

The NUEVA School 2018-2019 Student Information Sheet for K – 4

Student's Name _____
Grade in September _____

Dear Parents,

Each summer at Nueva, teams of teachers, learning specialists, and administrators work together to group classes for the upcoming school year. We create these groups carefully in order to support each child's academic and social-emotional growth. Along with teachers' deep understanding of the children in their classes, parent feedback is very important in helping us shape thoughtfully balanced class groups. We hope that these groupings will support existing relationships, while also fostering new ones, and will allow all students to feel safe and confident taking the academic risks necessary for deep learning.

Please take a few moments to describe your child's academic and social-emotional personality and any information you would like for us to keep at the front of our minds as we create class lists. I appreciate your candor with your comments and understand that some feedback is sensitive. Know that this information will be kept confidential.

Please return your comments to our Lower School Division Assistant, Janice Toy at jtoy@nuevaschool.org by June 1, 2018.

Sincerely,
Megan Terra
Head of Lower School

Please describe your child's learning style, academic interests, and the strategies you have found best support his/her learning.

Please describe your child's social-emotional profile and his/her personality in group settings (e.g., introvert/extrovert, comfort sharing ideas, level of independence, comfort with transitions, etc.).

Are there relationships that have been especially positive or challenging for your child in the past?

Nueva Lower School 2018-2019 Calendar

August 19	New Family Gathering – on campus
August 24	Lower School Meet and Greet, Grades Prek-4
August 27	First Day of School/Tea on the Plaza at Hillsborough
August 31	Noon Dismissal
September 3	No School: Labor Day
September 12	Back-to-School Night
September 19	No School: Yom Kippur
October 19	No Classes: Professional Day
October 31	Halloween Parade
Nov 2 & 9	No Classes: Parent/Teacher Conferences
November 21	Grandparents' & Special Friends' Day: Noon Dismissal
November 22 – 23	Thanksgiving Break: Offices Closed
December 19	Holiday Concert: Noon Dismissal
December 20 – January 3	Winter Break: Offices Closed 12/24 & 12/25, 12/31 & 1/1
January 2	No Classes: Professional Day
January 3	Classes Resume
January 21	No School: Martin Luther King Jr. Day
February 1 & 8	LS Parent-Teacher Conferences
February 18	Presidents' Day: Offices Closed
February 18-22	February Break
February 25	Classes Resume
April 15 – 19	Spring Break
April 22	No Classes: Professional Day
April 23	Classes Resume
May 27	No School: Memorial Day
June 7	Last Day of School: Noon Dismissal
June 10 & 11	Parent/Teacher Conferences

Website tip: please check www.nuevaschool.org for the full calendar and updates. To see future months not shown on the calendar, click on the latest month offered on the list, and additional months will appear.

Lower School 'Who to Call List' 2018-2019

Interim List – Complete 2018-2019 directory will be available in September

The formula for creating email is to take the initial of the person's first name + last name + @nuevaschool.org (e.g. Taryn Grogan email: tgrogan@nuevaschool.org)

