

April 25, 2019

Dear Incoming Prekindergarten Family,

This letter is to help you complete the mandated licensing forms for your child to enter Nueva Prekindergarten, as well as to complete the attached Physician's Report (PR) form for Child Care Centers. The forms are mandated by the California Department of Social Services. If your child has had a recent visit, your pediatrician may be able to complete the PR form without a further visit, provided your child's vaccinations are up to date. The PR form is required even if your child's immunizations are current.

Please take the attached Physician's Report (PR) form to your pediatrician who will complete and sign it. Their office can then fax it directly to The Nueva School Nurse at **650-344-9302** or scan and email the form to nurse@nuevaschool.org. The immunizations will be reviewed, and we will contact you if any are missing.

In addition to the Physician's Report, there are five other required forms for entry to Prekindergarten: *Child's Preadmission Health History – Parent's Report, Consent for Emergency Medical Treatment Form, Identification & Emergency Information Form, Personal Rights Form, and Notification of Parents' Rights Form*. The six licensing forms are attached to this letter. Please complete, scan, and email them to nurse@nuevaschool.org by **May 31, 2019**.

The deadline to receive the completed Physician's Report is Friday, May 31, 2019. A record of your child's up-to-date immunizations must be on file in the Admissions Office for your child to be eligible to be on campus for the 2019-2020 school year.

Please let us know if you have any questions.

The Nueva School Nurse

Beginning January 1, 2016, the school will no longer accept personal belief exemptions, unless otherwise required by law, for new students, students entering kindergarten or returning students entering the 7th grade. The school will continue to accept medical exemptions under the following conditions: (1) a parent or guardian files a written statement by a licensed physician that the student's physical condition is such, or medical circumstances relating to the student are such, that immunization is not considered safe; and (2) the physician's statement indicates the specific nature and probable duration of the medical condition or circumstances, including family medical history, for which the physician does not recommend the student be immunized. If the foregoing conditions are met the student will be exempted from vaccination to the extent recommended by the physician.

PHYSICIAN'S REPORT—CHILD CARE CENTERS
(CHILD'S PRE-ADMISSION HEALTH EVALUATION)**PART A – PARENT'S CONSENT (TO BE COMPLETED BY PARENT)**

_____, born _____ is being studied for readiness to enter
(NAME OF CHILD) (BIRTH DATE)

_____. This Child Care Center/School provides a program which extends from _____ : _____
(NAME OF CHILD CARE CENTER/SCHOOL)

a.m./p.m. to _____ a.m./p.m. , _____ days a week.

Please provide a report on above-named child using the form below. I hereby authorize release of medical information contained in this report to the above-named Child Care Center.

(SIGNATURE OF PARENT, GUARDIAN, OR CHILD'S AUTHORIZED REPRESENTATIVE)

(TODAY'S DATE)

PART B – PHYSICIAN'S REPORT (TO BE COMPLETED BY PHYSICIAN)

Problems of which you should be aware:

Hearing:

Allergies: medicine:

Vision:

Insect stings:

Developmental:

Food:

Language/Speech:

Asthma:

Dental:

Other (Include behavioral concerns):

Comments/Explanations:

MEDICATION PRESCRIBED/SPECIAL ROUTINES/RESTRICTIONS FOR THIS CHILD:

IMMUNIZATION HISTORY: (Fill out or enclose California Immunization Record, PM-298.)

VACCINE	DATE EACH DOSE WAS GIVEN				
	1st	2nd	3rd	4th	5th
POLIO (OPV OR IPV)	/ /	/ /	/ /	/ /	/ /
DTP/DTaP/ DT/Td (DIPHTHERIA, TETANUS AND [ACELLULAR] PERTUSSIS OR TETANUS AND DIPHTHERIA ONLY)	/ /	/ /	/ /	/ /	/ /
MMR (MEASLES, MUMPS, AND RUBELLA)	/ /	/ /			
(REQUIRED FOR CHILD CARE ONLY)					
HIB MENINGITIS (HAEMOPHILUS B)	/ /	/ /	/ /	/ /	
HEPATITIS B	/ /	/ /	/ /		
VARICELLA (CHICKENPOX)	/ /	/ /			

SCREENING OF TB RISK FACTORS (listing on reverse side)

- ☐ Risk factors not present; TB skin test not required.
- ☐ Risk factors present; Mantoux TB skin test performed (unless previous positive skin test documented).
____ Communicable TB disease not present.

