



Early Light Academy

2021-2022

Parent Handbook

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INTRODUCTION

Welcome to Early Light Academy (ELA). The mission of Early Light Academy is to deliver a high-quality education with a deep, rich and engaging curriculum utilizing effective instructional techniques and emphasizing history, taking our students from the Stone Age to the Space Age, the Information Age and beyond.

The purpose of this document is to help your family understand how we do things here at ELA. Please familiarize yourself with the contents and keep it handy for future reference.

The school website and the school's mobile app are your best first resources for answering questions. The website is kept current with staff bios, pictures, lunch menus, and any upcoming activities. Please familiarize yourself with it as well.

The new ELA mobile app provides easy access to the most frequently requested information and is a supplement to the school website. The school will eventually broadcast announcements and take questions through the mobile app as well. You can find the app in both the Android and Apple app stores under "Early Light Academy".

If you have a question, please first review the website, mobile app, and this document prior to calling the school's main number or posting your question in the parents' Facebook group.

FRONT OFFICE

If you have questions you haven't been able to answer by looking through the school website or mobile app, the front office will often be your next step. The office phone number is 801-302-5988. The duties covered by the front office employees are broken down as follows:

Business Manager - Michelle Drachman (mdrachman@earlylightacademy.org): lottery, registration, fees, school lunch, accounts payable, accounts receivable

Administrative Assistant - Amy Kawa (akawa@earlylightacademy.org) various administrative duties as requested by administration, and calendaring.

Office Secretaries - Lashaun Jager (ljager@earlylightacademy.org), Roberta McFarlane, (rmcfarlane@earlylightacademy.org) & Sherrie Tucker (stucker@earlylightacademy.org): school pics, attendance, nurse station/first aid, loaner uniforms, vision screenings & family communication (email updates, newsletters)

Reporting Student Absences

Please call 801-302-5988 and follow the prompts on the automated menu to report student absences by 9 AM on the day of the absence to avoid a phone call from the school.

TEACHER ASSIGNMENTS AND JH CLASS SCHEDULES

Teacher assignments and Jr. High schedules are posted in Aspire (SIS) one week before school starts. For more information on Aspire (SIS) please refer to the Aspire (SIS) section.

LEARNING MGMT SYSTEMS: ASPIRE (SIS) & CANVAS

<https://earlylight.usoe-dcs.org/Login/>

Aspire is a program we use to keep track of attendance, grades, locker assignments, and all school fees, including lunch account balances. Check this at least once a week to keep up to date with your children's grades and progress throughout the school year. From within Aspire, you can subscribe to an automated daily or weekly email that will give you an overview of your children's progress. You can also use Aspire to track individual assignments. There's a link for Aspire/SIS on the school website. It's user friendly and easy to navigate. Only one username and password is needed per family.

If you're new to ELA, or have not set up an account, visit earlylightacademy.org and click on the ASPIRE icon at the top right of the home page. Then click on the blue link that reads [Request a Username](#). You will be prompted to enter a student number and birthdate. You only need to choose ONE student even if you have more than one child attending ELA. Once you have entered the requested information you will be prompted to choose your username and password. If you do not know your student ID, please call the front office at 801-302-5988.

This year, all teachers at Early Light Academy will be using Canvas for communication with parents. **Canvas will be replacing teacher websites.** Here you will find important dates and news about your students' classrooms. Some teachers may also use Canvas for assignments and assessments.

Please take time to set up your parent account as soon as possible so you can observe what your students are doing in class this year. Detailed instructions are here. <https://tinyurl.com/y9qkb225>

CLASS/GRADE LEVEL SCHOOL SUPPLY LISTS

<https://earlylightacademy.org/school-supplies>

Class school supply lists are done by grade except for junior high. There is one supply list for all grades in the junior high. Parents are asked to supply the items listed on the supply lists for their children's grades. You can find the list for each grade at the link above and on the school website.

SCHOOL DRESS CODE (UNIFORMS)

t.ly/11S5

We recently made some significant changes to the school dress code. Please thoroughly read the entire dress code document linked above and refer to it any time you have a question. The dress code file is also available through the ELA mobile app. If you think something isn't clear, please ask the front office for clarification. If you're notified of a dress code violation, and think it's in error, the front office or admin staff can mediate and help sort things out. The goal is to have the dress code enforced in a consistent manner.

SCHOOL BELL SCHEDULES

<https://tinyurl.com/ycg7tnp3>

School start and end times have changed in order to accommodate our adoption of the National School Lunch Program. School starts at 8:25 AM for all grades. Dismissal times are 3:10 PM on Mondays through Thursdays and 1:00 PM on Fridays.

Detailed schedule times are available on the school website and through the school mobile app. The link above is to the section on the school website.

BACKGROUND CHECKS

Early Light Academy requires a background check to be completed for all employees and volunteers that work unsupervised with children. You can volunteer at school without a background check as long as you're supervised by a staff member, but you can't be alone with any of the students without a background check on file. This includes volunteering with small groups in a classroom or breakout room as well as chaperoning field trips.

Live Scan will be at the school at various times throughout the school year to conduct background checks. The cost to each parent for fingerprinting is between \$20-\$30 and the school absorbs the cost of the actual background check, which is valid while your child is attending the school.

