

# Devereux School

ESTABLISHED 1932



## Family Handbook

### *Devereux School*

44 Smith Street • Marblehead, MA 01945 • 781-631-0029

### *Devereux @ Waring*

35 Standley Street • Beverly, MA 01915 • 978-927-8793

[information@devereuxschool.org](mailto:information@devereuxschool.org) • [www.devereuxschool.org](http://www.devereuxschool.org)

# Acknowledgement of Family Handbook

Devereux School and Devereux @ Waring Family Handbook is available to all parents and guardians at any time.

We encourage all parents and guardians to take a look at the handbook and come to us with questions or concerns.

A copy of the Family Handbook will be kept in the office, along with additional regulations on Family Involvement and Health Care Policy.

Devereux School and Devereux @ Waring are working to make the Family Handbook available on our website. If you would like to receive a copy by email, please contact Elizabeth Laub at the Devereux School office and request one.

Acknowledgement:

Student Name: \_\_\_\_\_

Parent: \_\_\_\_\_

Date: \_\_\_\_\_

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# *Welcome*

Dear Parents and Students,

Welcome to our community at Devereux School and Devereux @ Waring.

We are delighted you have chosen Devereux as the place for your child to grow and develop for the next several years. We welcome you warmly into our family of students, parents, faculty, and staff.

We have prepared the following handbook to guide you as you join our community. It provides you with valuable information, whether you are new to our school or a returning family.

At Devereux, we are all committed to a common goal – helping to kindle the inborn curiosity within your child in a stimulating, caring environment.

We look forward to working with you and your family in the years to come.

Sincerely,

Todd C. Zion  
Owner and Manager

Paul Baker  
Associate Head of School

Elizabeth Laub  
Administrative Director

*“Education is not the filling of a pail, but a light of a fire.” ~William Butler Yeats*

# *Devereux School*

## **School History**

Established in 1932, Devereux School has a rich history as one of the North Shore's oldest academic institutions. This Montessori school has provided a solid educational and ethical foundation for over three generations of students from nursery through fifth grade.

The nursery through third grade school is located on the campus in the heart of Marblehead. The 4<sup>th</sup> and 5<sup>th</sup> Grade Program, Devereux @ Waring, was founded in 2016 on the campus of the Waring School in Beverly to create an educational experience that blends Devereux's values with Waring's vast resources.

Devereux School places great emphasis on tradition and a return to a simpler time. The environment provided is that of a safe, secure, and family oriented setting where every child is encouraged to develop respect for self, others, and the earth.

## **Mission Statement**

Devereux School's mission is to provide an educational environment that recognizes and accommodates the individual differences of all students, and encourages each child to develop to his or her maximum potential – physically, emotionally, socially, and intellectually. We are committed to preparing children for their future roles as members of our society, both locally and globally.

## **Montessori Approach**

Devereux School bases its teaching methods on the philosophies developed by Maria Montessori. We feel we have taken the best of Montessori and combined it with the best of our experience. For parents interested in learning about the Montessori philosophy, please see Appendix A for more information and for a recommended reading list.

## **Non-Discrimination Statement**

Devereux School does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, marital status, disability or sexual orientation.

# Devereux School Learning Objectives

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## At Devereux School we...

- Believe that all children can succeed
- Recognize and accommodate the individual differences of all students
- Encourage each child to develop to his or her maximum potential – physically, socially, emotionally, and intellectually
- Empower children to become more capable as they are encouraged to pursue new areas of interest
- Offer a strong academic curriculum tailored to each child’s individual learning style
- Encourage high achievement and effective participation in the community
- Develop the child’s awareness and appreciation of the arts
- Encourage each child to develop respect for self, others, and environment
- Work in partnership with parents to the benefit of the child’s social and academic growth and enhanced self-esteem.

## Curriculum

- Language Arts, Reading, Writing, Speaking, Listening, Spelling, Literature
- Mathematics, Problem Solving, Math for daily living
- Global Studies/Social Studies
- Geography, Map Skills
- Science, Observations of the Real World
- French Language
- Art, Music, Drama, Movement
- Sports, Cooperative Games, Physical Fitness
- Weekly Yoga Instruction
- Piano and Guitar Lessons available

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## Some Specifics

Nursery School through Grade 3 in Marblehead  
Before School Care available 8:00-9:00 AM  
Classes meet or exceed EEC guidelines for staffing

4<sup>th</sup>-5<sup>th</sup> Grades at Devereux @ Waring  
After School Care available until 5:00 PM

**For further information,  
Please call  
781-631-0029**

## Devereux School Guiding Values

*Our mission is to provide an environment that fosters curiosity, collaboration, independent thought, and self-directed learning.*

*Every child will be encouraged to develop respect for self, others and the environment, and to understand and respect social and cultural diversity.*

The faculty and staff of Devereux School and Devereux @ Waring share a set of values that make the school a unique and productive educational environment.

- ~ We respect and prize the individuality of each student.
- ~ We acknowledge that students have particular gifts and specific strengths in their approaches to learning.
- ~ Through a focus on manners, public speaking, and recitation, children develop self-confidence and poise.
- ~ Teachers watch for this growing confidence in all aspects of a student's life at the school and support that growth by encouraging each student to do his or her best.

*We believe that education takes place through real-life experiences, both individual and shared, and a complete education therefore requires attention to developing the whole person — mind and body.*

*The environment we provide will be a safe, secure, and family orientated setting which will stimulate and encourage imagination and curiosity. We encourage students to pursue their individual interests and passions.*

*We offer learning experiences which are relevant, purposeful and developmentally appropriate, preparing students to be literate, creative, and critical thinkers who have the desire and skills necessary to be lifelong learners.*

*We are committed to maintaining excellence in the school curriculum, faculty and administration, and to making a high quality education available to students from all walks of life.*

*We learn together and grow together as we seek to understand the world around us.*

See Appendix B for a list of Devereux School and Devereux @ Waring Administration and Staff.

*“Education is a natural process carried out by the human individual, and is acquired not by listening to words, but by experiences in the environment.” – Maria Montessori*

## **Devereux School Day**

### **Hours**

All students should arrive 10-15 minutes before their program begins so that they are settled in the classroom for the start of the day.

We ask parents to be on time for pick up at the end of the day.

Nursery Program:

- Begins at 9:00 AM
- Dismissal for the Nursery is at 2:00 PM or 4:00 PM

Kinder Program:

- Begins at 8:30 AM
- Dismissal for the Kinders is at 4:00 PM

Grader Program (1<sup>st</sup> – 3<sup>rd</sup> grades):

- Arrive at 7:50 AM for an 8:00 AM French class
- Dismissal for the Graders is at 4:00 PM

Devereux @ Waring Program (4<sup>th</sup> – 5<sup>th</sup> grades):

- Begins at 8:00 AM
- Dismissal for Devereux @ Waring is at 4:00 PM

Extended Day Program:

- Nursery and Kinder students can be dropped off at 8:00 AM
- All students have the option of staying until 5:00 PM
- Cost is \$12 per early morning drop-off and \$12 per late afternoon pick-up.

