



Naval Academy Primary School

Parent Handbook

2011-2012 School Year

Naval Academy Primary School – Year-at-a-Glance – 2011/2012
FALL SEMESTER

August 23	School opens Staggered first days for PK
September 5	Labor Day; school closed
September 15	Back-to-School Night NAPS Association Meeting @ 7p.m.
September 17	NAPS Beach Boardwalk Bash (formerly Harvest Festival)
October 5	Middle School Information Night
October 10	Columbus Day observed; school closed
October 17-20	Scholastic Book Fair
October 27	PK2 Halloween parade, 9 a.m.
October 31	Halloween parade, 9 a.m. All school dismissal @ 11:45 am E/C available for block users only
November 3	Parent/teacher conferences for PK2 School closed for PK2 students
November 4	Parent/teacher conferences for PK3 – 5 th School closed for all students
November 11	Veterans' Day observed; school closed
November 23-25	Thanksgiving holiday; school closed
December 15	Christmas Pageant, 7:00 p.m. Kindergarten – 5 th grade students
December 16	Winter Break Begins @ 11:45 am All school dismissal @ 11:45 am No afternoon extended care

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INTRODUCTION

ORGANIZATION

The Naval Academy Primary School Association, Incorporated is a private, nonprofit Maryland corporation, formed for the purpose of establishing and maintaining a school to provide a high-quality preschool through fifth-grade education for children of persons eligible for membership in the Association. Order of priority for membership in the Naval Academy Primary School Association is listed in the school's corporate bylaws (available at www.napschool.com).

The Naval Academy Primary School (NAPS) is dedicated to providing a substantial elementary school education—including an extended-care program—in an environment conducive to learning. The enrollment ranges from 265 to 285 students from pre-kindergarten through fifth grade. The school endeavors to limit class size as follows: ten for 2-day-a-week pre-kindergarten; ten for 3-day-a-week pre-kindergarten; fourteen for 5-day-a-week pre-kindergarten; sixteen for kindergarten; and eighteen for first through fifth grade. The small classes promote close interaction between teacher and child. Small classes also provide great flexibility in adapting individual lessons to challenge each child at his or her ability level. Teachers work with the students in all areas of development.

The Naval Academy Primary School is a non-profit educational institution. It is not a part of the Department of Defense or any other government agency.

HISTORY

The Naval Academy Primary School began in the early 1900s as a nursery school for children of Naval Academy faculty and staff, both military and civilian. Two sisters, the Misses Liza and Mary Magruder, operated the school, often referred to as The Magruder School. From the school's inception until the late 1940s, it was housed in a succession of locations: the east end of Dahlgren Hall; the lower level of the Naval Academy chapel until 1913 when John Paul Jones's body was placed in the chapel's crypt; and Isherwood Hall, a building subsequently demolished to provide the site for Alumni Hall.

In 1949, the school moved across the Severn River into a building that formerly housed a BOQ and later an officers' club annex. The school continues today in this delightful location on Mill Creek, only minutes away from the Naval Academy and historic Annapolis, Maryland's capital city.

In March 1943, construction was completed on a new BOQ at the Navy's Radio Transmitter Facility (RTF) located on Greenbury Point across the Severn River from the Naval Academy. These quarters housed an influx of military personnel working at the RTF during the height of World War II. When the war ended, the number of officers stationed at the RTF declined and occupancy at the BOQ fell significantly. In 1947, this BOQ was converted to an annex for the nearby Naval Academy Commissioned Officers Mess, and included a dining hall, ballroom, bar, bowling alley, and guest rooms. In 1949, the seldom-used mess annex was turned over to a group of military parents supervising the operation of the Naval Academy Nursery School then located in a golf shack at Perry Circle near USNA's gate eight. The Navy gave the group permission to convert building 74 for use by the Naval Academy Nursery School. In 1953, the Naval Academy Nursery School Association was chartered and recognized by the Maryland Secretary of State as a nonprofit Maryland corporation. Five years later, the school's name was changed to Naval Academy Primary School.

MANAGEMENT

The administrative and financial management of the school is vested in the NAPS Board of Directors with daily operation supervised by the school director. The board of directors comprises the school director, a staff representative, and officers who are elected by and from the NAPS Association members. Board members serve two-year terms and may stand for reelection. The board, which meets monthly, operates under the rules set forth by the school's by-laws.

STAFF

Administrative: Director, Finance Director, Admissions Director, Office Manager, Receptionist, Healthcare Coordinator, and Maintenance Supervisor.

Teaching: nineteen classroom teachers, six special-subject teachers (art, computer, French, library, music, and physical education), one resource teacher, eight teaching assistants.

Extended-care program: supervisor and six assistants

AGE REQUIREMENTS

Kindergarten and Pre-Kindergarten

Pre-kindergarten	2 days a week: Tue & Thur	age three by 09/01/ of school year
Pre-kindergarten	3 days a week: Mon, Wed, & Fri	age four by 12/31/of school year
Pre-kindergarten	5 days a week	age four by 09/01/of school year
Kindergarten	5 days a week	age five by 09/01/of school year

Regardless of age, all children must be toilet-trained. (See HEALTH section.)

ATTENDANCE

ABSENTEEISM

We expect families to recognize the importance of school attendance and maintain the integrity of the school calendar accordingly. It is the position of the school that no amount of homework can replace the personal instruction of the classroom teacher or the interaction that occurs among students and staff during the normal school day. Consequently, we encourage you to take your trips during school vacations but we do understand that it may be necessary in special circumstances to make a trip during the school year. Students away from school on a trip will be responsible for making up assignments as designated by the classroom teachers and should make arrangements in advance of any trip (see **HOMEWORK POLICIES**). We also encourage you to schedule dental/medical appointments after school hours, during school breaks, or on teacher in-service days, when all students are dismissed at 11:45 a.m.

TARDINESS

It is extremely important that students be in the classroom on time. Late-arriving students are a disruption to the entire class, causing a loss of valuable teaching time. Students arriving in class after 8:20 a.m. are marked tardy. The number of times tardy is noted on the student's report card. **For late arrivals: parent must park, sign-in the child with the office staff and then the student may proceed on his/her own to the classroom.** (see **SAFETY RULES**)

- Notify the office in advance if your child will be arriving late or leaving early. If leaving during school hours, parents must park (there is fifteen-minute parking in the driveway), come into the school, alert a school staff member, sign-out the student, and wait at the office while a staff member calls for the student. It is not the school's responsibility to have a student ready and waiting. Full-day students will not be dismissed at midday carpool, as a parent must always sign out the child during school hours. Please do not go directly to a classroom under any circumstances.
- It is not necessary to call the office when a child is absent only one or two days except in the case of a contagious disease; however, when an absence exceeds a three-day period, the parent is expected to call the office with an explanation.
- The school has the right to request a written note from a physician upon a child's return to school after illness.
- When a student's absence during the year exceeds twenty days, the director and teacher will review the situation to determine if any remediation is appropriate.

