



Capital Day School Parent Handbook 2023-2024

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Welcome

On behalf of the Faculty, Board of Trustees, and Families of Capital Day School, I want to welcome you to the Capital Day School parent body and to what we hope will be a long and valued relationship with the school.

By choosing Capital Day, you are joining a group of people who value an enriched, accelerated curriculum for students. Capital Day parents want to see their children gain the academic skills and confidence during their childhood that will serve them for a lifetime. For over 65 years, families like yours have chosen Capital Day so that their children will become independent learners ready to take on the challenges of the modern world.

The Capital Day faculty and staff work hard to provide a thorough and engaging education tailored to meet students' needs. We enjoy working with your children and watching them grow into confident and compassionate members of our community. Community service is a cornerstone of the educational experience at Capital Day School. We believe that little people can do BIG things and that starts with making a difference for others. Our students, classes, clubs, and teams often support various community groups and charities throughout the year. We welcome your ideas to help this program grow and thank you for your parental support in these endeavors.

We also are committed to working with you to ensure understanding of our methods, philosophies, and procedures. This handbook will help that process, and we welcome and encourage your engagement as we work together. Please take the time to read through it and to ask for clarification on any aspect of it that is unclear to you. Our doors are always open for conversations about education and for hearing your concerns.

I look forward to working with your family and serving your children for many years to come. Go Cavaliers!

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Capital Day School welcomes students of diverse backgrounds and inspires intellectual curiosity in a positive, nurturing, and safe environment. The school promotes in students a strong sense of independence and responsibility for themselves and for others.

Mission Statement

Capital Day School is dedicated to empowering students in early childhood classes through the eighth grade for success through an enriched curriculum that inspires academic excellence and individual growth.

Philosophy

Capital Day School provides a supportive learning atmosphere that promotes intellectual, cultural, physical, and social growth in all students.

High standards of academic pursuit are achieved through knowledgeable and stimulating instruction carried on in an intimate, nurturing environment. A strong emphasis is placed on critical thinking and problem solving, communication, teamwork, leadership, and creativity. Capital Day School aids in the education of the whole child by providing a curriculum that includes STEAM-related subjects, language arts, social studies, Spanish and health and physical education.

Capital Day School generates a strong sense of community. Personal standards of character are demonstrated by work ethic, self-discipline, resilience, courage, empathy, respect, and responsibility on the part of each student.

Vision

Capital Day School strives to develop confident self-sufficient students who become productive citizens as adults.

We recognize developmental differences and that each student is an individual. Students grow and learn at different rates towards different destinations, but regardless of the destination, it is our goal for all CDS students to have the knowledge, skills, and character they need to achieve success.

Traditional subjects with classical literature remain important, and CDS teaches many of the subjects which other schools have abandoned such as Humanities, grammar, vocabulary and cursive handwriting.

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Individual skill development for each child is a priority. Capital Day School recognizes skills and values integral to learning in today's world:

- Critical thinking and problem-solving
- Teamwork and collaboration
- Communication (oral and written)
- Creativity
- Leadership
- Character (work ethic, self-discipline, resilience, courage, responsibility, empathy, and respect)

Capital Day School seeks to promote community and global awareness and instill a commitment for service to others. It is our desire for students to gain greater understanding of different cultures, appreciation for diversity, and civic responsibility.

Parent and Educator Roles

All CDS Parent have a right to:

- See their child challenged and supported in a safe, respectful environment
- Understand our methods, philosophies, and procedures
- Have their concerns addressed by CDS staff in a timely and thoughtful manner

In turn, we ask that all CDS parents:

- Communicate clearly, openly, and respectfully with school employees
- Honor the school's chain of command and communication protocols
- Support the policies and procedures of the school
- Be involved in the life of the school through volunteering

All CDS educators have a right to:

- Positive presumptions: that decisions made are to ensure the growth of each student to their full potential
- Respectful interactions from family members and students
- Contribute to decisions about the proper placement of students and the best approach to reaching them

In turn, all CDS educators are expected to:

- Respect the needs of individual learners
- Design and deliver engaging, student-centered educational experiences daily
- Communicate with student families clearly, thoughtfully, and in a timely manner

School Day Logistics

The academic day begins at 8:00; students should be in the classroom and ready to learn at this time, thus we ask that all students are at school by 7:55.

