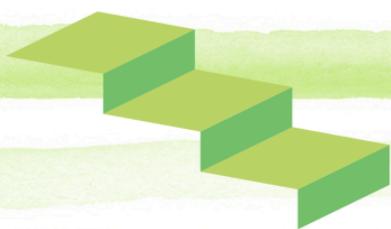


# FAMILY HANDBOOK



**LEADERVILLE**  
PRESCHOOL + ELEMENTARY

Dear Families,

I am happy you belong to our special safe place, where we believe in building a community of trust to focus on the greatness of each of our members.

Here, we love what we do. Our knowledge on child development, our commitment on respecting our students' pace and way of learning, and the value we place on building WOW relationships, help us accompany you in your journey of parenting. We are excited to help you see the strengths in your children.

As a community, we have procedures and norms to follow. We have created this handbook with the end in mind of helping you understand them.

I hope it is a useful material and one you can use as reference during the school year. Please feel free to contact us if something is not clear; our team will be glad to clarify.

Welcome to Leaderville.

Sincerely,  
Ms. Langa

# CONTENT

## ADMINISTRATIVE INFORMATION

- Office hours
- Entrance + Dismissal hours
- Pick-up and Drop-off Route
- Dismissal Authorization
- Attendance
- School Visits
- Uniforms
- Personal Belongings

## OVERALL GUIDANCE

- Health Protocols
- Lunch Policy
- Toys
- Sales
- Birthdays
- Schoolwide Celebrations

## FAMILIES

- Communication
- Family Involvement
- Classroom Delegates
- Escuela de Padres
- Escuela Faro de Padres

## LEARNING EXPERIENCE

- Preschool Program
- Elementary Program
- The Leader in Me™
- Service Learning
- Code of Cooperation
- Reading
- Evaluation Process
- Homework
- Books
- Virtual Sessions

- **Office hours**

The main office is open on weekdays (except for holidays) from 8:00am to 5:00pm. All telephone calls, unless there is an emergency, will be returned within a 24-hour period.

- **Entrance**

Our doors open at 7:30am for all students. **We will not allow students in school grounds before this time.**

Village Meeting (Flag Ceremony) **begins at 8:00am** for all students. After 8:00am, all students are considered late.

Infantes students participate of our Village Meetings starting in January.

- **Dismissal**

Infantes, Nido and Nursery students are dismissed at 12:30pm.

Pre-K and Kinder students are dismissed at 12:45pm.

After 1:10pm, preschool students who have yet to be picked up will be under the care of administrative personnel.

Preschool students with older siblings: Parents who wish for their preschool child(dren) to wait in school for their older sibling(s) to be dismissed, must pay the annual Late Dismissal fee. Please check via TokApp with Ms. Lil Ravelo in Family Services for availability and registration.

Elementary students are dismissed at 1:45pm. After 2:10pm, Elementary students who have yet to be picked up will be under the care of administrative personnel.

As a courtesy to our staff, please call the main office (809-565-2764) if you are running late.

**If you need to arrive before dismissal to pick up your child, please call our main office (809-565-2764) ahead of time. By doing this, you will help us have your child ready when you arrive.**

We celebrate punctuality and encourage parents to make an effort to bring and pick up their children from school on time.

## • Drop-off and Pick-up Route

Morning drop-off begins at 7:30am. We will not allow students in school grounds before this time.

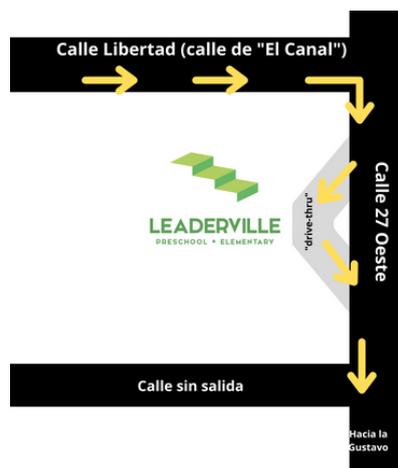
Preschool students will be welcomed by our teachers through our main entrance (green door) on Calle 27 Oeste.