Dates Live Scan will be at ELA:

Back To School night
Fall conferences
Winter conferences

If you've missed a date that Live Scan was at the school and need a background check before they come again, contact the front office for a form you can take to an approved Live Scan location.

Although you may have had a background check completed for another organization, you will need to have an ELA specific background check completed because organizations cannot share background information. If you are unsure if you have a valid background check on file with ELA, please contact the office for confirmation.

SCHOOL COMMUNICATION: NEWSLETTER & MOBILE APP

We publish a weekly electronic newsletter during the school year. Parents are notified of new newsletters by email and through the school mobile app. Any questions about the newsletter should be directed to Sherrie Tucker. To subscribe to the newsletter email notification please contact Sherrie Tucker(stucker@earlylightacademy.org). ***If you read the newsletters and all emails from the school carefully and thoroughly, you'll stay well informed.***

The ELA mobile app provides easy access to the most frequently requested information and is a supplement to the school website. The school will eventually broadcast announcements and take questions through the mobile app as well. You can find the app in both the Android and Apple app stores under "Early Light Academy".

SOCIAL MEDIA

Facebook Group: Early Light Academy Parents.

This is a closed group only for the parents of children currently enrolled in Early Light Academy as well as staff. This group is used for general questions, advice, posting thank you's, announcements for volunteer opportunities, pictures of field trips, class activities, and school events, and getting to know other parents and teachers at ELA. The group is moderated by PEAK leadership and ELA administration and is for school purposes only. It's not to be used for free advertising for businesses.

Posts that come across as meant to accuse, demean, shame, or coerce aren't considered acceptable and are grounds for ejection from the group. Additionally, if you have a question or concern about curriculum, please contact the administration directly, instead of using the Facebook group.

Official Public Facebook Page: The Early Light Academy at Daybreak. Follow this for additional school updates.

Twitter: ELA has two Twitter accounts with two different purposes.

@ELA_PEAK - announcements and reminders from PEAK. Account managed by PEAK.

@ELADaybreak - generalized announcements from ELA. Account managed by the jr high journalism class.

InstaGram: ELADaybreak - Photos of school happenings. Account is managed by ELA Office Assistant, Amy Kawa.

ADULT CHECK-IN PROCEDURE

All visitors (anyone who isn't staff) to the school during school hours must check in at the main office in order to be in compliance with state and federal laws. There is a laptop on the far end of the main office front counter you will use to login as a visitor or a volunteer.

There is a small badge printer next to the laptop that will print an adhesive label badge for you. You must wear this badge while you're there visiting or volunteering. The badge printer may take up to 30 seconds to start printing, so please be patient. Please remember to sign out through the office when you're finished volunteering or visiting for the day.

To log in as a volunteer, you'll need to register with HelpCounter, our volunteer management software. When you sign in as a volunteer at the school for the first time, a user account will automatically be created if you don't already have one. You'll have to setup a username and password for home access from your own device at <http://www.helpcounterweb.com/ci/volunteer> so you can see and sign up for all of the school wide volunteer opportunities and log any volunteer time you do outside of school hours on campus. If you've used HelpCounter at another school, you should be able to login with that account and add Early Light Academy to the list of schools you volunteer at.

If you haven't used HelpCounter before, you can register as an ELA volunteer at:

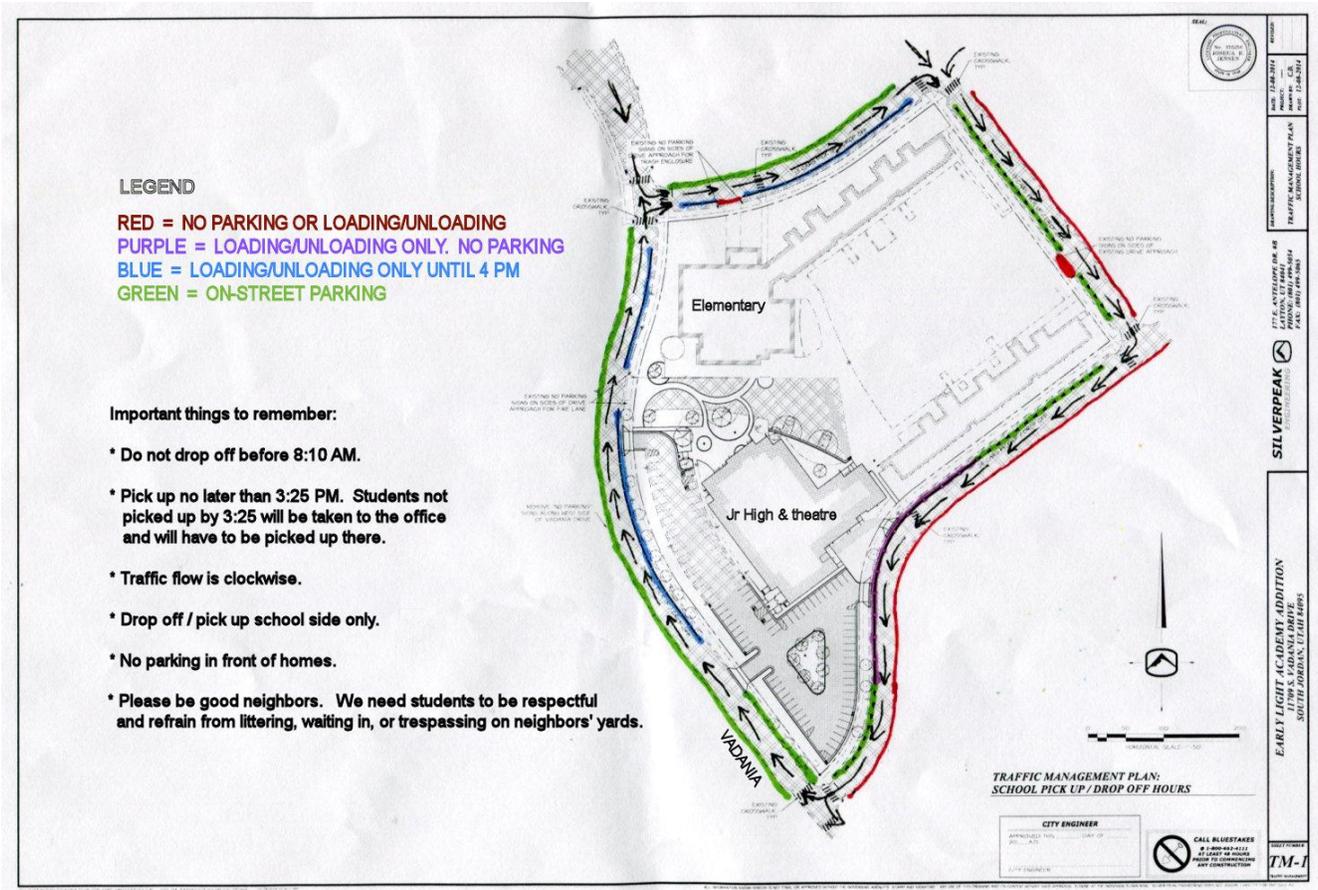
www.helpcounterweb.com/welcome/?en=118325447. Please see the HelpCounter section for more detailed information.

AFTER SCHOOL CARE AND CLUBS

ELA doesn't provide any type of after school care. If you need this, you'll need to make your own arrangements. School clubs can vary from year to year and may be offered at different times of the school year instead of for the entire school year. If you *thoroughly read all of the emails sent by the school*, you'll stay informed about what clubs are being offered and when. Clubs are sponsored by teachers and sometimes parents who are willing to spend their personal time to supervise and run a club. If you're willing to volunteer to run or help with a club, it's always appreciated. Please let the front office know if you'd be interested in running or helping with an after school club.

DROP OFF AND PICK UP (CARPOOL)

Please familiarize yourself with the map below. The traffic management plan was devised and approved by South Jordan City to improve congestion and increase the safety of our children. This map is also available on the school website.



DON'T ENCOURAGE YOUR CHILD TO CROSS THE STREET OUTSIDE OF THE CROSSWALK.

For the safety of all our students please drop off/pick up on the curbside of the school. Students and parents must use the designated crosswalks.

Please don't ask your students to meet you in the parking lot, we have had a few near misses with kids darting out between cars! If you choose to park in the parking lot, please plan on exiting your car to meet your child on the blacktop or sidewalk.

A Few Things To Remember During Drop Off/Pick Up Times:

- (1) be respectful of the staff - they are trying to keep your children safe!*
- (2) be respectful of other drivers*
- (3) stay off your phone*
- (4) be idle free if possible - please turn off your car if waiting more than 1 minute.*
- (5) don't double park*
- (6) use crosswalks*
- (7) be patient!*

SCHOOL LUNCH

Early Light Academy is now part of the National School Lunch program. You may fund your students' lunch accounts using credit card or e-check through Aspire, our student management system. See pages 3-4 for more information about Aspire. You may also come into the office and fund lunch accounts in person with cash or check.

A monthly lunch menu will be emailed to parents and available online. There will be two entree choices daily, with a fresh fruit and vegetables/salad bar included as part of both lunch options. You do not need to make lunch orders in advance. Students will choose their entree option in class shortly after school begins each day. Students will be charged for their lunch when they enter their 4 digit ID code in the lunch line.

The regular price for student lunches is \$2.55. Reduced price lunches are \$.40. The lunch price for non-students is \$3.50. If you would like to apply for Free and Reduced Lunches, the application is available in Aspire under your student's account. We only need one application per family.

STUDENT-LED CONFERENCES & END OF YEAR PROGRESS REPORTS

Instead of the traditional parent teacher conferences you may be used to, ELA does student-led conferences and new this school year - an end of year progress report.

Student-led conferences: Twice a year (Fall and Winter) the students put together a presentation for their parents detailing their current progress and give this presentation to their parents.

Elementary students do this during a 15-minute conference time slot their parents signed up for. Junior high students have an open house style format, with teachers available to conference with parents after the student presents their progress and portfolio. The students also set goals for the next quarter with their parents' input.

Student-led conferences teach the students leadership skills and accountability. The conference times for each quarter are on a Wednesday (late afternoon and evening) and Thursday (all afternoon - school gets out at 1:00 PM on these Thursdays).