Category	Name	Title	Phone	Email
Administration	Diane Rosenberg	Head of School	650-350-4515	drosenberg@nuevaschool.org
	Caron Anscombe	Executive Assistant to the Head of School	650-350-4516	canscombe@nuevaschool.org
Lower School	Megan Terra	Lower School Division Head	650-350-4523	mterra@nuevaschool.org
	Janice Toy	Lower School Division Assistant	650-350-4520	jtoy@nuevaschool.org
Admissions	Taryn Grogan	Director of Admissions	650-350-4525	tgrogan@nuevaschool.org
	Kim Overton	Associate Director of Admissions	650-350-4526	koverton@nuevaschool.org
	Lupe Ruiz	Admissions Associate and Registrar	650-350-4524	lruiz@nuevaschool.org
	Ariana Bickham	Admissions Assistant	650-350-4594	abickham@nuevaschool.org
Advancement	Robbie Klein	Advancement Director	650-350-4559	rklein@nuevaschool.org
After School Program/ Extended Care	Stephanie Owyang	After Care Associate	650-350-3078	sowyang@nuevaschool.org
Athletics/PE Program	Chris Wade	Assistant Director of Athletics	650-350-4543	cwade@nuevaschool.org
Board of Trustees	Bruce Cozadd	Chair	650-233-1177	bruce.cozadd@jazzpharma.com
Business Office				
General Questions	Steve Cole	Director of Finance & Administration	650-350-4530	scole@nuevaschool.org
Monthly Statements	Lourdes Garcia	Accounting Specialist	650-350-4534	lgarcia@nuevaschool.org
Bus/Lunch Subscriptions	Chris Yu	Senior Accountant	650-350-4532	cyu@nuevaschool.org
Tuition Pmt Plans incl FACTS	Chris Yu	Senior Accountant	650-350-4532	cyu@nuevaschool.org
Café Team				lunch@nuevaschool.org
Diversity	Alegria Barclay	Equity and Social Justice Coordinator	650-235-7136	abarclay@nuevaschool.org
Diversity/Affinity Groups	Margarita Casanova	Parent Diversity Liaison	650-776-8653	casanova@gmail.com
Financial Awards/Sunshine Funds	Taryn Grogan	Director of Admissions	650-350-4525	tgrogan@nuevaschool.org
Health and Safety	Jenny Guan	School Nurse	650-350-4521	jguan@nuevaschool.org
Innovation Lab	Scott Swaaley	Innovation Lab Assistant Director	650-235-7198	sswaaley@nuevaschool.org
Library and Literature Clubs	Marilyn Kimura	PreK-8 Librarian and MS Advisor	650-350-4564	mkimura@nuevaschool.org
Music Program	Steven Chanan	Music and Math Teacher	650-350-3011	schanan@nuevaschool.org
Nueva Parents Assoc.	Jean Littschwager	NPA New Parent Communications/Lower School	650-888- 8761	jeanl@pacbell.net
	Arvind Sharma	NPA Co-President/ Upper School	650-926-9779	arvind.sharma@gmail.com
	Buffy Poon	NPA Co-President/Middle School	650-559-0988	bpoon@stanfordalumni.org
	Marie Yuann	NPA Co-President/Lower School	310-968-8198	marie.yuann@gmail.com
Social Emotional Learning	Lisa Hinshelwood	Social Emotional Learning Specialist	650-350-4596	lhinshelwood@nuevaschool.org
Summer Camp	Jim Morrison	PreK-12 Project Specialist/Nueva Summer	650-350-4592	jmorrison@nuevaschool.org
Technology	Edward Chen	Director of Technology	650-350-4548	echen@nuevaschool.org
Transportation Team				bus@nuevaschool.org

New Family Welcome page: <http://nuevaschool.org/admissions/for-new-families>

Campus map: [Click here \(http://www.nuevaschool.org/category-holds/about-category/8-zoomable-campus-map\)](http://www.nuevaschool.org/category-holds/about-category/8-zoomable-campus-map)

Nueva Parent Association: Log on to the [Nueva](http://nuevaschool.org) site, click on "Get Involved" for more details

Lower School New Family Frequently Asked Questions

Congratulations, and welcome to the Nueva Community! Here's a list of commonly asked questions. Please don't hesitate to call the Admissions Office, 650-350-4528, or your buddy family if you have any other questions.

What is done to ease my child's transition to Nueva?

Attending new family events and connecting with your buddy family prior to the start of school will help your child find familiar faces when school begins. The teachers and Social-Emotional Learning Specialists work as a team to help new students transition, and they explicitly engage the classes in activities designed to make the new students feel comfortable. Please speak with your child's teachers or the division head if you or your child needs extra support.

When and how often should I expect to speak with the teacher?

Nueva teachers welcome open communication with parents. They have worked out a variety of methods to ensure a balance in meeting the needs of families in their classrooms. If you have questions, or need more information, contact your child's teacher. Communication plans are outlined at Back to School Night (BTSN). The Lower School BTSN is September 12. Parents should attend this important event.

When will I hear how my child is doing?

Nueva offers three parent-teacher conferences a year. Conferences are scheduled over two days. The first one is November 2 and 9, the next one is February 1 and 8, and the last one is scheduled for June 10 and 11. The first conference is an opportunity for teachers and parents to exchange information about a child's progress thus far in the year. With the two additional parent-teacher conferences, you will meet with and receive narrative evaluations from the homeroom teacher and specialists.

When will I know my child's teacher and classmates?

Class assignments are provided in late August.