CALENDAR

NAPS endeavors to follow the Naval Academy's school-year calendar as closely as possible. The NAPS Year-at-a-Glance is distributed at the beginning of the school year. This calendar includes holidays, vacations, teacher in-service days, and other dates that are planned a year in advance. Additionally, a monthly calendar, distributed in the Tuesday Envelope, includes current listings from the Year-at-a-Glance as well as dates added during the school year.

CODE OF CONDUCT

All NAPS students are expected to conform to a basic code of conduct that includes being honest, trustworthy, dependable, and respectful at all times. Students must respect school property as well as property belonging to teachers and other students. Any infraction of this code of conduct will result in disciplinary action. (see DISCIPLINE)

COMMUNICATION

PARENT-TEACHER

We encourage you to contact your child's teacher if you have any concerns regarding your child. You may leave a message at the school office and the teacher will return your call as soon as possible to arrange a mutually convenient meeting time. Only emergency messages will be delivered to the classroom; all other messages will be placed in the teacher's mailbox. Please bear in mind that the periods right before school begins in the morning and immediately after dismissal in the afternoon are extremely busy. **Consequently, teachers will not be available for impromptu discussions during these times.**

TUESDAY ENVELOPE

The school sends home a large envelope each Tuesday with the oldest child in the family. Parents should be alert each Tuesday to check contents of this envelope. Except in unusual circumstances, all written communication from the school office is sent to parents in this manner. Please read all material sent home and sign any papers necessary, returning the papers in the envelope with the oldest child the following morning. Following Monday holidays, the Tuesday Envelope will be distributed on Wednesday. A \$5.00 fee is charged for a lost or irreparably damaged envelope. (If a Tuesday Envelope has not been returned by the following Monday, the family will receive no information that week. Packets of the week's information will be available outside the main office. **Exception:** If there is a report card or bill, a new envelope will be used and a \$5.00 fee charged.)

NEWSLETTER

The school's monthly newsletter (NAPS News) is sent home in the Tuesday Envelope. This is the primary source of school-to-home information. Distribution is either the first or second Tuesday of the month. The publication will also be posted on the website, www.napschool.com on the day released.

FLYERS

The school often distributes flyers with information about special events and programs at NAPS. We also distribute flyers for nonprofit community organizations when the education content is deemed appropriate. The flyers will be included in a Tuesday Envelope when the timing is right but occasionally are sent home separately. School policy prohibits endorsement or promotion of any individuals or businesses.

DIRECTORY

The school's directory is for school communication between parents, teachers, and students exclusively. Staff personal information should be used for parent-to-parent communications only. The directory is **not to be used for any commercial or political objectives nor is it intended for anyone outside the NAPS community.** The directory is distributed in September, with necessary updates published in the newsletter throughout the year.

CURRICULUM

PRESCHOOL

Our preschool program is carefully designed to provide three- to five-year-old children with a positive school experience in a nurturing atmosphere. Classroom teachers help the children feel good about themselves and the world in which they live. Through constructive play and learning activities, teachers concentrate on developing academic readiness and social skills.

KINDERGARTEN

The formal academic curriculum for elementary school begins in kindergarten with the gradual introduction of the skills needed for reading, writing, and mathematics at this level. The main aim of kindergarten is to give the students a solid foundation for these basic academics as they master the social skills necessary for future school experiences. The students explore their environment in a scientific manner and develop early concepts of time, money, and measurement. The social studies program stresses the importance of the individual as a well-adjusted, productive member of a group, willing to share and to accept responsibility. The students are always encouraged to ask questions as they learn about the world around them.

FIRST THROUGH FIFTH GRADE

The school offers students in first through fifth grade a well-rounded curriculum that includes language arts, mathematics, science, social studies, physical education, art, music, French, library, and computer skills. Small classes allow close interaction between teacher and student. The school's goals are to develop students' individual abilities while encouraging independent thinking and problem solving. A phonics-based reading system, started in kindergarten, is reviewed and strengthened in first grade. The emphasis on writing and listening skills further develops a strong reading and writing vocabulary at all levels.

The mathematics program combines drill, problem solving, and application of concepts in everyday living. These activities help students achieve practical math competence and a firm understanding of the concepts necessary for higher mathematics.

Introduction of French in the first grade familiarizes the students with the sounds and structure of a second language. Drills, songs, games, and conversation develop oral vocabulary for all grades. Reading and writing are introduced in the upper grades.

The school's science program offers the students an awareness of the world in which they live. The science curriculum follows a carefully structured system whereby elementary scientific theories presented in the lower grades are expanded with graduated levels of difficulty in the higher grades.

The social studies program focuses on people, both past and present. Through the study of history, geography, and government, students are introduced to our society's diverse cultural heritage. A feel for time and place is enriched through field trips, movies, crafts, map work, and research projects.

SPECIAL CLASSES

Students participate in art, French, music, physical education, and computer classes, and make weekly visits to the library for story time, instruction in library skills, and to check out books.

Exceptions:

- Pre-kindergarten students do not check out books from the library.
- Pre-kindergarten two-day-a-week students do not have computer instruction.
- French and formal art instruction begins in first grade.

The school's resource teacher provides informal assessment and extra instructional support for students as requested by classroom teachers. Visits may be one time only or on an on-going basis. Parents of children referred for on-going instruction will be notified in advance of the commencement of such instruction.

The daily school schedule includes a morning recess for pre-kindergarten through second grade and an afternoon recess for full-day kindergarten through fifth grade.

SPECIAL EDUCATION

NAPS does not have the resources necessary to educate children with special-education needs and accordingly, reserves the right to condition admission or continued enrollment at the school based on the following stipulations:

- Complete cooperation by the student and parents in special education assessments deemed necessary by NAPS personnel.
- Full access to pre-existing individual educational plans prepared for students by special education service providers.
- Full access to any special education providers, medical personnel, counselors, and mental health professionals providing services for student or potential student.
- Agreement that in situations identified by the school's director, the student or potential student will be made available for evaluation by appropriate special education assessment professionals.

INTERNET AT NAPS

Students are always under teacher supervision when using the Internet. However, we also expect students to develop the ability to take individual responsibility in their use of the Internet without prompting by the teacher or her assistant. After reading the policy below, we ask that you discuss the rules with your child(ren) to the extent they are old enough to understand. Should a student disobey any one of these rules, he or she will be forbidden further access to the Internet.

While using the Internet, students will:

- be polite, and use appropriate language when communicating with others;
- respect copyright laws;
- respect the privacy of others;
- not reveal any personal information, e.g. their name, address, or phone number or that of any other student; and
- not perform any non-school activities.