Arrival and Dismissal

Courtesy and caution are critical to the safe delivery and pick-up of our students. Please drive slowly and carefully in the school area. All CDS traffic flows from the main building towards the EEC; however, the road remains 2 way so caution and courtesy is required.

Staff members will see that your children enter the building or get back into the car safely, so you should not need to get out of your vehicle. **For your child's safety, parents are asked to stay in their cars during drop-off to expedite the process.** Do not leave cars unattended in the areas at the front of either building during arrival and dismissal times.

After 8:00 am and before 3:00 ALL parents will need to come to the front office in the main building and formally check children in or out.

Early Education Center- Preschool and Montessori

Drop-off starts at 7:15 and ends at 7:55. If you need to escort your child into the building, please park beyond the last house on the uphill side of the street. School starts at 8 am and we expect all students to be in the building and ready to learn. *Remember, after 7:55 am parents are required to check-in their students at the front office in the main building and walk them to class.*

The first dismissal- preschool only- begins at 12:00 pm. A teacher will escort your child to your car. The second dismissal begins at 2:50 pm. CDS staff are not allowed to buckle your child into their car seat at pickup, so please pull up to the curve in the road if your child needs assistance.

CDS can only release children to people who are included on the pickup list on file in the office. We cannot deny release to a parent who has custody of their child. If a custody agreement is on file, we follow that.

Main Building- K-8th grade

Doors open at 7:15am. Students dropped off between 7:15 am and 7:45 am go to the multipurpose room until dismissal to homeroom. Homeroom begins at 7:45am; attendance is taken at 7:55. Any student arriving after 7:55am will be marked tardy. Students grade 4 and below must be escorted to the office by a parent if arriving after 8:00.

Dismissal from the main building begins at 2:55 pm. Parents are asked to pull up to the end of the sidewalk where the driveway to the parking lot begins so that three cars can be loaded at a time. At no time should students cross the line of cars; they are only to load curbside. ***Students not picked up by 3:15 will be sent to extended day and parents will be charged.***

CDS can only release children to people who are included on the pickup list on file in the office. We cannot deny release to a parent who has custody of their child. If a custody agreement is on file, we follow that.

Parking

CDS is in a residential neighborhood, so all members of our community need to be respectful of the neighbors when they park. Parents may park on the street in front of the main building and playground between 8:00 am and 2:30 pm. Parents must not leave vehicles unattended in the cul-de-sac except during special events. Do not block the neighbors' driveways. You may park on the right side of the street past the houses.

Dress code

CDS students are active and outside multiple times throughout the day. Students who play outside will get dirty. Please take this into consideration. Students should dress modestly and age-appropriately.

Shoes: All students must wear sneakers for Physical Education Class. On a daily basis closed-toe shoes are more practical, and all sandals need to be sturdy with straps. Flip flops are not allowed.

Recess: You can expect your children to be outside daily, so please send them to school prepared for the season. Students will go outside unless it is raining or below 25 degrees. All coats, scarfs and gloves should be labeled with your child's name.

Lunch

CDS does not have a cafeteria, so students must bring their lunches from home. We encourage families to pack nutritious lunches that can be managed by the children. Student lunches CANNOT be heated before eating.

The office often partners with local businesses to arrange lunches that can be ordered for students in advance. When this service is available, all parents will be notified. Details will be included in the Weekly newsletter from the office.

Preschool lunches are required to have the following components:

- 1 serving of milk
- 1 serving of bread or grain (whole grain only)
- 1 serving meat or meat alternative

2 servings of different vegetables or

1 fruit and 1 vegetable

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Pizza Fridays: Each Friday, all CDS students have the opportunity to order pizza, which is delivered to campus. Teachers collect this information and orders are placed Thursday afternoon.

PM Preschool and Extended Day

Preschool children can stay at school until 5:00 for a monthly fee. They have lunch, nap/rest period, and then play, usually outdoors.

Kindergarten-8th grade students attend Extended Day in the multipurpose room in the main building until 5:00. They have a snack and some quiet time, then they spend most of their time outside. After 5:00, an additional fee is charged for any child remaining in school care.

Parents must sign children out with the adult on duty. CDS can only release children to people who are included on the pickup list on file in the office.