I have ☐ have not ☐ reviewed the above information with the parent/guardian.

Physician: _____
Address: _____
Telephone: _____

Date of Physical Exam: _____
Date This Form Completed: _____
Signature _____

☒ Physician ☒ Physician's Assistant ☒ Nurse Practitioner

RISK FACTORS FOR TB IN CHILDREN:

- * Have a family member or contacts with a history of confirmed or suspected TB.
 - * Are in foreign-born families and from high-prevalence countries (Asia, Africa, Central and South America).
 - * Live in out-of-home placements.
 - * Have, or are suspected to have, HIV infection.
 - * Live with an adult with HIV seropositivity.
 - * Live with an adult who has been incarcerated in the last five years.
 - * Live among, or are frequently exposed to, individuals who are homeless, migrant farm workers, users of street drugs, or residents in nursing homes.
 - * Have abnormalities on chest X-ray suggestive of TB.
 - * Have clinical evidence of TB.
-

Consult with your local health department's TB control program on any aspects of TB prevention and treatment.

CHILD’S PREADMISSION HEALTH HISTORY—PARENT’S REPORT

CHILD’S NAME	SEX	BIRTH DATE
FATHER’S/FATHER’S DOMESTIC PARTNER’S NAME	DOES FATHER/FATHER’S DOMESTIC PARTNER LIVE IN HOME WITH CHILD?	
MOTHER’S/MOTHER’S DOMESTIC PARTNER’S NAME	DOES MOTHER/MOTHER’S DOMESTIC PARTNER LIVE IN HOME WITH CHILD?	
IS /HAS CHILD BEEN UNDER REGULAR SUPERVISION OF PHYSICIAN?	DATE OF LAST PHYSICAL/MEDICAL EXAMINATION	

DEVELOPMENTAL HISTORY (*For infants and preschool-age children only)

WALKED AT* MONTHS	BEGAN TALKING AT* MONTHS	TOILET TRAINING STARTED AT* MONTHS
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PAST ILLNESSES — Check illnesses that child has had and specify approximate dates of illnesses:

<input type="checkbox"/> Chicken Pox	DATES	<input type="checkbox"/> Diabetes	DATES	<input type="checkbox"/> Poliomyelitis	DATES
<input type="checkbox"/> Asthma		<input type="checkbox"/> Epilepsy		<input type="checkbox"/> Ten-Day Measles (Rubeola)	
<input type="checkbox"/> Rheumatic Fever		<input type="checkbox"/> Whooping cough		<input type="checkbox"/> Three-Day Measles (Rubella)	
<input type="checkbox"/> Hay Fever		<input type="checkbox"/> Mumps			

SPECIFY ANY OTHER SERIOUS OR SEVERE ILLNESSES OR ACCIDENTS

DOES CHILD HAVE FREQUENT COLDS? <input type="checkbox"/> YES <input type="checkbox"/> NO	HOW MANY IN LAST YEAR?	LIST ANY ALLERGIES STAFF SHOULD BE AWARE OF
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DAILY ROUTINES (*For infants and preschool-age children only)

WHAT TIME DOES CHILD GET UP?*	WHAT TIME DOES CHILD GO TO BED?*	DOES CHILD SLEEP WELL?*
DOES CHILD SLEEP DURING THE DAY?*	WHEN?*	HOW LONG?*
DIET PATTERN: (What does child usually eat for these meals?)	BREAKFAST LUNCH DINNER	WHAT ARE USUAL EATING HOURS? BREAKFAST _____ LUNCH _____ DINNER _____

