

# The Heartworks and Renaissance School Newsletter

## Letter from the Heads of School:

It hardly seems possible that we are already thinking about the start of school in September. We hope everyone is enjoying a fun filled summer with family and friends. The schools have continued to be filled with happy children at both the preschools and the academy on Shelburne Farms.

Looking ahead to our opening of school, we hope the enclosed information will assist children and families in making the necessary preparations. Kelly Libby is available in the Main Office if there are questions about forms or billing. We would ask that you make every effort to send your child's immunization records, medical history form, and student information form to the Main Office over the summer. It makes getting our school records prepared so much easier. Thank you.

We look forward to seeing everyone during the opening days of school and wish you all a wonderful and hopefully sun-filled August.

Blessings

Louise and Diane

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## Upcoming Calendar Events:

**Tues Sept 1:** Open House

Please refer to your welcome letter for the time of your child's Open House. If you have any questions, please call the Main Office at 985-2153.

**Wed Sept 2:** First Day of School

**Mon Sept 7:** Labor Day

## Welcome to our New Families

Welcome to the Heartworks and Renaissance Schools! We are so happy you have chosen our school for your child and hope that the transition into a new environment is a smooth one (see page 3 for some helpful hints). This year will be our 22nd and we feel blessed as we look around and marvel at the growth of this program. It is a joy each year to welcome back the children who are returning and meet those who are new to the schools.

Each school has a School Director who helps the program run smoothly, supports the teachers and answers any questions the parents may have. Once the school year has begun, please see your School Director if you have any questions about changing your child's schedule, adding time, policies or procedures. If the Director is not the person who would answer the question you have, they will refer you to the person who can best assist you.

The Director at The Renaissance School is Leah Mulvey. Leah was our School Director in Burlington

for several years and will be beginning her second year as the Director of The Renaissance School. Her office is located behind the reception desk as you enter the school.

The Director at Heartworks in Burlington is Kathleen Schaffner. Her office is inside the door on the right side of the building. Once inside the door, her office is on the left. This will be Kathleen's first year as a full time Director, but she has been a teacher, first at The Renaissance School and then at Heartworks in Burlington, since September of 1999.

The Director's position at Heartworks in Shelburne is shared by Danielle Dillon and Jennifer Brassard. Danielle (or Dani, as she is known) is the Director of Operations. She manages the schedules, supports the teachers and oversees the day to day operations of the school. This will be Dani's second year as the Director of Operations in Shelburne. Jennifer is the Director of Programming. She helps the teachers if they have questions about the philosophy

or curriculum, reviews the monthly overviews prepared by the teachers for each theme and oversees the afternoon program. Jennifer has been teaching at Heartworks Shelburne since September of 1999 and added the Director of Programming responsibilities during the last school year. She will continue to teach in the morning. The Director's office is located inside the main door, just on the right.

The Director in Williston is Lisa Zengilowski. Lisa's office is located inside the main door and to the left. This will be Lisa's seventh year as the Director of Heartworks in Williston. She is available for any questions you may have about that school.

If you have a concern about your child, please call Louise Piche at the Main Office (985-2153). Louise, one of the Heads of Schools and the founding teacher, will speak with you about any concerns you may have and work with you to find a solution.

## Drop Off and Pick Up

Each day when you bring your child to school, please sign him/her in on the sign in sheet. You will also need to sign your child out at pick up time. Please be sure to pick your child up at the scheduled pick up time. Transitions happen at this time and staff begin to go home. It is important that we know who will be transitioning from one

program to another so that we have the number of staff needed. If you do request to add time, you will receive a statement showing your Extra Care charges. Heartworks closes each day at 5:30 and Renaissance closes at 4:00. If you come after closing time, you will be charged \$1 per minute and that money will be sent to the teacher that stayed late with your child.

## Heartworks School Supplies

Each child will have a cubby where he/she can keep items at school. This is a great place to keep an extra change of clothes and a pair of inside shoes. Each day, your child will change into their inside shoes upon arriving at school. Inside shoes can be slippers, sneakers, crocks or another type of comfortable shoe. We ask that slippers not have any heads that stick up off the toes, as those can cause tripping. Please avoid sending children to school in clogs. We have witnessed too many injuries related to their use. If you send seasonal clothing as their extra

clothing, please be sure that you bring a new set of clothes when the weather changes.