Do students remain with the same group all day long, all year long?

Each classroom has the opportunity to work with the other grade level teacher, as well as

specialists, and students in the other grade level class in different subjects and on various projects. Grade level classrooms have recesses and lunches together. On most Friday afternoons, students in the Lower and Middle School gather for an all school assembly. There is also a cross grade Buddy System where the older students have younger students as a buddy for the year. They may have lunch or recess together, or do an activity that is especially planned for them.

When does school start, and what are the drop-off and pick-up times for school?

We have a staggered start time for Lower, Middle, and Upper School. Middle School starts at 8:20 am and Lower School start at 8:30 am. Both divisions end at 3:25 pm.

Children can be dropped off as early as 7:30 am; the latest pick-up time is 6:00 pm. Children arriving early or staying late must make arrangements to go to Extended Care. Additional details and sign up for our Extended Care Program, Enrichment Classes (for K and up), and Homework Club (for grade 2 and up) will be available in late August.

Drop-off/Pick-up: Additional information on traffic flow and pick-up/drop-off locations will be provided in late August. Please observe traffic guidelines to ensure a safe and steady flow of traffic. **Park in designated areas, and never on Skyline Boulevard or public streets adjacent to campus.**

Bus and Shuttles: We encourage anyone who can to ride the bus! Multiple routes (north and south) as well as inter-campus shuttles are offered to minimize trip time and maximize convenience. The bus is a safe, fun, cost effective, and environmentally friendly way for students and faculty to travel to and from school. Additional details and sign up for our bus and shuttle service will be available in late August.

Carpooling: Parents arrange carpools informally by grade/region. The Nueva Directory has a "Find Carpool" option for you to find other families in your zip code. Speak with your buddy family, or class representative to find out if you can join an existing carpool, or would like to coordinate a new group.

Is Extended Care the same as the afternoon enrichment classes?

No. Many enrichment classes are offered after school. Topics for the classes range from Musical Theater, to soccer, chess, and art classes. After classes, children can go to Extended Care to wait for their carpools or the late bus. Details and registration will be available in September.

Can my child play after-school sports?

Yes! Nueva belongs to the West Bay Athletic League for grades 4–8. For a full list of sports offered, please visit our website. All Nueva athletics teams are formed on the basis of interest and participation. When participation is adequate, everyone is accepted on a team, and everyone can participate at their level of skill. Teams are generally formed through assessment, while groupings take into account age and developmental ability. In addition, depending on enrollment, teams may be all boys, all girls, or coed.

Can my child take music lessons on campus?

Yes! Nueva contracts with local musicians to provide individual music lessons, beginning to advanced, during the school day. Priority enrollment is given to older students. Details and registration will be available in September.

What are my child's lunch options?

Children may bring their own lunch, or sign up for the lunch program, which includes fresh, nutritious, organic ingredients. All children and their families are welcome to eat at the café by checking their names in at the register. Nueva is a nut-free campus. **Please do not pack any lunch or snack items containing ground or tree nuts, or their derivatives.** Details and registration for the lunch program will be available in late August.

What if my child gets hurt or is ill during school?

The Nueva School nurse attends to minor scrapes, injuries, and illnesses. If your child is unable to return to class, you will be called to come and pick him/her up from school. Children may return to school 24 hours after the cessation of fever or vomiting. We call emergency services as needed. All faculty and staff receive annual training in first aid/CPR. Parents must complete, sign, and submit Nueva's Emergency Information Sheet by May 15. We require an annual update of this information.

What's school policy on absences and lateness?

For Lower School, you must contact Janice Toy at jtoy@nuevaschool.org or (650) 350-4520. If your child arrives late, s/he also needs to sign in with Janice at her desk, next to the ballroom. If an extended absence is unavoidable, please talk with your child's teachers ahead of time.

Can I volunteer in the class or in other ways?

Yes! Ask teachers what the opportunities are for your child's grade. Volunteer jobs range from leading literature clubs, and helping with field trips to organizing special events, and teaching in an area of expertise. The Nueva Parents Association (NPA) coordinates school-wide events. Please attend Tea on the Plaza in the fall to meet NPA representatives and discuss your interests and availability. Teachers will discuss other volunteer opportunities during Back to School Night (BTSN).

Will my child have electives?