The afternoon program is designed to include outdoor games, arts and crafts, indoor games and quiet time. The main goal is to have a relaxed and enjoyable time in a safe and nurturing environment.

### **Special Events**

As part of the Devereux School and the Devereux @ Waring program, there are several special events that take place during the year: Fête des Feuilles, Holiday Concert, Graders Science Fair, Core Play, Spring Concert, Kinder Alphabet Fair, Soiree, Third Grade Graduation, and Fifth Grade Graduation.

### **Devereux School Calendar**

The annual school calendars for both Devereux School and Devereux @ Waring are in Appendix C. It lists all the important dates of the academic year.

## **School Closure**

In the event that the Marblehead public schools close, Devereux School will also be closed. Parents and guardians will be notified via email. Weather cancellations will be posted via email as soon as information is received.

In the event of school closure at the Waring School, Devereux @ Waring will also close. Parents and guardians will be notified by a phone call and/or email by 6:30 AM the day of closure.

## **Lunch**

Students need to bring their lunches, including a beverage, to school. Staff can heat food in our microwaves.

We encourage healthy lunches, and appreciate the simplicity of food from nature. We promote sensible eating habits for the children, and prefer parents do not pack “Lunchables,” “Gogurts,” or similarly over-processed or dyed foods. Studies have long shown that eating habits are established when we are very young and can factor positively or negatively in how a child performs in school or in play.

We are making a concerted effort to reduce the amount of waste generated a lunchtime; therefore, we also ask that children use “green” or reusable containers, including a thermos for beverages as opposed to “juice boxes” or “Capri Suns” which we are unable to recycle.

## **Snacks**

Devereux School and Devereux @ Waring provide mid-morning and afternoon snacks. The snacks at Devereux School may include one or more of the following NUT FREE nutritious items: Fruits, veggies, pretzels, graham crackers, cheese, breads, crackers, water and juice. Devereux @ Waring is not nut free; the snacks may include one or more of the following nutritious items: Fresh fruits and veggies, pretzels, cheese, crackers, nuts, peanut butter, water and juice.

At Devereux School and Devereux @ Waring, we also love to cook and bake, and do so often.

Birthday celebrations are welcomed, and children can bring in a special snack to share with their classmates. Suggested treats could include mini-muffins, fresh fruit, and all fruit popsicles. Additionally, for Nursery students, please send in a photo of your child at birth and at each age leading up to their current age for the celebration.

## **Items from Home**

We ask that parents use discretion in allowing children to bring toys or personal belongings to school. Occasionally, children may bring personal belongings to school if the item is relevant to an area of study or for show and tell, but we do not encourage this practice on a daily basis. Although we take every precaution to protect students’ personal property, we cannot be responsible for theft or loss when these items are brought to school.

## Attendance

Devereux School and Devereux @ Waring learning communities depend upon the contributions and voices of every student. Students are expected to attend and to be punctual to all classes, meetings, lessons, and other obligations. We ask parents and guardians to make every effort to ensure that their children are on time; chronic lateness is disruptive both to a child's learning and to the smooth running of our classes. Absences and tardies are recorded.

Please try to schedule appointments after school, and try to minimize absences from class. For appointments that cannot be scheduled after school hours, please notify the school at least one day in advance. We understand that, occasionally, a student may be absent from school because of a special family event or celebration of a religious holiday.

Children who are too ill to participate in a full day of school activities should stay home until well. To protect the health of others, a child with a fever (temperature of over 100) and/or contagious diseases should be kept home until well.

If a student must leave school for medical or other reasons, the classroom teacher must be informed by a parent or guardian, and the classroom teacher must be informed when a student is being picked up early.

Please report any absence – foreseen or last minute to Elizabeth Laub at 781-631-0029 at Devereux School and Kasey Sampson at [kasey@devereuxschool.org](mailto:kasey@devereuxschool.org) for Devereux @ Waring, along with the reason for the absence.

In accordance with Massachusetts school attendance laws, a student may be excused for up to seven days in any period of six months; and parents or guardians are legally responsible for ensuring that their child attends school daily.

Repeated tardiness or absences will require a meeting with the classroom teacher and the Associate Head of School. Devereux School and Devereux @ Waring reserves the right to ask a family to leave the school if their child has seven or more absences in a six month period.

*The environment must be rich in motives which lend interest to activity and invite the child to conduct his own experiences." Maria Montessori*

## **Transportation**

### **Devereux School in Marblehead**

Transportation to and from Devereux School in Marblehead is the sole responsibility of the students' parent(s) or guardian(s). Devereux School does not provide or plan for the transportation of any child enrolled in our program.

#### Drop Off and Pick Up Procedure at Devereux School in Marblehead

Vehicles transporting children to and from school should park on Smith Street. The school driveway is off limits to all unauthorized vehicles. Please be respectful to our neighbors by not blocking driveways or using driveways to turn around.

In the morning, please walk the children into the building and greet the teacher who is present. At the end of the day, the person picking up any child should walk up the driveway and enter the building, making his or herself known to the teacher present in the classroom. All children are expected to say "Good Afternoon" to the teacher before leaving the building.

### **Devereux @ Waring in Beverly**

Transportation to and from Devereux @ Waring in Beverly is the sole responsibility of the students' parent(s) or guardian(s). Devereux @ Waring and the Waring School provide a bus service from Devereux School in Marblehead to the Waring School in Beverly. Parents who want their child to take the bus need to contact Elizabeth Laub to sign up.

In the morning, the bus leaves Devereux School in Marblehead at 7:00 AM, stops at the O'Keefe Sports Complex in Salem, and arrives at the Waring School by 7:50 AM. In the afternoon, the bus leaves the Waring School at 5:10 PM (4:10 PM on Thursdays), stops in Salem, and arrives at Devereux School in Marblehead at approximately 5:50 PM. It is the parents' responsibility to arrange transportation to and from Devereux School in a timely manner for the bus pick up and drop off.

#### Drop Off and Pick Up Procedure at Devereux @ Waring in Beverly

Vehicles transporting students to Devereux @ Waring School can park around the circle via Branch Lane. However, do not park or block the Fire Lane.

Students can be dropped off as early as 8:00 AM. Parents may walk their child into class, but it is not required. At the end of the day, the person picking up any child may enter the classroom, if they so choose. However, students are able to leave the classroom once they see the person picking them up and notify a teacher they are leaving.

Parents may pick up their child as early as 3:45PM. If an earlier pick up time is to occur, a parent is required to notify the teacher beforehand via an email, text, or phone call with the time to be dismissed. If a student is picked up after 4:15 PM the parent(s) will be charged for the 4:00-5:00 PM afterschool care.