Elementary students walk in through our pedestrian entrance on Calle Libertad from **7:30 - 7:55am**. Students must be ready and able to exit the vehicle on the sidewalk side. After 7:55am, they must be dropped off at our main entrance (green door) on Calle 27 Oeste.

For dismissal, all students will be accompanied to their vehicle by one of our teachers or will be handed over to the authorized adult picking them up in person.

All vehicles must get in line and follow the route described below to ensure the flow of traffic.

- Vehicles start the line on Calle Libertad (the one of "El Canal" store).
- Here, all vehicles need to wait for our staff to let them know they may advance to our main entrance on Calle 27 Oeste.
- Vehicles then enter our drive-thru located on Calle 27 Oeste. No one inside the vehicle should get out in our drive-thru; teachers will help the students get in.
- Leaving the drive-thru, all vehicles must continue in that same direction on Calle 27 Oeste towards Gustavo Mejía Ricart Avenue.
- **U-turns are not allowed when exiting our drive-thru.**



To allow the pick-up process to go smoothly, if your child is not ready for dismissal when your vehicle arrives at our entrance, you will have to go around and get in line again.

All vehicles need to have their numbered tag on display clearly visible (if the vehicle's windows are too tinted, please lower the window in order for our staff to see the number). **For security reasons, we suggest you only display the numbered tag when in line for pick-up.**

- **Dismissal Authorization**

Our staff is only allowed to dismiss students with their parents, tutors or authorized adults. In order to authorize an adult (who is not a parent/tutor) to pick-up a child, you need to complete the "Autorización para Recogida" form located in our webpage's Parent Portal and in TokApp. It is the parents' responsibility to complete this form. By completing this form, you are authorizing the school to dismiss your child with these people any time during the school year.

**IMPORTANT: If you wish to remove someone from this form, please send a TokApp to Ms. Lil Ravelo in Family Services to let us know. For example: past nannies or drivers.**

If someone who is not authorized on this form arrives to pick-up a child, he/she will have to wait until we are able to contact a parent/tutor for authorization. This measure applies to everyone who is not on the form, including those relatives the teachers might already know.

- **Attendance**

Attending school is important in all grade levels. It not only allows your child to have a consistent routine and enjoy his/her day, but also shows them the value of responsibility.

Our Dominican Ministry of Education mandates that all Pre-K through Elementary students must attend a minimum of 80% of the total class days in a school year.

If for any health or particular situation the school needs to transition to virtual classes, students are still required to attend.

We highly recommend families schedule leisure trips on school vacation periods.

- **School Visits**

Parents may come in our building to drop-off their children and for dismissal. They may also join us for Village Meetings.

During school hours, parents are only allowed to come in for scheduled meetings, birthdays and particular activities previously coordinated with the teachers.

It is completely up to the Administration to decide who enters school grounds and when.

- **Uniforms**

It is mandatory that all students arrive to school wearing the corresponding uniform.

Regular days: our school polo shirt (sold at school only) and khaki bottom (not sold at school). For the bottom piece, boys may wear khaki shorts or long pants. Girls may wear khaki shorts or long pants, khaki skirts (Elementary girls must wear shorts beneath) or khaki overalls.

Physical Education (P.E.) days (twice a week): our school t-shirt (sold at school only) and navy blue shorts (sold at school) or solid navy blue long pants (without white stripes or any logos).

Shoes: any type of closed shoes except for Crocs\*, shoes with sounds, heels, distracting lights or wheels. We highly recommend students wear comfortable, appropriate closed shoes. Boots are only allowed on rainy days.

\*Crocs: we will allow students to use this type of shoe only for special activities or if potty training is happening.

Socks: may be of any color with no added features like feathers or rhinestones that could be distracting.

Outerwear: any color of sweaters, jackets, or raincoats; inappropriate signs, words and phrases on these pieces are not allowed.

