

**Saint Katherine
Greek Orthodox Church
Hellenic Education Center**



Parents' Handbook

2022-2023



The **azure background** harkens to the Mediterranean Sea which fueled ancient Greece's commerce and development. The **gold chevron** symbolizes the academic excellence required of our students and faculty. The major elements of the crest include the **Holy Crucifix**, symbolic of our Orthodox Christian faith. The **wheel of Saint Katherine** is testament to our patron saint's martyrdom and her unswerving devotion to her principles of faith. The **Athenian Owl** is the universally recognized symbol of knowledge, wisdom, perspicacity and erudition throughout the Western world.

The **motto** is αἰὲν ἀριστεύειν, or "Ever to Excel" and is intended to serve as an inspiration to all students in search of knowledge. The source is the sixth book of Homer's *Iliad*, (Iliad 6. 208) in a speech Glaucus delivers to Diomedes: "Hippolocus begat me. I claim to be his son, and he sent me to Troy with strict instructions: *Ever to excel, to do better than others, and to bring glory to your forebears, who indeed were very great ... This is my ancestry; this is the blood I am proud to inherit.*"

Thank you for enrolling your child in one of our educational programs. We are excited to have you as part of the HEC family. This handbook explains our policies, guidelines and provides additional pertinent information including school calendars. Unless you receive an official policy change via e-mail, this will be your definitive resource for any school matters. It is important to us that we continue to build collaborative, supportive relationships with our students and their families, so please familiarize yourself with the information contained herein and feel free to speak with the Principal or teachers for further clarification on policies or other information appearing in this handbook.

Have a great school year! Καλη Σχολικη Χρονια!

Board of Education:

Proistamenos:	Rev. Costas A. Pavlakos
Assistant Priest:	Rev. Zisis Lappas
Parish Council President:	George Moratis
HEC Board of Education Chair:	Chris Christou
HEC Board of Education:	Andri Orphanides
HEC Board of Education:	Pete Marketos
HEC Board of Education:	Maria Wills
HEC Board of Education:	Olympia Carranza
HEC Board of Education:	Anna Yortzidis
HEC Board of Education:	Irene Sakkas
Paideia Preschool Principal:	Evi Tzanavara
Greek School Principal:	Stavroula Skrepetou
Paideia PTA:	TBD
Greek School PTA:	TBD

Saint Katherine Hellenic Education Center

3149 Glen Carlyn Road ♦ Falls Church, VA 22041

HEC Office 703-671-7715 ♦ Church Office 703-671-1515 ♦ FAX 703-671-1385

Hours of Operation

PAIDEIA Preschool

Monday – Friday

7:30 am to 6:00pm

Preschool Program: 9:00am to 3:30 pm

Greek School

Wednesday Homework Help 7:00 to 8:00 pm

Thursday Conversational Class (online) – 6:00pm to 7:00pm

Adult Class – Tues 7-9:00pm

Adult Class – Thurs 7-9:00pm

Friday Youth Classes – 5pm to 7pm

Saturday Youth Classes – 9:30am to 1:30pm

*“The mind is not
a vessel to be filled,
but a fire to be kindled...”*

– Plutarch

**Paideia Preschool Calendar
2022 - 2023**

Dates	Events
<u>September</u>	
Friday 2	Teacher Work Day – No School
Monday 5	Labor Day- No School
Tuesday 6	First Day of School
Wednesday 14	Back-to-School Night- 6:30 PM
Sunday 25	HEC Fundraiser- Wine Tasting Event
<u>October</u>	
Monday 10	School Closed - Columbus Day
Monday 24	Field Trip (<i>Students dismissed afterwards</i>) / Teacher Work Day
Friday 28	In School celebration of OXI Day
Monday 31	Costume dress-up parade
<u>November</u>	
Monday 7 – Friday 11	Parent - Teacher Conferences
TBD	Fire Safety Day - Fairfax County Fire Department Visit
Friday 18	Yearbook School Picture Day
Thursday 24 & Friday 25	School Closed - Thanksgiving Holiday
Friday 25	Saint Katherine Feast Day
<u>December</u>	
Thursday 15	Paideia Christmas Program (<i>Students dismissed after program</i>)
Friday 16	Pajama Day
Monday 26 – 30	School Closed - Christmas Break
<u>January</u>	
Monday 2	No School
Friday 6	Epiphany Around the World
Monday 16	School Closed - Martin Luther King Jr. Day
Saturday 27	Yearbook School Picture Make-up
<u>February</u>	
Monday 20	School closed - President's Day
Thursday 23	Apokreatiko Costume Party
<u>March</u>	
Saturday 25	HEC-wide Greek Independence Day Program (<i>Students dismissed after program</i>)
TBD	Baltimore Greek Independence Day Parade (HEC-wide participation)
<u>April</u>	
Monday 3	No School - Teacher Workday
Friday 14	No School - Holy Friday
Monday 17 – Friday 21	Parent-Teacher Conferences
<u>May</u>	
Monday 1 – Friday 5	Teacher Appreciation Week
Monday 29	No School – Memorial Day
<u>June</u>	
Friday 2 - Sunday 4	<i>Saint Katherine Spring Festival</i>
Wednesday 14	Paideia End-of-Year Program (<i>Students dismissed after program</i>)
Friday 16	Last Day of School
Monday 19 – Friday 23	Vacation Bible Camp / Preschool Closed
Monday 26	Paideia Summer Program

*Paideia Preschool will follow Arlington County weather related school delays and closures

*Calendar is subject to change based on unforeseen circumstances. Families will be promptly notified of any changes to the best of our ability.

GREEK SCHOOL CALENDAR- 2022-2023

Fr/Sat, September 9-10	First Day of School Agiasmos Service
Tues/Thurs Sept 13	First Day of Classes – Conversational & All Adult Classes
Sunday September 25	HEC Fundraiser- Wine Tasting Event
September 30-October 2	St Katherine Fall Festival
Fr/Sat, October 21 & 22	Back-to- Greek School/Open house for parents
Saturday November 19	Yearbook School Portraits
Fr/Sat, November 25-26	Thanksgiving Break – School Closed
Friday, November 25	Saint Katherine Feast Day
Tuesday, December 13	Last day of Conversational classes before Christmas Break
Tues/Thurs, December 13/15	Last day of Adult classes before Christmas Break
Fr/Sat, December 16-17	HEC Kalanda – Families & businesses in the community
Fr/Sat, December 16-17	Last day of classes before Christmas Break/Christmas Celebration
Monday, Dec 19 – Mon, Jan 2	Christmas Break - School Closed
Fr/Sat, January 6 & 7	Classes Resume
Tuesday, January 3	Conversational and Adult classes resume
Fr/Sat, January 20-21	Mid-Term Assessment
Saturday January 27	Yearbook School portrait makeup day
Fr/Sat, February 3– 4	Mid-Year Report Cards Distributed/Parent Teacher Conferences
Saturday, February 18	HEC Apokreatiko Glendi (Snow Day- Feb 19)
Fr/Sat February 24 & 25	Open house for Paideia Pre-K students
Saturday, March 25	HEC Greek Independence Day Celebration
March TBD	Baltimore Greek Independence Day Parade
April 11 – 17	Holy Week (No Classes)
Fr/Sat, May 12-13	Final Assessment
Fr/Sat, May 27 & 28	Memorial Day Weekend – School Closed
Tues/Th, May 30 & June 1	Last Day of Conversational & Adult Classes
Saturday, June 10	HEC Graduation/Award Ceremony (Greek School & Paideia)

*The Greek School will follow Fairfax County weather related school delays and closures.