If students are being picked up by someone other than their parents, an email, text, or phone notification from a parent is required to provide permission to dismiss the child with the adult picking them up.

## Daily Schedules

### Nursery

School begins at 9:00 AM and ends at 4:00 PM.

An extended hour before and after consists of free choice and supervised play or activity.

8:45-9:30: Arrival-Free Choice of work or play, followed by pick-up and re-organization of the room.

9:30-10:00: Morning circle, roll call, calendar, weather, season and related activities including sharing of the Sound Box

10:00-12:00: Variety of activities, including individual and group activities in Practical Life, Sensorial, Cultural, and Math and Language areas of the classroom. Snack is also provided in this time.

12:00-12:30: French class

12:30-1:30: Lunch, clean up and supervised activity

1:30-2:00: Variety of activities including outdoor play, music and movement, storytelling and game playing

2:00-3:00: Rest time for younger students, quiet time and enrichment for older students

3:00-4:00: Afternoon snack, outdoor play or supervised activities and free play inside.

### Kinders

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30	Hoist flag, race, chores, morning check-ins, centering				
9:00	Silent Sustained Reading				Yoga
9:20	Morning Board				
9:45	Special Studies/Math				Silent Sustained Reading
10:10	Special Studies/Math		Art	Special Studies/Math	Morning Board
10:30	Chorus	Special Studies/Math		Chorus	Special Studies/Math
11:30	Recess				
12:00	French				
12:30	Lunch				
1:20	Phonics/ Reading Instruction				
2:00	Big Read/Writers' Workshop				
3:00	Recess				
4:00	Pick-up				

**Graders**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:00	French				
9:00	Morning Meeting				
9:15	Writing Period				
10:00	Snack				
10:15	Math/Language Arts and Chorus	Math/Language Arts	Math/Language Arts and Art	Math/Language Arts and Chorus	Math/Language Arts and Yoga
11:00					
12:00					
12:30	Lunch				
1:00	Recess				
1:30	Reading Period				
2:15	Science/Social Studies				
2:50	Read Aloud				
3:00	Recess				
4:00	Pick Up				

**Devereux @ Waring**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:00	Poem				
8:30	Humanities	Humanities	Humanities	Humanities	Humanities
9:00		Math			
9:30	Spelling	Spelling	Spelling	Spelling	Math
10:00	Math	Theater	Math	Chorus	
10:30					Spelling
11:00	Marker Space	Science	Immersion Art	Math	Independent Work
11:30					
12:00	Lunch/Recess				
12:30					
1:00	French				Writing
1:30					
2:00					
2:30	Independent Work				ASM
3:00	ASM	ASM	Wellness/Gym	ASM	Free Choice
3:30	Free Choice	Ed. Free Choice		Ed. Free Choice	
4:00	Pick-up				

## **Academics**

### **Curriculum Overview**

Academics, languages, music, appreciation of nature, and the arts are integral parts of the academic programs of Devereux School and Devereux @ Waring. Small class sizes enable personalized attention to each child and encourage the emergence of citizenship for our ever changing world.

After nearly 90 years of cultivating the academic careers of children with aesthetics, creativity, and ethics, Devereux School and Devereux @ Waring have progressed by fully embracing cultural diversity, while holding fast to their original commitment to the children: “foвете stirpes,” *foster the roots*.

In all grades, our teachers respect and prize the individuality of each student. We acknowledge that students have particular gifts and specific strengths in their approaches to learning. Teachers watch for the child’s growing confidence, and support that growth by encouraging each student to do his or her best.

#### Nursery School

The Nursery School curriculum is centered around developmentally appropriate, hands-on activities. We believe that young children learn by doing. They are given the opportunity to explore and make choices in a safe and stimulating environment.

#### Kindergarten and 1<sup>st</sup> – 3<sup>rd</sup> Grade School

As the children move into the Kindergarten and Grade School levels, the programs incorporate sequenced instruction in basic skill areas, while allowing for enrichment in terms of activities and complexity of ideas. The use of themes provides a framework for integrating material from different subject areas, including literacy, math, science, and the arts.

See Appendix D for additional information on the Nursery, Kindergarten, and Grade School curriculum.

#### Devereux @ Waring 4<sup>th</sup> – 5<sup>th</sup> Grade School

The 4<sup>th</sup> and 5<sup>th</sup> grade program continues the Devereux educational experience with Waring’s vast resources. Devereux @ Waring students use Waring’s art spaces, theater, library, maker space, gymnasium, computer labs, and greenhouse, as well as the many trails and fields that comprise the campus.

The Devereux @ Waring theme-based, interdisciplinary curriculum encourages students to recognize how studies are interconnected with one another and provides students with a framework that inspires them to pursue their individual interests and passions.

See Appendix D for additional information about the Devereux @ Waring curriculum, including the themes of “Revolutions” and “Traditions”.

## **Bilingual French Program**

Devereux School and Devereux @ Waring students receive immersive French instruction to enhance their cultural awareness and to enrich their learning experience in all academic subjects. In 2004, Devereux School became a bilingual institution, and since then, all students receive daily French instruction. We strongly believe that by exposing children to a second, and often third, language at a very early age can result in a successful and meaningful experience.

As part of their French studies, within a nurturing classroom environment each student receives an introduction to the alphabet, numbers, colors, greetings, active verbs and grammar, body parts, songs and games, and different French customs. All aspects of the program are supported by visual and manipulative aids to add enjoyment to the learning process. Our French teacher is a native speaker and students quickly learn to comprehend and express themselves in the language.

Since its introduction, our French program has flourished. On average, two-thirds of our grade school students score in the top 90th percentile of Le Grand Concours, a national French contest in which over 70,000 children nationwide participate each year. Le Grand Concours primarily assesses listening comprehension and speaking skills, which are critical elements in achieving fluency. Since 2009, our students have earned seventeen gold medals and one platinum medal, awarded to one student with the highest score nationally for a given level. The high performance of our students is both a strong indicator of the success of our program and affirms our belief in the potential of a child to absorb a second language.

## **Integration of Arts**

Arts are a cornerstone of Devereux School and Devereux @ Waring. Private lessons in piano and guitar are introduced at the nursery level and all students participate in recitation in poetry, chorus, and appreciation of different types of music. Children participate in and learn about theater arts as part of our curriculum. Our school concerts present opportunities for the children to develop self-confidence and poise as they experience the joy of making music together.

Devereux @ Waring students take advantage of the arts resources available on the Waring campus. They receive bi-weekly instruction in chorus and theater, and weekly instruction in maker space and French immersion art (art classes taught in French).

*“The greatest sign of success for a teacher...is to be able to say ‘The children are now working as if I do not exist!’”*

## **Field Trips**

In addition to learning in the classroom, Devereux School and Devereux @ Waring encourage children to learn in different environments. Field trips take place throughout the school year. Notifications and permission slips are sent to parents in advance of these trips.