LIBRARY

NAPS library includes a wide variety of picture books, easy readers, juvenile fiction, and a collection of non-fiction suitable for use at the elementary-school level. Students and teachers are encouraged to use the library's resources for research as well as pleasure reading. During weekly scheduled visits to the library, the librarian will introduce the students to basic library skills; provide guidance in choosing books; and encourage and stimulate reading through games, story telling, and contests. At the beginning of the year, the school librarian will send information home about the students' use of the library. If you have any questions concerning your children's library use, please call the librarian.

The NAPS Birthday Book Program for Kindergarten through fifth grade students helps build and enrich the library's collection. Students whose parents wish them to participate in the program choose a birthday book from a wide selection of fiction and non-fiction. A special bookplate honoring the child is affixed to the book, and it becomes part of the permanent library collection to be used and enjoyed by all. Enrollment forms on this tax-deductible program are included with the forms mailed out in the summer and also available in the office throughout the school year.

Preschool students are offered other opportunities to support library activities. Detailed information is announced yearly.

DISCIPLINE

Any infraction of the school's rules (see CODE OF CONDUCT) will result in disciplinary action. This disciplinary action cannot be confined to a specific set of rules, for every situation is different. Each offense will be reviewed in its entirety with consideration for the circumstances involved. Following this review, appropriate action will be taken.

The teacher is the first and most important person involved in dealing with behavioral problems that necessitate disciplinary action. Minor problems will be worked out between teacher and child. Teachers expect parental support in reinforcing classroom rules and procedures. Frequent communication between teacher and parent(s) can often preclude minor problems becoming major.

Consequences for classroom misbehavior may include one or more of the following: a reprimand, counseling, time out, or withdrawal of privileges, e.g.: no recess. Sometimes a time out in a quiet place with supervision is sufficient to calm a frustrated child. When a teacher feels that stronger disciplinary action is necessary, the child may be sent to the director, in which case the parents will be informed and the visit noted in school records. If the student's misbehavior persists, there will be a conference with teacher, parents, director, and student.

If the above procedures fail to produce the desired results, a child may be suspended. Suspension from school, which is a last resort, will be at the director's discretion and only after a timely warning to the parents. (See note below.) Prior to re-admission after a suspension, the parent(s) and child will meet with the personnel director, the director, and the teacher. Continued infractions of school rules after a suspension could result in dismissal for the duration of the school year.

A serious altercation or disturbance may result in immediate suspension for a period of not less than one day. Biting is considered grounds for suspension.

TESTING AND PROGRESS REPORTS

The Terra Nova Achievement Test, a nationally normed measure of student achievement is administered annually to all children in kindergarten through fifth grade during the month of April. Make-up testing is administered only in the case of absence due to illness or emergency, and then only at the discretion of the director. The average scores of NAPS students are consistently above the national average.

Report cards are issued four times a year for students in kindergarten through fifth grade while progress reports are issued twice a year for pre-kindergarten students. Parents are asked to sign the report card after each of the first three marking periods and return it to school promptly. Individual parent-teacher conferences are held for all classes in the fall. Parents of pre-kindergartners meet with the teacher again in the spring to discuss their child's developmental progress.

EXTENDED-CARE PROGRAMS (FOR CHARGES, SEE TUITION AND FEES)

Before- and after-school care is available; this consists of structured play, organized activities by age group, and supervised homework time. Before-school care is offered from 7 to 8 a.m. After-school care is offered for pre-kindergarten from 11:45 a.m. to 5:30 p.m. and for full-day kindergarten through fifth grade from 2:45 to 5:30 p.m. The service may be used routinely by enrolling in monthly extended-care.

Occasional users of the extended-care program are accommodated **only when space is available** and should give the school as much notice as possible when requesting a reservation. Doing so will enhance the likelihood of securing space for the desired date. An occasional user must cancel a reservation date, otherwise the account will be charged at the regular rate.

All extended-care charges appear on the monthly statement. A monthly pre-paid charge appears for permanent enrollment whether on a full-time or part-time basis. For occasional users a daily charge appears the month following use. If you have any questions about the extended-care program after reading this section of the handbook and the additional information about the program in the TUITION AND FEES section, call the school office.

Children **may not** be left for care before 7 a.m. or after 5:30 p.m. under any circumstances. For the safety of the children, parents bringing children for before-school care **must** sign the daily log on the porch and establish that there is an extended-care worker on duty. Parents picking up a child from the after-school program must sign him/her out on the daily log. **Failure to do so is in violation of school rules and will be reported to the administration for action.**

UNEXPECTED CARPOOL DELAYS AND EXTENDED-CARE SERVICES

In the event a parent is unexpectedly delayed at mid-day or afternoon carpool children will be sent to aftercare at noon or 3 p.m. In the interest of safety and accountability, students must be supervised at all times and such supervision is guaranteed only in aftercare. Students picked-up between noon and 12:30 p.m. or 3:00 and 3:30 p.m. will be assessed a \$15 late fee. The account of each student remaining after the 30 minute grace period will be assessed both the late fee and the daily extended care rate. So that we may account for the students whereabouts at all times, **late parents must sign-out children on the daily log. Failure to do so is in violation of school rules and it will be assumed that the child remained after the 30-minute grace period. Thus the account will be billed for the maximum amount.**

SCHEDULE

Before-school care is primarily supervised play. After-school care is more structured, including a thirty-minute period set aside for homework. Students in second through fifth grades are expected to have the proper supplies—pencils, paper, and books—necessary for doing their homework; students will not be allowed to return to their classrooms after 3 p.m. The extended-care program staff supervises homework time. However, it is not the staff's responsibility to see that a child's homework is completed and checked; further attention will be needed at home. (See HOMEWORK section.)

NAPS CAMP

A three week camp is provided to bridge the gap between the end of NAPS' school year and the beginning of local summer programs. Students may attend one or all of the weeklong sessions. Camp is offered from 9 a.m. – 3 p.m., with extended care services available both before and after regular camp hours. NAPS Camp sign-up is in late spring.

FACILITIES

In addition to the classrooms and offices, the Naval Academy Primary School's facilities include an art room, computer laboratory, health room, lunchroom, library, a multi-purpose room used for French and music, and indoor and outdoor areas for physical education and play. A large enclosed porch is the setting for assemblies as well as for before- and after-school care. The school is in compliance with all rules and regulations of the Naval Academy Fire, Health, Safety, and Public Works Departments.

FIELD TRIPS

Field trips are planned to reinforce, supplement and/or enrich the school's curriculum and the students' experience. Therefore, students are expected to attend. During the academic year, classes participate in several excursions, and a blanket permission slip must be signed at the beginning of each school year. Prior to each trip, information regarding trip particulars and any special considerations will be provided, including schedule, cost, and uniform requirements.