*Calendar is subject to change based on unforeseen circumstances. Families will be promptly notified of any changes to the best of our ability.

HELLENIC EDUCATION CENTER (HEC) MISSION

The mission of the Saint Katherine HEC is to educate the children and adults of our community and beyond according to three key educational goals:

1. Comprehensive teaching of the Hellenic language
2. Instruction and exposure to the Hellenic culture, history, and heritage
3. Education in our Greek Orthodox faith, holidays, beliefs, and teachings

Through the establishment of the HEC, we seek to become a pre-eminent Hellenic educational institution in the United States and further intend to achieve our goals through an innovative and stimulating curriculum, using traditional as well as technologically enhanced instructional methods. Student achievements will be quantifiable and teaching methodologies will be consistent with national and internationally accepted standards for language instruction and competency. Our values are rooted in our Hellenism and Orthodoxy. We promote individual and family excellence, education, and above all, our Orthodox Christian beliefs. These values are an integral part of our culture and provide the framework for our decision-making.

HEC EDUCATIONAL OFFERINGS

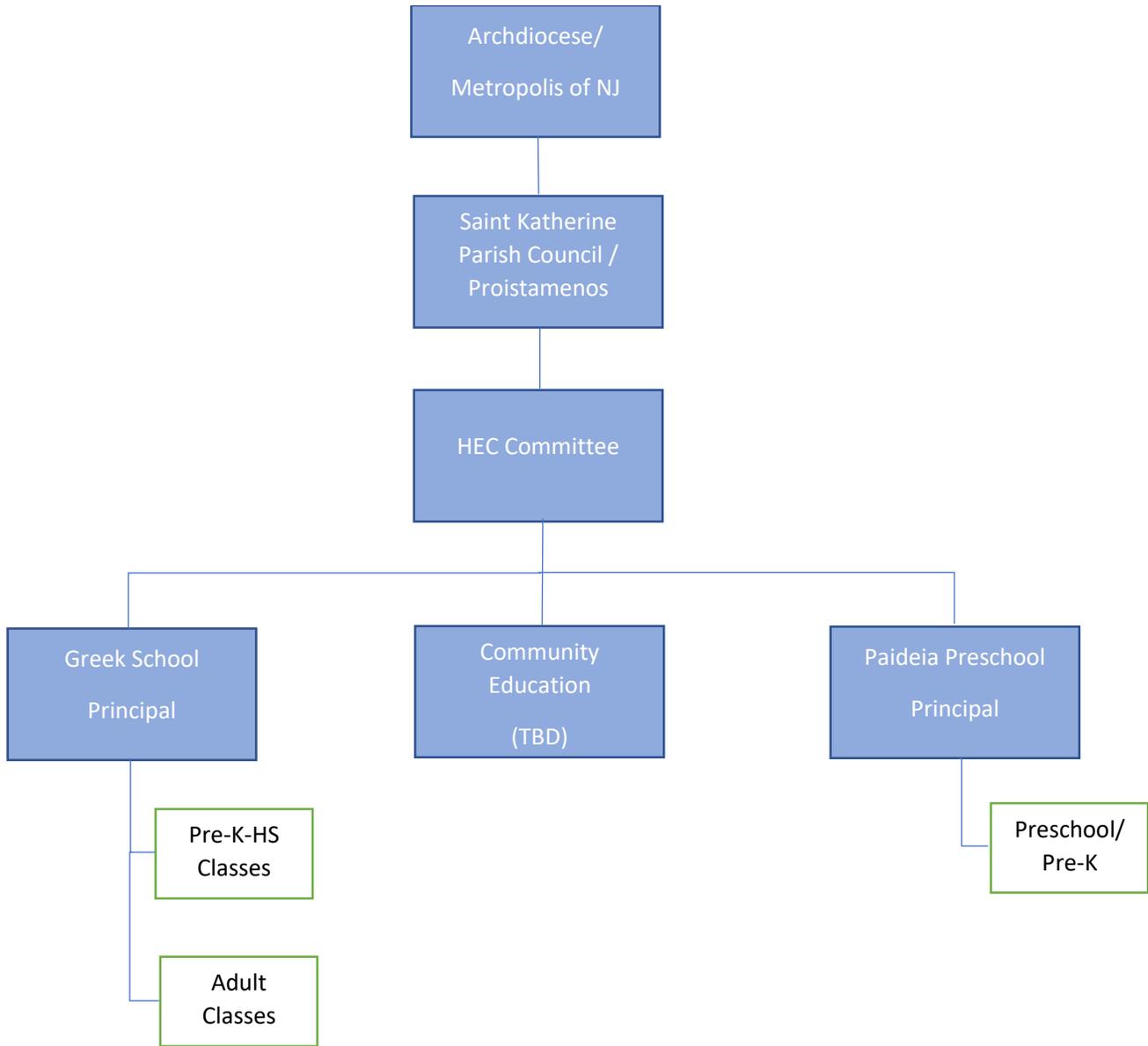
To achieve our mission, the HEC offers a dynamic and multi-faceted educational system devoted to furthering our Orthodoxy and Hellenism through educational achievement and is comprised of the following components:

- **Greek Language School:** Our Greek Language School incorporates three offerings:
 1. A youth Greek School (preschool – high school): provides innovative teaching and a standards-based curriculum that teaches Greek as a second or heritage language.
 2. Adult Language School: offers evening classes for adults interested in learning Modern Greek (beginner to advanced).
- **Paideia Preschool:** Our bilingual preschool offers a loving, family-oriented environment for 2-5 year olds grounded in the teaching of the Hellenic language/customs, Greek Orthodox faith, and preparation for the American school system. The school year ends in June with a program offered over the summer.
- **Community Education:** Our Community education offerings plan to include short courses/seminars in subjects such as Greek Cooking, Ecclesiastical Greek, Byzantine Chanting, and Introduction to Greek Language and Customs. Online education may also be implemented for some of these offerings.

HEC ORGANIZATIONAL STRUCTURE

The Saint Katherine **HEC Committee** oversees the management of the HEC under the auspices of the Saint Katherine Parish Council. Currently, the schools have two principals, one to operate the Preschool and one for the Greek School. The HEC operates under the auspices of Saint Katherine's Greek Orthodox Church Parish Council. Saint Katherine Church functions under the jurisdiction of the Holy Greek Orthodox Church of America, Metropolis of New Jersey.