Emergency School Closings

If school is closed for sickness, severe weather, or any reason not listed on the school calendar, families will be notified through an Emergency Notification System. Families can choose to receive phone calls, emails, and/or text messages for emergency notifications. During inclement weather, it is common for CDS to have delayed starts rather than full day closings. All decisions are made using recommendations from the Kentucky Transportation Cabinet and local conditions.

Attendance

Attendance and Tardy Policy

Students are expected to be in class and ready to learn before 8:00 am. It is difficult for a child to settle in and enjoy class when they arrive late. Excessive tardiness may result in consequences for students; parents will be notified.

Students are counted either present, absent, or tardy. We do not classify by excused or unexcused absences. Parents should contact the office or teacher when a student is absent. Doctors notes are not required. When absent due to illness, **students in grades 4 and up** are allowed 1 extra day to complete work for every day missed.

Anticipated absences are to be shared with the teacher and the office. Students in grades 4 and

up are to get assignments in advance and complete them in a timely manner. Teachers will help

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facilitate this up to a point, but the burden is on the family to make arrangements. Assignments are due the day of the student's return unless otherwise arranged.

Students absent more than 20 days in the school year are likely to not be candidates for promotion.

Sickness Policy

Please inform the office if your child is diagnosed with a communicable disease such as Covid, Flu, Mono, etc. This allows us to clean the common areas more frequently and is part of the preschool regulations.

In order to come to school, a student should be free from fever, vomiting, and diarrhea for 24 hours without fever reducing medicine. Students who have been prescribed antibiotics should complete a 24-hour cycle before returning to school. If students become sick at school with any of the above, they will be separated from other students, and a parent will be contacted to pick-up their child as soon as possible.

If a student is diagnosed with COVID, then that student will not be allowed to return to school for 5 days after the start of symptoms. The CDS COVID-19 policy is updated regularly and shared with parents as community spread dictates the need for changes in mitigation strategies.

Prescription Medication: Students who need to take medication during school hours must have a signed *medicine dispensing form* with instructions for the staff who will be administering the dosage. All prescription medications are kept in the office and must come to school in a child-proof container from the pharmacy.

Non-prescription Medication:

Students needing any other form of medication during school hours must have written permission from a parent or guardian to have it. Due to state regulations, preschool students who need any item with a drug facts label (i.e. Chap Stick, hand sanitizer, sunscreen) must keep those items in a locked area of the classroom. A medical dispensing form is also required.

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Academic Program

Our Philosophy

Capital Day School has a long history of academic excellence. Our teaching methods and content choices support the academic skill development that will allow our students to become independent learners. Our programs are student-centered with a classical approach. CDS facilitates student decision-making, collaboration, creative expression, mastery in all subject areas

and cultivates sincere pride in achievement. Small classes allow our hard-working teachers to reach each student at his or her level and honor diverse learning styles, provided the student is ready to learn and has the academic background needed to perform at grade level. CDS holds all students to high standards of excellence.

Capital Day students are expected to be respectful, work hard, and give their best effort in class. Parents are expected to support the academic philosophy of the school and to be active partners in their child's academic development. We view parents as our partners in learning and value parent support when students receive natural and age-appropriate consequences for choices made in the classroom.

Enrichments and Electives

The CDS enrichment program enables students to realize their potential in a variety of settings beyond the classroom and develop a sense of self-awareness. Our educational enrichment programs are designed to complement school curriculum and promote a deeper understanding of schoolwork. The purpose is to develop an appreciation for literacy, the fine arts, create 21st century learners, and strengthen the body and mind.

Capital Day School students in preschool through 8th grade participate in enrichment classes daily. Students participate in classes such as Health and Physical Education, Art, Technology, Library Media, Music, and Spanish. Enrichment classes bring new abilities to the students, introduce them to new worlds, and help prepare them to be able to learn in different settings and from different adults.

Enrichment teachers communicate with homeroom teachers to integrate their curricula and to ensure consistency of academic and behavioral expectations. Students in grades 5-8 receive grades for enrichment.

In addition to enrichment classes, Middle School students start the day with elective classes. There are 3-5 offerings that change each quarter: performing arts, physical fitness, KYA/KUNA, academic team, science, technology, creative writing, yearbook and others. Middle School students choose their electives before the beginning of each quarter. Electives are not graded classes and have no homework or tests.

