



Hello Lower School Families,

August is here, which means that we are just a few quick weeks away from the opening of the next school year! This is a bit of a long letter, certainly longer than most that I will send this year; however, it is full of important information that will help prepare you and your son for the beginning of the school year, so thank you for reading it to its' completion.

I am eagerly awaiting the opening of the school year, as it is far too quiet in the school without the boys and teachers around. While the summer months in the school building are on the quieter side, the teachers, Teresa Touey, and I have been busy preparing for the upcoming school year. In June, just days after the boys departed for summer break, the teachers spent a week of in-service time focused on reflecting on the last school year, sharing what they learned through their work in small learning communities, and planning curriculum for the next school year. Time was also spent during the in-service days using the design thinking process to generate solutions to challenges identified by students, families and faculty. Some of the solutions that the faculty generated will be implemented over the next school year, and true to the design thinking process, we will be looking for constructive feedback along the way from so that we can adjust as needed.

Although out of the building since late June, the teachers have spent part of their summer learning through a variety of professional development opportunities including: summer graduate classes, design thinking institutes, and online seminars and courses. As a full faculty, we also read *Blindspot*, a compelling book about implicit bias that will provide a framework for ongoing diversity and inclusivity work at The Haverford School. From the steady stream of emails and Google Doc invitations, I can safely say that the teachers have been working collaboratively this summer to plan units and lessons that will be engaging, interesting, inspiring and challenging. I am truly excited to watch your sons engage with the curriculum and to witness their growth over the next year.

I look forward to finding ways throughout the year to highlight and capture the learning process in action. Social media is certainly one of the more easily accessible options, so if you are not yet following The Haverford School on Facebook, you may want to consider it. Additionally, please feel free to follow my Twitter account (@pamgreenblatt), as I will be posting pictures of life in the Lower School on a regular basis. You can also look forward to updates via the Lower School newsletter which will land in your email twice a month. If you have changed email accounts since enrolling your son in the Haverford School, please update your My Backpack account to reflect your current email address.

Speaking of My Backpack, thanks to the hard work of Dr. Carol Ann Luongo and Mrs. Teresa Touey, you can now log in and view the class assignment for your son. As in years past, Mrs. Touey will be emailing 5th Grade Advisory assignments to the 5th grade parents. It was quite evident during the June faculty in-service time that your sons' teachers know and care about them. Their thoughtful consideration of your son's personality, learning profile, and friendships was balanced with our collective desire to build healthy, heterogeneous classrooms. Written parent input provided to Dr. Duska via email was also taken into consideration, your insights proved to be informative and helpful in the discussions around class placement. Our goal each year is to rearrange and regroup the boys so that they will have the opportunity to connect with boys in their entire grade level at some point before they leave the Lower School. Each boy is different, and having the opportunity for them to build new relationships and learn from each other enriches their Lower School experience.

With new leadership comes inevitable change. Some of the more obvious changes this year are in the teaching faculty. I am excited to welcome several new faculty members to the Haverford Lower School: Mrs. Cassie Popky (pre-k lead teacher), Ms. Tejal Desai (pre-k lead teacher), Ms. Zaidee Harrison (pre-k assistant teacher), Ms. Chelsea Ramsey (5th Grade math), Meghan Yeaton (Librarian). Please read below to learn more about each of them. Some of you may already be aware, but Mrs. Courtney Sanchez, formerly a 1st Grade Teacher, has succeeded Mrs. Jennifer Miles as the Director of Lower School Admissions. We will continue to integrate design thinking into the Lower School curriculum this year, although it is distributed throughout the 7 day cycle allowing teachers to create more seamless connections into the classroom curriculum. The recess and lunch schedules have been shifted to limit the number of students in either spaces and hopefully improve their experiences on the recess fields/playground and dining hall. Our 5th Grade families will also find some minor, but exciting schedule changes in the addition of an elective block two times per cycle and science as a core class.

As you and your sons come to know me over the coming months, I hope that you will find that I am working hard alongside an amazing, talented and dedicated faculty to make your sons' lower school experience an enriching experience that builds a strong academic and social emotional foundation. I am looking forward to working with faculty and families on building a vision for the Lower School division and setting us on the path to achieve the goals we set. I hope you will join me on September 12th at 7 p.m. in Centennial Hall for Back To School Night where we will have the opportunity to discuss some of exciting opportunities that are in store for your son this year.