ANY FOOD DISLIKES?	ANY EATING PROBLEMS?
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IS CHILD TOILET TRAINED?*	IF YES, AT WHAT STAGE:*	ARE BOWEL MOVEMENTS REGULAR?*	WHAT IS USUAL TIME?*
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
WORD USED FOR “BOWEL MOVEMENT”*	WORD USED FOR URINATION*		

PARENT’S EVALUATION OF CHILD’S HEALTH

IS CHILD PRESENTLY UNDER A DOCTOR’S CARE?	IF YES, NAME OF DOCTOR:	DOES CHILD TAKE PRESCRIBED MEDICATION(S)?	IF YES, WHAT KIND AND ANY SIDE EFFECTS:
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES CHILD USE ANY SPECIAL DEVICE(S):	IF YES, WHAT KIND:	DOES CHILD USE ANY SPECIAL DEVICE(S) AT HOME?	IF YES, WHAT KIND:
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	

PARENT’S EVALUATION OF CHILD’S PERSONALITY

HOW DOES CHILD GET ALONG WITH PARENTS, BROTHERS, SISTERS AND OTHER CHILDREN?

HAS THE CHILD HAD GROUP PLAY EXPERIENCES?

DOES THE CHILD HAVE ANY SPECIAL PROBLEMS/FEARS/NEEDS? (EXPLAIN.)

WHAT IS THE PLAN FOR CARE WHEN THE CHILD IS ILL?

REASON FOR REQUESTING DAY CARE PLACEMENT

PARENT’S SIGNATURE	DATE
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CONSENT FOR EMERGENCY MEDICAL TREATMENT- Child Care Centers Or Family Child Care Homes

AS THE PARENT OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO

_____ TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE
FACILITY NAME

PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

_____. THIS CARE MAY BE GIVEN UNDER
NAME

WHATEVER CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD
NAMED ABOVE.

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

DATE

PARENT OR AUTHORIZED REPRESENTATIVE SIGNATURE

HOME ADDRESS

HOME PHONE

()

WORK PHONE

()

IDENTIFICATION AND EMERGENCY INFORMATION

CHILD CARE CENTERS/FAMILY CHILD CARE HOMES

To Be Completed by Parent or Authorized Representative

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ()
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
					BIRTHDATE
FATHER'S/GUARDIAN'S/FATHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
					HOME TELEPHONE ()
MOTHER'S/GUARDIAN'S/MOTHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
					HOME TELEPHONE ()
PERSON RESPONSIBLE FOR CHILD	LAST NAME	MIDDLE	FIRST	HOME TELEPHONE ()	BUSINESS TELEPHONE ()

ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY

PHYSICIAN	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()
DENTIST	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

☐ CALL EMERGENCY HOSPITAL ☐ OTHER EXPLAIN: _____

NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY

(CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)

NAME	RELATIONSHIP

TIME CHILD WILL BE CALLED FOR

SIGNATURE OF PARENT/GUARDIAN OR AUTHORIZED REPRESENTATIVE	DATE
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TO BE COMPLETED BY FACILITY DIRECTOR/ADMINISTRATOR/FAMILY CHILD CARE HOMES LICENSEE

DATE OF ADMISSION	DATE LEFT
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PERSONAL RIGHTS

Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
 - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
 - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
 - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
 - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
 - (6) Not to be locked in any room, building, or facility premises by day or night.
 - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

NAME

Community Care Licensing

ADDRESS

851 Traeger Avenue, Ste. 360, MS 29-24

CITY

San Bruno

ZIP CODE

94066

AREA CODE/TELEPHONE NUMBER

650-266-8800

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

PLACE IN CHILD'S FILE

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)

The Nueva School, PreKindergarten Program

(PRINT THE ADDRESS OF THE FACILITY)

6565 Skyline Blvd, Hillsborough, CA 94010

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)

CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: Community Care Licensing

Licensing Office Address: 851 Traeger Avenue, Ste. 360, MS 29-24, San Bruno, CA 94066

Licensing Office Telephone #: 650-266-8800

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of _____, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

Name of Child Care Center

Signature (Parent/Authorized Representative)

Date

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.