End of year progress reports: these will be printed and placed in the student file kept in the office. Parents may request a copy and pick it up from the office.

PEAK

You're going to hear PEAK mentioned a lot. ELA PEAK is the school PTO (parent teacher organization). It's similar to the PTA, but is its own independent organization. In the Fall of 2014 PEAK acquired 501(C)(3). This means that any cash or goods you donate to PEAK are tax deductible. This does not include items you purchase from PEAK like Dress Down wristbands, spiritwear, etc.

The Early Light Academy Parents & Educators Advancing Knowledge (ELA PEAK) has been established to organize volunteers to fulfill the mission and vision of ELA, implement extracurricular activities, act as liaison between Early Light Academy and ELA Board of Directors, Parents, and ELA Students, and to raise funds to support these goals.

PEAK is the primary funding behind the Tanner Dance program & the Great Artist program. PEAK also funds our school's portion of the Inspirations art contest - the charter school version of Reflections - so there are no entry costs to students. PEAK provides refreshments for 9th grade promotion, supplement the 9th grade La Caille trip, help fund things like Field Day, Red Ribbon Week, Teacher Appreciation week, athletics, Splore, science fair, field trips, meals for teachers during student-led conference days. PEAK gives each teacher a yearly \$100 grant they can use to improve their classrooms. PEAK also donated several thousand dollars thus far to help with needs the school had in relation to the

expansion. When you participate in PEAK fundraisers and/or donate your time, goods, or money to us in other ways, you're helping to make ELA a better place for your students.

PEAK is always in need of parent volunteers for PEAK. *Many hands make light work.* The more help PEAK gets in regards to man hours, the more good PEAK can do for the school. Besides the things mentioned in the Volunteer Hours section below, look for a volunteer recruitment table at Back To School night. You can also email peakpres@earlylightacademy.org to let PEAK know you'd like to get involved and what types of things you're interested in helping with.

VOLUNTEER HOURS

Each ELA family agrees to contribute a minimum of 25 volunteer hours to ELA each school year when they accept or renew their students' enrollment at ELA. This request is per family, not per student. Parents, step-parents, grandparents, adult siblings, and other extended family members may volunteer as part of your family quota group to help your family reach the 25 hours.

Volunteers are very important to keep our school running smoothly and to help give the students the best educational experience possible. Notifications of upcoming volunteer opportunities will be sent out through email to the parents email list and may also be posted in the ELA Parents Facebook group. The majority of the school wide volunteer opportunities for the entire school year are listed and available for sign up in HelpCounter right now.

You can claim volunteer hours for any type of service you do for the school, including childcare for another parent so they can go volunteer at the school or go on a field trip. When you spend time preparing food for the PEAK Hospitality committee sponsored staff meals and/or treats, or for class parties, you can count that time as well.

Additionally, every \$10 you spend on donated food or items to the school counts as one volunteer hour. You can also "buy" volunteer hours at the rate of \$10 per volunteer hour if you need to. The "Ways To Volunteer" document lists all the different ways you can earn volunteer hours for the 2018-19 school year and is attached as an appendix.

HelpCounter

We use a product called HelpCounter to manage volunteers and school wide volunteer opportunities. If you've used HelpCounter at another school, you can login and add Early Light Academy to your list of schools.

If you haven't used HelpCounter before, you can register for free as an ELA volunteer at https://www.helpcounterweb.com/welcome/school_apply.php?en=118325447.

Once you're registered, please go into your profile and add your students. Please let us know who all the adults are from your family coming in to volunteer so we can make sure they all get grouped into your family quota group.

Currently, only Helpcounter admins can create quota groups. If there are step-parents, adult siblings, grandparents, or other extended family coming in to volunteer as part of your family group, please let us know at elavolunteers@earlylightacademy.org so we can make sure your family gets appropriate volunteer hours credit.

To sign up for school wide volunteer opportunities, log into your HelpCounter account and click on "Check For Upcoming Opportunities."

Helpcounter automatically records hours you do at the school if you sign in as a volunteer on the computer in the front office. Please log any other volunteer time you do through either www.helpcounterweb.com/volunteer, or the HelpCounter app on the Facebook website at <https://apps.facebook.com/helpcounter/>.

More detailed instructions for using Helpcounter are on the first page of the appendix at the end of this handbook. Any questions you have about Helpcounter or volunteering at ELA, as well as family quota group information, should be sent to: elavolunteers@earlylightacademy.org

SPIRITWEAR

PEAK sells school t-shirts and fleece hoodies. Shirt designs and colors change every year. The hoodies may be worn any school day. When worn Monday through Thursday, they must be worn over a collared shirt. School t-shirts may be worn on Fridays and any other early out days throughout the school year. PEAK usually has sample shirts so you can see how they're sized before you order.

This year there will be t-shirts and hoodies available for sale at Back To School Night. PEAK will also take shirt/hoodie orders if we run out of any sizes at Back To School night. Orders are due by Friday, August 24. PEAK may do another order later in the school year if there's enough interest. Orders are done in bulk, so individual orders are held until we have enough orders to submit for a bulk run.

For the 2018-19 school year we'll have gray t-shirts and hoodies. Standard cut t-shirts are \$10, feminine fit t-shirts are \$12, and hoodies are \$25.