Devereux @ Waring students take frequent field trips. For day-long field trips, permission slips will be sent to parents at minimum 24 hours in advance of the trip. At the beginning of the year, a permission slip will be sent to parents to cover all mini-field trips and half-day field trips (e.g., downtown Beverly, Dane Street Park, Beverly Public Library, etc.).

## **Assessments and Evaluations**

Nursery teachers conduct written evaluations twice per year, once in January and again in June, as required by the EEC. These evaluations are placed in the children's files and kept in the office.

Kinders are evaluated throughout the year. A conference with the teacher can be arranged at any time, either before or after school.

For the Graders (1<sup>st</sup> – 3<sup>rd</sup> grade) at Devereux School, formative assessments are made throughout the year, based on class participation and daily work. Summative assessments are based on tests, projects, and written pieces. Children's progress is shared in individual parent-teacher meetings.

Devereux @ Waring (4<sup>th</sup> – 5<sup>th</sup> grade) co-teachers conduct biannual parent – teacher conferences in January and April. The student's progress is discussed in these meetings.

## **Homework and Testing**

Kindergarten homework is limited and usually fun. As the year progresses, readers will be sent home to support classroom work. Several times during the school year, the children will be asked to do a "special research project" to support our special studies.

Graders, students in the 1<sup>st</sup> – 3<sup>rd</sup> grades, are assigned homework Monday through Thursday. No homework is assigned on weekends or vacations. Homework assignments focus on math, reading, and responding to reading. Assignments require approximately 10-30 minutes, depending on the subject and grade level.

Devereux @ Waring 4<sup>th</sup> – 5<sup>th</sup> grade students are responsible for completing their nightly homework assignments. Students who do not complete their homework will have to stay in during recess to see that it is completed. If there are continuing concerns, there may be a meeting with the classroom teachers and associate head of school.

Devereux @ Waring students practice test-taking skills and strategies through weekly quizzes and monthly test.

Devereux School and Devereux @ Waring do not administer standardized tests.

## **Progression**

Progression from one grade to the next is based on successful completion of the academic year. There are no absolute requirements for progression, as each student is evaluated individually. If during the year there is a possibility that a student may not be ready for progression to the next grade, parents are contacted and a course of action is established.

## **Outside Resources**

While the school faculty is always available to help students and their families address learning or emotional difficulties, there are occasions when the school may suggest that a child would benefit from additional help. This help could include an evaluation (learning, psychological, speech/language, neurological, etc.) or individual tutoring. School staff typically makes these suggestions after consultation with other staff and after discussions with the family. Suggestions for appropriate professionals to consult, as well as tutors, are available.

*“Let the teacher not lose sight of the fact that the goal sought is not an immediate one, but rather to make the spiritual being which she is educating capable of finding his way by himself.”*

## **Community**

### **Student Responsibility and Respect**

The child's sense of responsibility for the natural and human environment is developed through participation in animal care of the school's rabbit, and tending to the school grounds. This includes feeding, watering, planting, raking, and keeping the environment free of litter. Children in the school program are assigned a "job" each day such as sweeper, chair checker, calendar, etc., and older children help with cleaning the classroom, to further promote responsibility and learning by doing.

At the beginning of each school year, students at Devereux @ Waring work together to create a Code of Conduct. They all have input and agree together to follow this code. This Code of Conduct hangs in the classroom. A copy of it will be made available to families.

### **Attire**

Clothing and overall appearance should be appropriate to our shared environment of learning. General appearance (dress, hair, jewelry, etc.) should reflect a commitment to that sense of purpose. The choice of what to wear to school rests with the student and their family, and accordingly we rely on their good judgement. On certain occasions, more formal attire may be required.

General Guidelines to follow:

- Clothing must be clean and in good repair.
- No clothing with offensive slogans or pictures.
- No exposed undergarments or overly revealing clothing.
- Skirts and shorts should be worn at a reasonable and appropriate length.
- Hats may not be worn indoors during any organized activity or lunch.

### **Parental Volunteering Procedures**

Devereux School and Devereux @ Waring welcome parental volunteering of all types, forms, and sizes! Throughout the year, we welcome and appreciate any special talents or time our parents have to offer. Please let us know if you are interested in sharing a learning experience. Many of our school improvements have occurred as a result of suggestions and efforts of our parents.

Parents are often asked to prepare baked goods or provide paper products for our school celebrations and concerts. Classroom volunteers are usually only requested for very specific curriculum enhancements.

Any volunteer in the classroom will be under direct visual supervision and assisted by a qualified teacher at all times. No volunteer will be left alone with a group or individual child. Appropriate orientation and training will be conducted prior to the visit, as well as background checks and documentation thereof.

## **Parent Authorization, Consents, Information**

Devereux School and Devereux @ Waring shall require a parent or guardian to provide authorizations, consents, and information which shall be made part of the children's record. These records will be handled in accordance with EEC and ESE regulations, and will include:

- a) The child's daily schedule, developmental history, sleeping and play habits, favorite toys, accustomed mode of reassurance and comfort;
- b) Procedures for toilet training of the child, if appropriate;
- c) Where appropriate, the child's eating schedule and eating preferences, including information on special diets and/or allergies;
- d) Information on where to reach the parent and an alternative nearest relative or friend, in case of emergency, as well as the child's physician or clinic, if any;
- e) Parental consents for field trips, emergency first aid, and transportation to a specific hospital in emergencies.
- f) In the case of allergies or anything requiring medication on a regular basis, an individual health plan will be developed with the family and their doctor, and brought to the attention of Elizabeth Laub, the health administrator at Devereux School.

## **Access to Student Information**

In the case of a student whose parents are divorced or separated, it is the policy of the school to provide the custodial parent, the non-custodial parent, stepparents, and other guardians equal access to all the official records and reports regarding their child.

All school announcements and related information are emailed or mailed to all parents. Moreover, each is granted access to the child, to the teachers, to the Associate Head of School, and to the Administrative Director. Such access is provided without notification of other parties and regardless of the party or parties paying the bill. Exceptions to this policy are undertaken only when necessary to comply with applicable law and/or when so ordered by a court of law. However, financial records are given only to the parent(s) who have assumed financial responsibility for tuition payments.

## **Family Involvement**

In accordance to the General Laws and regulations of the Commonwealth of Massachusetts (606 CMR 7.00), Devereux School follows the guidelines of the EEC and ESE regarding Family Involvement. Details of these Family Involvement guidelines are available from Elizabeth Laub at Devereux School.

Devereux School and Devereux @ Waring encourage and support involvement of parents and guardians in the education and care of their children. We are committed to open communication between teachers and parents.

## **Parent Communication**

Open and friendly communication is essential. All children have a classroom folder where announcements and notification will be found, as well as posted on the Parent's Bulletin Board. Notifications will also be sent to all parents by email. Special note will be made of any family without internet access, and hard copies will be made available.