Figure 1. Saint Katherine HEC Organizational Structure



HEC EDUCATIONAL STANDARDS AND GOALS

The Saint Katherine HEC's mission is to become one of the exemplary Hellenic educational institutions in the United States. To do so, we commit to three key educational goals:

1. Offer high quality education, in a climate of trust and collaboration, acting on the belief that each student brings unique talents and deserves our best efforts.
2. Provide Greek language as well as cultural and religious instruction by developing new programs that match our community's needs and interests.
3. Build a strong, positive relationship with students, teachers, parents and the community.

In establishing an institution that offers high quality education, we have adopted standards of learning, curricula, and best practices from several key sources:

1. Greek Orthodox Archdiocese Greek School curriculum guidelines described in "The Modern Greek Language Curriculum – Checkpoint A" [used primarily for the Greek School curriculum]
2. Virginia state standards of learning for Early Childhood Education and Foreign Language teaching to ensure our Paideia curriculum meets/exceeds the standards set locally for other day schools and that our Greek School curriculum meets/exceeds the standards for teaching Greek as a second/foreign language
3. Greek language curriculum and goals defined by *Ellinomatheia* proficiency examinations, ACTFL (American Council for Teaching Foreign Languages), and New York State Regents examinations for the instruction of Greek as a second/foreign language.

The HEC will also seek input from educational scholars to enhance how we teach the Greek language and the Greek Orthodox faith, culture, and customs to the community. Most importantly, our curriculum and educational programs will continue to evolve as we seek to incorporate new forms of instruction into our schools.

In addition to adhering to a rigorous and well defined curriculum, the HEC will continue to leverage technology to encourage educational innovation and remote learning into our offerings. The technologies we incorporate include video/web conferencing technology for remote learning and meetings (when applicable), collaboration technology to more efficiently and clearly distribute homework assignments, and computer aided classroom instruction to enhance instructional methods during class time.

Saint Katherine HEC



PAIDEIA PRESCHOOL

POLICIES and PROCEDURES

2022-2023

VISION AND GOALS

PAIDEIA Bilingual Preschool (PAIDEIA) was created to support the families of our community by providing the best possible daycare and Preschool education for our children. PAIDEIA (from *Paidos* meaning “child”) is the Greek word for “education.” The Ancient Greeks have taught us the importance of learning in all aspects of life. While we owe our very existence – or *psyche* to our God, the contents of consciousness and what children learn about the world, and their place in it, is the work of the educator and of each parent.

PAIDEIA is a year round program offering a loving and safe setting, an enriching and challenging curriculum that prepares students two to five years old for their next developmental level, and also enhances their moral and spiritual growth. The PAIDEIA Bilingual Preschool Program is open to all families who wish to enrich their children’s education by introducing them to the Greek language, Hellenic culture and the Greek Orthodox faith. PAIDEIA aims to help the child develop an appreciation for learning. Our goals are to promote the physical, emotional, cognitive and spiritual development of our children. We encourage the unique growth of each child using a Greek/English bilingual curriculum through music, fun and play.

- **Physical:** Developing fine and gross motor and sensory skills.
- **Emotional:** Developing positive self-concept and skills to communicate effectively.
- **Cognitive:** Developing speaking and early reading skills in English and Greek, as well as skills to think creatively.
- **Spiritual:** Acquire the knowledge to celebrate the Orthodox religion.

PAIDEIA is committed to continuing the long tradition of the Greek Orthodox Church to support and maintain the Hellenic culture and language while also preparing children for their American education.

PAIDEIA incorporates the ancient Hellenistic Paideia emphasis on instilling a love of learning and in educating the “whole” person. We encourage children to learn in different ways, from each other, and to become self-motivated, independent and life-long learners. Using a holistic approach to early education, PAIDEIA strives to help every child achieve their educational potential while instilling a belief in their individual exceptional spirit.

STAFF

Our teachers genuinely care about our students have the knowledge and experience to understand a child’s individual developmental needs and learning styles. Our teachers have degrees in education, experience in the field, and in early childhood development programs. The HEC conducts background checks of all staff. Our staff members are CPR and first aid certified. In addition, all staff members attend regular training sessions to enhance their teaching abilities, including Youth Worker Training sponsored by the Greek Orthodox Archdiocese of America.

CURRICULUM

Children are offered a preschool program with age-appropriate learning opportunities. They learn letters, colors, shapes, numbers and writing while singing, cooking, dancing, drawing and painting. Additionally, we offer instruction in both Music and Religion.

The daily schedule provides a balance of activities with attention to the following:

- Daily outdoor play (weather permitting)
- Alternating periods of quiet time and active play
- A balance of large muscle and small muscle activities
- Various small group and large group activities

The goal of the school is to emphasize concrete experiential learning. Some highlights of our curriculum include the following:

- Immersion in the Greek and English languages.
- Creating a cultural awareness of both American and Greek customs and traditions.
- Church (Scheduled visits for Divine Liturgy on Major Feast Days)
- Weekly enrichment (e.g., music)
- Field trips (For example, field trips in the Fall and/or Spring, plus additional trips that may be scheduled throughout the year.)
- Theater (children participate in various age-appropriate plays for school programs.)
- Science experiments and art projects

Curriculum Goals and Objectives

PAIDEIA Preschool has developed its curriculum objectives based on the Virginia Department of Education's *Early Learning and Development Standards*, which provide minimum standards in literacy, mathematics, science, history and social science, physical and motor development, and social and emotional development to preschool programs throughout the state. These are aligned with the Kindergarten Standards of Learning in Virginia and provide the necessary continuity of learning as children progress from preschool to Kindergarten. Your child's teacher will update you on your child's progress and developmental milestones regularly throughout the school year.

In addition, the preschool's Greek and English curricula are consistent the Pre-K objectives recommended by Fairfax County Public Schools (FCPS) so that our children are duly prepared for their entry into Kindergarten. Greek culture, history and the Greek Orthodox faith will also be incorporated in both the Greek and English schedules. An added dimension of our program includes bilingual education. Academic achievement is enhanced because the curriculum is taught in and through both languages. Students are encouraged to operate at their highest cognitive level, regardless of language ability.

Religious and Character Development

PAIDEIA Preschool is a parochial school of the Greek Orthodox Church. Students are introduced to the fundamental religious beliefs and principles of the Christian Orthodox Faith (in Greek and English). Prayer is a part of the children's daily routine. The children recite a prayer at the beginning of the day and before meals. They learn about the life of important saints, sing simple hymns, and participate in the celebration of religious events. Their beliefs are strengthened by visits to the church and receiving Holy Communion. Students who are not of the Orthodox faith may opt out of religious activities. Students and parents are also given the opportunity to participate in various philanthropic opportunities throughout the year. This includes helping Philoptochos bake, collecting coats for coats drives, and canned food drives.

ADMISSION AND REGISTRATION

PAIDEIA Bilingual Preschool welcomes diversity in both the student body and staff. We enroll students and hire staff without regard to race, color, religion, gender or national origin.

Prior to registering your child, you must contact the Principal to begin the application process. Once the application has been reviewed and a spot has been designated for your child, the registration process will begin.