Sincerely,  
Dr. Pam Greenblatt  
Head of Lower School

## 2018-2019 School Year: Lower School Faculty and Staff

Pre - K:	Ms. Tejal Desai, Mrs. Cassie Popky & Ms. Zaidee Harrison
Kindergarten:	Mrs. Erin Helfrich & Mrs. Amy May and Mrs. Erin Berrodin & Mrs. Katie Jones
Grade 1:	Mrs. Jen Higgins and Ms. Mary Lou Gallagher
Grade 2:	Mrs. Liz Evangelous and Mrs. Cheryl Saunders
Grade 3:	Mrs. Deb Gavin, Mrs. Trish Heavey, and Mrs. Kate Thorburn
Grade 4:	Mr. Mike Kearney, Ms. Meghan Lenahan and Mrs. Rebecca Henrich
Grade 5:	Ms. Chelsea Ramsey (Math/5th Grade Advisor), Mr. Rob Allman (Social Studies/5th Grade Advisor), Mr. Joseph Lignore (English Language Arts/5th Grade Advisor), and Mrs. Cheryl Joloza (Science/5th Grade Advisor)
Art:	Mrs. Jenny Waring and Mr. Antonio Fink
Music:	Mrs. Valerie Case and Mr. Duane Case
Science:	Mr. Bill Palmer and Mrs. Cheryl Joloza
Reading Specialist:	Ms. Sue Laird (pre-k- 2) and Ms. Maia Campbell (grades 3-5)
Library:	Mrs. Meghan Yeaton
School Counselor:	Mrs. Joy Barrett
Dean of Students:	Mr. Jay Brown
Director of Learning Support:	Dr. Carol Ann Luongo (5th Grade Advisor)

### Faculty Additions:

**Ms. Tejal Desai:** Ms. Tejal Desai has always had a love for teaching preschool. She specifically enjoys building a foundation, and joy, for learning and building a foundation. Ms. Desai is joining Haverford's Lower School as co-lead teacher in the Pre-K. Previously she was a pre-k Lead/Anchor Teacher at Christina Seix Academy in Trenton, NJ. She holds a Masters in Education from Rutgers University with a dual certification in Elementary Education (K-5) and pre-k through 3rd Grade, and a Bachelor of Arts in Psychology from Rutgers University. Ms. Desai is most excited about engaging in global studies with the pre-k boys next year! When she is not in the classroom, you can find her cooking in her kitchen, exploring a new city, or simply spending time with her fiancé, family, and friends.

**Ms. Zaidee Harrison:** Ms. Zaidee Harrison has found that her time spent in the classroom has shown her that there is an unlimited potential to what young children can achieve. She is joining the Haverford Lower School Faculty as an Assistant Teacher in the pre-kindergarten classroom. Ms. Harrison holds both a Bachelor of Science in Elementary Education and Bachelor of Arts in English from Pennsylvania State University. She is joining us from the Haverford Child Care Center, where she was an Assistant Teacher in the preschool classroom. Ms. Harrison is looking forward to working with the pre-k students on establishing new interests, creating meaningful friendships and enjoying the best beginning possible to their Haverford School experience. She is eager to work with the pre-k students and to support them

in reaching their fullest potential. When Ms. Harrison is not at The Haverford School she enjoys practicing yoga, spending time with her family, cooking (trying to), and going for long walks around the city of Philadelphia.

**Mrs. Cassie Popky:** Mrs. Popky is beyond ecstatic to be taking on a new role as co-lead teacher in the pre-k class. She has found that her passion for teaching has grown over the years and as has her love for this age group. Mrs. Cassie Popky is no stranger to The Haverford School. She began at Haverford in 1997 as an assistant kindergarten teacher. In 2000 she helped launch the Haverford Center, a childcare program for children of faculty and staff. Besides serving as assistant director of the Center, she has worked in all of the classrooms from infant through preschool (which she has taught for the last seven years). She is currently working toward her Masters in Education at Villanova University and holds a Bachelor of Science in Elementary Education and Early Childhood from Cabrini College. Mrs. Popky is looking forward to fostering a love for learning in the classroom through hands-on activities and lessons. Mrs. Popky is also a Haverford parent (her son Bobby is a rising 7th grader).