Devereux School and Devereux @ Waring encourage diversity and welcome students from a broad international community. Every effort will be made to maintain clear and concise communication with all our families whose primary language is not English.

Parents have the right to review background checks, health care and discipline policies, and grievance procedures.

## **Parent Input**

Any suggestion you may care to make regarding the handling of your child would be most welcome and could prove very helpful to the teacher. In the event that any question should arise, feel free to telephone the school.

Parents are encouraged to make suggestions about policies and programs.

## **Parent visits**

Devereux School and Devereux @ Waring encourage parents to visit at any time. In order to ensure a quality education program, we need help from our parents. We do, however, suggest that an appointment be made in advance, in order that the children are not distracted by adults coming and going at random throughout the day. We make it a practice not to converse with visitors while class is being conducted.

## **Parent Conferences**

We encourage parents to be actively involved in their child's education. Our teachers are always available for a conference which will be scheduled at a mutually agreeable time. Should a teacher feel a conference is necessary, the parent will be notified and a meeting time will be agreed upon.

## **Notification to Parents**

Parents will be notified immediately of any injury which requires any medical care beyond minor first aid or of any emergency administration of non-prescription medication, at the end of the day regarding any minor first aid administered (in writing within 48 hours of any incident), whenever a communicable disease or condition has been identified in the program and of any allegation of abuse or neglect involving their children while in the care and custody of Devereux School. Parents will also be notified prior to or as soon as possible following any change in educators, prior to the introduction of any pets into the program, of the use of any herbicides or pesticides, prior to their use whenever possible, and whenever the program deviates from the planned menu. They will also be notified whenever special problems and significant developments arise, and in writing seven days prior to the implementation of any change in program policy or procedures.

## **Enrollment**

Interested families can contact Elizabeth Laub at [elizabeth@devereuxschool.org](mailto:elizabeth@devereuxschool.org) to learn more about our admissions process.

Prior to enrollment, parents will have the opportunity to attend an informational meeting, followed by a personal visit to the classroom. All school regulations and guidelines will be presented to parents before their child enters the class.

## **Admissions**

Devereux School accepts students into all of its programs, nursery through 5<sup>th</sup> grade, as interest and availability allow. The suggested age of enrollment in the Nursery program is 3 years old. Eligibility for enrollment is not based on chronological age or toilet training status. Toilet Training Policy: Devereux School does not determine eligibility for enrollment based on toilet training status.

In order to fully benefit from the Montessori philosophy and school curriculum, we encourage that students enter the school with the intention of remaining through 3<sup>rd</sup> grade, and moving onto our 4<sup>th</sup> and 5<sup>th</sup> grade program at Devereux @ Waring. No child shall be denied entrance into our program on the basis of this decision.

Admission Committees consisting of faculty members will make the final decisions regarding the acceptance of students.

Devereux School does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, marital status, disability or sexual orientation.

## **Registration Fee, Tuition, and Financial Aid**

Applications for Admission to Devereux School and Devereux @ Waring are available on our web page and can be submitted to Elizabeth Laub, Administrative Director, at [elizabeth@devereuxschool.org](mailto:elizabeth@devereuxschool.org). Returning students will need to fill out a Reservation Form.

Once a student has been admitted to Devereux School or Devereux @ Waring, they will receive enrollment paperwork, including contact information, medical consent form, history and background information. This Fall Packet is sent out on August 1<sup>st</sup> of each year.

A non-refundable Registration Fee of \$75 is required at the time of application.

The Tuition Schedule and Payment Plans are shown in Appendix E.

Financial Aid is available if needed. Please contact Elizabeth Laub for more information.

## **Children's Transitions**

Part of the Devereux School and Devereux @ Waring commitment to students and parents is to support and assist, in any way, the transition of the child from one class to another or to another program.

When transitioning within the Devereux School and Devereux @ Waring programs, children will visit the new class both with and without their parent. We highly recommend and encourage the same when moving to a new program outside of our school.

The child's best interests are first and foremost, and teachers and directors are available to discuss what best suits your child's needs. We are happy to work with parents throughout the process; we have a collection of resources and printed materials, and have a good working relationship with other schools in our area.

Children's records are always available and will be shared with other schools at the parent's written request.

## **Written Information for Parents**

This handbook provides information for parents to assist them in understanding the policies and procedures at Devereux School and at Devereux @ Waring.

Devereux school is licensed by the Commonwealth of Massachusetts Department of Early Education and Care. The phone number for regional EEC office is (617) 988-6600. Parents may contact the EEC for information regarding the program's regulatory compliance history.

## **Student Conduct Policies**

Children will learn to consider and respect others and the environment around them. Clear and consistent age appropriate limits will be set, and with these limits, each child will gently learn what is appropriate behavior in different situations.

Children are encouraged to solve as many of their own problems as possible under the guidance of a classroom teacher. Children are encouraged to use words to handle their differences and shown how to stop others from interfering with their activities. When a teacher must intervene, age appropriate and constructive methods of discipline are used, starting with a verbal intervention, redirecting and removing a child for the situation if necessary.

Physical or emotional danger will be grounds for a teacher to intervene immediately. Parents are notified verbally or in writing regarding disciplinary action taken by the teacher; this is to better aid the child in improving their behavior, in the interest of maintaining a safe and happy learning environment.

Parents and teachers will always work together to deal with persistent behavioral issues and unusual or dangerous aggression to self or others. If a child appears unusually stressed or anxious, or otherwise motivated to engage in negative behaviors, it is the duty of Devereux School and Devereux @ Waring teachers to consult with the parents.

Devereux School and Devereux @ Waring are aware of and comply with all Federal, State and local laws prohibiting corporal or abusive punishment in child care settings. Teachers are expressly prohibited from using unproductive or shaming methods of punishment.

## **Behavior Guidance**

Teachers shall provide each child with guidance that helps the child acquire positive self-concept and self-control. Behavior guidance used by each caregiver will be constructive, positive and suited to the age of the child at all times.

The following rules and standards apply:

1. To prevent unacceptable behavior from occurring the teachers will:
  - Model appropriate behavior
  - Arrange the classroom environment to enhance the learning of acceptable behaviors
  - Use descriptive phrase praise when appropriate actions occur
2. When unacceptable behavior occurs or is about to occur teachers will use:
  - Redirection – substitute a positive activity instead of a negative one
  - Distraction – change the focus of the activity or behavior
  - Active listening to determine the underlying cause of the behavior
  - Sitting with or holding a child when needed
  - The Thinking Bench (separation from the group) as a quiet spot to reflect on behavior.

A teacher will listen, suggest alternative behaviors, and role model appropriate language as needed.

## **Children who display unacceptable conduct**

At Devereux School and Devereux @ Waring, one of our primary goals is to provide a nurturing, safe, and pleasant environment for all the children we serve, and an optimum learning experience for every child.

