

## RIDNA SHKOLA of LOS ANGELES, INC. POLICIES

Name of Student(s), please print: \_\_\_\_\_

6 September 2014

Dear Parent(s),

The staff of Ridna Shkola of Los Angeles, Inc. welcomes you and your child/children enthusiastically to another academic year at Ridna Shkola! We look forward to fun experiences in the process of showing the children Ukrainian culture and language.

### **School Hours and Schedule**

School hours are on Saturdays September through June from 9am to 1pm. The calendar of the school year is posted on the web site, RidnaShkola.com. You will be notified of any changes by e-mail and the changes will be posted to the web site as they become known. If your child is unable to come to class for whatever reason, please be so kind as **to notify either the Director or the teacher** (contact information to be found at the bottom of this document).

There is a snack break from 11:00am for 20 minutes. Parents bring in the meal on rotation. The schedule is filled up first by every family (excluding teachers who have children in school attendance) bringing in the snack twice. If there is still an open session, it will be assigned.

Please **do not bring any food with nuts, peanuts, fish, or shellfish in it or food that has been prepared where nut, peanut, fish, or shellfish products are also made.** Please do not bring sodas, only water or juices for beverages. Please avoid juice boxes as they create a clean-up hassle; big jugs of juice are cheaper and cups are available. Please sign up for your week(s) on the schedule on the school bulletin board. If you become unable to fulfill the snack responsibility for your week, please *make your own arrangements* as far as changing weeks with another parent. The person who brings snack also needs to clean the outdoor tables and benches on which snack is eaten.

It has been a tradition for the parents of a child celebrating his/her birthday to bring a cake and candles that Saturday to be shared at snack break. Snack begins after children have gathered as a group by the meal and sung the Ukrainian national anthem. Please inform your child that the meal is not to be taken downstairs into the school unless the weather is inclement.

At 11:15 a.m. the warning bell signaling the end of recess/snack time will ring. Children are expected to do clean-up. Teachers are expected to gather their students into their classrooms to resume teaching by 11:25 am.

There is also a weekly sign-up for a parent monitor/черговий. This person monitors **throughout the four hours of the school**. This person does the following:

1. copy what the teachers need
2. one-on-one work with a student if the teacher so requests
3. place the two yellow “children playing” signs about the parking lot and after the break returning them to their storage place; i.e., at the top of the Ridna Shkola stairs
4. close the gate between the patio and apartment driveway
5. during the break, supervise the children in the parking lot
6. supervise children’s absences from the classroom during classroom time and deliver them back to their teachers.
7. confirm with each teacher after snack is over that all students are accounted for.

The monitor needs to devote one’s entire attention to where the children are and what they are doing. The children frequently are playing in the parking lot area; also they have been known to wander out the driveway towards the street.

The person bringing lunch cannot perform the monitoring duty on that same day.

During classroom time the monitor is situated in the corridor area by the copier in full view of all teachers. The monitor will question every child who wants to go upstairs for appropriateness of that request.

The school prepares various programs throughout the year wherein the children perform: Christmas (Saint Mykolai), Taras Shevchenko’s Memorial Day, and Family Day. The dates of these programs are on the calendar. The school also may provide other community-based performances. It is encouraged that all children participate in these programs as having a reason to learn the texts and songs, educators say, motivates children to engage actively in the learning. If you are not able to participate in any of these programs, please give notice to the Director, Musical Director, or Chairperson of the Parents’ Committee as soon as you know. Whether or not a child is participating in a program, learning the words to the songs is part of their Ridna Shkola homework.

In the unfortunate case of a child being injured or missing during a school function, Ridna Shkola of Los Angeles, Inc. and all its staff are to be held harmless. Parents are ultimately responsible for the care and supervision of their child.

\_\_\_\_\_ Signature of Parent/Guardian

Parents are asked to excuse themselves from the classrooms once classroom work begins.

**Please make sure your child sleeps well Friday night** before a Ridna Shkola session. The child is much more likely to be able to learn and enjoy when rested! Pediatricians recommend kids ages 5 to 12 have 10 to 11 hours of sleep a night. Preschoolers need 11 to 13. The ideal for teens is 8.5 to 9.25 hours.

Adult language classes are also available. Please ask the Director for class information.

## Financial Matters

The school fees can be paid on a semi-annual or annual basis.