Field trip schedules are determined based upon many variables including event times and adequate travel time. The scheduled departure time will be honored and the trip will not be delayed for late students or late chaperones.

The cost of the field trip will appear on the monthly statement. Costs are figured based upon 100% attendance, and each class member will be billed accordingly whether or not the child attends. A doctor's note is required in the event of illness. Refunds will be considered on a case by case basis. Chaperones are also billed.

Improperly attired students will not attend. Should a student arrive out of uniform, a parent will be notified immediately and given the opportunity to rectify the oversight before the scheduled departure. If the class must depart before a parent arrives, the parent has the option to join the group at a designated meeting spot as agreed upon with the teacher, or take the child home.

CHAPERONES

Parents are encouraged to serve as chaperones when possible but must bear in mind that not all trips require chaperones, not all trips can accommodate all that wish to attend, and **younger siblings are not allowed on field trips**. Chaperones are asked to:

- Be attentive to and supervise assigned children
- Be courteous and respectful to event personnel
- Dress appropriately for the event (no flip flops, unkempt clothing or jeans if children are dressed in formal attire)
- When in doubt, refer and defer to the teacher
- Souvenir shop only if a pre-arranged time has been set-aside for all students
- Provide the teacher with a cell phone number accessible during the trip. Refrain from cell phone use for personal business
- Refrain from engaging in adult conversations or using profanity while on a trip
- Do not bring food or drink on the bus

HEALTH

NAPS has a dedicated health coordinator and health room. The health coordinator is trained in CPR and first aid for students **but is not necessarily a nurse**.

It is imperative the school be informed of special medical conditions, allergies, etc. This applies to mild allergies and problems as well as serious issues. If a child requires treatment or medication during the course of a school day, the medicine must be on hand at school with the proper release (see later in this section). Please keep the school up to date on all health-related information as changes occur. In the case of certain medical conditions, the school reserves the right to require a doctor's statement regarding the child's health.

IMMUNIZATIONS AND DISEASE PREVENTION

The Naval Academy Primary School is required by law to comply with the immunization schedule set forth by the Maryland Health Department. An up-to-date immunization form for each child must be submitted to the office no later than the first day of school. A student lacking proper documentation may be excluded from school. Forms are available in the school office.

To curb the spread of communicable illnesses, students are expected to observe and maintain proper hygiene. Students should arrive at school clean and well groomed. Parents are asked to encourage regular hand washing at home, and keep student fingernails clean and trimmed.

EMERGENCY CONTACT

Each family must submit the name and phone number of a **local** friend or relative willing and able to pick up each child. (This information is requested on the Student Information Sheet.) This information will be used if a parent cannot be reached in the event of an emergency such as illness, accident, or school closure.

WHEN TO KEEP CHILDREN HOME

According to the USNA Pediatric Clinic and Anne Arundel County Department of Health, the school recommends the following guidelines regarding sick children:

- Keep children at home when ill. Many illnesses are of shorter duration if recognized and treated early. Be alert to symptoms that may indicate the onset of a communicable disease.
- A child should not attend school if experiencing any of the following: fever of 100°, rash, reddened eyes, vomiting, diarrhea, productive cough with fever, persistent runny nose with green or colored discharge, or other untreated nuisance condition such as ringworm, scabies, or head lice.
- Report any incidents of contagious diseases to the school.

WHEN TO GO HOME EARLY

Parents will be contacted to pick up children exhibiting any of the following symptoms:

- Fever 100° or higher
- Fever less than 100° if accompanied by headache, stomachache, or diarrhea
- Nausea or vomiting
- Skin rash not seen by a physician
- Coughing, if excessive
- Reddened eyes not seen by a physician
- Conjunctivitis
- Head lice

WHEN TO RETURN TO SCHOOL

Listed below is the school policy—as recommended by the USNA Pediatric Clinic and Anne Arundel County Department of Health—for children returning to school after illness. Parental cooperation is expected and appreciated.

Chicken pox:	Child may return with a doctor's note and if all scabs are dry. Other school-age family members may attend school if well. Observe siblings each morning for symptoms.
Fifth disease:	Child may return after diagnosis and when fever-free for 24 hours.
Conjunctivitis (pinkeye):	Appropriate treatment in effect for 24 hours and no colored discharge.
Head lice:	Child must be treated with lotion shampoo prescribed by a physician or over-the-counter treatment recommended by a pharmacist. Child must be free of lice and nits, and cleared by a school official.
Illnesses requiring antibiotics:	Child may return once prescribed treatment has been in effect for 24 hours and free of fever for 24 hours.
Impetigo:	Child may return when released by physician or under treatment and lesions have begun to heal.
Infectious hepatitis:	Child may return when released by a physician, but not before seven (7) consecutive days from the onset of jaundice.
Mononucleosis:	Consult a physician. Child is excluded if he/she has fever or if physician has recommended the child stay home.
Ringworm:	Child may return after undergoing treatment.
Scabies:	Must consult physician. Child may return after undergoing treatment.
Scarlet fever, scarletina, and strep throat:	Child may return to school 24 hours after treatment has begun, and has been fever-free 24 hours.
Vomiting:	No vomiting for 8 hours and no fever for 24 hours.

MEDICATIONS AND EXCUSED ABSENCES

All medicines to be administered at school must be kept in the school health room. Both prescription and over-the-counter medicines must be administered by the health coordinator or other authorized staff members.

- Prescription medicines must be properly labeled and accompanied by a Request to Administer Medication at School form (forms available in the school office). This form requires both a parent and physician signature.
- Over-the-Counter medications must be accompanied by a form signed by a parent only & delivered to the Health Room.
- A parental note is sufficient to excuse a child from physical education class and recess for one or two days.
- If a child has a serious injury or condition that could be construed as possibly limiting physical activity for an extended period, the school requires a note from the child's doctor stating any restrictions on the student's activities while at school.
- If a child is absent more than three days, please inform the school office regarding the reason for the absence.
- The school has the right to request a written note from a physician upon a child's return to school after illness.

FOOD ALLERGIES

The school should be informed of any food allergies. Parents should complete the health form as necessary and provide any medications. Appropriate precautions will be taken in individual classrooms and the lunchroom.

Any child with a serious food allergy must be accompanied by a parent or designated adult on any field trip or classroom party. No exceptions will be made.

TOILET TRAINING

All children must be toilet-trained. In the event of a first-time wetting incident, a staff member will notify the parent. In subsequent wetting accidents and in all soiling accidents, a staff member will alert the parent, who will be expected at the school immediately to take care of the situation. If a chronic pattern develops with a student, it will be necessary for the director to evaluate the situation with the parents and the child's physician to determine the feasibility of the child remaining at NAPS.