If your child requires diapers and wipes, please bring a supply of both. Your child's teacher will let you know when it is time to bring another supply.

Please see page four for lunch procedures and suggestions.

After lunch, some children will lay down for an afternoon nap. If your child will be staying for the afternoon and still naps, please bring a crib size sheet and blanket or a small sleeping bag for

naptime. The school has nap mats available for each child.

In the fall, there are still some warm, sunny days. Please provide a bottle of sunscreen and a water bottle for outside play. It is also helpful to send a sweater, sweatshirt or a light jacket since sometimes in Vermont the days start out warm and get chilly later in the day.

It is important to label everything with a permanent marker. This helps us be sure each child goes home with the right items.

## Renaissance School Supplies

Just like at Heartworks, each child will have a cubby where he/she can keep items at school (please see the Heartworks article above for more specifics). Please avoid sending children to school in clogs. We have witnessed too many injuries related to their use. If you send seasonal clothing as their extra clothing, please be

sure that you bring a new set of clothes when the weather changes.

In the fall, and again in the spring, please provide sunscreen. For the entire school year, children need to have a water bottle at school each day.

Children entering the fourth through seventh grades will need a planning book and a pencil box that contains pencils, pens, erasers and a ruler.

It is important to label everything with a permanent marker. This helps us be sure each child goes home with the right items.

## Illness

If your child is not feeling well, we will certainly miss having them at school, but we ask that you keep them at home until they are feeling better. Please call your School Director and let them know so they can pass that message along to your child's teacher. Would you also share what your child's symptoms are so we can be on the lookout for any other children with similar health concerns. We will always

post notices of any sicknesses like strep throat or pink eye. Should your child become sick while he/she is at school, we will call and ask you to come and take your child home.

At the start of each school year, head lice seems to become a challenge at some schools. In an effort to keep our schools free of head lice, please check your child's

hair for any signs. If you have questions about how to check your child's head or about how to treat head lice, please visit [kidshealth.org](http://kidshealth.org), go to the parent's site and search for Head Lice.

In an effort to prevent spreading sickness, we ask that the children all wash their hands upon arriving at school.

## Snack Time and Lunch Time

The Heartworks and Renaissance Schools are Nut Free schools. We have children with severe, life threatening nut allergies. Please read the labels of anything that is sent to school. At the end of the ingredient list, it will say if it contains nuts, has traces of nuts or has been processed in a machine that also processes nut products. If the food indicates any of these, please do not send it to school. The most common foods that have "hidden" nuts are granola bars, Asian food, packaged cookies, some breads and cakes. If you are unsure about something (for example, food brought home from a restaurant) please do not send it to school.

Many families wonder what they might use instead of peanut

butter. There are substitutes (like soy nut butter and sun butter) that are nut free. If you choose a peanut butter substitute, please tell your child's teacher as they are hard to distinguish from the real thing.

If you are sending a lunch with items that need to be kept cold, please put an ice pack in your child's lunch box.

At Heartworks, mid-morning, the children will all have a snack. In your child's classroom, you will find a snack sign up sheet. Each family will sign up to bring in snack for the class two or three times throughout the school year. Your child's teacher will give you a reminder notice before your snack week. Each day, the children will have crackers (or a

grain of some kind), cheese (or a dairy) and a fruit or vegetable. The parents will bring enough food for the week and drop it off in the classroom either the Friday before or the Monday of their snack week. Each morning, the teacher will prepare the snack.

In the afternoon, the children will have another snack. At this time, the children will choose something from their lunchbox.

At The Renaissance School, children should pack a snack in their lunch box each day. There is a parent run hot lunch program as well. Information about that program will be available at Open House.



## Parent Handbooks

In an effort to conserve paper, the Parent Handbook will not be handed out to each family. The Handbook can be read on our

website (see page 6). If you do not have internet access or have any trouble downloading the

Parent Handbook, please call the Main Office at 985-2153 and request a paper copy.

## School Photos

AMV Photography comes to Heartworks and takes class pictures as well as individual pictures of each child. You will receive information about how to order pictures prior to your school's picture day. If your child will not start school until later in the year, we welcome you to join your child's class for picture day.