We recognize that one of our jobs is to help children learn appropriate ways to handle conflicts. We work on this as conflicts arise, helping children find satisfactory solutions. We also have “Conflict Resolution” and “Empathy Learning” as part of our curriculum.

We understand that many students, particularly younger students, may use misguided behavior because they have not yet learned what is acceptable behavior. However, at times, a child’s behavior may endanger others. We want to ensure parents that we will address such behavior immediately following these guidelines:

- A first incident will be reported to the parent.
- A second incident will result in a parent-teacher conference to discuss the behavior and establish a plan of action.
- A third incident will result in the parent being called, and another conference will be set up with the teacher(s) and the director to continue the discussion to understand what might be causing the problem.
  - Referral for outside advice will be suggested.
  - Devereux School and Devereux @ Waring reserve the right to terminate any child’s enrollment if any further incident occurs, or if the school administration concludes that any of the following conditions exists:
    1. The school cannot meet the child’s needs.
    2. The parents are unable to work with the school to find an acceptable solution.
    3. The continuing behavior endangers the well-being of other children, and/or the child engaging in the behavior.

Most conflicts can be resolved promptly and to everyone’s satisfaction through open communication. To that end, the school encourages open dialogue and respectful sharing of concerns. The director, associate head of school, and/or owner of Devereux School and Devereux @ Waring should be informed of any conflict and will assist with an appropriate resolution, if required.

Devereux School and Devereux @ Waring are committed to providing a high-quality education in a safe, productive environment.

### **Behavioral Intervention (to avoid suspension and termination)**

In the event of challenging behavior interfering in the quality of the learning environment and/or safety of all students, the director, the associate head of school, and teachers will meet with the parents to discuss other options. Referrals for evaluation and services will be provided. Consultation and training for the program will be pursued, and a behavioral intervention plan will be developed for both home and school.

If suspension or termination is necessary, parents will be informed in writing of specific reasons and conditions of return, if any.

### **Bullying and Harassment**

Devereux School and Devereux @ Waring expect that all members of our school community will treat each other with kindness and respect. We maintain a learning environment that is free of bullying and any other verbal or physical misconduct that disrupts the learning environment or makes it unsafe.

Any incidents of bullying will be handled in accordance to the steps explained in *Behavior Guidance*, *Children who display unacceptable conduct*, and *Behavioral Intervention* above.

### **Grievance Procedures**

If a Devereux parent has a problem or complaint, it is the policy of Devereux School that it be directed to the Administrative Director, Elizabeth Laub or the appropriate classroom teacher: the Lead Nursery teacher, Eric Russell, for the Nursery students; the Kinder teacher, Sabin James, for Kinders; or one of the Graders co-teachers, Beth Russell or Hannah James, for Grader students.

If a Devereux @ Waring parent has a problem or complaint, it is the policy of Devereux @ Waring that it be direct to Kasey Sampson, co-teacher, or to the Administrative Director, Elizabeth Laub.

If the response is unsatisfactory, parents may speak to the Associate Head of School, Paul Baker, or Devereux's owner, Todd Zion.

*As Maria Montessori once said, "Character formation cannot be taught. It comes from experience and not from explanation."*

## **Health and Safety**

Devereux School and Devereux @ Waring have developed a Health Care Policy in accordance with the guidelines of the EEC and ESE and regulations of the Commonwealth of Massachusetts. The full Health Care Policy is available for review from Elizabeth Laub at Devereux School.

### **School Forms and Health Care Records**

School Forms and Health Care Records must be updated each year. We ask parents to mail them to us during August, or bring the completed forms on the first day of school.

No child will be able to begin the school year until a current health form is on file and immunizations are up-to-date.

### **Illness and Injuries**

In the event that a student becomes ill or injured the parents will be notified using the contact numbers on file. If the parents are unreachable then the person(s) listed under the emergency contacts would be called. The child will need to be picked up by a parent or designated adult. In the event of an emergency, an ambulance will be called.

Teachers are CPR and first aid certified. If a child requires first aid, it is administered by a trained staff member. There is a first aid kit located in each classroom at Devereux School. At Devereux @ Waring, a first aid kit is located in the bathroom; there is an additional first aid kit in the Waring nurse's office. The first aid kits include: tape, band aids, gauze, gloves, cold packs, scissors, tweezers and thermometer. Supplies are checked and maintained weekly by the director or designated teachers.

### **Medications**

No prescription or non-prescription medication will be administered to a child without written parental authorization. These forms are available upon request. No prescription medication will be administered without the written order from a physician, which may include the label on the medication.

Medication prescribed shall be kept in the original containers bearing the pharmacy label which shows the serial number of the prescription, name of child, name of prescribing practitioner, the name of the medication, directions for use and cautionary statements. Over the counter medication shall be kept in the original containers which shall include the directions for use. When the medication is no longer needed, it will be returned to a parent or guardian and if it cannot be returned, it shall be destroyed.

If a child requires medication, the health care supervisor, Elizabeth Laub, Virginie Picone, or Kasey Sampson shall administer the medication and will log the medication administration record which is kept in the back of the medical log. The medications are kept in a locked storage cabinet used exclusively for medication. Medications requiring refrigeration shall be stored in a locked box used exclusively for medications and is physically affixed to the refrigerator.

## **Child Abuse and CORI Checks**

Devereux School and Devereux @ Waring shall protect children from abuse and neglect while in our care and custody. The staff members at Devereux School and Devereux @ Waring are mandated reporters and must report any abuse or neglect of a child to the Department of Children and Families. All staff shall report suspected child abuse or neglect to the supervisor, who in turn must report suspected abuse or neglect to DCF (phone 978-825-3800).

A full plan has been developed for reporting suspected incidents of child abuse and neglect as required by M.G.L. c. 119 and 51A. This plan is included in the Health Care Policy and is available from Elizabeth Laub at Devereux School.

All staff members at Devereux School and Devereux @ Waring have been CORI checked.

## **Crisis Plans**

The staff at Devereux School and Devereux @ Waring are advised and updated on the protocols for events such as fire, emergencies, shelter-in-place, and lockdowns. Students are apprised of safety protocols as appropriate.

## **Fire Drills**

At the start of the school year, fire drills are conducted within 24 hours and repeated monthly so that new students can become familiar with the procedure. Evacuation plans are posted in the classroom.

Teachers shall conduct a head count as the bell is ringing. Teachers and other staff members will escort the students to the designated meeting place and will do a final head count to ensure that all students are present.

In the case of a fire, children will not return to the building until the proper authority (firefighter) determines it is safe and an all clear alarm is sounded.

Devereux @ Waring students participate in the fire drills conducted by the Waring School. Teachers and students will follow the protocols in the Crisis Plan and Medical Emergency Response Plans located in binders throughout the campus.