There are a limited number of openings for full and part-time enrollment. We are currently accepting rolling enrollment throughout the year. New students may enroll at any time, subject to availability (those unable to be placed immediately will be put on our waiting list). Admission to the school is based on the following:

- The student's readiness and willingness to learn.
- The parents' understanding and acceptance of school policies and beliefs.
- Students that are over 3 years of age, should be potty trained or working towards potty training.
- Priority is given in this order:
 - Returning students
 - Siblings of current students
 - Children of parishioners
 - All others

Being toilet trained is a requirement for 3-5 year old students. However, we understand some of the younger children may not be fully trained. We are willing to work with the parents to successfully complete this process. The decision is made on a case by case basis at the Principal's discretion.

Factors resulting in a child not being accepted for enrollment will be communicated to the parents. **Our staff is not trained to deal with severe learning or emotional disorders.** We can provide individualized instruction to meet the developmental needs of most children. All new enrollments are provisional, subject to the student's reactions to the program during the first month.

Supplies and Materials: The school provides supplies for preschool classes. Individual teachers may request specific items to be provided by parents.

TUITION AND FINANCIAL RESPONSIBILITIES

Tuition: Invoices will be sent to each family on or about the 15th of the month with tuition charges for the coming month. Tuition must be paid by the 1st of the following month. If payments are received after this date, a late fee of 15% of your child's tuition will be charged to your account. Tuition payments are non-refundable and will not be pro-rated. If you choose to keep your child out of school for a particular length of time, you will still be responsible for paying that month's tuition. If you withdraw, you will need to re-enroll at a later date.

Registration/Supply Fees: The Registration Fee is an annual fee that is applicable to all students. There is also a supply fee that is assessed quarterly.

Off-Schedule Days: It is important to abide by the days and times you have registered to bring your child to school. We base our staff schedule on the number of children that we have coming on any given day. The school reserves the right to refuse to accommodate "off schedule" requests should they lead to over capacity or there is insufficient staff on-site. Should we accommodate the request; a fee of \$50 may be applied to your account.

Late Pick-Up: If you are more than five minutes late, a fee will be posted to your account. Please see the section on Late Pick-Up below.

Late Pick-Up (After 6:00 PM): The school closes at 6:00 PM. A late fee of \$15 dollars per child every 15 minutes after closing until the child is picked up. The late fee must be paid at the time of pick up. If instances of late pick-up occur more than three times, After Care services may be withheld.

Returned Checks: All returned checks will be assessed a processing fee of \$50.

Refunds: There is no reduction or refund of tuition for ANY time (days/weeks/months) missed due to illness, snow, vacation, holidays, withdrawal, etc. within any tuition period. There are NO make-up days. Any weather related make-up days, will be announced by the principal as they are announced by Arlington Public Schools.

Changes in Fees: Tuition and fees are reviewed periodically. A thirty-day notice will be given if there is a change in your monthly tuition.

WITHDRAWAL FROM PROGRAM

Voluntary Withdrawal: When a child is voluntarily withdrawn from the program, a written notice is required. The principal must receive this notice at least sixty (60) days prior to your child's last day. Failure to comply with this policy will result in a charge of two month's tuition, unless extraordinary circumstances prevail, which will be evaluated on a case-by-case basis. If you choose to re-enroll at a later date, you may do so subject to availability and will be placed on a waiting list.

Involuntary Withdrawal: Paideia Preschool does its best to provide a safe environment for all of our students and staff. While the majority of students adapt to our program, some children may have difficulties. Should a student display inappropriate behavior or an unwillingness to participate in classroom activities, a conference will be scheduled with the parents, teacher(s), and principal to decide on an action plan. The action plan will be signed by all present at the conference. If there is no success two weeks after the plan is implemented, the child will be asked to be withdrawn from the program.

As our staff is not trained to deal with behavioral patterns that stem from severe learning or emotional disorders, or special needs, or otherwise require the assessment or intervention of a specialist (e.g., psychologist, counselor, social worker), we reserve the right to dismiss the child in these instances.

CLASS PLACEMENT

It is not school policy to distribute the names of children and their classroom placement. Children and their parents are informed of the class placement shortly after enrollment. Placements are ultimately the responsibility of the school administration. Information about each child is used to make up the most productive classes possible. Educators take many factors into account to ensure productive classes. Specific concerns of parents will be taken into consideration if submitted in writing. Any information provided by parents is shared with the team working on class lists and a copy is placed in the student's cumulative file for future reference.

It is highly recommended that students in Pre-Kindergarten attend PAIDEIA for the full schedule so that they may benefit from the entire instructional program in both Greek and English. We believe the experience of being in school full-time and receiving complete instruction in both Greek and English is the best strategy to prepare our students for Kindergarten.

PARENT INVOLVEMENT & COMMUNICATION

Parent Teacher Association

The purpose of the Paideia PTA is to promote a cooperative effort among the parents, teachers, and the greater church community, as well as to assist in meeting the needs of our school and students. Our preschool has varying opportunities for participation in this regard, including various social and fundraising events planned throughout the year. Fundraisers are a significant source of revenue for the school and require everyone's active support and participation. The proceeds of our fundraisers will go toward the needs of the school that are otherwise not covered by tuition (e.g., technology, playground equipment, art supplies, special events, etc.). Additionally and importantly, the PTA provides a platform for parents to respectfully articulate their values and expectations regarding the school. Your continued support is essential in creating a positive learning atmosphere for your child.

Parent Communication

PAIDEIA encourages open lines of communication for parents or legal guardians to communicate with the school regarding their children. Parents should call or email the principal with any questions or concerns at 703-671-7715 or hec-administration@stkchurch.com, respectively. If a pressing issue arises, parents are encouraged to address it immediately with either the teacher or principal.

Parent-Teacher conferences may be scheduled during the school year at which time teachers will share with parents/guardians their observations on individual child's progress. Please talk with your child's teacher to schedule a mutually convenient meeting.

Communication Emails

Regular school wide emails will be sent by the Principal and as needed to relay important information.

CONTACT INFORMATION

For safety reasons, emergency contact information must be kept up to date. The principal must be notified in writing of any changes in your address and phone numbers, including the addresses and phone numbers of people who should be called if you cannot be reached

STUDENT ARRIVAL AND DEPARTURE

Morning Arrivals

Your child's safety is our highest priority. **All children must be signed in and out daily in the log at the front of the entrance. They must be escorted to the classroom door by a teacher or the caregiver.** Please do not accompany your child into the classroom. Drop-off for the Preschool program is between 7:30am to 9:00am depending on your child's program.

School closes at 6:00pm. Any child picked up after that time, is subject to a late fee

Parents are asked to call if they are going to be late picking up their child, however, this will not relieve them from the responsibility to pay the late fee. If we do not hear from parents five minutes after their scheduled pick-up time, we will begin calling the contacts on their emergency contact list.

CODE OF CONDUCT AND DISCIPLINE

Children are expected to:

- Be truthful
- Be respectful and courteous toward all teachers and adults
- Refrain from harassment of any kind
- Use appropriate language
- Speak respectfully to and about others
- Respect all school and personal property

Our approach to discipline is to solve behavior concerns using redirection and positive reinforcement. The children are made aware of the rules of their classroom and what is expected of them. We reinforce positive behavior through attention, praise and recognition.