Headpieces: girls may wear any headpiece to school. We ask that you please leave big, colorful ones (like reindeer antlers or unicorn horns) for special occasions like Spirit Week or Christmas. Students may bring caps for lunch and P.E. classes; inappropriate signs, words and phrases on caps are not allowed.

Accessories: school is a place to play with friends, dig holes in our sandbox and get dirty as we conduct experiments, for example. **Please do not send your child with valuable jewelry or sport gear to school.**

Additional change of clothing: students need to bring in a complete change of clothing (top, bottom, underwear, and socks) inside a Ziploc type bag labeled with their name. **Please make sure to also label the pieces you send on the tag of the clothing. If your child is sent home with his/her spare clothing, remember to send in another set.** This additional change of clothing doesn't have to be the school uniform.

- Preschool students: two (2) sets of complete change of clothing
- Lower Elementary students: one (1) set of complete change of clothing

Keep in mind that our students are allowed to play with sand, insects, paint and everything we understand is safe and will add value to their playtime. Uniform pieces may arrive home dirty and with stains.

- **Personal Belongings**

Please **label** all students' personal belongings, including their sweater, water thermos, lunchbox and special items they bring for specific activities. These labels will help us locate them if lost. **Valuable items such as cellphones, toys, sports equipment, jewelry, smart watches with cameras, costumes, sunglasses or trading cards are not allowed in school unless previously approved by the teacher for a special activity.** The school will not assume responsibility for these items if lost.

Elementary students will be notified when to bring their tablets or laptops for class.

Preschool students may not bring a school bag, they only need to bring their lunchbox and water thermos. Infantes students may bring a school bag for their milk bottles and extra clothing, if needed. Upper Elementary students (4th through 6th grades) use a school bag. School bags can not have wheels.

All lost items will be placed in the Lost and Found. If your child is missing something, please write a TokApp to his/her teacher; we will check the Lost and Found with your child.

**Sweaters, bows, thermoses and other items not claimed by the end of each academic period (November, March, and June), will be donated to different institutions.**

- **Health Protocols**

As a community, we need to synergize in order to maintain everyone safe and in good health.

If your child has been presenting cold or flu symptoms and has been coughing, sneezing, with itchy eyes, sore throat, fatigue, headaches, or fever, do not send him/her to school. If your child has had a fever during the last 48 hours, he/she must stay at home. Children must be fever free for 48 hours, without medication, before returning to school because of the chance of a relapse and of still being contagious. Please also keep your child home if he/she has vomited during the last 24 hours. Sick children should not be at school where they cannot do their best or enjoy their day.

If your child has been diagnosed with a contagious illness please call or send a TokApp to our school's doctor. This applies for Coxsackie (Boca, Mano y Pie), Chickenpox, Influenza, Covid-19 and others. Once the school is informed, a general communication will be sent to the parents of your child's classmates letting them know what to look out for in their own children. The school will never reveal the name of the affected student.

If a student becomes sick or hurt during school hours, the doctor will be contacting one of his/her parents/tutors (first) or emergency contacts (if parents don't answer). The doctor will let you know if your child needs to be picked up from school or if we just need your authorization to give him/her a specific medicine. If we are unable to reach the parents/tutors or emergency contacts, it will be the doctor's decision to administer the appropriate medicine or to take the necessary action with the student.

It is the parents' responsibility to let the school know if their child has a special health condition or allergy. In the Admissions Form or "Información Actualizada" Form, please make sure you specify with details. Our school doctor is also available in case you need to discuss something in particular.

## • Lunch Policy

Every day, students need to bring their lunchbox and water thermos to school. We suggest involving your child in the process of preparing it by discussing the food they will bring and in the actual preparation of it. You may discuss the importance of healthy food, of having a balanced diet, treats they may like on special days and even the amounts and portions of each type of food. You may also create a calendar in order for your child to know what to expect in their lunchbox.

When in school, your child has lunch in a place in which his/her only end in mind is to play and learn with his/her friends. Let's respect the fact that they will not always eat everything inside their lunchbox. Preschool teachers accompany their students and motivate them to try everything, but sometimes portions are too big, or your child prefers to use his/her time to play.