**Ms. Chelsea Ramsey:** Ms. Ramsey is moving to the Philadelphia area from Atlanta, GA. She will be joining the 5th Grade Team as a Math Teacher following Cindy Hamilton's retirement. Ms. Ramsey holds a Masters in Education in Middle Grades Education with a concentration in English Language Arts and Mathematics from the University of Georgia and a Bachelor of Science in Middle Grades Education with a concentration in English Language Arts and Mathematics from Georgia College and State University. She holds teaching certifications in Early Childhood Education, Middle Grades Language Arts, and Middle Grades Math with endorsements in Reading and Gifted Education (in progress). Prior to joining the Haverford School, Ms. Ramsey was a 4th Grade Teacher and Math Department Chair at Mount Pisgah Christian School in Johns Creek, GA. In her spare time, she enjoys running, reading, traveling and doing Crossfit. Ms. Ramsey loves teaching math and watching lightbulb moments happen daily in the classroom. She is excited for the opportunity to join the Haverford community as the fifth grade math teacher.

**Mrs. Meghan Yeaton:** A lifelong learner, avid reader, and joyful organizer, Mrs. Yeaton is joining the Lower School team as the librarian. Her love affair with libraries started as a young child. After six years of teaching middle school in Brooklyn, New York she decided to pursue her Master of Library Science. Upon completion of her degree, she spent two years as an archivist for the New York City Municipal Archives. Since returning to her home state, Mrs. Yeaton has spent the past two years working in the Severinghaus Library as Haverford's archivist and library services coordinator. She is excited to share her love of reading, technology and primary source research, with the Lower School. In an age where information is coming at us faster than we can process, Mrs. Yeaton believes that libraries are more important today than ever in ensuring that people are accessing information that is credible. She is excited to work hard with Haverford's young minds in developing their critical thinking skills and strengthening their digital and media literacy. Mrs. Yeaton's also thrilled to be joining a team of amazing educators with whom she cannot wait to collaborate with.

Please join me in welcoming Ms. Desai, Ms. Harrison, Mrs. Popky, Ms. Ramsey, and Mrs. Yeaton to the Lower School Faculty!

### **First Day of School**

On Wednesday, September 5th we will begin school with a full day for students in Kindergarten through 5th Grade. The Pre-K students will do a classroom visit on September 5th (the Pre K teachers will be sending additional information soon), with their first full day of school on Thursday, September 6th. Each day, all **students should report to their homeroom no later than 8:15 a.m. Classes in each grade begin at 8:20.** Students may arrive as early as 7:30 am and should report to assigned spaces where there will be teacher supervisors until all students go their classrooms at 8:00 am. No boy should be dropped off before 7:30 am as there are no assigned faculty supervision before then.

### **School Supplies – provided by the school**

As a service to each family, school supplies are provided by Haverford as part of your tuition. Hence, your family does not need to purchase any school supplies for your son. He will need to bring a school bag on the first day to carry the supplies that he is given in his classrooms. Boys also need to have a gym shirt to wear for PE classes (beginning in kindergarten). Please be sure to write your sons' name on the shirt.

### **New Boy Ice Cream Social**

We will open the 2018- 2019 school year with an ice cream social for all our new boys on Tuesday, September 4th. Pre-k and kindergarten students will meet at 1:00-1:45 pm and Gr. 1-5 students will meet at 2:00-2:45 pm. Both groups will meet in the Dining Hall before moving to the back of the Lower School, if weather permits. At the ice cream social, your son will be able to meet other new students, meet their new homeroom teachers, and see their classrooms before starting on Wednesday, September 5th.

### **Pre- kindergarten**

Boys entering pre-kindergarten will receive an invitation, in the mail, from Ms. Desai, Mrs. Popky and Ms. Harrison, to visit their classrooms on September 5th. The purpose of this visit is to have you and your son become familiar with his pre-kindergarten room, drop off a change of clothes, and meet his teachers. The visit will last approximately 30 minutes. Pre-Kindergarten boys will have a full day beginning Thursday, September 6th.

### **Enrichment Programs**

Enrichment classes are offered after school Monday through Friday, 3:30-4:15 pm. The Enrichment program is directed by Suzanne Stachowicz. Soon you will receive a list of available activities from Suzanne. If you have any questions about the program, please contact her at [sstachowicz@esfcamps.com](mailto:sstachowicz@esfcamps.com).

### **Important Dates in September**

Please be mindful of the following dates that are important for September. The school's website at [Haverford.org](http://Haverford.org) has all of the important dates of this year:

Sept. 4	New Boy Ice Cream Social	pre-k & k	1:00-1:45 p.m.
Sept. 4	New Boy Ice Cream Social	gr. 1-5	2:00-2:45 p.m.
Sept. 5	First day of School K-5, Classroom visits for pre-k boys		
Sept. 6	First day of School for pre-kindergarten		

Sept. 12 Lower School Parent Night- Centennial Hall 7:00 p.m.

