



# TAKE NOTE

The Hill School (540) 687-5897  
www.thehillschool.org

## AUGUST 2016

During the school year, we publish *Take Note* every Thursday. *Take Note* is our primary means of communicating school announcements and calendar items. In addition, it contains community news and classified advertisements, such as puppies that need homes. *Take Note* also includes order forms for lunches and items for sale (e.g. year-books, Hill School wear such as hats, shirts, or athletic clothing). The deadline for submission of all announcements and/or classified ads is noon Tuesday. You may submit these in person, by fax (540-687-3132), or to [takenote@thehillschool.org](mailto:takenote@thehillschool.org).

*Take Note* is also published on the Hill School's Website ([www.thehillschool.org](http://www.thehillschool.org)). We will give you a sing-up form at Registration with the options of receiving a paper copy (delivered by your child) or and getting notified via e-mail when the newest edition is posted.

### Student registration



#### Registration Dates/Times for returning families\* in the LIBRARY

Tuesday, Sept. 6 ~ 9:00 a.m. - 4:00 p.m.  
Wednesday, Sept. 7 ~ 9:00 a.m. - 4:00 p.m.

\* Registration for families new to Hill: Wednesday, September 7, 8:30am in the Theater

#### Student Registration (Junior Kindergarten through grade 8)

Please bring the following information with you:

- Your child(ren)'s social security number(s)
- Health insurance information (policy name / policy number)
- Your doctor's phone number
- Your cell phone numbers
- Phone numbers of friends/family members you will designate as the Emergency Contacts

Registration will include completion of the following forms:

- \* **16-17 Authorization and Release** (will accompany your child on all field trips / activities and gives us permission to seek medical attention in an emergency when parents cannot be reached)
- \* **16-17 Emergency Card** (includes all information about how we can get in touch with you, emergency contacts, medical / allergy information, doctor's phone number)
- \* **Medical Update / Program Participation Permission** (list any restrictions in your child(ren)'s participation in all programs)
- \* Proofread your entry in the handbook / directory
- \* Sign a **Picture Release** form to give us permission to use your child(ren)'s photos in publications
- \* Add your child(ren)'s **grandparents** and/or special friends to the mailing list
- \* List your **Conference Day** preference and **Mass Notification and e-mail information**
- \* Choose a method of receiving **Take Note**
- \* If applicable: **Medication Release Form** if your child is taking any medication during school hours.

For all newly enrolled students, parents must also present an **original or certified copy** of the child's birth certificate or a **current passport** at registration. (Virginia Law §63.1-196.002).

Please note: Students may not participate in athletics and field trips until their files are complete and their release forms are signed and notarized. (We will have a Notary Public to notarize release forms at registration.)

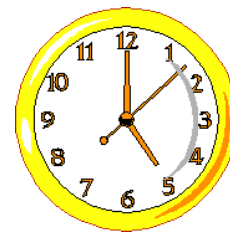
***First Day of School: Thursday, September 8***

Please turn over for schedule of the first two days, the regular schedule, and a list of School Supplies

# Schedule for the first two days of school

## *Thursday, September 8 and Friday, September 9*

THURSDAY, 9/8:	Junior Kindergarten	-	8:30 - 12:00
	Kindergarten	-	8:30 - 2:00
	Grades 1-2	-	8:30 - 3:00
	Grades 3-8	-	8:30 - 4:00
FRIDAY, 9/9:	All Grades	-	8:30 - 12:00



Note: After School Child Care (Late Gates) available on Thursday until 6:00. No Late Gates on Friday.

### **REGULAR DAILY SCHEDULES**

We encourage students to arrive between 8:10 and 8:20. Students benefit from having time to visit with friends and get organized before their first class.

#### **Monday - Thursday School Day Schedule**

Junior Kindergarten	8:30 - 12:00
Kindergarten	8:30 - 2:00
Grades 1-2	8:30 - 3:00
Grades 3-8	8:30 - 4:00

#### **Friday Dismissals**

Junior Kindergarten	12:00
Kindergarten	2:00
Grades 1-8	3:00

Note: Sometimes dismissal time is later if a class has a field trip, athletic game or play rehearsal. Later dismissals will be communicated in "Take Note."

#### **Dismissal Location:**

JK–Grade 3 students, as well as older students riding in JK-3 carpools, are dismissed from the traffic circle near the main entrance. Students in grades 4-8 are dismissed from the Art Building circle. The youngest child in the carpool determines the pick-up location.