FRIDAY SPIRIT DAY

Every Friday is "spirit day." Participation in spirit day is optional. Students wanting to participate may wear a school t-shirt or sweatshirt or any solid color collared shirt and/or any solid colored denim pants/shorts/skirts instead of standard uniform dress. Shirts and bottoms must be free of stains and tears. Denim bottoms must be all the same color and in good condition. No holes, tears, stains, glitter, or markings.

PEAK sells school t-shirts and fleece hoodies that can be worn on spirit days. School club or Tanner Dance t-shirts may also be worn on Friday spirit day. Students may also wear t-shirts and sweatshirts with the embroidered school logo from vendors that are able to apply the authorized school logo.

The most up to date and complete information about Friday spirit day dress is available in the school's dress code policy: <https://tinyurl.com/y842xfac>

BOX TOPS

PEAK collects Box Tops For Education as one of its ongoing fundraisers. A list of products that have the clippable box tops is here: <http://www.boxtops4education.com/participating-products>
The school has a box tops contest between classes once a year, usually in autumn. The class that brings in the most box tops wins a prize.

Box tops can also be used to purchase a wristband for the once a month Dress Down Friday. 20 non-expired box tops turned in during a month earns one wristband for that month's Dress Down day.

Please check the expiration dates on the box tops before sending them to school. We can't earn money for expired box tops so expired box tops won't be accepted. We'll be policing this much more closely this year than we have in the past.

The Box Tops committee appreciates it when you trim your box tops along the perforated lines before giving them to the school. The company we send the collected box tops to requires the box tops to be trimmed along the perforated lines in order to be accepted. Any box tops turned in to us that aren't already trimmed have to be trimmed by the box tops committee before they can be submitted for payment.

DRESS DOWN FRIDAYS

The last Friday of the month that there is school is designated as Dress Down Friday. "Dress Down" means that students may wear regular clothes to school that day, instead of the standard uniform or regular Friday spirit dress. Tops and bottoms need to be in good condition, appropriate for school (no vulgar phrases/images), and free of holes, tears, and stains.

Dress Down Friday is a PEAK fundraiser and participation is optional. A student who wants to participate in Dress Down Friday may purchase a wristband good for that month from PEAK for \$2 or by turning in 20 non-expired box tops during that month. You can also turn in a combination of box tops and money. One box top is worth 10 cents. There are 10 PEAK Dress Down Fridays per school year.

Wristbands for the entire school year can be purchased for \$20 or 200 box tops per student (or a combination of the two) at Back To School night. Anyone who purchases the \$20 / 200 non-expired Box Tops Dress Down wristbands for the school year at Back To School night will also receive a \$5 Scholastics Bucks gift certificate for the school book fair. This is per student, so if you purchase the yearly wristbands for 3 students (\$60), you'll get three \$5 Scholastic Bucks gift certificates.

If you lose any of your yearly wristbands or forget to send them to school with your kids on Dress Down Day, you can purchase replacement wristbands for \$1 each from PEAK representatives before school in the hall in front of the main office on Dress Down Friday.

ROOM PARENTS

Elementary School

Each elementary classroom has one or two room parents. Those interested in being a room parent will volunteer for their own child's teacher. Elementary teachers should have a sign-up sheet available in their classrooms during Back To School Night. If you miss BTSN, email the teacher for room parent info. Room parents are there to assist and serve the teachers by organizing and running class parties and decorating your teacher's classroom door for red ribbon week, college week, and teacher appreciation week.

We also expect room parents to organize activities to help the class show appreciation for their teacher during Teacher Appreciation Week (TAW) as well as on the teacher's birthday. Room parents will be given a packet in September that details their responsibilities and offers suggestions for how to accomplish them.

Room parents will contact all classroom parents at the beginning of the school year to introduce themselves and ask for donations for class parties. They will stay in contact with classroom parents

throughout the year to communicate what help they will need in the classroom during school events and class parties.

Junior High Pride Room Parents

The junior high needs parental support similar to that of elementary room parents for Teacher Appreciation Week (TAW) the first week of May, teachers' birthdays, and other events throughout the school year. Since the students have a variety of teachers throughout the day, the room parent support will center around the "Pride" classes. If you're interested in becoming a Pride room parent, please sign up at Back To School night or email your student's Pride teacher..

BOOK FAIRS

ELA hosts a Scholastic book fair in the elementary school library during each of the three parent-teacher conference weeks.

HISTORY FAIR

The history fair happens in the Spring, usually late May. History, our chosen curricular emphasis, fosters a culture of inquiry-based study and the history fair is intended to be the culmination of our major history projects for the year. Students participate in the fair by telling about historic events, people, and time periods through art projects, essays, food, song and dance, and a "wax museum". The history fair is in the evening and is a community event open to any family and friends you'd like to invite to attend. PEAK, our Parent Teacher Organization (PTO), usually hosts a family BBQ at the history fair and sells hamburger and hot dog meals as a fundraiser.