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Homework

Homework is assigned at the discretion of the teacher. Students in grades K-5 can expect daily assignments. Each classroom teacher has a homework policy that is communicated with parents at the start of school. A rule of thumb is that homework should not take more than 15 minutes per grade level of the student: 15 minutes in K/1st grade, 30 minutes in 2nd grade, etc. If your child's homework is taking longer than expected on a regular basis, please contact the teacher.

Middle school students can expect up to 20 minutes of homework per academic period per day

the class meets, though there are many days when no homework is given. Homework is usually started in class to be finished at home. Forty-five minute study halls are scheduled on Monday and Wednesday. Homework that is not completed at the beginning of class is recorded as late; it will be accepted for 90% credit the next day, then 50% credit thereafter.

Homework is directly tied to classroom learning. Parent oversight on homework is welcome, but parents should at no time complete homework for the student. When a parent completes student work, or guides their child to answers, the classroom teacher may lack a clear picture of student mastery. Homework completion is a student responsibility. If you are uncertain about how much you should be helping your child with homework, please contact the teacher.

Student Success Plans

Students who are experiencing on-going difficulties with school work or behavior can receive a *Student Success Plan (SSP)*. This document ensures all teachers are on the same page about helping an individual student be ready to learn and remain a productive member of the class. Common presentations of behavioral tendencies and effective tactics for helping the student be successful in the classroom are the focus of the SSP. If a student has a diagnosis, treatment plan, or prescribed accommodations, these will be included. Each SSP is developed with parental and teacher input and is subject to revision. While confidential, any staff member who regularly comes in contact with the student will have a copy of his or her SSP and is expected to provide the support described in the plan.

Outside Services

CDS allows outside service providers to work with students on campus and through telehealth during the school day for speech and occupational therapy as well as behavioral/emotional counseling. These services are arranged by the parents in conjunction with health care providers. CDS staff is available to collaborate with the providers when needed.

Library

Students will check out library books throughout the year. Please help your student practice responsibility by making sure these books are taken care of and are returned in a timely fashion. If a library book is completely damaged or lost, parents are responsible for a replacement of the book.

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Students of all ages are encouraged to visit the library and check out books during their allotted library time or other times with teacher permission. Our library program is designed to foster a lifelong love of reading by allowing students to choose books that interest them.

Annual Book Drive

Capital Day School's Annual Book Drive builds our book selection with the most current books. Each year, the librarian chooses and pre-purchases books to add to the library. The new books always include the latest Caldecott or Newberry award winners and other new or noteworthy

books that are journal reviewed as appropriate and enriching for a school library. Parents, grandparents, or friends may choose a book to dedicate in their student's name by paying for the book or books of their choice. A label with the donation dedication message is placed inside the book and the book joins the library circulation for all students to enjoy. The student who donated the book is able to check it out first.

Technology

Fees

The goal of technology at CDS is to aid and expand teaching and learning. K-8 students receive technology education as part of enrichment. There is a \$100 technology fee per student each year used for repairs, upkeep, and replacement parts/devices. Students are expected to be responsible users of technology and treat school devices with care. Non-academic uses of technology are prohibited.

Email Addresses

CDS email addresses use the simple format firstname.lastname@capitaldayschool.net . All 4th-8th graders have a Google account that provides them with a school email address. Student accounts cannot receive email from non-CDS email addresses, except when teachers request special exceptions.

Chromebooks

4th-8th graders are issued a chromebook. These are used for research, taking notes, and facilitating their learning. Students may bring them home and are expected to take care of them. Each device is expected to have a protective covering. Games are not permitted to be downloaded onto school devices.

Acceptable Use

An *Acceptable Use Policy (AUP)* is given to each student grades 4-8 at the beginning of the year. A copy of the *AUP* goes home as well. Students found to be in violation of the *AUP* will have consequences and can expect a conference with their parents and the Head of School.

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Blackbaud

Capital Day School uses a learning management system through Blackbaud for PK-8. Teachers have a virtual classroom where older students are able to locate assignments and information, track their grades, and receive feedback for each class. Parents are able to view student grades at any time. Each teacher also has virtual bulletin boards and a class calendar available for parents. Information about the usage of this system in your child's classroom will be given by the teachers.

Field Trips

Kindergarten-8th grade students go on numerous field trips throughout the year. Most field trips have a charge that is applied to the student's school account. Teachers will send home field trip forms for advance notification and share field trip itinerary and trip-specific expectations 1 week prior to the trip, giving adults ample time to seek clarification. Family members are often needed for chaperones.