When behavior is an issue in the classroom, the teacher discusses the behavior with the child and alternative solutions are explored. When necessary, we work with parents to resolve behavioral issues.

For behavioral concerns that cannot be resolved, we reserve the right to dismiss or suspend a child for unsatisfactory behavior. As our staff is not trained to deal with behavioral patterns that stem from severe learning or emotional disorders, or special needs, or otherwise require the assessment or intervention of a specialist (*e.g.*, psychologist, counselor, social worker), we reserve the right to dismiss the child in these instances.

In the event that an incident or injury has occurred during class time, an injury/incident report will be prepared and the parent will be notified.

HEALTH AND SAFETY

The safety and well-being of the children is the highest priority at PAIDEIA. To help ensure their safety, the building is secured at all times and monitored by video cameras. Visitor access to the building is obtained by ringing the doorbell; the PAIDEIA Principal will provide parents necessary access codes). The playground is fenced in and adequate staff remains with the children at all times.

Sick Policy

The purpose of our sick policy is to reduce the spread of illness among children and to encourage full recuperation of sick children before they return to school. We depend on parents to assist us in maintaining a safe and healthy environment for all of our children.

Children may not attend school with any illness that threatens the health of other children or staff, or that prevents their participation in their classroom's routine. Virginia Health Department regulations governing periods of infection will be enforced and you agree to abide by all illness policies set forth in a written notice or in the Parents' Handbook. Further, we reserve the right to send home any student who shows signs of illness at school. Any student who becomes ill at school will be made comfortable until his/her parent can be notified and the student is picked up from school. A parent must pick up the ill child normally within one hour of notification.

A sick child must stay home where he/she is most comfortable. Children may be sent home if they have any specific symptoms as listed below. In addition, a child must be free of all of these specified symptoms for at least 24 hours before he/she can be returned to school.

These symptoms are as follows:

- A fever of 100 degrees or more
- Vomiting within the previous 24-hour period
- Diarrhea within the previous 24-hour period (including recurring episodes of diarrhea at school)
- A heavy nasal discharge indicative of infection
- A constant cough or sore throat
- Fussy, cranky behavior and generally not himself/herself
- A skin rash, excluding diaper rash
- Head lice
- Symptoms of a communicable disease

Following an illness, a child may return to school once he/she has either been seen by a doctor or it has been determined that the illness is not contagious. (A doctor's clearance should always be requested and brought to school with the child.) Additionally, if a child is absent over a prolonged period of time due to an illness, please bring a doctor's note to the school stating the reason for his/her absence.

Pandemic (e.g., COVID-19) conditions continue to evolve. The school will follow state guidelines regarding notification of parents of pandemic related infections, testing requirements, the wearing of mask and other protective gear, and the closure of classes. The principal will notify parents in as timely manner as possible regarding any changes to the school's policies.

Chronic medical conditions

The parent of any child on a continuing regimen for any chronic medical condition shall inform the school Principal and identify in writing the child's supervising physician.

Lice

The school has a "NO NIT" policy for head lice. The child must be treated and free of nits for at least 24 hours before returning to school, at which time they must bring with them proof of treatment.

Reportable Communicable Disease

Parents must notify the school as soon as possible (at least within 24 hours or the next business day) after their child or any member of the immediate household has developed any reportable communicable disease as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

Immunizations

All students are required by state law to have updated immunization and health forms on file. For new students, these health forms must be submitted by the start of the school year. For re-enrolled students, the forms must be updated yearly, typically on the student's birthday/annual doctor's visit.

Medical and Developmental Assessments

In order to better enable our staff to meet the needs of your child, parents **MUST** disclose any medical/developmental evaluation and also provide all healthcare provider reports and/or evaluations.

Medication/Allergies

PAIDEIA will make reasonable efforts to work with individual families regarding allergies, intolerance to food, and medications.

The school will maintain emergency medications (Epi-Pen) for severe allergic reactions if provided by the parent(s) to the principal with written authorization from the family physician. Parents will be responsible for ensuring that all medications are current and will not expire during the course of the school year. Parents are responsible to provide a safe snack alternative for a child with food allergies.

Aside from the Epi-Pen, no medication, including over the counter medicine will be sent to school. The teachers are certified in first aid and CPR, but do not have the certification required to dispense medicine. Should your child need medicine, a family member must come to school to provide the needed medicine.

Sunscreen

Please apply the first dose of sunscreen before bringing your child to school. A second dose may be applied in the afternoon if parents agree to and adhere to the following criteria:

1. All sunscreen bottles must be clearly labeled with the child's name and kept with their teacher.
2. Parents provide written permission allowing any staff member to apply the sunscreen.

Diaper Rash Cream

If your child is still wearing diapers, please make sure that we have diaper rash cream on hand should the need arise to use it on your child. Any cream/lotion sent to school must be clearly labeled with your child's name.

Incidents

Staff members are trained in first aid and CPR and can tend to everyday bumps and bruises. If a child has an accident/incident during the day, parents will be provided an **incident report** at the time of pick-up. For any serious accident or incident, we will attempt to notify parents by telephone immediately.

In the event of an emergency, PAIDEIA staff is authorized to obtain immediate medical care for your child, based on the policy agreed upon in the registration packet.

Safety

Children will be released only to authorized individuals. No child will be released to someone whose name and ID documents are not on file. Only parents/guardians identified in the registration packet are authorized to pick up children unless additional names are provided in writing by parents.

In the event of serious emergency, the school will secure immediate medical attention. Every effort will be made to contact parents/guardians or authorized family members or friends as described in the "Student Illness/Emergency" section of the child's Tuition Agreement.

Fire and Safety Drills

As required by law, the school holds regular fire and safety drills. Should these drills take place in inclement weather, all attempts will be made to assure that children are properly attired. Please take time to review and discuss the importance of such drills with your child and to be sure that he or she knows the routines.

NATURAL DISASTERS OR OTHER DANGERS

The school has developed an emergency plan that deals with different situations and emergency management. The plan is designed to protect students and staff while at school or work. It includes procedures to respond to regional or national alerts, fires, tornadoes, hurricanes, earthquakes and other situations. Emergency drills are practiced by the staff and students regularly during the year.

In the event of an emergency, the school will keep apprised of the situation via radio, television and the web. Depending on the threat, we might evacuate the school, lock down or initiate a shelter-in-place. Our main goal is to protect the students and staff members.

INCLEMENT WEATHER

Closing: We follow Arlington County Public School closing announcements in case of inclement weather. If Arlington County Schools are closed we are closed. For closings or updates listen to the news, TV, radio or go to the Arlington County website <http://www.apsva.us>. The principal will also send an e-mail to this effect by 7AM.

Delays and Early Dismissal: If Arlington County Public Schools open two hours late; we will open at 9:00am. If Arlington County Public Schools announce early dismissal, we will dismiss at 1:30pm. No extended care will be offered.

Disclaimer: We reserve the right to make decisions in the best interest of the children, which may differ from the public schools' decision.

FOOD AND NUTRITION

Lunch and Snacks: Parents are responsible for packing a lunch and ample snacks for their child. If your child is staying for after care, please ensure you provide enough food to sustain them until 6:00pm.