## **Emergency Evacuation Plan**

### Devereux School in Marblehead

In the event of an emergency situation that requires an evacuation of Devereux School, the emergency evacuation plan shall be implemented. The caregiver in charge during the evacuation will take with him/her:

- The emergency backpack which contains emergency contacts for all students, attendance forms, a first-aid kit, snacks and activities.
- The students medications from the medication box
- At least one cell phone

Shelter-in-place: In the event of an emergency, in which the students and staff cannot safely exit the building (e.g., fire, toxic fumes, etc.), it will be decided that the emergency procedure will be to “shelter-in-place.” During this type of emergency evacuation, the students will be brought down to the basement of the music house by foot, which is where they will remain with teachers and other staff, while parents and other emergency contacts are made aware of the situation, and arrangements are decided for how the children will be picked up. In the basement, there is an emergency bin containing: bottled water, snacks, utensils, plates, blankets, books, flashlights batteries, wipes, and bags.

In the event of an emergency that encompasses a large area around the school due to a non-confined environmental threat (e.g., flooding, brush fires, etc.) and the students cannot remain in the area, they will be walked to the Marblehead Fire Station at 1 Ocean Avenue. Head counts will be performed before, during and after the evacuation.

### Devereux @ Waring

In the event of an emergency situation, Devereux @ Waring students and teachers will follow the protocols in the Crisis Plan and Medical Emergency Response Plans located in binders throughout the campus.

### **Lockdown**

In the event of a crisis in which warrants the students and staff to be placed in a lockdown situation, all outer doors in the classroom will be locked from the inside by a staff member. The students will be escorted to a designated lockdown room within their classroom, and a head count will be performed.

This room will contain the emergency backpack, medications, a first aid kit, emergency contact list, children’s activities, food and water. The lights will be turned off, the curtains will be drawn and the children will be instructed to sit on the floor and remain quiet. 9-1-1 will be called immediately.

The designated lockdown room in the Nursery classroom is the kitchen, where the doors will be locked. In the Kinder classroom, it is the bathroom. In the Grader classroom, it is the room behind the whiteboard, with access to a bathroom.

In the event of a lockdown situation at Waring, Devereux @ Waring students and teachers will remain quietly in the classroom with the doors locked and the blinds drawn.

## **Appendix A**

For parents interested in learning about the Montessori philosophy, the following excerpts are taken from the Encarta Online Encyclopedia.

Several books written by, and about Maria Montessori are also available at your local library or online. Our recommended reading list follows this excerpt.

### **Maria Montessori (1870 – 1952)**

An Italian educator and physician, Maria Montessori was best known for developing the Montessori method of teaching young children. She introduced the method in Rome in 1907, and it has since spread through the world. The Montessori method stresses the development of initiative and self-reliance by permitting children to do by themselves the things that interest them, within disciplined limits.

In 1894, Montessori became the first woman in Italy to receive a medical degree. She joined the medical staff at the University of Rome psychiatric clinic and soon became interested in the education of children with mental retardation. She gradually became convinced that children with mental retardation were much more capable of learning than experts at that time believed.

In 1901, Montessori was appointed director of the Orophrenic School of Rome, which had been used as an asylum to confine children with mental retardation. Drawing largely on the ideas of renowned French educators Jean Itard and Edouard Seguin, Montessori provided the children with mental stimulation, meaningful activities, and opportunities to develop self esteem. She received widespread recognition for her work when many of the adolescents at the school passed standard tests for sixth-grade students in the Italian public schools.

Montessori believed that her methods would prove even more effective with children of normal intelligence. In 1907, she opened the first Montessori school in a slum district of Rome. Within a year, observers came from around the world to see the progress made by Montessori's students. Before the age of five the children learned to read and write, they preferred work to play, and they displayed sustained mental concentration without fatigue.

Montessori based her educational method on giving children freedom in a specially prepared environment, under the guidance of a trained director. She stressed that leaders of the classroom be called directors rather than teachers because their main work was to direct the interests of children and advance their development. According to Montessori, when a child is ready to learn new and more difficult tasks, the director should guide the child from the outset so that the child does not waste effort or learn wrong habits.

Montessori was convinced that universal adoption of her teaching method would be of immense value in bringing about world peace, and she stressed the importance of education as the "armament of peace."

# *Devereux School*

## **Recommended Reading List**

1. *The Absorbent Mind* by Maria Montessori
2. *The Montessori Method* by Maria Montessori
3. *Teaching Tolerance*, a quarterly magazine
4. *Public School Montessorian*, a community newspaper

## Appendix B

### Administration and Staff for Devereux School and Devereux @ Waring – 2020-2021

Todd Zion	Owner, business and property manager
Paul Baker	Associate Head of School
Elizabeth Laub	Administrative Director
Paige Rotondo	Lead Nursery teacher
Virginie Picone	French Director/ Kindergarten teacher
Jeanne Westcott	Nursery teacher
Myriam Herman	Nursery teacher
Marina Gutin	Assistant Nursery teacher
Dee Burgett	Assistant Kindergarten teacher
Josephine Landau	Assistant Nursery teacher
Shellah Demonostene	Nursery teacher
Suzanne Salem	Kinder teacher
Beth Russell	Grade School (1 <sup>st</sup> – 3 <sup>rd</sup> ) co-teacher
Whitney Grey	Grade School (1 <sup>st</sup> – 3 <sup>rd</sup> ) co-teacher
Kasey Sampson	4 <sup>th</sup> and 5 <sup>th</sup> Grade co-teacher; Devereux @ Waring
Veyla Jackson	4 <sup>th</sup> and 5 <sup>th</sup> Grade co-teacher; Devereux @ Waring

### Background Record Check Policy

As per the state of Massachusetts regulations for hiring staff at an EEC facility, all new applicants will permit the Administrative Director of Devereux School to run the appropriate CORI, SORI, and DCF background checks. Both CORI and SORI forms will be completed and submitted. A fingerprint appointment will be secured by said applicant and ensured by the Devereux School staff. Once the appointment has been completed, the prospective employee may begin work on a probationary basis until fingerprint results are known. The staff at Devereux School will await results and will check periodically with said staff member. If the results come back unsatisfactory, the employee will be asked to leave immediately and qualified administrative staff will take his/her place in the classroom until a new qualified hire is found.