FINE ARTS PROGRAMS

Tanner Dance

ELA is fortunate to be able to partner with Tanner Dance at the University of Utah to bring their interpretive dance program to our 2nd, 3rd, and 4th grade classes. Each class in these grades gets the opportunity to work with a Tanner Dance artist to create their own interpretive dance. Parents are invited to an informance when each group of classes are done with their instruction. An "informance" is a performance intended to be both educational and entertaining and usually includes an informative talk about aspects of the performance.

Great Artist Program

ELA is fortunate to be able to provide The Great Artist program for our K-6 grade students. The Great Artist Program uses simple and proven methods to teach students the foundations of how to draw. The program uses the great artists of the past to inspire and teach the great artists of the future. Students not only learn about great artists, they are given the skills and confidence to be a great artist. Parents can volunteer to help teach the Great Artist program. Please let the front office know if you're interested.

Additional Arts Curriculum

The Arts programs for 1st grade is taught by Mrs. Berry. Much like Tanner dance, students create their own interpretive dance. The 5th grade students will be working with the Ririe-Woodbury dance company using rhythm and movements tied to curriculum to create a unique dance. The 6th grade completes a stop motion film project each year with a team of students from The U of U. The artists usually work with the classes for a 6 week span of time with an "informance" at the end.

Teaching children art isn't simply for sharpening creative skills. Children who participate in art education improve in:

- problem solving and critical thinking
- judging qualitative relationships
- appreciating how small differences can have large effects
- celebrating multiple perspectives

Our fine arts programs help cultivate these skills in our students.

HALLOWEEN

If Halloween falls on a school day, students may dress up as a favorite book character or a historical figure. This allows the kids to dress up while keeping the focus educational. No masks or weapons are allowed and modest dress code standards still apply. Based on the wellness policy at ELA, no candy or edible treats can be shared or distributed among students.

SPORTS

There are several sports teams available for students at ELA. Sports teams are available to students in grades 6-9. All student athletes are expected to maintain good citizenship and a C grade or better in each of their classes. Grades are checked on Monday mornings to determine student eligibility for that week. Students ineligible for the week because of grades or citizenship can practice with the team, but will not be allowed to compete.

Student athletes are expected to attend practices on a consistent basis. If an athlete has a scheduling conflict, please talk to the coach. Coaches will not supervise any students or siblings not on the team. If your student has siblings not on the team, please do not ask them to wait in the gym or on the field until practice is over.

Sports teams are as follows:

Boys & Girls Cross Country: Season is August through mid October. Team is open to any 6th - 9th graders who want to participate, there are no try-outs. They just need to bring a good attitude and be willing to work hard. Team usually meets for practices during the summer.

Co-ed Ultimate Frisbee: Season is during the Fall.

Girls Volleyball: Season is August through mid-October. Girls must try-out for a team spot.

Boys & Girls Fall/Winter Basketball: Fall season is October - December. Winter season is January-February.. Basketball clinics are usually held during September and try-outs for the teams are held end of September/beginning of October for Fall teams. Clinic and tryouts for Winter teams are generally right after Winter break.

Boys & Girls Soccer: This year we'll have separate teams for boys and girls instead of the co-ed teams we've had in past years. There is a JV and a Varsity team for both boys and girls. Students must try-out for a spot on one of the teams. The boys teams play in the Fall and the girls' teams play in the Spring.

Fees

There is a \$85 fee for **EACH** sport and season a student plays. Fees are due before the first meet for Cross Country. For other sports, fees are due once the student makes the team. Sports fees are paid to the main office, either in person or through the school online fee payment form. Students may not compete with the team until fees are paid in full.

Athletic Contract & Medical Card

The athletic contract needs to be filled out and turned in once per year. The medical card is part of the athletic contract. The medical card provides information needed in case of emergency. Coaches will distribute the athletic contract/medical card. The athletic contract and medical card can also be found on the ELA website under Resources/Students of ELA.

Transportation

ELA does not provide transportation for athletes. Parents are expected to provide rides to all practices and games or arrange carpooling. Game dates, times, and locations will be published on a shared calendar once the schedules are finalized.

Any questions or comments about student sports should be directed to ELA's athletic director, Kevin Robinson (krobinson@earlylightacademy.org).

EMERGENCY RELOCATION PLAN

<http://tinyurl.com/y9ytp1gq>

The link above is to the school's emergency relocation plan. Please familiarize yourself with it. There are a few instances where an alternate facility other than ELA facilities will need to be used during or after emergency situations. The designated, off-site alternate facility is the LDS Church located at 11677 Grandville Ave, South Jordan, UT 84095 (phone: 801-253-1583); a key is maintained in the front office by the administrative staff.

PASSIVE FUNDRAISING

Smith's Community Rewards

If you shop at Smith's, you can sign up for their Community Rewards card program and Inspiring Donations and choose Early Light Academy as the beneficiary. Login or create your account at smithsfoodanddrug.com and then search for Early Light Academy in the Inspiring Donations area.

Lands' End

If you like to buy uniform items from Lands' End, you can use preferred school code 900133711 when you purchase online, over the phone, or through a standard mail-in catalog order and ELA will receive a small percentage of your purchase. Lands' End is also authorized to embroider the school logo on uniform shirts, sweatshirts, and jackets you purchase from them. This option becomes available once you add the preferred school code into your online account.