Lower School students choose their activities and areas of study in a variety of ways. In PreK and K, time is set aside each day for students to investigate areas of interest. In grades 1-3, students have weekly choice times. They also have "passion projects" and "intensives." Students in grades 4 and up participate in Academies. Academies meet on Friday afternoon and allow students to choose from a wide range of goal-oriented activities led by teachers, parents, or other adults in our community. Regular "electives" in music, art, programming, drama, etc. are offered in Middle and Upper School.

NPA Programs, Events, and Committees

The Nueva Parent Association (NPA) is pleased to announce their events and programs for the school year. Each NPA activity is impactful and greatly valued, whether it be an event that fosters community, supports faculty in the classroom, or celebrates the creative talent of our students. We hope that families will consider volunteering in some capacity. We offer jobs that are big, small, and can be done remotely to suit all schedules. All help and participation is appreciated and needed! Jobs will be filled on a first come basis. Remember that your volunteer efforts improve the quality of education that your children receive at Nueva and are a great way to maintain our vibrant and close-knit community!

Tea on the Plaza – First day of School, 8:45am at Hillsborough

Join Diane Rosenberg and the Nueva community to celebrate the first day of school. Come hear the Board's and Diane's vision for the school year, savor a light breakfast, enjoy student musical performances, and learn about our school's upcoming events, programs, and volunteer opportunities. It is a wonderful opportunity for Nueva parents to reconnect with one another after the long summer break. Tea on the Plaza is also staged as a 'volunteer fair' to recruit lower, middle, and upper school parents to work on fun committees, events and activities that enrich our school. Tea on the Plaza volunteers are needed to help plan, provide refreshments, arrange flowers, design invitations and posters, set up, and clean up.

Halloween Parade – Halloween Day

One of Nueva's most cherished annual events, the Halloween Parade and festivities are not to be missed! Join us as students from all three divisions display their creative and entertaining costumes! Students will also enjoy various activities and a haunted house after the parade. Parents are welcome to attend!

Grandparents' and Special Friends' Day at Bay Meadows – Tuesday before Thanksgiving

This is a special morning at the Nueva Bay Meadows campus for guests and students alike! The event occurs one day before Grandparents' and Special Friends' Day on the Hillsborough campus, and two days before Thanksgiving Day. All grandparents and special friends are invited to experience Nueva's exceptional Upper School campus for themselves.

Grandparents and special friends will have an opportunity to observe actual Upper School classes, hear student Quest project presentations, and have lunch in the beautiful Writing and Research Center.

Volunteers are needed to help with the welcome reception and refreshments in the Café. Guest greeter, registration, classroom guide and clean up opportunities are also available. If you have a guest attending, this is a great event to participate in.

Grandparents' and Special Friends' Day at Hillsborough -Wednesday before Thanksgiving

This is a wonderful morning at the Hillsborough campus for guests and students alike! The day before Thanksgiving, grandparents and special friends are invited to experience Nueva firsthand. The morning commences with a welcome reception in the Café. Grandparents and special friends

then join their Nueva students in class. The day concludes with a lovely student concert. Volunteers are needed for event set-up, to provide a variety of food items for the welcome reception, to serve as campus guides for grandparents and special friends and otherwise assist with the day's activities. All volunteer commitments conclude prior to the morning's student concert.

Book Fair Hillsborough –Week after Thanksgiving

Help foster our children's love of reading by assisting at our annual Fall Book Fair! This community building event provides four-days of on-campus bookstores at both Hillsborough and Bay Meadows, with visits by note-worthy authors to each grade. In addition, the Book Fair team hosts special events such as storytellers, Let's Book A Lunch, and a breakfast social. Proceeds from book sales go directly to support literacy at Nueva by providing children the opportunity to hear top children's authors and illustrators talk about their craft. Volunteer opportunities are available to assist in set-up, maintenance and take down of the fair, cashiering, finance, participating in authors lunches, merchandising, and publicity.

Book Fair Bay Meadows - Week after Thanksgiving

Bay Meadows Book Fair has moved to the Fall to make the book fairs a school wide affair! Bay Meadows has an additional purpose of helping populate the Writing and Research Center (WRC) at the Upper School with books and research tools through community donations. Of course we will also have plenty of Young Adult Literature, Popular Adult Titles, Parenting Books, etc. This year we will have the teachers earmark selections of their favorite books for you to choose from and add online ordering capabilities with offline pick up. The week of the Book Fair coincides with grade specific on site parent events that will allow for in person browsing as well. Volunteer opportunities include set up, take down and running the cashier in 2 hour shifts.