To help us keep it safe, the following items are **not** allowed in school:

- Preschool:
  - Marshmallows (Infantes and Nido)
  - Popcorn (Infantes and Nido)
  - Nuts (Infantes and Nido)
  - Whole or round slices of sausage (cut round slices in half or quarters)
  - Whole or sliced grapes (cut them in quarters or lengthwise)
  - Sodas or Chubby
  - Chips high in food coloring like Cheetos and Doritos
  - Bubblegum
  - Lollipops
  
- Elementary:
  - Nuts
  - Sodas or Chubby
  - Chips high in food coloring like Cheetos and Doritos
  - Bubblegum
  - Popcorn to be done in the microwave (popcorn must come ready to eat)

**We will contact specific groups, if there are any severe allergies.**

## • Toys

**Toys that come from home are not allowed in school.** There are plenty of educational and age-appropriate toys at school. Please help us by talking to your child and not allowing them to bring toys to school. Stuffed animals, costumes, balls, puzzles, make-up and trading cards are also considered toys. If there is a specific activity in which they need to bring one of these items, his/her teacher will be letting you know in advance.

## • Sales

We celebrate our entrepreneurs and support their creativity. We will define a special date for them to have the opportunity to expose their products and have our school family support them. **ONLY** on this day will they be allowed to sell their products at school.

- **Birthdays**

We enjoy celebrating our leaders at school, especially for their birthdays. These celebrations are special yet simple ones, because we are inside a shared school building.

We can celebrate your child's birthday any day of the week during his/her lunchtime. In order for us to reserve the space and organize everything, **you need to save the date sending a TokApp to Ms. Lil Ravelo in Family Services, at least 5 days before.**

Parents only are allowed to stop by and sing "Happy Birthday," to their child along with his/her classroom friends. Parents must then leave in order for the group to continue their school routine. Parents are only allowed to stay for the 30 minutes lunch period.

The school will be in charge of setting up the cake table, placing the decorations you send, taking pictures and promises to make sure your child enjoys his/her special day.

**Please check the document "Celebraciones de Cumpleaños" found in our webpage's Parent Portal for specific details on what is allowed and what is not allowed to bring to school.**

If you are celebrating your child's birthday outside of school and are planning on inviting his/her school friends, we highly suggest you invite everyone in the class and this way take care of everyone's emotional well-being. The school will only be involved if everyone (or all girls, all boys) is invited to the celebration.

- **Schoolwide Celebrations**

At Leaderville we believe in creating rich, meaningful activities for our students and their families. In some, our students get involved in the process and final outcome; in others, families are invited to join the celebration by participating of the activity. We do not organize shows (veladas)\*\* for our parents to attend.

Before a new school year begins, you will receive our school calendar. Here you will find the dates in which activities will be happening. Please take the time to go over it and mark down important dates on your personal calendars.

\*\*Although we don't organize schoolwide shows, there might be cases in which Elementary electives will do one as a wrap-up to a session or that students decide to prepare one as a closing to a project.

- **Communication**

Communication between school and home is key. We want our families to feel accompanied and heard. **TokApp is the school's main communication tool.** If there is anything that is not clear about school processes or if you have any concern about your child's development, please contact us. In TokApp you will find direct links to message your teachers and different staff members that may assist you.

Teachers can always be contacted. Messages will be answered within a 24-hour period. Please keep in mind that during school hours teachers are busy and may not always reply during morning hours. If it is an emergency, you can call the school (809-565-2764).

It is school policy that teachers cannot give their personal cellphone numbers to parents. Communicating with them via WhatsApp is therefore not allowed. If you knew your child's teacher previously and you happen to have his/her mobile phone, please respect their time and space by not contacting them for school matters. It is also our priority to take care and protect their personal life.

Meetings can also be scheduled to discuss a family's individual needs. To do so, call our main office (809-565-2764) and let us know with whom you would like to meet. We will be contacting you as soon as we have availability.