Amazon Smile

When you shop on AmazonSmile (smile.amazon.com), the AmazonSmile Foundation will donate 0.5% of the purchase price to the eligible charitable organization of your choice. Go to smile.amazon.com and follow the instructions. Search for Early Light Academy in the list of available charitable organizations.

EARNING VOLUNTEER HOURS AT ELA: 2018-19

HelpCounter

PEAK, ELA's Parent Teacher Organization (PTO), manages the school wide volunteer opportunities and tracks volunteer hours through a software tool called HelpCounter. You will use HelpCounter to sign up for school wide volunteer opportunities and to record your completed volunteer hours.

If you are volunteering at the school during the school day, you will sign in as a volunteer on the laptop computer sitting on the counter in the office and HelpCounter will record those volunteer hours and even create an account for you if you don't already have one. The label printer will print a badge you need to wear while volunteering. It may take up to 30 seconds for the badge printer to start printing so please be patient. Please remember to stop in the office and sign out when you're done volunteering on campus for the day.

For any volunteer time you do that doesn't involve signing into the office laptop computer first, you will need to login to your HelpCounter account from your personal device and record those hours yourself. If you've only ever signed in at the school on the sign-in computer, you'll need to use the same email address you used for your first sign in to register a username and password you'll use for home access.

If you've used HelpCounter at another school, you can use your same account and add Early Light Academy as a new school.

If you're new to HelpCounter, please create your free account here:

www.helpcounterweb.com/welcome/?en=118325447

Once you've created your account, please go into your account profile and do three things:

- 1) Make sure your correct email is listed.
- 2) Make sure your correct phone is listed.
- 3) Please also list your students, as well as their grade and homeroom teacher.

When you register with our school in HelpCounter, please let us know who all the adults are from your family coming in to volunteer so we can make sure they all get grouped into your family quota group.

Currently, only HelpCounter admins can create quota groups. If there are step-parents, adult siblings, grandparents, or other extended family coming in to volunteer as part of your family group, please let us know so we can make sure your family gets appropriate volunteer hours credit.

Everyone registered in HelpCounter can access it through the following link (please bookmark it):

<http://www.helpcounterweb.com/ci/volunteer>

You will use the username and password you create to access Helpcounter outside of your onsite school login in the school office. Helpcounter has a mobile app in development that can be used in place of home access through a web browser once it's released.

Any questions you have about HelpCounter or volunteering at ELA, as well as family quota group information, should be sent to: elavolunteers@earlylightacademy.org

Classroom Help

Your student's' teacher(s) will have various classroom volunteer opportunities throughout the school year. *You will find out about classroom specific volunteer opportunities from your students' teachers.* These will include things like:

- 1) Being a room parent (coordinating class parties, classroom specific activities for Teacher Appreciation Week, recognition of the teacher's birthday)

- 2) Chaperoning field trips
- 3) Opportunities to work with students in the classroom.
- 4) Donating food or other items for class parties.
- 5) Occasionally, there may also be opportunities to grade papers or prep craft/art projects or class work at home.

Book Fair Shifts

We will have three book fairs throughout the school year. Shifts run throughout the day and some evenings for one school week. All book fair shifts for the entire school year are available for sign up in Helpcounter at the start of the school year. Book fairs are held in the elementary school library. 2018-19 book fair dates are as follows: September 24-27, 2018; January 28-31, 2019; and May 23-24, 2019.

We know a lot of parents have paid jobs or preschool aged children at home. By listing all the shifts for the entire school year up front, every family can choose a shift well in advance and have time to arrange for time off work or for childcare. A shift is two hours out of your day and we're only asking one person from your family group to do this one time.

Help Distribute Dress Down Wristbands (Last Friday of each month)

PEAK has an ongoing once a month fundraiser called Dress Down Friday. The last regular Friday there is school each month, students may purchase a "dress down" wristband for \$2 or 20 box tops (from the Box Tops for Education program). The wristband allows a student to wear regular clothes instead of the school uniform or normal Friday spirit dress.

There are volunteer opportunities to help collect money/box tops and pass out the wristbands on that Friday morning from 8:00 until about 8:40 AM by the cafeteria. These opportunities are listed in HelpCounter.

Childcare for Other Volunteers – Childcare Swaps

One of the ways you can earn volunteer hours is to tend another parent's non-school age children so they can come in and volunteer at the school during the day. We encourage parents with small children at home to set up childcare swaps with other ELA parents so every family is able to come in and volunteer regularly.

To help facilitate this, we have a childcare swap spreadsheet you can fill out. This is provided as a courtesy to parents, you are responsible for arranging and managing your own childcare swaps. You can see if there are other families with children close to the same ages as yours that are interested in doing childcare swaps so that it can hopefully be more of a fun playdate type of activity for the kids.

Link to the spreadsheet:

<http://tinyurl.com/y94fuodx>

A side benefit from childcare swaps with other ELA parents is that your preschoolers will be able to get to know other children their age who will eventually be their classmates. They can start Kindergarten already having some friends at school. When you do childcare for another volunteer, log this in HelpCounter under "Childcare 4 Another Volunteer".