## Appendix C

### *Deveraux School Calendar 2020/2021*

#### **AUGUST**

Monday, August 17th– Opening Day of School

#### **SEPTEMBER**

Monday, September 7<sup>th</sup> Labor Day (No School)

#### **OCTOBER**

Monday, October 12<sup>th</sup> – Indigenous Peoples’ Day (No School)

#### **NOVEMBER**

Wednesday, November 11<sup>th</sup> – Veterans Day observed (No School)

Wednesday, November 25<sup>th</sup> – Thanksgiving Recess begins at 12 noon – no lunch

Monday November 30<sup>th</sup> – Classes Resume

#### **DECEMBER**

Informational Gathering – Date & Format TBD

Friday, December 18<sup>th</sup> – Winter Recess begins at 4:00 PM

#### **JANUARY**

Thursday, January 4<sup>th</sup> – Classes Resume

Monday, January 18<sup>th</sup> – Dr. Martin Luther King Jr.’s Birthday (No School)

#### **FEBRUARY**

Friday, February 12<sup>th</sup> - February Recess begins at 4:00pm

Monday, February 22<sup>nd</sup> – Classes Resume

#### **APRIL**

Friday, April 2<sup>nd</sup> – Good Friday (No school)

Friday, April 16<sup>th</sup> – Spring Recess begins at 4:00pm

Monday, April 27<sup>th</sup> – Classes Resume

#### **MAY**

Graders Science Fair, Date & Format TBD

Monday, May 31<sup>st</sup> – Memorial Day (No School)

#### **JUNE**

Kindergarten Alphabet Fair, Date & Format TBD

Wednesday, June 16<sup>th</sup> – Third Grade Graduation

Friday, June 18<sup>th</sup> – Last Day of School – Summer Recess begins at 12 noon – no lunch

# *Doveruc @ Waring School Calendar 2020/2021*

## **AUGUST**

Monday, August 17<sup>th</sup> -First Day of School

## **SEPTEMBER**

Monday, September 7<sup>th</sup> – Labor Day (No School)

## **OCTOBER**

Monday, October 12<sup>th</sup> – Indigenous Peoples’ Day (No School)

Tuesday, October 13<sup>th</sup> – Professional Day (No School)

## **NOVEMBER**

Open House – Date & Format TBD

Tuesday, November 24<sup>th</sup> – Thanksgiving Recess begins at 4:00 PM

Monday, November 30<sup>th</sup>– School Resumes

## **DECEMBER**

Thursday, December 17<sup>th</sup>- Waring Winter Concert TBD

Friday, December 18<sup>th</sup> – Winter Recess begins at 4:00 PM

## **JANUARY**

Monday, January 4<sup>th</sup> – School Resumes

Monday, January 18<sup>th</sup> – Martin Luther King Jr. Birthday (no school)

Tuesday, January 19<sup>th</sup>– Parent/Teacher Conferences (no school)

Format TBD

## **FEBRUARY**

Monday, February 15<sup>th</sup> – Presidents’ Day (No School)

## **MARCH**

Friday, March 5<sup>th</sup> – Spring Recess begins at 4:00 PM

Monday, March 22<sup>nd</sup> – School Resumes

## **APRIL**

Monday, April 29<sup>th</sup> – Patriots Day (no school)

Parent/Teacher Conferences TBA

## **MAY**

Thursday 27<sup>th</sup>/Friday 28<sup>th</sup> Waring Baccalaureate & Commencement (No School)

Monday, May 31<sup>st</sup> – Memorial Day (No School)

## **JUNE**

Monday, June 1<sup>st</sup> – End Term Begins

Monday, June 7<sup>th</sup> – Professional Day (No School)

Friday, June 18<sup>th</sup> - Last Day of School – 5<sup>th</sup> Grade Graduation TBD

## Appendix D

### Nursery, Kindergarten, and Grade School curriculum

Aesthetics, creativity, and ethics are integral parts of the academic program at Devereux School. Some highlights of the curriculum are listed below:

- Creative writing books, sketch books, and journals which encourage self-expression and help students observe changes and growth in themselves as they record experiences and events throughout the year
- Public Speaking through recitation, show and tell, and sharing ideas in front of their classmates
- Observation of nature and a child's place in the Universe
- Study of classical composers and artists, such as Mozart, Picasso, and Beethoven
- Biography Day for Grader, which requires each child to select a person they admire in history; the students become that person for a day, and while wearing a costume, they tell their story for all Devereux students

### Devereux @ Waring Additional Curriculum Information

The Devereux @ Waring curriculum includes daily humanities, math, and French lessons, in addition to weekly science instruction, French immersion, art, physical education, Maker Space, yoga, meditation, trail walks and biweekly instruction in chorus and theater. The schedule allows for an hour of lunch and recess and at least 30 minutes of free choice at the end of each day.

In addition to receiving daily French instruction, the students experience art in total French immersion. The French curriculum is designed to be accessible to both the experienced and beginner student.

Lastly, the curriculum is tied together each year with an overarching theme cycling between "Revolutions" one year and "Traditions" the following year.

During their two years at Devereux @ Waring, students will:

- Participate in discussion-based learning that asks them to make connections among their core areas of study.
- Recognize themes and identify key details in works of literature.
- Begin to move from concrete to more symbolic and metaphorical ways of thinking about language.
- Further develop their mathematical reasoning skills through a combination of formalized instruction and experiential learning.
- Think critically about their relationship to the environment through scientific methods of inquiry and investigation.
- Engage in more rigorous forms of French immersion across the curriculum.
- Enhance in-class curriculum through various field trips and experiential learning opportunities

## Appendix E

### Tuition Schedule and Payment Plans

#### Annual Tuition 2020 - 2021

##### Nursery Program – Full Day – 9:00 AM – 4:00 PM

5 days - \$11,370      4 days - \$10,870      3 days - \$8,970      2 days - \$6,440

##### Nursery Program – Partial Day with Lunch – 9:00 AM – 2:00 PM

5 days - \$10,870      4 days - \$10,000      3 days - \$8,220      2 days - \$5,900

##### Kindergarten Program – 8:30 AM – 4:00 PM

5 days - \$11,920

##### 1<sup>st</sup> – 3<sup>rd</sup> Grade School Program - 8:00 AM – 4:00 PM

5 days - \$12,100

##### 4<sup>th</sup> – 5<sup>th</sup> Devereux @ Waring Program - 8:00 AM – 4:00 PM

5 days - \$14,800

#### Bilingual Fee

The cost for daily French instruction for all students is included in the yearly tuition.

#### School Book Fee

Nursery - \$0      Kindergarten - \$150      1<sup>st</sup> – 3<sup>rd</sup> Grades - \$300      4<sup>th</sup> – 5<sup>th</sup> Grades - \$0

#### Extended Hours

Due to COVID19 restrictions we are unable to offer extended hours until further notice.

#### Transportation for Devereux @ Waring: to Beverly in the AM, return to Marblehead in the PM

NO SERVICE  
2020/21

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#### Payment Plans

Single payment – full tuition due on Sep. 1, 2020

Two payments – 1/2 tuition due on Sep. 1, 2020; Feb. 1, 2021

Four payments – 1/4 tuition due on Sep. 1, 2020; Dec. 1, 2020; Mar. 1, 2021; Jun. 1, 2021

Ten payments – 1/10 tuition due on the 1<sup>st</sup> of each month from Sep. 1, 2020 thru Jun. 1, 2021

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Out of consideration for our staff and teachers, we must maintain a strict pickup time **no later than 4:00 PM.** To that end, we reserve the right to charge an appropriate fee for any late pickups. Please plan your time accordingly.