HOMWORK

Homework serves to reinforce subject matter that has been taught in the classroom. Each teacher will outline her homework policy at the beginning of the school year. Doing schoolwork at home encourages students to develop independent study habits and therefore, should be the child's responsibility. However, parental involvement with a child's homework gives the parent an awareness of the child's strengths and weaknesses and is valuable in the educational process. Parents can help by following a few simple guidelines:

- Designate a regular place for completing homework away from household traffic and noise.
- Establish a regular time for working on assignments.
- Encourage the child to complete the assigned work.
- Review homework for completeness and correctness.

MAKE-UP WORK AND ABSENCES DUE TO ILLNESS OR FAMILY EMERGENCIES

While individual circumstances are considered, in general, only necessary class work will be assigned. Students will have the number of days missed to complete the work, i.e. if three days are missed the student will have three days to complete make-up work. If the school is notified by **9 a.m.** that morning, daily work can be picked-up at 2:30 p.m. or sent home with a sibling.

MAKE-UP WORK AND PLANNED ABSENCES

Planned absences for any reason should be communicated to the teacher as soon as possible. The absence may be taken into consideration when planning tests, as it is sometimes beneficial for tests to be administered in advance. While teachers are not required to prepare work in advance, they will need at least one week's notice for it to be a consideration. Only necessary work will be assigned, and if a packet is prepared, it is due immediately upon return. Any work not returned on the first day back will be recorded as a zero. If work is not prepared in advance, the student will have the number of days missed to make-up the work, but not to exceed one calendar week.

HOURS OF OPERATION

School building is open: 7 a.m. - 5:30 p.m.

Offices are open: 8 a.m. – 3 p.m. (June/July/First Half of August: Monday–Thursday, 8 a.m.-1 p.m.)

Teachers are on duty: 8 a.m. - 3 p.m.

Morning carpool: 8 - 8:15 a.m.

Students who are not registered with the extended-care program are not allowed in the school prior to 8 a.m.

Classes begin: 8:15 a.m. students arriving after 8:20 a.m. are marked tardy.

Pre-kindergarten students are dismissed at 11:45 a.m.

Kindergarten through fifth grade students are dismissed at 2:45 p.m.

Extended-care program—by reservation only—is available for all students: 7 - 8 a.m. and 2:45 - 5:30 p.m.; also available for pre-kindergarten and half-day kindergarten students: 11:45 a.m. - 2:45 p.m.

Visitors to the school must check in with the office upon entering the building; this entails signing a log and obtaining a visitor badge.

Parents picking up or delivering a student to school during school hours must also check in the office.

INCLEMENT WEATHER PROCEDURES

NAPS **does not** follow decisions by the Anne Arundel County Public Schools regarding school closings, late openings, or re-openings after a closing due to inclement weather. Designated board members make the decisions regarding the opening and closing of school.

The decision will be posted on the NAPS website (www.napschool.com) and through the One Call Now notification system no later than 6 a.m.

If a storm arrives after school has begun for the day, watch for One Call Now notification or check the school website regarding early closing. Even without an early closing, parents are welcome to pick up their children early if they are concerned about driving conditions worsening before regular dismissal time.

Extended-care program in the event of school closings:

- All-day school closing: The extended-care program will not be available.
- Late opening: No before-school care • Half-day classes will be held as usual.
- Early dismissal: After-school care will be canceled.

LOST AND FOUND

The school maintains a lost and accessible to students and parents during school hours. Please ask a staff member for location details. Items with identification will be returned to the owners immediately. Unidentified items that remain unclaimed after a month's time will be donated to the Navy Relief Thrift Shop.

LUNCHES AND SNACKS

- Students provide their own lunches and beverages. Parents are encouraged to provide healthy options and adequate portions.
- Any food or beverage brought to school should be in an unbreakable container that the child can open without assistance; pop-top cans are not allowed.
- Sodas are not allowed.
- Students must not bring items that require heating or refrigeration.
- All students bring a midmorning snack from home.

Classroom fundraising activities often include serving a hot lunch to the students once a week. Such projects are planned by a parent committee or classroom teachers and depend upon volunteer assistance to ensure successful operation. An information and sign-up sheet is sent home before each lunch program commences.

The school is not equipped to provide lunches. Any student coming to school without a lunch will not go hungry, but the food provided will be of the most basic nature, and you will be billed \$5 for the lunch; price increases for chronic abusers. You will be called if we are made aware of the situation early in the day so that you can bring a lunch if you prefer.

SAFETY RULES

The safety rules are very important in giving the administration knowledge as well as control of who is in the building at a given time.

Picking up children on foot at afternoon carpool:

- Parents must wait in the outer lobby and give their carpool numbers to the staff member on duty. Please do not beckon children or remove them from the premises without staff knowledge.

Picking up children on foot at 11:45 carpool:

- These parents must wait in the lobby until staff and students are in place for carpool.
- Parents may then request the staff member on duty to call for the student to be picked up.
- Parents may not pick up their children from the classroom.

Taking children out of school or bringing children to school during school hours:

- When bringing a child to school during school hours—this includes late arrivals after morning carpool has ended—you must park and accompany your child to the main office where you will be asked to sign-in the child. **For any short errand in the school, you may park in the 15-minute parking on the straight part of the driveway; you may NOT park on the circle at anytime.**
- Anyone who needs to take a child out of school ANYTIME during school hours must send a note to school (in case of emergency you may inform the school by phone).
- When picking up a child during school hours, you must go to the office to sign your child out and wait there for your child, who will be paged over the intercom. Full-day students leaving at midday carpool must be signed out.

Delivering an item to a student during school hours:

- **When delivering an item to a student during school hours, you must bring the item to the office for a staff member to deliver to your child.**

Volunteering in the school:

- **All volunteers must check in at the office before beginning their work.**

SPECIAL ACTIVITIES

SCHOOL PICTURES

- Individual pictures are taken in the fall and will be ready for holiday gift-giving.
- Class pictures are taken in January.
- A student-body picture is taken in the spring.

BIRTHDAYS

Birthdays are important events for children; accordingly, teachers will allow class time for brief celebrations. Parents are asked to provide the refreshments for these parties. Parents are welcome to schedule un-birthday parties for children who have summer birthdays. If a student is having a party at home, parents are asked to refrain from distributing invitations at school unless the entire class is invited.

DEVELOPMENT

As an independent, nonprofit organization, NAPS faces the enormous challenge of providing an outstanding faculty and facility to support the growing needs of its students while maintaining the lowest tuition cost in the area. Development activities are managed by the development chairman elected to the NAPS Board of Directors.