Food Donations

PEAK organizes staff meals several times a year for parent/teacher conferences, Teacher Appreciation Week, and other times as they arise. Your students will also have a few class parties every year where food donations may be requested. Donating food, when requested, counts toward your family's yearly

volunteer quota. In addition to counting the time you spent acquiring, preparing, and delivering the food items, you can count one volunteer hour for every \$10 you spend.

Log donations for PEAK sponsored events under “Food Donations (Hospitality)” or the event category - like Teacher Appreciation Week, Teacher Meal (Conferences), and food donated to class parties under the “Class Party” option in HelpCounter.

Food Donation requests for school wide activities will be listed in HelpCounter. Food donations for class parties will be handled by room parents and/or the individual teacher.

Teacher Wish List / Book Fair Wish List

Most of the teachers have wish lists of both supplies and things they would like for their classes and/or classrooms. Donating items from teacher wish lists can count as volunteer hours. You can record 1 volunteer hour for every \$10 spent.

Please note that this excludes the standard required school supply list for each grade on the school website – except for any listed wish list items. For example, if a teacher requests the Time For Kids magazine for the class, a family could donate a classroom subscription for the school year so that each student in the class would get their own copy. If it cost \$75, that would enable a parent to record 7.5 volunteer hours under Teacher/Staff Wish Lists.

Sometimes the non-teacher support staff have wish lists too - especially the front office - and the same thing applies if you get something for them.

Another great thing to do is to **donate books to your students' classrooms**. You can ask teachers any time if there are books they'd like for their classrooms. The teachers also usually have wish bins set up at each of the three school book fairs during the school year. At least 2 of the book fairs always coincide with parent/teacher conference week so it's easy to stop by the book fair since you'll already be at the school for conferences. You can just look through each teacher's bin and select books they've chosen for their wish bins. Once you buy them for the teacher(s), you can sign and deliver them as well as count 1 volunteer hour for every \$10 spent.

Sports, Clubs, Events, Special Projects

Throughout the year there are opportunities to help with sports, school clubs, events, and special projects. Your students' coaches will let you know of sports volunteer opportunities. You can ask the sponsors of school clubs you and/or your students are interested in about opportunities to volunteer there. Volunteer help needed for events and special projects will be promoted through email and social media and most of those volunteer opportunities will be listed in Helpcounter.

Monetary Donation in lieu of Volunteer Hours:

You can also donate funds straight to PEAK in lieu of doing volunteer hours. PEAK is a 501(c)(3) non-profit organization, so any monetary donation you make that isn't part of a purchase in a fundraiser is tax deductible. Again, you get 1 volunteer hour for every \$10 donated.

All funds raised by PEAK are used to fund things for the school. Some of the things we help pay for:

- 1) the grade level fine arts programs that every student gets to participate in each school year
- 2) SPLORE
- 3) 9th grade promotion refreshments and decorations
- 4) Popsicles and First Aid station for Field Day
- 5) Inspirations Art contest fees
- 6) Junior High Lagoon days and the 9th grade La Caille social etiquette training.

7) We give each teacher at ELA a \$100 grant each year that they can use to improve their classrooms. The teachers provide the majority of the contents of their classrooms beyond the desks and chairs so the \$100 they're offered from PEAK can be very helpful to them.

Join the PTO (We're called PEAK – Parents and Educators Advancing Knowledge)

We have a variety of needs on our school PTO. We are looking for:

- (1) **Grant Writers** (already trained)
- (2) **Fundraising & Donations.** Contact local businesses about possible fundraising opportunities and donations of goods, services, or funds for our volunteer appreciation drawings, school science fair prizes, art show prizes, Daybreak math tournament prizes, etc. Much of this could be done from home using the internet and making phone calls.
- (3) **Inspirations Art Contest Chairperson.** This position entails organizing and managing all the arrangements ELA needs to make for the yearly Inspirations Art Contest (charter schools version of the Reflections Art contest). The chairperson may also want to have committee members to help with various aspects of the job.
- (4) **Hospitality Committee.** The hospitality committee organizes the meals for Parent Teacher conferences, treats and meals for Teacher Appreciation Week, refreshments for 9th Grade Promotion, and other things that come up throughout the year involving food. The hospitality committee decides meal themes, determines what amounts of food are needed, creates sign-ups in HelpCounter, and manages setup and cleanup of these events.
- (5) **Communications/Publicity Committee.** The Communications committee is responsible for publicity for all events sponsored by PEAK. They're in charge of the production and distribution of reminders for PEAK events and meetings. This may include the bulletin board in the elementary building, posters, banners, fliers distributed in teacher's mailboxes, text for emails, social media posts, and a PEAK website. Communications/Publicity is also responsible for the production of the PEAK newsletter.
- (6) **Events/Programs Committee.** The Events/Programs committee helps coordinate, but not necessarily chairs, events & programs sponsored by PEAK, except for the Inspirations Art Contest. It's basically a logistics position. The Events/Programs committee may also help coordinate aspects of school events/programs as requested by the school. These may include, but are not limited to: Field Day, 9th Grade Graduation, Family Fun Nights. The Events/Programs committee works with the Volunteer Coordinator to determine volunteer need, Hospitality for any food needs, Communications to determine publicity needs, and so forth. The Events/Programs committee may also work with the Fundraising Committee to help coordinate fundraising events. Basically, this position helps figure out logistics for events and programs when asked.