The Nueva Talent Show – February, every other year

One of Nueva's most popular community events, the Talent Show is a great school tradition that only happens bi-annually. From group dances to magic tricks-- from student bands to amazing solos, from acrobatics to Broadway scenes-- this event is a fun, relaxed yet efficient, exciting, and highly entertaining event for all of Nueva. Whether you perform or attend, we keep the evening fun and engaging for all.

Science, Technology, Engineering & Math (STEM) Fair – Sunday in March

Volunteer opportunities abound at the all-day event that provides something for everyone. The entire campus is opened up to visitors who immerse themselves in interactive exhibits created by students, families, classes, faculty and local companies. Over the years, we have busted myths, erupted volcanoes, launched catapults, and created hot-air balloons that soared beyond the heights of the GCC. Parents are encouraged to volunteer at many levels from designing, leading, and hosting activities, to mentoring student projects prior to the event, to generating publicity in our community and beyond.

Benefit Auction – Saturday evening in March

Be part of the team behind the social event of the year! The Nueva Benefit Auction is our largest fundraising event of the year, and all proceeds support financial awards for students and

professional development for faculty and staff. Financial assistance allows the school to broaden its reach, increase socioeconomic diversity, improve equity and access for community members, and provide support beyond tuition and trip fees.

There are many opportunities for volunteers to assist in planning, soliciting for live and online auction items, writing copy for the catalog, uploading items and descriptions for the online auction, coordinating class gifts and teacher treasures, and facilitating pre-event setup and logistics. Please consider joining our stellar team!

Art Showcase Week - April

This school wide event celebrates and shares the sculpture, photography, painting and mixed media artwork created by our talented students. Volunteers are invited to help with planning, publicity, and displaying the artwork across both campuses during the Spring. It's a lot of fun to bring the walls to life and see the students light up as their work is appreciated. Up to 20 Long and short term volunteers are needed! We also need the volunteer who can help someone who specializes in computer graphics for the pamphlet and another volunteer with PR skills to help promote the event.

Maker Faire- May *Coordinated by I-Lab Faculty*

The Maker Faire is a two-day, family-friendly event in San Mateo (next door to our upper school campus) that celebrates the Do-It-Yourself (DIY) mindset. It's for creative, resourceful people of all ages and backgrounds who like to tinker and love to make things. Volunteer to make Nueva's appearance at the Maker Faire unforgettable. Free tickets will be available for all volunteers who work more than four hours.

Field Day - Last Week of School

This most looked forward to event is held during the last week of school. The Field Day is one of the traditional closing events of the school year. Multiple mini-ice cream stands take shape next to the athletic field and all students are invited to eat ice cream. Students look forward to challenging and participating with the Nueva faculty and staff in sporting events. It is a fantastic afternoon! Volunteers are needed to serve ice-cream, set up, and clean up afterward.

Common Ground Speaker Series

The Common Ground Speaker Series is a parent education consortium on the San Francisco Peninsula. Each year it presents a slate of cutting-edge speakers, topics and special events designed to inform, engage and inspire our school communities.

Currently celebrating our 15th season, Common Ground began with eight member schools in 2002. Today, we represent more than 10,000 families at 29 schools, stretching from Hillsborough to San Jose. Our events take place at a variety of venues on the Peninsula and showcase the most current thoughts on education, health and parenting.

An all-volunteer organization, Common Ground is led by representatives from each member school. Together, we work to provide a forum for parents and educators to learn, strategize, and develop a sense of shared community.

We invite you to join us this season to explore innovative ways to keep our families, schools, and communities strong in the 21st century.

Helping Hands

Help Share the Care! We welcome any and all who would like to support Nueva families in need.

The Helping Hands program is a parent-organized effort created to provide coordinated support for parents, faculty, and staff within our community who find themselves facing an extreme medical crisis. Critical times often require a broad range of support. We look to the Nueva community to provide meals, transportation, playdates, connection to resources and other forms of help. Each case is different and can be customized to provide different levels of support.