For the Department of Justice "Registered Sex Offender" database go to www.meganslaw.ca.gov

LIC 995 (9/08)

The NUEVA School 2019-2020 Prekindergarten Student Information Sheet

Student's Name _____ Grade in September: **PK**

Dear Parents,

As we prepare to welcome your child to Nueva in the fall, we hope to know as much as possible about each child in order to help them make a smooth transition into Prekindergarten. Young children develop at such a rapid rate, and your child has undoubtedly grown in every area since you completed the Nueva Application. Please take a few moments to describe your child's academic and social-emotional personality at this time, along with any information you would like for us to keep at the front of our minds as we prepare for your child's arrival.

Please return your comments to our Lower School Division Assistant, Janice Toy at jtoy@nuevaschool.org by May 31, 2019.

Sincerely,
Megan Terra
Head of Lower School

Please describe your child's learning style, favorite modes of expression, 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 certain types of relationships that have been especially positive or challenging for your child in the past?

Anything else we should know?

Nueva Lower School 2019-2020 Calendar

August 18	Lower School New Family Gathering
August 23	Lower School Meet and Greet, Grades PreK-4
August 26	First Day of School/Tea on the Plaza at Hillsborough
August 30	Noon Dismissal
September 2	No School: Labor Day
September 11	Back-to-School Night
October 9	No School: Yom Kippur
October 18	No Classes: Innovative Learning Conference
October 31	Halloween Parade
November 1 & 8	No Classes: Parent/Teacher Conferences
November 27	Grandparents & Special Friends Day: Noon Dismissal
November 28 – 29	Thanksgiving Break: Offices Closed
December 20	Holiday Concert: Noon Dismissal
December 23 – January 3	Winter Break: Offices Closed 12/24 & 12/25, 12/31 & 1/1
January 6	Classes Resume
January 20	No School: Martin Luther King Jr. Day
January 31	No Classes: Parent/Teacher Conferences
February 7	No Classes: Parent/Teacher Conferences
February 17	Presidents Day: Offices Closed
February 17-21	February Break
February 24	Classes Resume
April 13 – 17	Spring Break
April 20	No Classes: Professional Day
April 21	Classes Resume
May 25	No School: Memorial Day
June 12	Last Day of School: Noon Dismissal
June 15 & 16	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' 2019-2020

Interim List – Complete 2019-2020 directory will be available in September

The formula for creating email is to take the initial of the person's first name + their 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
	Ariana Bickham	Admissions Assistant	650-350-4594	abickham@nuevaschool.org
	Lupe Ruiz	Admissions Associate	650-350-4524	lruiz@nuevaschool.org
Advancement	Magda Lara	Interim Director of Development	650-350-4557	mlara@nuevaschool.org
After School Program/ Extended Care	Myna Chiem	Business Office	650-350-3078	mchiem@nuevaschool.org
Athletics/PE Program	Chris Wade	PreK-12 Director of Athletics & Physical Education	650-350-4543	cwade@nuevaschool.org
Board of Trustees	Bruce Cozadd	Chair	650-233-1177	bruce.cozadd@jazzpharma.com
Business Office	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
Financial Awards/ Sunshine Funds	Taryn Grogan	Director of Admissions	650-350-4525	tgrogan@nuevaschool.org
Health and Safety		School Nurse	650-350-4521	nurse@nuevaschool.org
Innovation Lab	Angi Chau	Innovation Lab Director	650-235-7198	achau@nuevaschool.org
Library and Literature Clubs	Marilyn Kimura	PreK-8 Librarian and MS Advisor	650-350-4564	mkimura@nuevaschool.org
Registrar	Kathy Wilson	Registrar & Student Information Manager	650-235-7188	kwilson@nuevaschool.org
Music Program	Janice Toy	Lower School Division Assistant	650-350-4520	jtoy@nuevaschool.org
Nueva Parents Association	Buffy Poon	NPA Co-President	650-559-0988	bpoon@stanfordalumni.org
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

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, 9:00am 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 – Day before Thanksgiving

This is a special morning at the Nueva San Mateo and Hillsborough campuses for guests and students alike! The event occurs one day before Thanksgiving Day. All grandparents and special friends are invited to sample Nueva's exceptional programs for themselves. Grandparents and special friends will have an opportunity to visit classrooms and enjoy other activities especially planned just for them.

