.”

Bringing items to school
We have carefully selected the materials in our classroom to support your child’s learning as well as their safety. To ensure all items in our classrooms are appropriate for our students, we ask that your child not bring items from home, unless requested by their teachers. *This includes toys and games of any kind.*

There will be exceptions to this rule including items brought for show and tell, and allowing a child to bring a comfort item should it be necessary. *Please consult with your child’s teacher before bringing any items from home.*

Parent Involvement
We view your involvement in your child’s education as a very important part of our curriculum. We will work with you to find ways of being involved and always welcome you to be a part of our school community and days.

Conferences
Parents are a child’s first and most important teacher, and while we come with expertise on education and child development, we depend upon your expertise knowledge of your child to help us best support them. Our faculty is always ready to discuss your observations, concerns you might have about your child and his/her experiences at our school, or any other matter that relates to your child’s optimal development. You will have the opportunity to speak with your child’s teachers daily at arrival and dismissal, and should further time be needed, we will be happy to schedule a conference.
Emergency Information
The Student Emergency Information card is EXTREMELY IMPORTANT. Please return it as soon as possible. Telephone numbers, cell phones, work phone, pagers, and emergency contacts are especially important in the event of illness or emergency. *Should these numbers change during the school year, please notify the school office immediately, so that we may update our records.*

Custody
Custodial parents are encouraged to provide the school with all current and relevant legal documentation showing any restrictions to a natural parent’s visitation. If this is not provided, a parent proving legitimate connection to a student has parental rights under the non-custodial legal provisions of access. This includes all student records and could involve release of the student, if we have not received documents proving otherwise.

Media Permission
Throughout the school year, television, radio and print reporters may cover activities at our school. Students may only be taped, interviewed, or photographed with parental permission. *So we can abide by your wishes, please complete the media permission located in the Student Code of Conduct book and return to your school.*

Students will also be given the opportunity to visit educational websites. Students will only be able to participate in these activities with your written permission. This permission is also included on the signature page of the Code of Conduct Book, if you would like for your child to participate.

Money
Please do not allow your child to bring money to school. In the event it is necessary for your child to bring money (field trips, school sponsored fund-raisers, etc…) please secure it in a sealed envelope with the following information on the outside on the envelope:

- Child’s name
- Teacher’s name
- Amount enclosed
- Purpose of sending the money and have the adult signing the child in that day give it directly to the teacher or a member of our office staff.

Checks are permitted. Any checks returned for insufficient funds will eliminate that family’s privilege of writing a check to the school or the cafeteria. A significant fee will also be charged by our check collection agency.
Birthday Parties Reference MNPS policy # IM 4.146 Appendix A

Birthday parties will only be held once a month in which all students who have a birthday during that given month will be celebrated. We ask that if parents wish, they bring healthy snacks (See policy at www.mnps.org) to be eaten during lunch time. Birthday party invitations for outside celebrations may not be given out at school, unless invitations are brought for every child in the classroom.

School Visitors

We welcome visitors to our school! Please report directly to the office, sign in, and obtain a visitor’s badge. Faculty and staff members are to challenge anyone who does not have a visitor’s pass.

Director of Schools
Dr. Shawn Joseph

Metropolitan Nashville Board of Public Education

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<thead>
<tr>
<th>Member</th>
<th>Contact</th>
<th>District</th>
<th>Term Expires</th>
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<tbody>
<tr>
<td>Sharon Dixon Gentry, Ed.D - CHAIR</td>
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1. Request for alternate format
To request this information in an alternate format, please contact your building principal or department head.

2. Request for auxiliary aids at a school building statement
Individuals who need auxiliary aids and services are to make their request known to the building principal or department head prior to the date it is needed. (Interpreters for the deaf or hard of hearing must be requested forty-eight [48] hours prior to the event.)

The Metropolitan Nashville Public Schools (MNPS) does not discriminate on the basis of race, religion, creed, gender, gender identity, sexual orientation, national origin, color, age, and/or disability in admission to, access to, or operation of its programs, services or activities. Las escuelas Públicas Metropolitanas de Nashville (MNPS, por sus siglas en inglés) no discriminan por la raza, religión, credo, género, identidad de género, orientación sexual, origen nacional, color, edad y/o discapacidad en la admisión, acceso o operación de sus programas, servicios o actividades.