## **School Supplies (all grades: please check the athletic page for information on shoes for sports)**

**JK & Kindergarten:** Book bag recommended.

**Grades 1-3:** A fairly large, sturdy backpack or bookbag. All other supplies used in class will be provided.

**Grade 4:** Please refer to Mr. Stribling's letter (attached)

**Grade 5:** Please refer to Mr. Daum's letter (attached)

**Grades 6-8:**

- \* Four 1.5 inch binders with transparent cover sleeves (one for each subject: English, History, Science, Latin)
- \* 12 Dividers (three for each binder)
- \* Pencil/pen holder (incl. pencils and pens)
- \* At least 200 sheets of paper
- \* For Math: Graph paper (4 squares per inch), basic calculator, highlighters

# ARRIVAL AND ABSENCES

## ARRIVAL

The school officially opens at 7:45 a.m. If you need to drop your child off earlier, please notify Silvia Fleming so that supervision may be arranged.

We encourage students to arrive between 8:10 and 8:20 a.m. Students benefit from having time to visit with friends and get organized before their first class.

### Bus Transportation in the Morning

We offer bus transportation in the mornings from Leesburg and Stone Ridge. Bus leaves at 7:45 from the parking next to Food Lion at 720 S. King Street in Leesburg, and at 7:50 from Gum Spring Library at 24600 Millstream Drive in Stone Ridge.

Rides can be booked for the entire year with a flat fee of \$950, or used occasionally at a daily rate of \$8. Discounts for multiple children. Please contact Kelly Johnson (kjohnson@thehillsschool.org).

### Please note:

- ☞ **Students who arrive at school after 8:30 should be dropped off at the main entrance and sign in at the front desk.**
- ☞ **No student may leave the campus before regular dismissal time without signing out at the front office. If parents wish to pick their child(ren) up during the school day (e.g. for a doctor's appointment or due to illness), they or their representative should pick up the child the front desk and sign out with the receptionist.**
- ☞ **Upper School students who wish to walk to town after school (on a regular or occasional basis) need to have parental permission (written or by phone call to the receptionist).**

## ABSENCES

1. In case of an anticipated absence, parents should make certain that the teachers have been informed - either by letter or personal contact - at least one week in advance. Teachers, parents, and students will work together in developing a schedule to complete missed school work.
2. In cases of unanticipated absences, such as illness, please call the office during the period of absence. If your child has a contagious or unusual illness, please call us as soon as possible so that we may alert other parents and children. **Students should be free of fever and all symptoms of illness for 24 hours before returning to school.**

Though it is a part of our philosophy that family is more important than school, we ask that you respect the school calendar by avoiding "convenience" absences and that you do your best not to interrupt the flow of the school year unnecessarily - to consider that there is an important difference between missing two weeks of classes for a once-in-a-lifetime tour of India, and departing two days ahead of the start of a school break to get a jump on vacation traffic. In every case, we ask that you attempt to assess the effect of the absence on your child. Many children rely heavily upon established academic routines and upon the social alliances which school engenders and supports.

# After-School Program 2016-17

Hill School offers a variety of after-school options as detailed below. Some notes:

- There are approximately 170 school days in the academic year;
- A 15 minute grace period shall apply before a daily fee is charged; and
- Students will not be charged for Late Gates (which begins at 3:00) if they are waiting for an older sibling to be dismissed at 4:00 or to finish participating in late-ending sports game or class play.

## Junior Kindergarten—Extended Day Program and Late Gates

Standard dismissal time for Junior Kindergarten is at noon

**Extended Day:** Families may extend the Junior Kindergarten program to 2:00 or 3:00 by choosing this option in the enrollment contract. Please contact Ethan Loufield if you would like to change your tuition option. For occasional participation, a rate of \$7 / hour will be billed.

**Late Gates** is offered at the close of the Extended Day Junior Kindergarten. *Monday - Thursday 3:00-6:00, Friday 3:00-5:00*

Daily Option: Billed at **\$13 / day**

Flat Rate Option: **\$1,300 / school year** (41% discount to daily rate)

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## Kindergarten—Extended-Day Program and Late Gates

Standard dismissal time for Kindergarten is at 2:00

**Extended Day until 3:00:** Families may extend the Kindergarten program until 3:00 for a daily charge of \$7 or a annual flat rate of \$750 (37% discount to daily rate)

**Late Gates** *Monday - Thursday 3:00-6:00* *Friday 3:00-5:00*

Daily Option: Billed at **\$13 / day**

Flat Rate Option: **\$1,300 / school year** (41% discount to daily rate)

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## Grades 1 & 2 Late Gates

*Monday - Thursday 3:00-6:00*

*Friday 3:00-5:00*

Standard dismissal time for Grades 1 and 2 is at 3:00

Daily Option: Billed at **\$13 / day**

Flat Rate Option: **\$1,300 / school year** (41% discount to daily rate)

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## Grade 3-8 After-School Coverage

*Monday - Thursday 4:00-6:00*

*Friday 3:00-5:00*

Standard dismissal time for Grades 3 through 8 is at 4:00 (Monday—Thursday) and 3:00 on Friday

Daily Option: Billed at **\$13 / day**

Flat Rate Option: **\$1,300 / school year** (41% discount to daily rate)

**Note:** After School Coverage Mon—Thu for students in grades 4-8 consists of Study Hall from 4:00-5:00, Academic Support from 4:00-5:00 and Late Gates from 5:00-6:00. After School Coverage on Fridays consists of Late Gates from 3:00-5:00.