The chaperone role consists of the following:

1. exchange of cell phone numbers with teacher
2. safely transporting students directly to and from destination- with no side trips
3. adherence to published schedule
4. focus directed to children, not to other adults or the activities
5. support of students completing activities while in your care
6. referral to teacher of any potential disciplinary situation

Each teacher is expected to make sure that any adults who might serve as chaperones know the school chaperoning rules, which include:

1. teacher coordinates who rides in which car
2. no siblings from other grades are allowed to attend
3. driver's license and insurance card must be on file in the school office
4. no texting while driving with students in the vehicle
5. no usage of personal electronics by students while in vehicle

Students should wear CDS gear on field trips to be easily identified, and are expected to be attentive and respectful in all situations. Should a child be unable to attend a field trip, he or she cannot remain at school.

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Student Discipline

By and large, CDS students enjoy being at school because they are in an engaging academic setting overseen by compassionate adults and are receiving supportive messages from their families about the value of that setting. When students are temporarily unable to follow the rules set forth for their school environment, they can expect age-appropriate, proportionate discipline. CDS teachers do not use discipline to punish children, rather to mitigate disruption to the teaching environment and ensure a physically and emotionally safe space for students to learn.

For our discipline system to have the desired impact on our students- to help them understand that the norms of their society are sensible, valuable, and enforced- cooperation is integral between the teacher, students, administrators, and parents.

The role of the parent

Foremost, parents need to send a supportive message to their child about the school discipline system. Secondly, they need to feel that they are active participants in the corrective process and are entitled to timely and clear communication from teachers and administrators about student behavior. In turn, parents are expected to respond in a timely and cooperative manner. Our shared belief is to view discipline as an important part of the CDS education with the ultimate goal of teaching our students to be effective members of our society.

The role of the teacher

Each teacher will have a clear set of guidelines for his or her classroom that are shared with parents and students at the beginning of the year. The teacher will enforce the rules consistently and fairly while communicating with parents regularly. If a student's behavior is reported to the Head of School, the teacher will email or call the parents.

The role of the administration

Capital Day School administration is committed to creating a school environment that empowers teachers to provide effective instruction, supports student learning, and accomplishes the most important goal of CDS, creating independent learners. In addition, the school is also committed to ensuring that disciplinary needs that come to the Head of School have a clear set of consequences. The administration sends a clear, consistent message so that students know where they stand, parents know what to expect, and faculty know that there will be enforcement of their rules.

Students sent to the Head of School's office will often receive a warning for a first offense, but can expect to lose socializing privileges (lunch with others, recess play) and/or experience a suspension (in school or home; half day or full day) for repeated offenses: disruptions to the

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classroom learning environment, blatant disrespect or actions that jeopardize the emotional and/or physical safety of other students.

The role of the student

Students are expected to come to school prepared to learn and demonstrate respect while following the rules. They will be given clear expectations from the staff and learn procedures which will create a safe and orderly learning environment. Students are entitled to kind caring adults who demonstrate respect and nurture their developing independence. CDS students learn that their behavior should be corrected if it interferes with learning, hurts others feelings, or

prevents them from being their best selves.

Students can expect immediate classroom consequences for the following behaviors:

- Distracting other students from instruction
- Disrespectful behavior towards classmates or teachers
- Defiance of teacher directives
- Academic dishonesty
- Misuse of technology

Students can expect referral to the Head of School for the following behaviors:

- Repeated occurrence of the above behaviors
- Blatant disrespect
- Physical altercations
- Hate language
- Inappropriate touching
- Social intimidation/exclusiveness
- Intentional harm to others or school property

Possible Consequences: not limited to

- Cleaning or repairing damage
- Removal from activity
- Lowering of academic grade
- Loss of classroom privileges
- Email or phone call home to parents
- Removal to Head of School's office
- Incident report sent home
- In-school suspension
- Loss of out of classroom privileges (recess, field trips, school events, etc)
- Out of school suspension
- Expulsion

Communication

Chain of Communication

Your child's teacher is the starting point for questions, comments, and concerns about the academic program and your child. Please contact the teacher directly related to the situation at

hand. Honest and open communication between the teacher and families is the key to addressing most issues without involving an administrator.

