



Welcome to
Laurel School



2022 - 2023

What to Bring on the First Day of School

- A well-rested kid with a good breakfast in his/her belly and wearing closed toe shoes!
- Your calendar (*you will need it at the Back to School Coffee*)
- A large backpack (*big enough to fit a lunchbox, a separate snack bag, and a folder the size of a regular binder*). Please clearly label all the items with your child's name.
- A snack and lunch. If packing food from home, please pack in containers that your child can open on their own. Pack snacks and lunches in separate containers. Parents have the option to sign up in advance for school lunches from LunchMaster.
- A small family photo (*if your child is feeling nervous about their first day*)
- Your phone/camera for that "first day" photo!
- Laurel PTO funding provides all supplies for your child's classroom needs! The classroom will be all ready! Consider donating to the PTO.

Laurel School's Weekly Schedule

K-2nd: Lower Campus at 95 Edge Road, Atherton

3rd-5th: Upper Campus at 275 Elliott Drive, Menlo Park

	Before School Supervision	Start	M, T, W, F End	Thurs End	Minimum Day End
K-2nd	7:45 am	8:15 am	2:40 pm	1:45 pm	11:45 am
3rd-5th	8:00 am	8:30 am	3:05 pm	2:00 pm	11:45 am

At the Lower Campus: **drop-off/pick-up along Ringwood or Edge Road is not permitted**, and there will be school staff and police enforcing smooth drop-off and pick-up operations around campus. Pick up and drop off happens by either walking your child to the yard, or by dropping your child off via carline, pulling all the way up to the office area for drop off.

The weekly schedule and other important information can be found on the Laurel website at laurel.mpcsd.org under the "About Laurel" link. *Also, Be sure to sign up for the Laurel Newsletter at laurel.mpcsd.org on the homepage (under Laurel Quick Links, "Sign Up for the Laurel School Newsletter") to keep up with all the latest news and events. You can also keep an eye out for events through the calendars and banners around campus.*

Before School Supervision

The kindergarten yard will be supervised beginning at 7:45 AM by Laurel staff. During the first couple days of school, parents may enter the yard and stay with their children until the bell rings. After that, parents must remain outside the kindergarten gate. Help us keep our children safe by always closing our gates behind you!

Transportation Getting to school

Getting hundreds of children to school and home again every day poses a few logistical challenges, especially for a school that was designed for pedestrian and bus transportation. We encourage all families to walk, bike, use the bus, or carpool to reduce traffic congestion.

Walking & Biking

Students who wish to walk or ride bicycles to school must be accompanied by an adult. Bicyclists must wear a helmet, and remember your lock! Please dismount and walk your bike the moment you reach the school grounds. Biking through the parking lot is unsafe! Bicycle racks are located outside the kindergarten yard and outside the main play yard.

Bus

The district provides fee-based bussing to and from school. You can find information at laurel.mpcsd.org under Transportation.

If your child participates in the Tinsley Transfer program, bussing will be free of charge for your child to and from school.

Parking and Walking

Parents can park in the school parking lot. Please do not park in the staff parking spaces. There is NO parking permitted on Edge Rd. When parking on any of the streets surrounding the school, PLEASE respect the residents and show consideration for pedestrians and bikers by parking your car so that you are following the rules of the neighborhood "no parking" signs.

Carline in the Morning

Parents can drop children in the carline lane, but parents MUST remain in the car and have their children exit curbside. Kindergartners then proceed to the kindergarten yard, where they will be collected by their teachers when the bell rings. Older students head to the main yard. Carline drop off starts on the first day of school.

Getting home from school

Once school starts, your teacher will collect information on how your child gets home each day, and who is allowed to pick up your child. Your teacher will also let you know the best way to inform her if there is a change to the schedule.

Carline in the Afternoon

Carline starts the first day of school. Carpool placards will be distributed through your child's blue folder during the first week of school. Your child's teacher will bring your child to the carline area, where he will wait until your car pulls up with the name displayed on the dash. Carline is a convenient pick up option, and we must keep the line moving forward. Therefore, parents must stay in their cars at all times. Students exit and enter curbside only. Students should buckle and unbuckle themselves.

Parking and Walking In

If your child does not go home via carline, his/her teacher will bring kindergartners to the Plaza for parent pick-up or the bus line for bus pick-up.

Answers to Common Questions

How do I find my child's classroom?

One to two days before the first day of school you will receive an email with your child's classroom assignment. Teachers will be busy setting up their classrooms, so please do not visit the classroom early. Typically, our Principal and PTO invite our incoming kindergartners/new students to Laurel for a Q+A+Play the Sunday before school starts. At that time, children explore their new kindergarten play yard, while you get to meet fellow parents. The Laurel parents will be on-hand to answer any questions, followed by a tour of Laurel School.

Consider taking a little walking tour around the school this summer to familiarize yourself and your child with the campus. Principal Creighton welcomes and encourages families to bring their incoming kindergartners to play on the kinder yard, so that it's a familiar place once school starts.