An annual giving fund, established in 2001, provides for specific, short-term projects and is supported by pledges made annually. In the recent past, the annual giving fund and the annual auction proceeds have funded interactive whiteboards for every classroom, the new fence and gazebo; new desks throughout the school, science equipment for first through fifth grade, and a completely new kitchen. All gifts are tax-deductible.

CLASSROOM FUNDRAISING

Parents and teachers organize several activities during the year to raise money for specific classroom purposes. The success of these ventures depends entirely on the willingness of a sufficient number of parents to participate. These activities provide an opportunity for new parents to become better acquainted with the school as well as with other parents.

CHARITABLE FUNDRAISING

Throughout the year, the school sponsors a variety of fundraising events for local, national, and worldwide charitable organizations. These activities often take the form of a dress down day. Students are given the opportunity to wear street clothes in exchange for a nominal donation. Students are not required to participate.

HOLIDAY CELEBRATIONS

Classroom parties are planned and implemented by parent volunteers. The school celebrates Halloween, Christmas, Valentine's Day, and Easter, with these occasions being casual-dress days. Children dress in costumes for Halloween but **these costumes may not be gory or include toy weapons of any kind.**

At the beginning of the school year, each family is asked to make a commitment to help with at least one party per child. If a family has more than one child in the school, parents should participate in a separate party for each student. Teachers rely on the supervision and manpower provided by parent volunteers throughout the entire event. **Parents are required to make child-care arrangements for younger siblings while volunteering in the classroom.**

TRANSPORTATION

CARPOOLS

Parents provide transportation to and from school; the school does **NOT** offer transportation. Each family is assigned a number to be used during pick-up time. This number is referred to as a carpool number even when used by an individual family. If you are interested in forming a regular carpool, call the office for a list of families in your area. Typically, block extended-care families are not assigned a number, and must notify the school if a student will be leaving at a regular carpool time. At no other time during the day will block extended-care students be dismissed for car pick-up. Parents must walk-in, and sign-out the student.

- You must have a carpool number whether your family travels alone or in a carpool with another family.
- All carpool numbers are assigned by the school; obtain your number as soon as possible. (Parents of returning students should not assume they will be assigned the same number as the previous year.) **You must use the school-provided carpool number, i.e.: the actual card issued to you by the office. If you lose this card, you may get a replacement from the office.**
- If you form a regular carpool with another family, both families will be assigned the same number.
- If you form a carpool, notify the school as soon as possible so the children can be grouped together at dismissal time.
- Attach your carpool number in clear view on the upper part of the windshield on the passenger side.
- **A note or e-mail must be sent to the school giving permission for your child to leave the school with anyone other than his/her regular carpool.**
- Always notify the driver(s) of your carpool anytime that you make other arrangements for your child's transportation.
- **Remember that golfers**—in carts or on foot—have the right-of-way.
- Successful carpools depend primarily upon the cooperation of the parents involved. The following rules are in force at all times.
 - **No left turn into school driveway during carpool.**
 - Do not engage the staff in conversation during carpool arrival and departure; this delays the entire operation.

- **Make sure that your children enter and depart cars from the side next to the building; if your child still sits in a car seat, have the seat on the passenger side of the car, either front or rear, and release all buckles before entering the circle.**
- If adjustment of car seats and seat belts takes extra time, pull around the corner of the driveway, stopping to the side of Greenbury Point Road so that we can continue the loading process as efficiently as possible.
- Make sure that your children are seated in or are safely out of your car and that car doors are securely closed before proceeding around the circle.
- **Remain in your car to ensure that the line proceeds around the circle as quickly as possible.**
- **It is not permissible to drop off a child at the end of the driveway or in the parking lot across the street. You may drop off a child ONLY at the school entrance and into the care of a staff member. Otherwise, you must park across the street and walk with your child to the entrance.**
- Please do not hand correspondence, tuition payments, or other such items to the carpool staff. The safety of your child is our utmost concern.

SCHOOL ARRIVAL

Carpool starts at 8 a.m. Students arriving after carpool has ended must be signed in by a parent and are marked tardy.

SCHOOL DEPARTURE

- Children waiting to be picked up during carpool remain inside the school in their assigned places until their carpool number is called.
- Mid-day Carpool for pre-kindergarten students begins at 11:45 a.m.
 - **Children remaining after 12 noon without reservations for extended-care are sent to the program and a late fee charged to the student's account.**
- Afternoon carpool begins at 2:45 p.m.
 - **Children remaining after 3 p.m. without reservations for extended-care are sent to the program and a late fee is charged to the student's account.** • *In the interest of safety and accountability, you must sign-out children in the extended-care log; failure to do so is in violation of school rules, will be reported to the administration for action, and accounts will be billed for the maximum amount.*

PARKING

- **Between the hours of 8 a.m. and 5 p.m., long-term parking for school visitors is in the lot across Greenbury Point Road.** Children may not be left unattended on the putting green! Fifteen-minute parking is available on the right side of the school driveway. It is clearly marked: "Fifteen-minute parking except during carpool operation." The asphalt area to the side and back of the school is the teachers' parking lot; the asphalt area in front of the school is a part of the playground. Physical education classes, recess, and after-school activities are held on this area, weather permitting. It is dangerous and disruptive for cars to come and go in that area while children are on the playground and some games (e.g.: volleyball) cannot be played if cars are parked there.
- **Parking is forbidden on Greenbury Point Road at all times; this INCLUDES the widened shoulder area close to the end of the school driveway.** The no-parking rule on Greenbury Point Road is an edict laid down by the USNA Security.
- **Cars MUST NEVER BE LEFT UNATTENDED on the circle in front of the school.**
- **Please use sidewalks at all times. Do not walk along the putting green.**

The Naval Academy police patrol Greenbury Point Road frequently; the speed limit is 30 mph as you enter the government property, changing to 15 mph as you approach the school.

TUITION AND FEES

A tuition invoice is sent home in the first Tuesday Envelope of each month (September-May). Payments are due the 20th of each month. Payments may be made via the Tuesday Envelope, mail, personal delivery to the bookkeeper, or deposited in the lockbox located outside the main office. Annual fees are billed on June 1st of each year, and are payable in installments over the summer months.

It is incumbent upon each family to ensure receipt of the monthly invoice and remit payment in a timely manner. In cases of separated or divorced parents, the parent of record is held responsible for the account unless otherwise mandated by a court of law. Financial arrangements and disputes are not the responsibility of the school, and should be settled without the involvement of NAPS staff.

Monthly invoices should be used as a receipt or record of payment. **RETAIN** invoices throughout each calendar year for personal records and tax purposes. Do not discard until the tax return has been filed. The school is unable to supply copies at year's end. The school's federal ID# is **52-6001692**.