If a situation is not resolved to your satisfaction, please include the Preschool Director, Middle School Director, or the Head of School in your next step of communication. Teachers have been instructed to do the same. The administration values and supports strengthening the relationships between parents and teachers. Professional courtesy builds trust and encourages successful collaboration.

Communication with teachers or administrators about sensitive matters should be initiated by phone or email and then conducted face to face by requesting a conference. Administrators can be a part of any parent teacher conference. *Social media or texting is not an acceptable form of communication of grievances with your child's teacher or administrator.*

Emailing faculty is the most effective means of reaching them. Feel free to email at any time and expect a timely response during school hours. Uninterrupted classroom instruction is a priority and teachers may not be able to respond until their planning periods. If you have a question that needs an immediate response, please contact the office for assistance.

Faculty are instructed to respond to emails within 24 hours of them being sent. Texting can be used to confirm arrangements for further communication, but never for addressing student issues. Faculty members are instructed not to discuss discipline or grading by text; please do not ask them to. Teachers are not expected to respond to texts or calls after they have left for the day.

Conferencing with teachers

Parents should feel free to schedule a conference with a faculty member at any mutually convenient time. A parent teacher conference day is built into the yearly calendar after the end of the first quarter.

Logistical Needs

Emails with questions about school events, the calendar, enrollment, and basic logistics can be emailed to the office@capitaldayschool.net

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Billing Questions

All account information and billing questions should be emailed to our office manager, Beverly Ragland. She can be reached at office@capitaldayschool.net

Blackbaud for Individual Student Information

Blackbaud is our platform for many services at Capital Day. It includes tuition management,

student enrollment, attendance, grading, family directories, school calendars, online classrooms, and teacher/sports/club bulletin boards. It is used for each student PK-8th Grade. All parents can view their child's information using their Blackbaud ID. Please forward questions about accessing your Blackbaud account to office@capitaldayschool.net

Weekly School Newsletter

The Weekly Blast is emailed from the office to parents on Friday afternoons keeping families up to date with the school calendar and upcoming current events, as well as highlighting student successes.

Facebook

Follow Capital Day School on Facebook for daily posts from classrooms, upcoming events, and reminders. The Parent Council, some of the teachers, and coaches also have private Facebook pages to share information.

Website

www.capitaldayschool.net

Tuition Obligations

CDS manages all tuition payments through Blackbaud Tuition Management (BTM). All additional expenses such as extended day, field trips, sports and clubs, lunch charges, etc. will be billed through this platform. Balance and payment information is available online for each family through the student's Blackbaud account. **Families are encouraged to check their account balances and payment schedules regularly to avoid automatic late fees.**

CDS relies on families to stay current with their account payments. BMT charges a \$40 late payment fee any time a full payment is missed. CDS does not benefit from these fees and cannot

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remove a fee. Questions regarding late fees should be directed to BMT customer service. The number is 1-888-868-8828.

Past Due Accounts:

- 1. In the event of two consecutive missed payments,** the CDS business office will contact your family directly with the following notification:
Your Smart Tuition account is past due. Please make your required payments and notify the business office that you have done so.

2. In the event of a third missed payment, families will receive the following notification from the school:

Your Smart Tuition account is 3 months past due. Until you make your required payments your child will not be able to accrue any new charges (extended day, lunches, field trips, student activities) Please make your required payments and notify the business office that you have done so.

3. If the account is not paid in full in response to this communication, and no alternative payment schedule has been agreed upon between the family and Head of School to bring the account current, the school reserves the right to demand payment in full, including filing a claim with the applicable court, and further reserves the right to expel the child(ren) from Capital Day School at any time during the school year due to non-payment of the account. Expulsion as a result of non-payment in this section does not cancel current and future amounts owed under the enrollment contract, and the family will still be responsible for all payments.

CDS Parent Involvement

Parents and grandparents contribute in many ways to CDS. One of the most valuable aspects of the school culture is our community built through parental engagement and volunteerism. During the school year, parents become a part of their child's educational enrichment and are instrumental in the success of school events.

At a small school such as ours, parent involvement enhances your child's school experience while creating a sense of community. Parents will be expected to volunteer to help with a variety of events throughout the year.