I know this letter has a lot of information, and I thank you for reading it. Below, you will find general information about the day to day operation of the Lower School. Please read it as we have modified certain aspects of how things are run. The lower school faculty and I look forward to sharing an exciting year with your sons and you. I hope that you are able to enjoy the remaining time with your family before Labor Day!

Sincerely,  
Dr. Pam Greenblatt  
Head of Lower School

### **General Day to Day Lower School Operations**

#### **Morning Drop Off**

Boys may be dropped off at school as early as 7:30 a.m. As we do not have faculty supervision before 7:30 am boys may not arrive before that time. Students may arrive as early as 7:30 am and should report to assigned spaces where there will be teacher supervisors until all students go their classrooms at 8:00 am. Boys may not enter the dining hall in the morning unless accompanied by a parent. Please make sure your son arrives early enough to be ready at 8:20 am, when classes begin.

Because we are interested in making morning drop-off as safe and efficient as possible, we ask the following:

- When entering at the front of school, **please pull your car up as far as possible.**
- **Please do not get out of your car during drop off! If you need to get out of your car, we ask you to pull your car all the way up, near the curb or park your car in the visitor's parking lot.** Dr. Greenblatt or Mrs. Touey will be available to assist your son out of the car if he needs help. After the first few weeks, each boy in the elementary grades should be able to independently get out of the car by himself. By the middle of the year, most kindergarteners and even pre-k boys will be able to get out by themselves. Developmentally, it is important to have our boys learn to accomplish routines independently when they are ready.
- We ask that you have your son on the *right side of the car* so he can exit at the curb. Do not allow your son to exit on the left as oncoming traffic is on the left and safety cannot be ensured.
- For the safety of all, we ask that you drive 5 MPH, do not use your cell phone when driving, use your turn signals, and be very careful when turning into and out from the curb. There is a cross walk in the center of the Lower School Drive. Please follow the directions of the Haverford personnel, to ensure the safety of all.
- **We strongly recommend that boys arrive by 8:00 am.** Because the start of the day is so important, we ask that families plan to drop their sons off with sufficient time to walk to their room, unpack their things, and settle in for the 8:20 a.m. start.

#### **Afternoon Dismissal:**

- Pick-up times are as follows:
  - Pre-Kindergarten, Kindergarten 2:30 p.m.
  - Grades 1&2 3:00 p.m.
  - Grades 3-5 3:15 p.m.

- On the first day of school a carpool sign will be sent home. Please be sure to place your son's grade sign on the dashboard window so we may quickly identify rides and get the boys into the proper car.
- Once all boys are outside, it takes roughly 8-10 minutes to clear all cars that have been waiting. For this reason, we ask parents to not park first, pick up their kids, and cross traffic to try to leave early. Doing so not only slows the dismissal flow, but it makes dismissal less safe. As such, every afternoon we will cone off the parking lot from the dismissal lane until all traffic has cleared.
- Because the morning arrival and afternoon dismissal depend on the ability of the teachers to supervise all children in their care, we ask that parents not seek conferences with teachers at this time. If you need to speak with a teacher, please set up a conference time outside of the dismissal period.
- Lower School boys who need to pick up a brother in the lower grades will meet their younger sibling at car-pool and take them to the older brother's grade pick-up area. Middle School boys who need to pick up a brother in the Lower School will meet them at the dismissal area where they will be released after checking in with a teacher.
- If you plan on changing the way your boy is to go home for a day, you must write a note explaining how he will be going home. This can be sent in or emailed to Teresa Touey by 12:00 pm at [ttouey@haverford.org](mailto:ttouey@haverford.org). We cannot load a boy into any car that he typically does not use unless we have permission from the boy's parent. Likewise, no boy can take any bus that he is not assigned. Please send all notes about how he goes home to the homeroom teacher and Mrs. Touey.

### **Busing**

All new parents who would like to have their son take the bus home in the afternoon, please email Mrs. Touey at [ttouey@haverford.org](mailto:ttouey@haverford.org) and provide her with your school district name and the days in which your son will be taking the bus after school. Boys who used the school district busing to and from Haverford last year will automatically be enrolled on the same busing lists for this year.

### **Attendance: Absences and Lateness**

Two healthy habits we hope to develop in every boy are being consistently on time and present. Often, to accomplish this, it takes the whole family to work in collaboration with each other. To be on time, Lower School students need to be in their homerooms no later than 8:20 a.m. Once again, We strongly recommend that boys arrive by 8:00 am.