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**To sign up for any of the flat-rate options, please e-mail Ethan Loufield in the business office (eloufield@thehillsschool.org) with your selection.**

Please turn over for *Arrival and Absences* information

# APPEARANCE and DRESS

Dress for special events will be announced ahead of time by the school office or by the faculty member in charge of that event. The day-to-day dress code is as follows:

## Grades Junior Kindergarten - 3:

Play clothes are encouraged. Suitable warmups and blue jeans are permissible. Shoes should be closed toed and have backs. Platform shoes and sandals are not permitted.

## Grades 4-8:

1. All clothing should be clean and in good condition.
2. Dresses, skirts, shirts, and shorts should be of modest length.
3. Long shirts should be tucked in.
4. Socks should be worn with all shoes, except with girls' flats.
5. Shoes should be "closed toed" and have backs.
6. A few items of clothing are not permitted:
  - A. Shirts with narrow shoulder straps.
  - B. Clothing made of blue denim (exception: On Ski Fridays, students may wear blue jeans.)
  - C. Clothing with prominent text, logos, or graphics, or with a camouflage pattern.
  - D. Athletic clothing (i.e sweatpants, sports shorts, football jerseys, etc).
  - E. Leggings (with or without pockets).
  - F. Platform shoes and sandals.

A student's teachers may request that other items not be worn at school if they are deemed inappropriate.

### **FURTHER DEFINITION OF THE DRESS CODE GUIDELINES:**

**Shoes:** All students are expected to wear "closed toed" shoes with backs. Platform shoes and sandals are not permitted. The students walk a great deal in the course of a school day on a variety of surfaces (pavement, gravel, grass), and often do field work in science classes. A sturdy, comfortable shoe is much more appropriate for our program. Shoes with built-in wheels are not permitted.

**The length of dresses, shorts, skirts, and shirts.** (see #2) **Shirts with "narrow" shoulder straps.** (see #6A)

Some simple guidelines to help with the definition of "modest" length and "narrow" straps:

- "modest" length of dresses, shorts, skirts – no more than three inches above the top of the kneecap.
- "modest" length of shirts – if midriff shows when arms are fully extended above the head, the shirt is too short.
- if a shirt shoulder strap is less than 2 inches wide, it is too narrow.

**"Long" shirts should be tucked in.** (see #3)

- A long shirt is one that hangs 2-3 inches below the natural belt line.

**Leggings** (see #6 E). Leggings (with or without pockets) may not be worn as pants. May be worn only under skirts or dresses.

# TRAFFIC CIRCLES

We ask that drivers operate their vehicles safely and considerately on the campus. Please observe the guidelines outlined below.

The school has two primary traffic circles for arrival and dismissal – one at the Main Entrance (front porch) and one behind the Art Building. For morning drop off, parents may also use the entrance on top of the hill (Lower School Building).

1. The traffic circles are one way - counter clockwise. Please drive slowly and carefully.
2. Please do not leave your car unattended or parked on a traffic circle.
3. Watch your speed. Please enter and leave slowly.
4. Pull up as far as you can. Your children should leave or enter your car on the right side. No child should walk between cars on a traffic circle.
5. Please park your car in the adjacent small visitor parking areas if your child is not ready to be picked up when you reach the head of a traffic circle.
6. If your child is not in "Late Gates" or "After-School Care," please pick up your child(ren) at the scheduled dismissal times.

## **Morning Arrival:**

Before 8:10: Please use the Main Entrance; children should go directly to the library where they are supervised.

8:10 - 8:30: Families may use any of the three circles: 1. Main Entrance, 2. behind the Art Building, and 3. on top of the hill (Lower School Building).

After 8:30: Please use the Main Entrance only; students should sign in at the front desk before going to their classrooms.

## **Dismissal:**

All students in Junior Kindergarten through grade 3 will be dismissed from the Main Entrance traffic circle. (JK at 12:00, Kindergarten at 2:00, Grades 1 & 2 at 3:00, Grade 3 at 4:00)

Grades 4 through 8 students will be dismissed at the Art Building circle at 4:00 UNLESS they are riding in a car-pool with a younger child; these grades 4-8 students should go to the Main Entrance circle for dismissal.

### Dismissal Traffic Pattern

From 3:50 until 4:20, the gate between the dismissal circles is closed.