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.

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 San Mateo, 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 author's lunches, merchandising, and publicity.

Book Fair San Mateo - Week after Thanksgiving

San Mateo Book Fair has moved to the Fall to make the book fairs a school wide affair! San Mateo 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. We often 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, Art, & Math (STEAM) 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 over the campus. 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/April

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/May

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 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 16th 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 Innovation 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 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 - Katie Saylor*

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

Literature 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, mkimura@nuevaschool.org 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.

Also – stay tuned for Nueva Humanities Circles in 2019-2020!

Nueva 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 STEAM 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.

Family Community Service Learning Day

Nueva families have helped with beach clean-ups and made lunches at Glide Memorial. We are always looking for new opportunities for the whole family to engage in giving back to our local community and meet other families. Volunteers are needed to research and coordinate our service possibilities and advertise and rally our Nueva families to join in!

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 we need volunteers 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, STEAM 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 2019-2020 will be available over the summer.

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 the Social-Emotional Learning Specialist 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 11. 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 1 and 8, the next one is January 31 and February 7, and the last one is scheduled for June 15 and 16. 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.

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

We have a staggered start time for Lower and Middle School. Typically Middle School starts at 8:20 am and Lower School starts at 8:30 am. All divisions end at 3:25 pm. These times may vary due to construction on campus.

Children in grades K-8 can be dropped off as early as 7:30 am; the latest pick-up time is 6:00 pm. Children arriving early or staying after school must make arrangements to go to Extended Care. Additional details and sign up for our Extended Care Program, Enrichment Classes (for grades K-8), and Homework Club (for grades 2-8) 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 them 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, they need 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 on the first day of school to meet NPA representatives and discuss your interests and availability. Teachers will discuss other volunteer opportunities during Back to School Night.

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 4-8 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.

THE NUEVA SCHOOL

The Nueva School Community Website – Parent Account

Welcome to The Nueva School! As a new Nueva parent, you now have access credentials to the portion of the website reserved for our community members. Currently, you have limited access to the community website as the system awaits the start of the school year when your student is fully enrolled. In the first half of July, you will receive full access to a wealth of information and features.

The Nueva School community website is the communication center for Nueva parents and students. Within The Nueva School's community website, you will be able to:

- Maintain your contact information
- Look up names and contact information of faculty, staff, and other Nueva families
- Register for after-school programs and the school's bus service
- Look for families who may live close by to arrange carpools
- Volunteer for classroom and extracurricular activities
- Order lunch for your student
- Sign up for conferences with teachers or advisors
- Discover news and additional information about Nueva

Again, not all of these features will be available to you now. In the first half of July, you will receive full access to the website's features and functions.

The Nueva School community website is also where you will maintain your personal contact information. It is important you keep this information up-to-date as the school community relies on its accuracy. In the case of an emergency, this information will be used to contact you. **We ask you to update this information by May 15, 2019 in addition to your student's emergency information sheet and media release form.** We also strongly encourage you to post a photo of you and your student, so faculty and staff can readily recognize your family at the beginning of the school year.

To access your parent home page on the Nueva School website:

Go to: <https://my.nuevaschool.org>

- Enter your parent username: **firstname.lastname** Example: johnny.rocket
Note the period between first and last name.
Parents and students have separate accounts
- Enter your password: **parent19**

The first time you log in to the website, you will be prompted to change your password. You will also need to read and accept the website's Acceptable Use Policy.

Once you've completed the login process, you should:

- Update your contact information using the "My Personal Information" link in the "Welcome to the Nueva website" section of the home page.
- Complete your student's Emergency Information Sheet under the Profile section.
- Agree to the Media Release Form for 2019-2020 under 'Forms to be Signed'.
- Add photos for you and your student under the links with your student's name.

If you need additional assistance, or have questions about the website, please feel free to contact The Nueva School's Technology Office via e-mail at: techhelp@nuevaschool.org, or call us at 650-350-4545.