1. Tuition is paid in nine equal installments. First installment is due by 5/20/ of the upcoming school year for returning students, or at time of enrollment for students new to NAPS. Second installment is due 9/20/ of the school year and monthly thereafter.
2. Annual fees will be billed in one installment on 06/01/ of the school year and are due by 8/20 of the school year.
 - There is a \$100 per-family, nonrefundable fee upon initial application.
 - There is a limited amount of financial aid available. Call the school for details.

TUITION AND FEES SCHEDULES

CATEGORY 1-3 FAMILIES

Regular Tuition and Fees

	Monthly Tuition	Total Annual Tuition	Book and Supply Fee	Building Maintenance Fee	Total Tuition and Fees
PK2					
PK3					
PK5					
Kindergarten - 5th Grade					

Call office for Details

15% Tuition Discount for Active Duty Enlisted

	Monthly Tuition	Total Annual Tuition	Book and Supply Fee	Building Maintenance Fee	Total Tuition and Fees
PK2					
PK3					
PK5					
Kindergarten - 5th Grade					

Call office for Details

CATEGORY 4 FAMILIES

	Monthly Tuition	Total Annual Tuition	Book and Supply Fee	Building Maintenance Fee	Total Tuition and Fees
PK2					
PK3					
PK5					
Kindergarten - 5th Grade					

Call office for Details

Revised 2/19/2010

REFUND POLICY

Refund policy for families withdrawing children during the academic year

- A 30-day written notice of intention to withdraw a student is required to avoid losing tuition.
- If a less-than-30-day notice is given, there will be a tuition obligation for 30 days, beginning the date the written notice is received by the school.
- Exceptions will be made in case of military orders or medical emergency.
- Other exceptions will be considered by the board on a case-by-case basis.
- Under no circumstances will any portion of the annual fees (book/supplies and building maintenance) be refunded.
- School records will not be released until all NAPS accounts are paid in full.
- If a student is asked to withdraw as a result of disciplinary action by the board, there will be no refund.

EXTENDED-CARE PROGRAM

The day is divided into three periods as follows:

Block	Time Period	Monthly pre-paid rates for permanent enrollment		Daily rates for occasional users
A	7-8 a.m.	\$ 60	5 days	\$12
B	11:45 a.m.–2:45 p.m.	\$220	5 days	\$24
B		\$132	3 days	\$24
B		\$ 88	2 days	\$24
C	2:45–5:30 p.m.	\$220	5 days	\$24
C		\$132	3 days	\$24
C		\$ 88	2 days	\$24

Permanent enrollment is billed in advance whether it is full-time or part-time use.

There are two enrollment periods for permanent use of extended care. The first is at the beginning of each school year and covers September through December. The second enrollment period is in December and covers January through May. **Once enrolled you are obligated for the entire period, it is not possible to switch back and forth between permanent and occasional use.**

Permanent part-time users who use additional days will be charged for those days at the daily rate for occasional users.

As before: occasional use when available is charged to the student's account the month following the use.

PENALTY FEES

Late payment of tuition: Parents whose tuition payments are not received by the 20th of the month will be assessed a \$25 late charge.

Returned checks: \$25 (After two occurrences, payment must be made by cash, or bank check for the remainder of the school year.)

Late extended-care pick-ups: There will be a fee at the rate of \$10 for each 5-minute segment after normal closing time. **(This is a per-child charge.)** Three late pick-ups will preclude use of the extended-care program for one month. The director will review extenuating circumstances regarding late pick-ups on a case-by-case basis.

Before-school care without reservation: \$15

After-school care without reservation: Pre-kindergarten children remaining at school from 12 noon to 12:30 p.m. or full-day students remaining from 3 p.m. to 3:30 p.m. without reservations for after-school care are sent to the extended-care program and a late fee of \$15 is charged to the student's account. Students remaining after 12:30 p.m. or 3:30 p.m. will be charged both the late fee and the daily extended-care rate. Parents are reminded to sign-out children no matter what the time. Failure to do so will result in the maximum charge.

UNIFORMS

Uniforms are required dress at the Naval Academy Primary School. Students are expected to abide by the uniform policies. Uniforms should fit properly and be clean and well maintained. **Please discard stained, torn, or otherwise unkempt uniform pieces.**

Flynn & O'Hara is the **only source** for the required physical education uniforms. Lands' End is the **only source** for the girls' jumper and skort. (See ordering information at the end of this section)

The plain, solid color navy-blue trousers, shorts, and cardigans as well as the white dress shirts, polo shirts, turtleneck shirts, and blouses—described in the dress code below—can be purchased through a wide variety of stores in the area or through Flynn & O'Hara.

The NAPS logo, as applied by Flynn & O'Hara to P.E. uniforms and polo shirts, is the **ONLY** adornment allowed on school uniforms.

All blouses and shirts—except sweatshirts—must be tucked in at all times.

All jackets, sweaters, sweatshirts, caps, mittens, and gloves should be marked with child's full name.

For safety reasons, small stud earrings and wristwatches are the only jewelry allowed at school.

Be aware that the children play outside at least thirty minutes a day, so coats, hats, and mittens should be worn during cold weather.

Due to the school's location on the water, the children often require outerwear even during in-between weather.

ENFORCEMENT PROCEDURES REGARDING UNIFORMS

1. **First non-compliance with the uniform code:** A note will be sent home.
2. **Second non-compliance with the uniform code:** A note will be sent home and the parent must sign and return the note to school.
3. **Third non-compliance:** A telephone call will be made to the parent to discuss the problem.
4. **Fourth non-compliance:** If possible, the student will be outfitted from the uniforms on hand at the school and the student account will be charged accordingly. If this is not possible, the parent will be called and the student will not be allowed to attend class until the parent brings the correct uniform to school.

Field trips: Prior to any field trip, the teacher will send home an information sheet that includes details regarding the prescribed uniform. The uniform information will also be included in a flyer sent home before the field trip. *If a child arrives at school out of uniform for a field trip that has been designated formal, a staff member will make a phone call to the parent, requesting that the correct uniform items be brought to school. If the situation is not rectified by the scheduled departure time, the student will remain at school until he/she is picked up by a parent or an authorized adult. If no one is available to come to school for the child, he/she will be cared for at school with an extended-care charge added to the student's account.*

EVERYDAY WEAR - BOYS

WHITE SHIRTS: dress-style, polo, or turtleneck; may have short or long sleeves; polo may be plain or with logo from Flynn & O'Hara

TROUSER-STYLE, NAVY-BLUE PANTS: may be long or short

NO blue jeans or jeans-style pants	NO leggings
NO cargo pants	NO windpants
NO jersey knit pants	NO hip-huggers
NO sweatpants	

BELTS: black, brown, or navy-blue; no ornaments or decorations

SOCKS: solid-color white or navy-blue (must cover the ankle and may not have any adornment)

SHOES: closed toe and heel; must fasten with tie, buckle, or velcro (heel height must not exceed 1”) **no boots**

OPTIONAL: navy-blue cardigan, navy-blue sweater vest, navy-blue slipover sweater, or navy-blue NAPS sweatshirt (These are the only items of outerwear allowed in the classroom.)