The **Main Entrance** traffic circle is accessible only from and to **South Madison Street**.

For the **Art Building** circle, please enter and exit at **The Plains Road**.

Please turn over for *Appearance and Dress* information

# ATHLETIC INFORMATION

August, 2016

## Junior Kindergarten-3 Sports

Children should bring a designated pair of sports sneakers to be left at school. Proper shoes help to prevent injuries and allow your child to maximize their skill development. They should also wear comfortable play clothes on the days when their class has sports.

<u>Sports Days:</u>	<i>JK:</i>	<i>Tuesday, Thursday</i>
	<i>Kindergarten:</i>	<i>Tuesday, Thursday, Friday</i>
	<i>Grade 1:</i>	<i>Monday, Tuesday, Thursday</i>
	<i>Grade 2:</i>	<i>Monday, Tuesday, Thursday</i>
	<i>Grade 3:</i>	<i>Monday, Wednesday, Friday</i>

## 4-8 Sports

### WHAT TO BRING THE FIRST DAY OF SCHOOL:

Students should bring a pair of well fitting running shoes and last year's uniform, or they may purchase new sports shorts and/or a tee shirt. (Shirts: \$12; Shorts: \$17. Your account will be billed.)

### SPORTS UNIFORM

Students must have athletic shoes and a sports uniform (Hill School tee and shorts) every sports day, Monday through Thursday. Each student's preparedness for class counts toward the student's effort grade. (Having the proper shoes and uniform is recorded each day.) We request that uniforms be laundered weekly. At the end of the fall season and the beginning of the spring season, when the students are outside in cool weather, students are expected to bring warm clothing for sports.

4-8 students can either wear athletic shoes to school or, preferably, leave a pair of well-fitting running shoes in excellent condition, and/or sport-specific shoes (e.g., basketball shoes), in their gym locker. Proper athletic shoes help to prevent injuries and allow your child to maximize their skill development. Students run a mile almost every day. Most leg/foot injuries result from poorly fitted or worn-out shoes. Casual sneakers do not provide sufficient support. In addition, cleats are recommended for wet days or soft ground.

### SPORT-SPECIFIC EQUIPMENT

The sports department will issue sport-specific equipment to each student for each sport. Some equipment, such as a lacrosse stick, is *loaned* to the student, and will be collected at the end of the season. Other equipment, such as a mouthguard, is issued to the student for the student to keep and the parent's account will be billed. *Students may bring their own equipment to sports if they prefer.*

### 4-5 Sports Equipment

Season	Sport	Equipment
Fall	Soccer	Shin Guards
Spring	Boys Lacrosse	Stick, Helmet, Gloves, Shoulder Pads, Mouth Guard
	Girls Lacrosse	Stick, Goggles, Mouth Guard

Grades 4 and 5 have only a few interscholastic games / play days during the year. All of these start around 1:00 and are played during the regular school day.

Continued on next page

## 6-8 Sports Equipment

In addition to sports-specific equipment, students will receive game day uniforms for several sports, which will be collected at the end of each season.

### BOYS

Season	Sport	Equipment	Uniform
Fall	Soccer	Shin Guards	Game socks, Jersey
Winter	Basketball	n/a	Jersey
Spring	Lacrosse	Stick, Helmet, Gloves, Shoulder Pads, Elbow Pads, Mouth Guard	Jersey

### GIRLS

Season	Sport	Equipment	Uniform
Fall	Field Hockey	Stick, Shin Guards, Goggles, Mouth Guard	Kilt, Jersey
Winter	Basketball	n/a	Jersey
Spring	Lacrosse	Stick, Goggles, Mouth Guard	Kilt, Jersey

### SPECIAL NOTES FOR GIRLS' SPORTS

No Jewelry - to prevent injuries, necklaces, bracelets, and earrings are not to be worn at sports.

Hair Ties - Long hair *must* be tied back. We recommend keeping a supply of hair ties in the locker.

Black Spandex Shorts - The kilts worn for field hockey and lacrosse are short. Please bring a pair of black spandex shorts to sports before the first game. (Inexpensive spandex shorts are available at Target, WalMart, Dick's Sporting Goods, Modell's, etc.)

### GAMES

6-8 students play games in several sports against other schools, usually on Tuesdays or Thursdays, most of which have later than usual dismissal times. Sports schedules are listed in *Take Note* and on the Athletic Calendar on the Hill School website. We encourage parents to attend the games and support their child(ren) and their team(s)

**PLEASE NOTE:** IF A STUDENT IS UNABLE TO PARTICIPATE IN SPORTS, HE/SHE SHOULD PROVIDE A NOTE FROM THE DOCTOR OR A PARENT.

Sweat shirts and pants with a Hill logo will be available in the school store at the front desk. Please note that these items may **not** be charged; they are sold for cash/checks only.