To meet these challenges quickly, Helping Hands maintains a bank of volunteers who are willing to lend a hand, based on their individual expertise and availability.

As cases emerge, we will reach out with specific requests for your help. Thank you!

I-Lab Design Engineering Classes and Recess Support *I-Lab Staff*

The I-Lab is a vibrant 3,000 square foot laboratory where the design thinking process is taught, hands on, for a myriad of curriculum based projects from grade 2nd through 8th. The I-Lab is open three-four days a week during lunch and lunch recess for our student builders, tinkerers, designers, and problem solvers. Your help allows us to meet individually to guide children and build their skills. Please consider coming in even if you have no experience.

Internships Program *Faculty Director - Hillary Freeman*

We need the help of the **ENTIRE NUEVA COMMUNITY** to help bring internship opportunities to our high school students! This past summer, Nueva's internship task force helped place 1/3 of our rising senior class into summer internships. These internships enabled our students to pursue their areas of passion through real-life work experiences. This year, we will expand and improve the program.

Our students have diverse interests in business, community service, design, education, fine arts, engineering, media, non-profits, publishing, science research, sports, technology, and more!

- Are you interested to join our task force and help build this program?
- Can you think of an exciting organization - big or small - that might benefit from a Nueva Intern?
- Do you have ideas or referrals that might lead to future internships and/or outside mentors for Nueva students?

Please email interns@post.nuevaschool.org (using the email account where you receive Nueva emails) to help Nueva create lifetime experiences for our students through internships!

Lit Club Facilitators *Staff Coordinator - Marilyn Kimura, Librarian*

If you love kids and books, Lit Club may be for you. We need volunteers to co-facilitate small group literature discussions from October to May. Grades 2 - 4 meet Thursdays, 8:45 - 9:45 am, and grades 5 & 6 meet Wednesdays, 8:40 - 9:35 am. We will train and support you -- we couldn't

support this 35-year old tradition without volunteer help! Please contact Marilyn Kimura for information.

Math Circle Volunteers – 3 Fridays in the School Year

Math Circles are Nueva community outreach events where we invite a number of distinguished mathematicians and educators in the Bay Area to lead and engage students at all grade levels in interesting mathematical activities, puzzles and problem-solving. Parents are invited to participate with their children and it is therefore always a fun-filled evening. Volunteers are needed for setting up, visitor registration, and pizza sales, as well as for support in the I-Lab. There are three Nueva Math Circles that occur on Fridays during the school year and typically from 5:00-7:30pm.

Merchant Programs

We are seeking volunteers and evangelists to assist with the Merchant Program. The program works with Amazon's affiliate program and eScrip (grocery club card) for Nueva families, to gift a percent of your spending on Amazon.com or in local Grocery chains (i.e. Safeway and Mollie Stone's). When you shop at participating merchants, Nueva receives a percentage of your purchases, which are used to help fund many of the great NPA events throughout the year including Diversity Events and the STEM fair.

The success of Nueva's merchant programs is really driven by the total number of participants. We are seeking evangelists from each grade to help spread the word and improve participation. You can make a big difference with a very small time commitment.

We are also looking for volunteers to help with basic account oversight in addition to ongoing communication to the community to encourage participation. Check the NPA website or contact the NPA Merchant Program Chairs for more information.

Middle School Community Service Learning

Middle school students will participate in three community service days throughout the year with their advisories. Organizations that they visit include Brentwood Academy, Ecumenical Hunger Project, SF Marin Food Bank, Save the Bay, and others. By volunteering on the Community Service Committee, you will be able to effect change in the community while helping students become better citizens. The Community Service Team will work with the Head of Middle School and faculty to help support and facilitate community service activities for Middle School students. You may have the opportunity to work directly with your child's advisor. Responsibilities include providing logistics support as needed for each of the Middle School students Community Service Learning days.

Family Community Service Learning Day

Nueva families help with beach clean up on two Saturdays during the year, typically in the fall and in the spring. All members of the family can participate, even the youngest ones, and it's a great way to meet other families. Volunteers are also needed to coordinate with Pacifica Beach Coalition in this effort, bring buckets and other materials to the clean up, and rally our Nueva families to join in a fun day of helping our local environment.