SCOUT UNIFORMS: On meeting day, students may wear their scout uniforms, but only in their entirety.

FORMAL WEAR BOYS

The formal dress uniform will be the uniform-of-the-day for certain field trips (e.g., Baltimore Symphony Orchestra concert); class and student-body picture-taking days; the annual Christmas program at USNA; and any other day designated by the director as a formal-dress day.

TROUSER-STYLE, NAVY-BLUE LONG PANTS ONLY

BELT, solid-color navy-blue, black, or brown (PK Boys Only: No belt required)

WHITE DRESS SHIRT OR TURTLENECK

SOCKS: solid-color navy-blue (must cover the ankle and may not have any adornment)

DRESS SHOES: Black or brown, no sneakers or boots

EVERYDAY WEAR – GIRLS

WHITE SHIRTS: blouse with collar and buttons down the front, polo-style, or turtleneck; may have short or long sleeves; polo may be plain or with logo from Flynn & O’Hara

LANDS’ END DROP WAIST JUMPER, NAVY (All girls PK2-5th grade must have a jumper)*

OR LANDS’ END SKORT, NAVY*

OR TROUSER-STYLE NAVY-BLUE PANTS: may be long or short

- | | |
|------------------------------------|----------------|
| NO blue jeans or jeans-style pants | NO leggings |
| NO cargo pants | NO windpants |
| NO jersey knit pants | NO hip-huggers |
| NO sweatpants | NO Capri pants |

SOCKS OR TIGHTS: solid-color white or navy-blue (must cover the ankle and may not have any adornment)

BELTS: black, brown, or navy-blue; no ornaments or decorations

SHOES: closed toe and heel; must fasten with tie, buckle, or velcro (*Heel height not to exceed 1”*) **no boots**

OPTIONAL: navy-blue cardigan, navy-blue sweater vest, navy-blue slipover sweater, or navy-blue NAPS sweatshirt (These are the only items of outerwear allowed in the classroom.)

SCOUT UNIFORMS: On meeting day, students may wear their scout uniforms, but only in their entirety.

FORMAL WEAR GIRLS

The formal dress uniform will be the uniform-of-the-day for certain field trips (e.g., Baltimore Symphony Orchestra concert); class and student-body picture-taking days; the annual Christmas program at USNA; and any other day designated by the director as a formal-dress day.

LANDS’ END NAVY DROP WAIST JUMPER

WHITE BLOUSE with collar and buttons down the front or turtleneck

SOCKS OR TIGHTS: solid-color white or navy-blue (must cover the ankle and may not have any adornment)

DRESS SHOES: Black or brown, no sneakers or boots

PHYSICAL EDUCATION WEAR

ALL BOYS AND GIRLS, pre-kindergarten through 5th grade (students will wear this uniform all day on their P.E. day and for field trips designated casual.) Physical education uniforms are purchased through Flynn & O’Hara (see ordering information at the end of this section).

Navy-blue NAPS sweat pants or navy-blue NAPS athletic shorts

Navy-blue NAPS sweatshirt or white NAPS T-shirt (short- or long-sleeves)

Solid-color white or navy-blue socks (must cover the ankle and may not have any adornment)

Athletic shoes

CASUAL-DRESS DAYS, UNIFORMS NOT REQUIRED

- Class party days (Halloween, Christmas, Valentine’s, and Easter), the Friday before Army-Navy football game, and the last day of school.

Casual-dress days have a few rules. **Not allowed are:** Sandals, Crocs, or **any open toe/heel shoe**, T-shirts with inappropriate pictures or text, tank tops, or unkempt clothes of any kind. If a child chooses to wear a uniform on a casual-dress day, the uniform must be worn according to regulation.

ORDERING INFORMATION

All orders for P.E. uniform items must be placed through Flynn & O’Hara. Order forms are available in the school office at any time. Orders may also be made online, by telephone, or in person.

To order online, go to www.flynnohara.com and follow the onscreen directions.

To order by telephone, call 1.800.441.4122.

To shop in person, visit the store at 1608 W. Furnace Branch Road, Glen Burnie, MD 21060. A store representative can be reached at 410.684.2816. Store hours are M, T, TH, F, S from 10 am until 5 pm. On Wednesday the store is open from 10 am until 7 pm. for further clarification, call Chris Daley at 410.757.3090.

All **new** orders for drop waist jumpers and skorts must be ordered through Lands’ End.

To order online, go to www.landsend.com/school

To order by telephone, call 1.800.469.2222

VOLUNTEERS

There are many ways in which parents can volunteer time at the school. Various activities throughout the year offer opportunities for children, parents, and teachers to have fun while working together to benefit the entire student body. We want you, as parents, to be involved as school volunteers for field trips, parties, and other special activities. Remember to check in at the office and get your visitor badge before doing your volunteer work.

NAPS 5K/10K/Family Fun Run	November
Savor Spring Event	March
Classroom Parties	October, November, December, February, and April
Library – Reading	All year
Grounds Clean-up	Watch your newsletter and calendar
Fieldtrips	Info found in Tuesday Envelope or school calendar
Class productions (plays and music events)	Watch your newsletters
Others	Will be found in both the newsletter and calendar

**Naval Academy Primary School – Year-at-a-Glance – 2011/2012
SPRING SEMESTER**

January 9	School re-opens
January 16	Martin Luther King’s Birthday observed; School closed
January 18	2 nd report cards for K – 5 th grade students
February 20	Presidents’ Day; school closed
March 12-16	Spring break; school closed
March 19	School re-opens after Spring break
March 27	3 rd report cards for K – 5 th grade students
April 6 & 9	Easter Holiday; school closed
April 12	Parent/teacher conferences for PK2 School closed for PK2 students
April 13	Parent/teacher conferences for PK 3 & 5 School closed for PK3 & 5 students
April 16-19	Scholastic Book Fair
April 19-20	Fifth grade Trip to Williamsburg
April 27	Faculty/Staff In-service afternoon All school dismissal @ 11:45 a.m. No afternoon extended care available
May 4	Blue & Gold Day for PK & K students
May 11	Blue & Gold Day for 1 st – 5 th grade students All school dismissal @ 11:45 a.m. Extended care available for block users only
May 23	Awards ceremony All school dismissal at 11:45 a.m. No afternoon extended care available
May 24	Fifth grade graduation, 1 p.m.
May 25	Last day of school All school dismissal @ 11:45 a.m. Extended care available until 4 p.m. only



Naval Academy Primary School

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Phone: 410-757-3090

www.napschool.com