1. If one chooses to contract for a year's commitment of enrollment, the tuition is as follows:

\* \$550 per child or \$850 for two children by cash, credit card, or check.

\* Payment may be made in two equal installments of \$275 (\$425 for two) **due**

**September 6, 2014 and the second payment due January 10, 2015.**

**There is also a \$30 registration fee per child for all.**

For those who need to divide the annual tuition into monthly payments, they are \$55 per month per child and \$85 for two, due on the first of the month. Please discuss this with the Treasurer.

\* \$30 returned check fee for any check that is not honored because of insufficient funds or any other reason.

\*Textbooks may be extra.

\*Payments by credit card for tuition are adjusted upwards to include the bank charge.

**Refunds are not granted** under any circumstances. **The tuition is not affected by child absences due to any reason, eg. illness, vacation, moving away, etc.**

**In cases of collection activity, the party against whom judgment is made will pay the collection costs.**

\_\_\_\_\_ Signature of Parent/Guardian Committing to Annual Tuition.

2. If one chooses to contract for a semi-annual commitment of enrollment, the tuition is as follows:

\* \$325 per child or \$500 for two children by cash, credit card, or check.

\* Payment for the first semester is required on the first day of school; payment for the second semester is required on December 6, 2014.

**There is also a \$30 registration fee per child for all.**

\* \$30 returned check fee for any check that is not honored because of insufficient funds or any other reason.

\*Textbooks may be extra.

\*Payments by credit card for tuition are adjusted upwards to include the bank charge.

**Refunds are not granted** under any circumstances. **The tuition is not affected by child absences due to any reason, eg. illness, vacation, moving away, etc.**

**In cases of collection activity, the party against whom judgment is made will pay the collection costs.**

\_\_\_\_\_ Signature of Parent/Guardian Committing to Semi-Annual Tuition.

Teachers and the Director are each paid \$18 per hour of school session worked. Bonuses are given at Christmas and at graduation of \$50. The Treasurer is paid an annual stipend of \$500. Payment is made by checks of the payroll company or direct deposit monthly.

A \$20 charge will be assessed on a family who wishes to gift their child more than one gift on Mykolai.

### **School Materials**

School materials (books, discs, etc) are available for checkout on a weekly basis. The sign-out sheet is with the Director. In case of inadvertent damage or loss of the materials the parent agrees to pay the school the replacement cost as listed on the sign-out sheet.

### **Non-Discrimination Policy**

Ridna Shkola of Los Angeles, Inc. admits students of any race, color, national and ethnic origins to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

### **Safety Issues**

There is a first aid kit on the premises. It is on the top shelf of the cabinet; the door is marked with a red cross sticker. If your child has any health concerns (food allergies, is on medication, etc.), please submit in writing whatever you feel the school staff should know to be fully prepared to safeguard the well-being of your child while he or she is with us in school. Please make sure your child meets vaccination requirements.

There is an earthquake evacuation plan and each of the teachers has been instructed in it.

### **Extra-academic Variants**

There is a dance and painting school held at the Ukrainian Cultural Center very close to Ridna Shkola. It meets Saturdays at 1:30 pm. Minimum age of enrollment in the dance classes is six years of age. For more information contact the Director of the Ukrainian Arts Studio.

Plast is held at the scheduling discretion of its leaders. Please contact pan Dr. Bohdan and/or pani Dr Hanusia Olesnicky for details.

### **Discipline**

Students are expected to **come to class punctually with completed homework and to show respectful behavior to the teachers and director.** *No electronic devices are to be used during school time.* Parents will confirm that their child's cell phone and/or electronic devices are **left in the car** upon arrival to Ridna Shkola. Should a child use an electronic device during the four hours of school time including snack time, it will be taken by the Director or teacher, locked up, and delivered at 1pm to the parent. Ridna Shkola will not be responsible for the loss of any electronic devices, locked up or not.

\_\_\_\_\_ Signature of Parent/Guardian

Time outs may be used for disciplinary action. Corporeal discipline or punishment is not sanctioned nor accepted by teachers or parents towards students. Students or parents or teachers may be suspended from school for foul language or aggressive or disrespectful behavior. The consequence for theft by a child, parent, or teacher is suspension or expulsion based on the decision of the Ridna Shkola Board after reviewing the facts of each individual instance. Parents are to inform the Director or Chairperson of the Parents' Committee of disciplinary issues; **they are not to perform disciplinary action themselves**. Our aim is to institute a methodology of non-shame based discipline.