Nueva Fund

The Nueva Fund is our annual fundraising effort which takes place in the fall and is essential to funding the difference between tuition and the actual cost of operating the school. Current parents, alumni parents, alumni, grandparents, faculty, staff, and friends are all asked to participate. The Nueva Fund supports essential components of the Nueva education, including educational programs across the Lower, Middle and Upper Schools, faculty salaries, professional development, financial aid, and campus maintenance. In order to create the inclusive and cooperative community we value, we strive to have all families participate in the Nueva Fund. Volunteers contact families to solicit their support during one of the call nights in November and December.

Nueva Store

Join these fun chairs to promote Nueva school spirit!

Nueva has an online store and a physical store at the upper school. We need volunteers to help maintain the e-commerce site as well as coordinate inventory and fulfillment at the physical store. T-shirts, sweatshirts and other items with the Nueva logo can be purchased through the Nueva Store. Volunteers are also needed to staff the pop-up stores at Nueva events where store merchandise is sold: Tea on the Plaza, Grandparents' and Special Friends' Day, The Book Fair, The Science, Technology, Engineering, and Math (STEM) Fair, and the NPA Volunteer Thank You Breakfast. There are also opportunities to help with the merchandising, planning, and scheduling of store activities for the year.

Staff Appreciation

Please join us to help show our wonderful Nueva faculty and staff how much we all appreciate their skill, commitment, and caring. Sign up for the NPA's Staff Appreciation committee! This committee is dedicated to acknowledging and pampering our teachers and staff in various ways. Volunteer for the Staff Appreciation Week (likely a lunch and special snack delivery); Conference Day Set-Up, baked goods, drinks and/or snacks; World Teacher's Day treats; Valentine's Day treats, etc.

Please note that an updated Program and Events Description for 2018-2019 will be available over the summer.



THE TUITION REFUND PLAN

*The Tuition Refund Plan is in use at over 1200
leading independent schools and colleges*

**The Nueva School
2018-2019**

WHY DO YOU NEED THE TUITION REFUND PLAN?

Your financial obligation to the school is for the full annual tuition as stated in the school's enrollment contract. The school cannot refund tuition or cancel unpaid obligations if your child is forced to withdraw during the academic year.

If your son or daughter withdraws, the Tuition Refund Plan will pay benefits (subject to the terms of the policy and the amount insured) to the school, which provides substantial assistance in meeting your financial obligation.

Every year, thousands of students must withdraw from private schools. The following are examples of reasons why:

- Family Move
- Change of Objective
- Injury or Sickness
- Death of Parent or Student
- Disciplinary Dismissal
- Scholastic Difficulties
- Financial Problems
- Mental Health Conditions
- Job Loss

**This leaflet explains how to protect your tuition commitment against
unforeseen withdrawals or dismissals.**

The Plan provides substantial insurance protection at a modest cost.

WHAT THE PLAN COVERS

WITHDRAWAL OR ABSENCE FOR MEDICAL REASONS

- The Plan will pay **100%** of the unused yearly insured fees, less a four day deductible period, provided the student's **injury or sickness** forces the student to withdraw from school or medical absence lasts for more than four consecutive days.
- The Plan will pay **60%** of the unused yearly insured fees, less a four day deductible period, provided the student's **mental health condition**, as referenced in DSM V, forces the student to withdraw from school or medical absence lasts for more than four consecutive days.

WITHDRAWAL FOR OTHER THAN MEDICAL REASONS

(Examples include: moves, change of objective, financial hardship and voluntary withdrawals.)

- The Plan will pay **60%** of the unused yearly insured fees provided the student has withdrawn from school **after attending more than fourteen consecutive calendar days** beginning with the student's first class day of attendance in the *academic year*.

DISMISSAL FROM THE SCHOOL

- The Plan will pay **75%** of the unused yearly insured fees provided the student is dismissed from the school **after attending more than fourteen consecutive calendar days** beginning with the student's first class day of attendance in the *academic year*.