Any boy arriving to their homeroom after 8:20 a.m. will sign in at Mrs. Touey's desk and will be marked late. If your son will be significantly late, absent, or leaving early from school, we ask that you contact the school as soon as possible. The Lower School attendance number can be reached at 610-642-3020 x 1957. If you wish to pick up assignments at the end of the day we ask that you call Mrs. Teresa Touey at extension 1232 by 9:00 a.m. This will give us ample time to generate a homework request for the teachers.

### **After School Care**

After school care is available for your son until 6:00 pm is desired. The program is fee based and available throughout the year. Please contact Susan Zickler at [szickler@haverford.org](mailto:szickler@haverford.org) if you would like more information about the program and/or information on how to register.

### **Dress Code**

The following is the dress code for the Lower School. The Haverford Web site at [www.Haverford.org](http://www.Haverford.org) has an online store available for the purchase most of these items. **Please**

**place your sons' name in all articles of clothing so that we can return them should they be misplaced.**

**School Shirt:** White, yellow, maroon, or gold collared, knit polo, or turtle neck, either long sleeves or oxford button down. Shirts should be tucked in.

**School Pants:** Khaki, gray, or navy pants. Boys are permitted to wear dress shorts from September 5th - October 31st and once again after Spring Break. No cargo pants or painter's pants are allowed.

**School Shoes:** sneakers or non-marking shoes. Please no flashing sneakers.

**Physical Education Classes:** All boys in Kindergarten through Fifth Grade will need a Haverford School reversible gym shirt. Only sneakers are allowed on the gym floor.

Hair should always be neat and well groomed. Jewelry, aside from that with medical or religious significance, is not allowed to be worn in any form.

### **No Cell Phone or Electronic use on campus for Lower School Boys**

Because we wish to minimize any distraction to our lower school boys' education, we ask that all cell phones and electronics be left at home. Throughout the day, from drop-off until dismissal, every Lower School boy is supervised and monitored, establishing a safe environment that creates no need for a student to call (or text anyone). We have found that boys who bring cell phones or electronics to campus frequently get very distracted by the device, often lose and/or damage it. For this reason, we ask parents to ensure that students leave all cell phones off and in their backpacks during the school day and that electronics devices stay at home.

If for any reason a student needs to contact a parent, they should check with the supervising teacher. The supervising teacher will have access to a phone or will be able to send the student to the office. If for any reason you need to send your son to school with a cell phone (perhaps he is staying over a friend's house, or he will be walking after he is off campus) please make sure your son understands that the cell phone must be kept in his backpack, turned off, and not taken out of the back pack while on school grounds. Students who are seen with a cell phone on school property will have them confiscated with a phone call made to the parent, and the parent will be asked to retrieve it.

### **Food, Lunch, Treats and Allergies**

Throughout all school divisions we have a number of students who are allergic to any number of food types. Some students in our building have severe allergies that could be life threatening. As a result, the school has a need to control the food that is served on any given day.

Students have the option of either bringing a bagged lunch to school or purchasing a meal plan for prepared lunches throughout the year. You should have received a mailing to your home from the Dining Hall explaining the various lunch plans and options. Please contact the business office at extension 1243 if you have not received this letter or need a new one.

Our Dining Hall staff and faculty are very aware of the cautions that need to be taken every day and work very hard to minimize the risks that are inherent for children with food allergies. To control the potential risks, all foods to be shared within the classes for the students must be foods prepared by our cafeteria staff who are knowledgeable in potential risks. **Please do not send in any treats, candies, and/or food products as we cannot serve them to our students!**

You can help this endeavor by making sure that no peanut or tree nut products are sent to school in lunches or snacks or in any other form. If you would like a list of "safe foods," visit the Parent Downloads in the Parent Community Section of our web site.

### **Birthday Parties**

Birthdays are a special time for our students, and because we want to allow the students to celebrate their birthday with their classmates, we set aside a day at the end of the month to celebrate all birthdays which fall in that month. **We ask that parents do not send in treats as we cannot serve them to our students.** Each month, our Dining Hall prepares a special treat for all the students to celebrate the birthdays of that month. This allows us to celebrate each student's birthday while allowing the school to take the proper safety precautions. Celebrating in this way also keeps a balance to the frequency of interruptions to the educational program. Once again, thank you for your consideration and attention to our requests.

### **Health Forms**

Thank you to all who have sent in their health forms to the nurses' office earlier this summer. If you have not yet sent in your health form, please do so as soon as possible. All health forms should be updated, completed and sent to the nurses' office before students arrive on September 5th. If you have any questions, please contact the nurses at 610-642-3020 ext. 1994.