Lunchboxes are kept in the classroom, so please make sure you provide ice packs to keep food cool.

We are a "NUT-FREE" facility (nuts in any form, individual or as ingredients to another dish.)

Sharing: Children are instructed not to share food because of allergies or special diets of other children. If another child in the same class has a severe food allergy, we will notify the class parents and ask that you do not send your child to school with that food.

BIRTHDAYS AND NAME DAYS

Parents are encouraged to celebrate their child's Birthday and Name Day. Please coordinate with your child's teacher. Children enjoy sharing special days with their friends at school.

Kindly do not distribute party invitations at school unless they are for all the children. This will avoid hurt feelings among the uninvited and will prevent unnecessary conflict between parents.

CLOTHING AND PERSONAL BELONGINGS

While at school, children are asked to wear comfortable, washable clothing. They should also have outerwear and footwear that is suitable to the weather in order to allow for outdoor play.

All sweaters, hats, coats, mittens, boots, etc. must be labeled with the child's name.

Extra Clothes: We have a school supply of clean clothing that we can use in case a child does not have extras in his/her backpack. Should we send your child home with school items, please wash and return within a week. Also, should you have extra clothes at home, we will gladly accept donations.

For safety reasons, clogs, sandals, Crocs, open-toe, and slick-soled shoes may not be worn.

Candy, gum, war toys, toy weapons, jewelry and money are not allowed at school. This includes trading cards and pocket sized toys. While we encourage children to be creative and express their individuality, please refrain from sending your child to school in dress-up clothes. This includes any costume jewelry and toy shoes.

Toys should be sent only when *Show and Tell* is scheduled for the class. Toys are not allowed at school at any other times.

Quiet time: If your child is enrolled in the Full Day Program, you will need to pack a nap mat, blanket and a small pillow for quiet time. The Preschool provides the mats. Regardless of your child's schedule, their nap mat is required to go home at the end of the week. Please wash the nap mat and send back to school with your child upon their return the following week. A stuffed animal or soft toy may be brought in if it helps with napping. **Toys that make noise or light-up are not allowed.**

PREVENTION OF CHILD ABUSE

Virginia law imposes upon school personnel the legal responsibility of reporting to the local child protective services agency any incident of suspected child abuse or neglect.

In addition to background checks for preschool staff, all Greek Orthodox Archdiocese clergy and youth workers (including volunteers and staff) are required to complete background training and youth safety training as part of the Greek Orthodox Archdiocese of America Youth Safety program.

Licensure

Saint Katherine Greek Orthodox Church has filed the required documentation for exemption as a child day center that is operated or conducted under the auspices of a religious institution pursuant to Section 63.2-1716 of the Code of Virginia.

Saint Katherine HEC



GREEK SCHOOL

POLICIES and PROCEDURES

2022-2023

VISION AND GOALS

Greek Schools have served a critical role in Greek Orthodox Church communities across America since the birth of this republic. With the first Greek School founded in 1776 in St. Augustine, Florida, Greek immigrants across this country have made heroic efforts to establish Greek Schools that teach our children the Greek language and culture as well as the traditions of the Greek Orthodox Church. Likewise, within the Saint Katherine community, the initial members of our Parish founded the Saint Katherine Greek School in 1962, initially holding classes in a local motel until our first community center was built. The successful operation of our Greek School over the last 50 years has been a proud achievement for our community; not only has the school played a critical role in teaching multiple generations of our community the Greek language, but it is also recognized as one of the leading Greek Schools in the DC-Baltimore region.

The Saint Katherine HEC seeks to build upon this strong foundation to evolve the Greek School into one of the leading Greek language institutions in the US. Recognizing the challenges that Greek Schools face due to the demands on children's time and the need to teach Greek as a second language to 2nd and 3rd generation Greek-Americans, the Saint Katherine HEC's goal over the last several years has been to offer enhanced teaching methods and institute technology into the classroom. By doing so, we have been developing a strong academic curriculum that will provide your child the academic preparations necessary to pass the various levels of the Certificate of Attainment in Greek/Ellinomatheia exam, which is the only certificate offered and recognized by the Greek State. We appreciate your dedication to our Greek School and look forward to a rewarding experience for your child.

STAFF

Our teachers are dedicated to instilling a love for learning. They genuinely care about children, and have the knowledge and experience to understand a child's individual developmental needs and learning styles. Our teachers are native Greek speakers, have relevant degrees and certifications, and experience teaching Greek in the US and/or Greece. The HEC conducts background checks of all staff. Our staff members are CPR and first aid certified. In addition, all staff members attend regular training sessions to enhance their teaching abilities, including Youth Worker Training sponsored by the Greek Orthodox Archdiocese of America.

CURRICULUM

Our HEC Greek School has moved from traditional grade to levels to a proficiency-based level system. Therefore, students will be placed in a level according to their speaking skills, and their knowledge of Greek vocabulary and grammar. Placement tests may be needed. By the end of September, we will be able to assess if your child is in a level that is most conducive to their learning.

Students, ages 3+, will begin with two years of instruction in our **Preparatory** class. From there, they will advance to **Beginners 1**. The students will remain in **Beginners 1** until they have successfully mastered the concepts outlined by our program. The same will apply for all levels thereafter. We currently offer classes up to **Advanced III (Gamma 1)**. Students new to the community will be assessed of their language proficiency prior to being assigned to a level.

Our Greek School curriculum has been designed with an emphasis on authentic communication for today's generation of students. We use games, technology, literature, and real-world experiences to increase student motivation and success. The curriculum builds incrementally to prepare students to take proficiency exams such as Ellinomatheia and NY Regent as early as the age of 8 and throughout the middle school and high school years. We have moved from traditional grade levels to a proficiency-based system. We have adopted the proficiency levels of the American Council on the Teaching of Foreign Languages to guide class placements (see graphic below). Students will be placed according to their knowledge of the Greek language. Teachers assess student progress in listening, speaking, reading, and writing through assignments, presentations, and exams throughout the year. By the end of September, we will be able to assess if the student is in a level that is most conducive to his/her learning.

Parents are given a detailed outline of language tasks at each level during Back to School Night. The main objectives of each level are as follows:

- Preparatory (ages 3 – 5): Develop a foundation of oral language through songs, poems, and short dialogs. Gain familiarity with the Greek alphabet. Develop a positive attitude toward the Greek language, Greek culture, and Greek School.
- Novice: Engage in simple conversations on familiar topics (school, neighborhood, church, family, etc.). Read and write short sentences on familiar topics. Develop fluency with reading Greek syllables, and use appropriate grammar for frequently used verbs and phrases. Develop an appreciation for Greek contributions throughout history and a pride in Greek culture.
- Intermediate: Engage in conversations and transactions on a broader range of topics. Read and write short paragraphs with some variety in sentence structure and vocabulary. Master the most common spelling patterns when writing. Use appropriate grammar when speaking on familiar topics. Describe major events and contributions by Greeks and identify with Hellenic values.
- Advanced: Engage in fluent conversations on a broad range of topics using all verbal tenses. Read and write extended essays with a variety of sentence structures and rich vocabulary, using appropriate grammar and spelling. Describe and connect Greek contributions and values to pertinent issues of the day.