DEFINITIONS AND CONDITIONS

- The “*academic year*” (referred to as “period of coverage” in the policy) upon which benefits are based consists of the actual calendar days in the school year (including weekends, holidays and vacations) beginning with the first day of formal academic instruction (excluding pre-season athletic practice, orientation, registration and graduation days) and ending with the last day of formal academic instruction, including examinations.
- “*Withdrawal or absence for medical reasons*” means complete, involuntary severance from classes as certified to and regularly treated during the period of coverage by a legally qualified medical practitioner, not related to the student.
- “*DSM V*” is the American Psychiatric Association’s Diagnostic and Statistical Manual.
- “*Withdrawal for other than medical reasons*” means complete, voluntary severance from classes for the balance of the academic year.
- “*Dismissal*” means complete, involuntary severance from classes by the school authorities for scholastic or disciplinary reasons for the balance of the academic year.
- “*Unused yearly insured fees*” means the portion of the insured fees paid or payable by the insured student/parent for the remaining time in the current school year after the student’s withdrawal or dismissal. (i.e., the prorated tuition insured from date of separation to the end of the academic year.)

PERIOD OF COVERAGE

COVERAGE IS EFFECTIVE UNDER THE PLAN AS FOLLOWS:

MEDICAL: From August 1 through the last day of the academic year.

NON-MEDICAL / DISMISSAL: For the entire academic year after meeting the fourteen-day attendance requirement.

LATE-ENTERING STUDENTS who commence classes after opening day may enroll in the Plan provided premium is paid within 10 days after starting classes. Medical coverage begins on the date the premium is received. Non-medical coverage is effective after the student has satisfied the fourteen-day attendance requirement.

EXCLUSIONS

Not Covered Under The Plan

MEDICAL WITHDRAWAL OR ABSENCE DUE TO:

1. war or any act of war 2. taking part in a riot 3. pregnancy and/or childbirth 4. use of any drug, narcotic or agent which is similarly classed or has similar effect unless given by and while under the care of a doctor 5. suicide or intentionally self-inflicted injury or self-inflicted sickness 6. alcoholism or use of alcohol 7. nuclear reaction, radiation or radioactive contamination 8. failure to attend classes for any reason other than injury or sickness 9. injury or sickness (including mental health conditions) if during the 180 days preceding and including the coverage effective date, there was medical care, advice, consultation or treatment for the condition, or if symptoms of the condition were present.

WITHDRAWAL FOR OTHER THAN MEDICAL REASONS OR DISMISSAL DUE TO:

1. being inducted into the armed forces or being assigned alternative duty in lieu of active military service 2. any hostile or warlike action 3. rebellion, riot or civil commotion 4. any order of a de jure or de facto governmental or sovereign power directed to the student 5. nuclear reaction, radiation or radioactive contamination 6. destruction of any school facility due to any cause 7. inability of the school to operate and provide formal academic instruction including closure for any reason 8. temporary non-medical absences, suspensions, changes from resident to day status or schedule reductions 9. boycotting of classes by the student 10. completion of academic requirements or early graduation 11. any withdrawal or dismissal prior to or within the first fourteen consecutive calendar days beginning with the student's first class day of attendance in the academic year.

Note:

- Medical benefit period ends immediately upon student's resumption of classes at any school or upon becoming gainfully employed.
- For medical withdrawals, coverage ceases on the last day of formal academic instruction by the school due to any reason.
- Withdrawal or dismissal must result in the loss of scholastic credit at the school.



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CLAIMS

Claim forms with instructions are available at the school business office. Claims must be reported within 30 days from the date of separation. Benefit payment is made to the school to be credited to the student's account. Benefits not required to settle your account with the school, if any, will be refunded to you by the school.

COST

The cost of the Tuition Refund Plan is detailed in your enrollment materials. Written notification of enrollment in the Plan must be made by August 1, the effective date of the policy. Premium payment is due within ten days after the first class day of the academic year.

UNDERWRITER

The Tuition Refund Plan policy is underwritten by Atlantic Specialty Insurance Company, New York, NY, for A.W.G. Dewar, Inc., dba A.W.G. Dewar Insurance Agency, Four Batterymarch Park, Quincy, MA 02169. The name of each student is listed on a policy which is held by the school business office, not as agent for the insurance company, but on behalf of insured students and their parents. This leaflet is an outline of coverage for the ensuing academic year. Actual coverages are governed by the insurance policy on file in the school's business office. Coverage may change each academic year. A.W.G. Dewar, Inc. is the originator of the trademarked Tuition Refund Plan.

DEWAR

Website: www.tuitionrefundplan.com
Email: trp@dewarinsurance.com