Traditionally Capital Day School has suggested that each parent donate at least 4 volunteer hours to the school each year. We value time together at school events for building relationships among families and between families and staff. There are many events during the year that bring our community together. We ask that all families support the school by volunteering to work at least one event per year. Parents will be expected to volunteer to help with a variety of events throughout the year.

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Typical Capital Day School Events

End of Summer Pool Party
Back to School Nights
All-School Picnic*

Fall Volunteer Workday*
Grandparents/Special Friends Day
Library Book Drive
Fall Festival*
Holiday Sing
Christmas Parade
World Market
A Capital Affair*
STEAM Fair at Josephine Sculpture Park
Spring Volunteer Workday*
Teacher and Student Appreciation Weeks*
Awards Days and 8th Grade Graduation
Summer Volunteer Workday*
* Denotes Parent Council supported events

Parent Council

The CDS Parent Council is the primary organizing body for parent involvement. The goal of the Parent Council is to support the mission of the school by strengthening the Capital Day community. Each family is charged a \$30 fee at the beginning of the year for Parent Council dues, and every parent is automatically a member of the Parent Council.

Parent Council meetings are on the third Tuesday of each month at 7:00 pm. At this time meetings are held virtually via Zoom. Notices and virtual links will be sent to parents one week before each meeting. They can also be found in the Weekly Blast.

The Parent Council's four Executive Officers (President, Vice President, Secretary, and Treasurer) are elected by the members each year to serve a one-year term. Class Representatives are also selected for each class/grade to help with coordinating volunteers for Parent Council supported events. If you would like more information about becoming an officer or class representative, please contact parentcouncil@capitaldayschool.net.

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Fundraising

Fundraising is critical to Capital Day School. Put simply, independent schools need to fundraise because the cost of the educational experience for students is beyond what tuition covers. It is referred to as the gap. Annual giving allows us to balance our budget. Additional funds raised are applied to capital projects, program improvements, and financial assistance.

Capital Day School, LLC is a 501-C Non-profit organization. All contributions are tax-deductible. We are always looking for outside funding sources to grow our school's mission. CDS seeks to build long-lasting relationships with individual donors, community partners, and corporate sponsors. If you have suggestions for potential donors and support, please contact the school at office@capitaldayschool.net and we will connect you with our fundraising coordinator.

We ask families to consider giving to our annual giving fund and special giving opportunities throughout the year. Additionally, student-led fundraising and community philanthropic activities and opportunities are often conducted throughout the year to both donate funds and goods as well as raise money for school needs and special programs. We encourage parents to promote their children's participation in these activities as it not only contributes to their community and home institution but also helps develop lifelong skills.

Your gift makes a difference:

- Yearly student tuition is about \$9,000 per year.
- Tuition is approximately 2/3 the actual cost to educate each student
- Your gift ensures that Capital Day School can continue to provide the excellent education for which we are known.

CDS offers various donor levels to be recognized for annual giving contributions and various sponsorship levels for other yearly fundraising events and activities. The institutional donor levels are as follows. If available, other sponsorship opportunities are distributed throughout the year.

Capital Day School Donor Levels *All amounts estimated as of 2023

\$13,000+ **Cavalier Club** \$1,000+

Scholar Club (the cost to educate one CDS scholar)

CDS Champion: Closing the Gap	\$4,300+	Friend of Capital Day \$500+
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Volunteering

Parent Council Events:

As a CDS Parent, you are automatically a member of the Parent Council. Each family should volunteer to help in at least one PC event per year. Sign up for committees will be available at the Back to School Picnic and on the school website. Parent Council events such as Fall Festival, Holiday Sing, and the end of the year events should be attended by all families if possible.

Classroom and Field Trips:

Parents are welcome to help in the classroom in a variety of ways; your child's teacher will let parents know when help is needed. Chaperones and drivers are needed on field trips.

Volunteer Work Days:

Twice each year we have volunteer work days on campus to take care of jobs that help beautify and improve our facilities. It's a great time to get to know other families and to see your efforts have an immediate impact on our school.

Parent Council or Board of Trustees Service:

Parent council needs officers and class representatives each year. Officers run the parent council; class representatives help coordinate class activities and attend meetings. Elections usually occur in the fall. In addition, the Board of Trustees is the governing body of the Capital Day School Corporation, a 501(C) Nonprofit. The Parent Council President is a voting member of the Board of Trustees. Parents may be considered to sit on the Board.