In addition to Greek language and culture instruction, this curriculum enables the student ultimately to achieve foreign language credits in high school (e.g., credits by examination, Seal of Biliteracy).

Religious and Ethical Education

Our Greek School is a parochial school of the Greek Orthodox Church. Students are introduced to the fundamental religious beliefs and principles of the Christian Orthodox Faith (in Greek). The children recite a prayer at the beginning of class. They learn about the life of important saints and participate in the celebration of religious events. The children learn the rules of ethical conduct and behavior and are encouraged to do good deeds and help their fellow human beings by participating in clothing drives, etc.

ADMISSION AND REGISTRATION

The Saint Katherine Greek School accepts all children who are interested in learning the Greek Language, regardless of their Greek language proficiency (or that of their parents). We cater to the needs of all children—from those who have just arrived from Greece to those children who have yet to speak, hear, or read the Greek language.

To enroll a child, an Enrollment Form must be submitted. Enrollment for the following school year begins in the Spring and once registration opens, an e-mail will be sent to all parents whose children are currently enrolled. We ask that all current students submit their registration form by the early registration date. Early enrollment allows us to more effectively plan, hire staff and manage our budget.

Upon enrollment, the parent or legal guardian must disclose information regarding learning disabilities or participation in specialized classes, along with the appropriate documentation (e.g., IEP, emotional/behavioral assessment, academic action plan). Even though our staff will make an effort to provide individualized instruction to meet the developmental needs of most children, it is not trained to deal with severe learning or emotional disorders, or special needs. All new enrollments are provisional, subject to the student's reactions to the program during the first month. Once a child becomes a part of our program, the participation and support of the parents is essential. The parents' involvement helps us to be more effective.

TUITION AND FINANCIAL RESPONSIBILITIES

Tuition: A discount is available for students/families paying their tuition by the deadline. A penalty applies for payments received after the late payment deadline date. Tuition may be paid via personal check or credit card. If

paid by credit card, service fees may apply. Tuition payments are non-refundable and will not be pro-rated. Financial assistance is available on a case by case basis.

Returned Checks: All returned checks will be assessed a processing fee of \$50.

Refunds: There is no reduction or refund of tuition for **ANY** time (days/weeks/months) missed due to illness, snow, vacation, holidays, withdrawal, etc. within any tuition period. There are **NO** make-up days. Any weather related make-up days, will be announced by the principal as they are announced by FCPS.

Stewardship: HEC offers a discounted rate for stewards of St. Katherine. Your stewardship pledge is good for the calendar year (Jan-Dec). In order to receive this discount, you must be a steward in good standing (*i.e.*, current for that year).

WITHDRAWAL FROM PROGRAM

Involuntary Withdrawal: While the majority of students adapt to our program, some children may have difficulties. Should a student display inappropriate behavior or an unwillingness/inability to participate in classroom activities, a conference will be scheduled with the parents, teacher(s), and the principal to decide on an action plan. The action plan will be signed by all present at the conference. If there is no success two weeks after the plan is implemented, the child will be withdrawn from the program. Tuition is not refundable in such instances.

Attendance at the Greek School is critical—***if a child misses one class, they miss the equivalent of a week of classes at a normal day school.*** As a result, children are ***strongly*** encouraged to attend every week of class. **Excessive absences or habitual tardiness will significantly hamper a student's academic progress.** We expect our students to apply the same dedication to Greek School as they do to their normal day schools. Attendance and tardiness will be reflected on report cards.

The HEC recognizes that some absences will occur due to illness or scheduling conflicts. Parents are strongly encouraged to inform their teacher as early as possible regarding an upcoming absence. In addition, parents and students should work with their teacher (through Blackboard, email, etc.) to understand which material to review during the week and avoid the student falling behind.

PARENT INVOLVEMENT & COMMUNICATION

Parent Involvement

The **purpose of the** Greek School PTA is to promote a cooperative effort at meeting the needs of our school and students. Our school has many opportunities for participation, including fundraisers which are a significant source of funding for special school activities and infrastructure projects. Additionally, the PTA provides a platform for parents to respectfully articulate their values and expectations regarding the school and opportunities for collaboration with the principal and teaching staff.

Parent Communication

We encourage open lines of communication for parents or legal guardians to communicate with the school regarding their children. If a pressing issue arises, parents are encouraged to address it immediately with either the teacher or principal. Parents are welcome to visit the school any time during the day to meet with the principal. Please e-mail/contact the principal in advance to ensure availability.

A Parent-Teacher conference may be scheduled at which time teachers will share with parents/guardians their observations on individual child's progress. Please talk with your child's teacher to schedule a mutually convenient meeting. If you are not satisfied with the results of your meeting with the teacher, you may also communicate with the principal.

Communication Emails

Emails containing important information about upcoming events and activities are issued periodically.

Please consult the collaboration tool (e.g., the HEC Blackboard site, email) for homework and classroom-related information.

CONTACT INFORMATION

For safety reasons, emergency contact information must be kept up to date. The principal and the teacher must be notified of any changes in your address and phone numbers, including the addresses and phone numbers of the people who should be called if you cannot be reached.

STUDENT ARRIVAL AND DEPARTURE

All children must be escorted to the classroom door. Please do not accompany your child into the classroom. Drop-off for Greek School is 4:45 – 5:00pm on Friday, and from 09:15 – 09:30am on Saturday. Late drop-offs disrupt the classroom environment and greatly impede all students' learning. Please make every effort to be on time!

Children are picked up at 7:00pm on Friday and at 1:30pm on Saturday. Parents are asked to send an email to the principal and the teacher if they are going to be late picking up their child or if someone else will be picking up his/her child. The safety and well-being of the children is the highest priority at Greek school. To help ensure their safety, the building is secured at all times and monitored by video cameras. The playground is fenced in and adequate staff remains with the children at all times.

CODE OF CONDUCT AND DISCIPLINE

Each classroom should be viewed as a learning environment where everyone must contribute in order to succeed. As a result, from an academic perspective, students are expected to:

- Complete all class work and homework on time.
- Keep books neat and clean.
- Participate in class discussions and activities.

From a behavioral perspective, students are expected to:

- Respect their teachers
- Respect each other
- Respect the school and its procedures

Our approach to discipline is to solve behavior concerns using redirection and positive reinforcement. The children are made aware of the rules of their classroom and what is expected of them. We reinforce positive behavior through attention, praise and recognition.

We will escalate issues for Greek School students who choose not to follow the class expectations in the following order:

1. The student will first be given a warning by the teacher;
2. If the behavior continues after the second warning, the student will be asked to have a discussion with his/her teacher regarding class issues outside of the classroom; and
3. If the behavior cannot be corrected directly with the student, the teacher will arrange a meeting with the student, parents and principal. At this meeting, a plan of action will be created and all parties must adhere to the plan.

We reserve the right to dismiss or suspend a child if the behavioral concern cannot be resolved within two weeks of implementation of the action plan.