Do I need to bring supplies?

No, the School and PTO funding provides all necessary supplies for your child. Throughout the year, your teacher may have a wish list. Your classroom Head Room Parent (HRP) can help you accommodate these wishes. Please consider donating to the One Community Campaign - parent donations fund campus & classroom supplies, assemblies, school enrichment and more!

How will I get other important information?

During the month of August, Laurel will begin sending out important information via email. To receive this, be sure you are signed up for the Laurel newsletter. You can sign up by logging on to the website: laurelpto.org and clicking (*Laurel Quick Links, "Sign Up for the Laurel School Newsletter"*).

The School District and Superintendent also periodically send important information via email. Sign up at mpcsd.org. In the meantime, explore mpcsd.org. All of this information and much more is available on the district and school's helpful sites.

Volunteering

How can I help out at school?

Mark your calendar for Back to School Coffee and Back to School Night! Both present a variety of ways to get involved at Laurel School.

Back-to-School Coffee

Back-to-School Coffee, on the first day of school at each campus, **from 8:30-10:00 a.m.** at the lunch table area adjacent to the main yard. Come meet other Laurel families and check out all the various PTO committees you can be a part of. Committees will have information tables to help answer your questions about what they do.

- sign up to be your child's class Head Room Parent (HRP)
- meet, ask questions, and learn all about the One Community Campaign, and where your donations go and what they fund.
- see how you can help in the Library, Art, and Art in Action programs.
- if you work full-time learn about other ways to volunteer: help with graphics, web design, the newsletter, or other various options
- meet after school program representatives and sign your child up
- learn about the STEAM Fair (Science, Technology, Engineering, Art, and Math) and how you can be a part of the most exciting day of the year!

Back-to-School Night on September 1st at 5:30-6:30 at Lower Campus and 7-8 at the Upper Campus.

At this very important night for parents only, you will learn more about your child's teacher, the curriculum, field trips, and classroom volunteer opportunities. Additionally, you will learn about the two organizations that work together to support our students: the Laurel PTO and the MPAEF.

Words of Advice from One of Our School Counselors

Dear Kindergarten and New Student Parents,

We are so excited to welcome your children to Laurel School! It is understandable for children and parents to experience some anxiety about starting school.

Here are some tips to help students have a successful first day of school:

Start school bedtime and wake-up time about a week before school begins. Children's body clocks need time to adjust to going to bed earlier and waking up earlier. Being well rested will help make sure their first day is more relaxed.

Have clothes picked out the night before in order to help the morning go smoothly. Allow them to pick out the outfit. You want them to be comfortable and feel safe – so let them wear what they want on the first day and save the new clothes for another day.

Try not to put too much pressure on the first day (taking lots of pictures, special breakfast, etc). Those things can make kids feel more anxious. Downplay the milestone and treat it as any other day.

Say your goodbyes at the class line or even at carpool. When a parent lingers at the classroom door, it gives the child the sense that you do not think school is a safe place and can make kids feel more anxious. When they see you doing what everyone else is doing, it will make them feel more comfortable. You will get to see the classroom at back to school night.

If your child starts to feel anxious or starts to cry:

Offer simple reassurances: "Your teacher is a good teacher—if you need something just ask him/her; I am proud of you for going to school; I am sorry you feel nervous, but you're going."

Say a cheerful, short goodbye and leave. Don't show hesitation; your uncertainty to leave the school will make them uncertain about staying at school. Do not promise you will come back at recess/lunch or that they can call you. Reassure them that you will see them after school or at childcare pick-up.

Know that most children who cry, stop crying very soon after the parent leaves. The tears are just for you!

If you have any questions or concerns, please feel free to email me at aguilliot@mpcsd.org.

Best regards,
Ashley Guilliot
Laurel School Counselor

Other Common Questions

Are masks required?

Masks are highly effective ways to prevent the spread of COVID-19. Masks are strongly encouraged at school and as conditions change, so do our practices and expectations.

Will I be contacted if my child gets sick at school?

If your child is not feeling well at home, keep them home! If your child is not feeling well during the school day, s/he will be sent to the Nurse's Room in the front office. If your child is running a fever, shows signs of having something contagious, or doesn't feel better, our school secretaries will call the contact number listed in your child's file. Additionally, you will be called automatically if your child sustains a bump on the head. You may not need to pick up your child at that time but will be notified of any bumps to the head.

My child has an appointment during school hours. How do I pick her up?

If you need to pick up your child before the end of the school day, please come into the front office. There is a sign-out sheet on the front counter; please sign out your child, and indicate if s/he will return to school. One of the office staff will call your child's teacher and ask for the child to be sent to the office. Please do not go directly to your child's classroom. Plan to arrive in the office 5 minutes before you need to leave to provide ample time for us to call your child to the office.