Picture days will take place on the following dates:

Heartworks Shelburne:

Wed & Thur Sept 16 & 17

Heartworks Burlington:

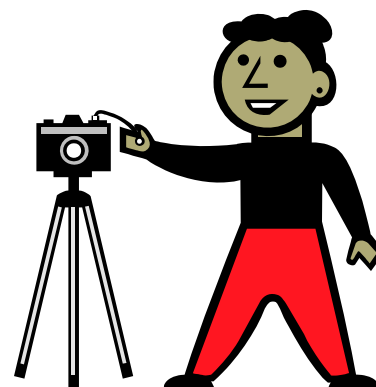
Mon & Tue Sept 21 & 22

Heartworks Williston

Wed-Fri Sept 30-Oct 2

Renaissance

Mon & Tue Sept 14 & 15



## Paperwork

In May, each family was mailed a school year packet. This included some paperwork that needed to be filled out and mailed to the Main Office by July 1. We understand that sometimes these things get forgotten or lost in the shuffle. However, children will not be permitted to begin school until all of this paperwork has been received. For children returning to Heartworks, we only need updated Medical History

and Immunization Records if there have been changes. If there have not been any changes, please call the Main Office (985-2153) and let us know.

For families who choose not to immunize their children, please call the Main Office for an Immunization Exemption Form.

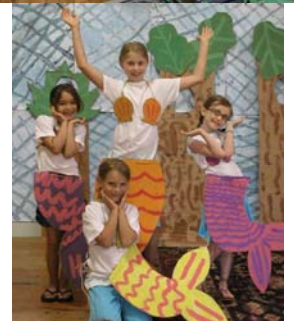
The Student Information Form is an important form. It lists all your

contact numbers, emergency contacts, allergies and consents. Please be sure it is filled out completely and accurately.

If you need new copies of any of these forms, please call the Main Office and request that new copies be sent to you. Forms can be either mailed or emailed.

## Summer Camp Fun

Children have been enjoying Summer Camp at both The Heartworks and Renaissance Schools. Each week has offered a new theme and new activities. Children have an opportunity to play outside each day and there is also time spent learning about their themes through discussion and enrichment activities. Summer Camp is a wonderful introduction to the Heartworks and Renaissance Schools. If you would like to sign up for any weeks remaining this summer, please call the Main Office (985-2153).



## Website

Our website is not only a wonderful resource for new families, but for current families as well. You can find articles about events at all the schools, pictures and newsletters. You

can also check the website when the weather looks questionable to see if the school has been closed.

Please visit us at:  
[www.heartworksvt.com](http://www.heartworksvt.com)  
[www.renaissancevt.com](http://www.renaissancevt.com)



## Tuition Payments

All tuition payments should be mailed to the Main Office at:  
PO Box 339  
Shelburne, Vermont 05482

The first payment due date was July 1st. If you have not mailed your payment, please do so.

Tuition payments are due on the first of each month. If they are not received as of the tenth, there will be a \$25 late fee added. At this time, we do not offer a direct withdrawal type payment. However, if this is your

preference, you are welcome to write 10 checks and post date them for the first of each month (July—April) and we will keep them in a locked drawer and deposit them each month.

Unless your tuition changes (due to a schedule change, added extra care or a late fee) you will not receive a monthly statement. If you would like an updated copy of your statement, please call the Main Office (985-2153) and request a copy to be either mailed or emailed to you.

Some parents take part in a flexible spending program through their employer and need a receipt showing the tuition they've paid each month. If you are a part of a program like this and need a receipt for each payment, please call the Main Office.

If you have any questions about tuition payments, please feel free to call the Main Office at any time.



Kristy Stone, the Third Grade teacher at The Renaissance School, and her husband Dan welcomed their first child, Eva Lucia Selicaro. She arrived on July 7 at 12:54am and weighed 8 pounds, 3 ounces. Both Kristy and Eva are healthy and happy.



Eva Lucia Selicaro

Jenn Batten, the former Kindergarten teacher at The Renaissance School in Williston welcomed a baby boy, Ty Jackson on June 25th. Jenn reports that Ty loves to cuddle and that Elizabeth loves being a big sister.