As our staff is not trained to deal with behavioral patterns that stem from severe learning or emotional disorders, or special needs, or otherwise require the assessment or intervention of a specialist (e.g., psychologist, counselor, social worker), we reserve the right to dismiss the child.

All communications between and among the teacher, student, parent and principal will be documented and maintained in the student's file. A copy of such documentation will be provided to all parties concerned.

HEALTH AND SAFETY

The safety and well-being of our students is the highest priority of the HEC. To help ensure their safety, the building is secured at all times and monitored by video cameras (both inside and outside the classroom). Visitor access to the building is restricted much of the time. The playground is fenced in and adequate staff remains with the children at all times. In the event that an incident or injury has occurred during class time, an injury/incident report will be prepared and the parent will be notified.

Sick Policy

The purpose of our sick policy is to reduce the spread of illness among children and to encourage full recuperation of sick children before they return to school. We depend on parents to assist us in maintaining a safe and healthy environment for all of our children.

Children may not attend school with any illness that threatens the health of other children or staff, or that prevents their participation in their classroom's routine. Virginia Health Department regulations governing periods of infection will be enforced and you agree to abide by all illness policies set forth in a written notice or in the Parents' Handbook. Further, we reserve the right to send home any student who shows signs of illness at school. Any student who becomes ill at school will be made comfortable until his/her parent can be notified and the student is picked up from school. A parent must pick up the ill child within one hour of notification.

A sick child must stay home where he/she is most comfortable. Children may be sent home if they have any specific symptoms as listed below. In addition, a child must be free of all of these specified symptoms for at least 24 hours before he/she can be returned to school.

These symptoms are as follows:

- A fever of 100 degrees or more
- Vomiting within the previous 24-hour period
- Diarrhea within the previous 24-hour period (including recurring episodes of diarrhea at school)
- A heavy nasal discharge indicative of infection
- A constant cough or sore throat
- Fussy, cranky behavior and generally not himself/herself
- A skin rash, excluding diaper rash
- Head lice
- Symptoms of a communicable disease

Following an illness, a child may return to school once he/she has either been seen by a doctor or it has been determined that the illness is not contagious. (A doctor's clearance should always be requested and brought to school with the child.) Additionally, if a child is absent over a prolonged period of time due to an illness, please bring a doctor's note to the school stating the reason for his/her absence.

Pandemic (e.g., COVID-19) conditions continue to evolve. The school will follow state guidelines regarding notification to parents of pandemic related infections, testing requirements, the wearing of masks and other protective gear, and the closure of classes. The principal will notify parents in as timely manner as possible regarding any changes to the school's policies.

Chronic medical conditions

The parent of any child on a continuing regimen for a non-episodic condition shall inform the school principal and identify in writing the child's supervising physician. If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the physician regarding possible effects on the pupil's behavior at school and special emergency procedures.

Lice

The school has a "NO NIT" policy for head lice. The child must be treated and free of nits for at least 24 hours before returning to school, at which time they must bring with them proof of treatment.

Reportable Communicable Disease

Parents must notify the school within 24 hours or the next business day after their child or any member of the immediate household has developed any reportable communicable disease as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

Immunizations

All students are required by state law to have updated immunization and health forms on file. For new students, these health forms must be submitted by the start of the school year. For re-enrolled students, the forms must be updated yearly, typically on the student's birthday/annual doctor's visit.

Medical and Developmental Assessments

In order to better enable our staff to meet the needs of your child, parents **MUST** disclose any medical/developmental evaluation and also provide all healthcare provider reports and/or evaluations.

Medication/Allergies

The Greek School staff will make reasonable efforts to work with individual families regarding allergies, intolerance to food, and medications.

The school will maintain emergency medications (Epi-Pen) for severe allergic reactions if provided by the parent(s) to the principal with written authorization from the family physician. Parents will be responsible for ensuring that all medications are current and will not expire during the course of the school year. Parents are responsible to provide a safe snack alternative for a child with food allergies.

Aside from the Epi-Pen, no medication, including over the counter medicine will be sent to school. The teachers are certified in first aid and CPR, but do not have the certification required to dispense medicine. Should your child need medicine, a family member must come to school to provide the needed medicine.

Incidents

Staff members are trained in first aid and CPR and can tend to everyday bumps and bruises. If a child has an accident/incident during the day, parents will be informed accordingly by the teacher or Principal at the time of pick-up. For any serious accident or incident, we will attempt to notify parents by telephone or email immediately. Therefore, parents are required to monitor telephone/email communications during class time.

In the event of an emergency, HEC staff is authorized to obtain immediate medical care for your child, based on the policy agreed upon in the registration packet.

Safety

Children will be released only to authorized individuals. No child will be released to someone whose name and ID documents are not on file. Only parents/guardians identified in the registration packet are authorized to pick up children unless additional names are provided in writing by parents.

In the event of serious emergency, the school will secure immediate medical attention. Every effort will be made to contact parents/guardians or authorized family members or friends as described in the "Student Illness/Emergency" section of the child's Tuition Agreement.

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Lost & Found

There is a "lost & found" box outside th's office. Any items left in the classrooms or school building will be placed in this box. Periodically, any unclaimed items will be donated to local charities.

Playground

Weather permitting and for certain grades, outdoor activities will be provided. Specific times are set aside for each age group to insure safety and variety.

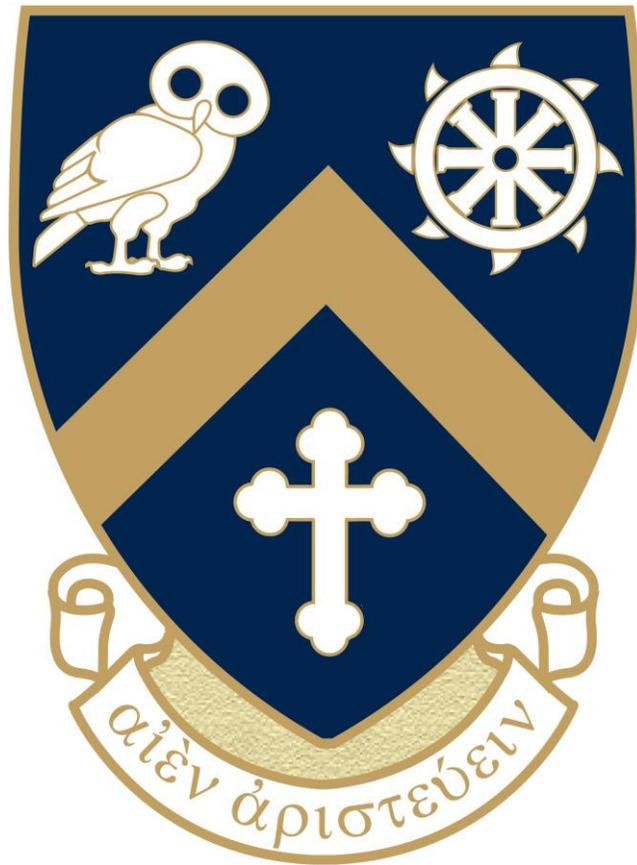
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Notes:

Saint Katherine Hellenic Education Center



~ Ever to Excel ~