What do I do if my child will be absent or late?

If your child will be absent, you will use the "Safe Arrival" application. More information will be sent to you as the school year approaches. The link is on the front page of the school website.

What do I do if there is an emergency and I need to get a message to my child?

Please call the front office and one of the office staff will make sure the message gets to your child.

My child needs medicine during the day. How do I arrange for him/her to get it?

Doctor release forms are available in the front office. Please have your doctor sign the release form with dosage, instructions, etc. and staff can administer the medicine as prescribed. You are also welcome to come to the front office and have your child pulled from class to receive the medication from you. No medication, including cough drops or other over-the-counter medications, can be administered by students or school staff unless we have physicians orders on file. [*A medical authorization form can be obtained from the front office.*](#)

What happens if my child has an “accident” and needs fresh clothes?

The front office has a limited supply of extra pants, socks, and underpants. Please be sure to wash and return the clothing. Donations of new or gently used items are always appreciated. You are also welcome to pack extra clothes in your child’s backpack, if you are concerned. Ziplock bags work great for extra pants/leggings/socks/underpants.

What happens if my child cries, misses me, or is very sad during the day?

One of the many great things about Laurel School is its caring and warm faculty and staff. Children usually recover very quickly from any sadness at leaving your side and jump into the fun and exciting events of the day. Hugs, high fives, and happy distractions are plentiful on campus and the Laurel staff does an amazing job of calming children and making everyone feel better.

What is the school phone number?

The school phone number for the Lower Campus is 650-324-0186. The school phone number for the Upper Campus is 650-321-6010.

I have a question for/need to discuss something with the Principal or the Administrative Counselor. How can I reach them?

Please feel free to call the Lower Campus Front Office at 650-324-0186 or the Upper Campus front office at 650-321-6010 and leave a message. The Front Office staff can also provide you with the email address of whoever you need to contact.

I have a question for/need to discuss something with the PTO Presidents. How do I reach them?

Please feel free to send them an email to president@laurelpto.org.

Are there any options for on-campus, after-school care?

The Newton Center provides childcare after school for Laurel students. Please see their website, <http://www.newtoncenters.org> for more information.

Are there any after school programs offered at Laurel?

We offer a variety of afterschool programs from language classes to cooking to sports. Please see the PTO’s After-School Programs page on our website for more details.

Will I receive a receipt for my One Community Campaign donation?

Yes. You will receive a receipt for your donation a few weeks after it is made. Also, your canceled check can serve as a record of your donation.

I would love to do something to show my appreciation for my child’s teacher. Is there a list of what s/he likes anywhere?

The PTO maintains a list of each teacher's and staff member's favorites. You can find the lists in a binder kept in the front office or ask an office manager to share the list with you.

My child lost his jacket at school. Is there a Lost and Found?

All lost items such as clothing, lunch boxes, water bottles, etc. are placed on a cart outside the Multipurpose Room/Gym at each campus. At the end of each month, the items are moved into a large plastic bin near the front office, and at the end of the next month, all unclaimed items are donated to charity.

I have heard people talk about the Plaza and the Arbor at the Lower Campus. Where are they?

The open space between the Library, Multi, and Kitchen/Mini-Multi is generally referred to as the Plaza. The Arbor is the area with lunch tables under the awning by the Plaza. Afternoon walk-in pick up is in the Arbor.

What happens if I am late to pick up my child?

Children who have not been collected in the Arbor or in Carline are brought into the office to wait for their ride. If no one arrives to pick up the child within a few minutes, the office staff will call the contact number in your child's file. All students must be picked up within 15 minutes after dismissal time.

My child is in the Spanish Immersion program. Will s/he be able to participate in the same activities as the other children?

Absolutely!! All of the children have the same access to all of the opportunities and amenities offered on campus.

Financial Support from Laurel Families

Did you know?

Laurel, like all schools in the Menlo Park City School District (MPCSD), is "Community-Funded."

What does that mean?

Laurel receives very little money from the State or Federal governments.

We are funded primarily by local sources, including: property taxes, parcel taxes, and donations from our community.

Laurel is the amazing school and community that it is because of our families' financial support. Without our two family-funded organizations, the PTO and the Menlo Park-Atherton Education Foundation (MPAEF), we would not be able to provide specialist enrichment opportunities in music, art, library, science, computer science, and more. We would not be able to have field trips, assemblies, or grade-level and school-wide special events. We would not be Laurel!

What will I be asked to give in the Fall when school begins?

The One Community Campaign (OCC), combines the annual Parent Teacher Organization (PTO) and Menlo Park-Atherton Education Foundation (MPAEF) fall fundraising into one ask and simplifies your donation process. Our goal is 100% participation so please donate at whatever level is possible for you.

The suggested donation is \$2,000 per student - the first \$250 goes to your child's PTO and the remainder to the MPAEF. For more information - refer to the One Community Campaign website at <https://www.supportmpcsd.org/>