\_\_\_\_\_ Signature of Parent/Guardian

### **Administrative Matters**

Notification of changes in existing policies or institution of new policies will be made by e-mail to all parents or posted on the web site. There will be a Director's newsletter e-mailed to all parents describing the activities and events of each Saturday's school session. This newsletter will only not be sent out on the occasion of illness or travel of the Director. *It is requested that parents read their e-mail weekly and respond to questions posed as expeditiously as possible.*

Please notify the Director if any of your contact data should change.

Your signature here grants permission to Ridna Shkola and Ridna Shkola staff to interview, photograph, and film your child for placement in one of the school's paper or on line publications.

\_\_\_\_\_ Signature of Parent/Guardian

The first Parents' meeting is held at the first school day of the year at 10am. The election of officers for the 2014/2015 academic year will occur at the Parents' meeting on the second Saturday in May 2014. Elected positions included Director, Treasurer, Secretary, Chairperson of the Parents' Committee, and Audit Committee (needs three members). The members of the Audit Committee will perform their duties on September 7, 2013. At that time the Treasurer will provide them with the previous year's bank statements, ledger book, enrollment book, printout of the checkbook, and annual report.

Parents' meetings at any other time may be called for by the parents. Minutes of the meetings taken by the Secretary will be included in that week's Director's Letter to the Parents. A planning meeting may take place a week or two before each of the performances, such as Mykolai as needed.

**Each child is expected to participate in the cleanup of his or her classroom** at the end of the school session. Our landlord, the Church, (although the ants would have it otherwise) requests that food and drink not be brought into the classrooms.

Especially as regards the youngest students, it is requested that they are taken by their parents to the restrooms upon their arrival at 9am. Children must be toilet-trained to be admitted into the youngest class.

There will be homework material. We request that you schedule the time during the week for your child to sit down and do it. We especially request that you *do not "help" the child by doing the homework yourself*. It need not be perfect and the teachers depend on it to accurately reflect the child's capabilities. Exams will be given first school session of December and first school session in May.

\_\_\_\_\_ Signature of Parent/Guardian

The graduation ceremony occurs coincident with the Family Day Program. Certificates and diplomas are handed out at that time. They are mailed to anyone who cannot attend.

I/We, the Parent(s), give permission to share my/our contact information for the purposes of school business or intra-parent and staff communication.

\_\_\_\_\_ Signature of Parent/Guardian

A yearbook is assembled throughout the year. Orders are taken in the spring. Please send any pictures you may take of a Ridna Shkola, Plast, or Dance/Art Studio event to the yearbook editors.

The school is entirely held and conducted at the behest of the parents. We, the staff, are respectfully and admiringly aware of the commitment you show in bringing the children to Ridna Shkola. "Giving up" a Saturday is a show of great passion and dedication. We welcome any level of volunteering that interests you.

**Contact Information for School Officers**

Director & Secretary: Olha Popel 818.523.6111 OlgaPope@sbcglobal.net

Board Members: Olha Popel, Laryssa Reifel, Myckola Schwetz, Igor Kuzyk, Igor Vavrik, Bohdan Olesnicky

Musical Director: Asya Gorska 323.603.7766 asyagorskaya@mail.ru

Treasurer: Laryssa Reifel 949.237.3437 Laryssa@sbcglobal.net

Chairperson of the Parents' Committee: Halyna Bond 213.321.8720 Halyna@BNBFilms.com

Audit Committee 2014/2015: Sveta Kuzyk, Arkady Elizarov, Myckola Schwetz

Director, Ukrainian Arts Studio: Asia Gorska 323.603.7766 asyagorskaya@mail.ru

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Director of Plast: Hanusia Olesnicky 908.884.9998 aolesnicky@swatdoctor.com

Editors of Yearbook: Laryssa Reifel 949.237.3437 [Laryssa@sbcglobal.net](mailto:Laryssa@sbcglobal.net)

Victoria Pencak 818.231.4166 victoriapencak@hotmail.com

I/We, the parent(s), have read and understood the policies of Ridna Shkola of Los Angeles, Inc. My signature below designates agreement. I have retained a copy of this document for my records.

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Signature of Mother	Print Name	Date
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Signature of Father	Print Name	Date
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