At the end of each school day, Preschool parents receive two pictures of their child(ren) through the Brightwheel app. At the beginning of the school year, new families receive the login information. **Although you can send messages via this app, the designated communication tool is TokApp.**

Infantes and Nido parents will also be getting a daily report on how much their child ate, their nap time and diaper changes via Brightwheel.

Preschool and 1st Grade parents only, receive a monthly newsletter. They will find information about the topics and projects students are working on, activities to do at home, reminders and habits we are working on at school.

Webpage: Our school webpage ([www.leaderville.edu.do](http://www.leaderville.edu.do)) also has important information you can always go back to check. Aside from the general information open to the public, you can access Parent Portal (you will be sent the password at the beginning of the school year) to see information regarding your child's class.

We highly suggest you turn on the notifications of our Instagram profile as it is used for reminders and to share valuable information.

- **Family Involvement**

At Leaderville we work hand in hand with families to support our students' growth, development, and learning. Parents participate in projects and school experiences in different ways, understanding the important role they play in their child's life and future success. By doing this, every experience provides a meaningful and joyful way for students to learn.

If there is a specific situation, activities and parents' physical presence in school could be limited. It is completely up to the Administration to decide who can enter school grounds and when.

- **Classroom Delegates**

Classroom delegates are chosen every school year. Although we like surprising our parents and allowing everyone to enjoy our activities, these representatives participate in meetings with the Administration and help with the communication between families and the school.

During our Orientation Sessions, two classroom delegates will be chosen per class.

- **Escuela de Padres**

The Escuela de Padres is a group of parents who volunteer to work with the Administration in the organization of formative workshops for our community. It is their goal to strengthen the school's parent community through different activities.

- **Escuela Faro de Padres**

Classroom delegates and Escuela de Padres members are encouraged to be part of our Escuela Faro de Padres whose end-in-mind is to strengthen our leadership culture throughout the parent community.

- **Preschool**

Leaderville offers a developmentally appropriate program for children ages one (1) to five (5), introducing English at the age of three (3). The preschool years are crucial in a person's life. It is our goal to create a nurturing environment, a place where our youngest students can grow, learn and develop.

The Dominican Republic's Preschool Curriculum establishes seven (7) principles. Leaderville strives to uphold the following common principles:

**Activity:** Children need to explore, experiment, discover, and interact with their environment.

**Play:** Children learn through play in a fun and creative way.

**Meaningful learning:** Children's prior knowledge and experiences help them make sense of what they are learning.

**Well-being:** Children have the right to good health, care and quality education in safe and caring environments.

**Diversity:** Every child is unique and special. Teaching should respond to the different characteristics, needs and interests, celebrating and embracing diversity in the classroom.

**Integration:** Concepts and knowledge are not taught in isolation, but are integrated, just like in real life, to help children make sense, understand and use what they learn in different situations.

**Interaction:** Children interact with others and with their environment to construct their knowledge and develop skills.

Our preschool implements a play/project-based approach. Children get involved in the investigation of a topic in the classroom, using their creative abilities as they collaborate with each other and solve challenges throughout their project.

This approach involves children in asking questions and in making decisions. Project topics draw children's attention to questions such as: How do things work? What do people do? What tools do people use? Parents and members of the community participate and contribute to the learning process. When they finish a project, children share what they've learned in different ways, using art, role-play, music, spoken word, graphing and more.

Infantes and Nido classrooms receive our youngest students. Throughout their days they experience an early stimulation program that focuses on four developmental areas: motor, socio-emotional, language and cognitive.

Nursery, Pre-K and Kinder students are challenged through daily activities that respond to the following competencies: language and communication skills, ethics and citizenship, environmental and health, socio-emotional skills, scientific and technological skills, problem solving and cognitive skills. These classrooms are organized in learning centers, where children learn new concepts and practice new skills through play and structured activities. Learning centers offer children the opportunity to make decisions and experience their consequences, explore, and learn. They also allow students to be more independent and give them an opportunity to develop social skills by collaborating and working with others.

- **Elementary**

Our Elementary program can be described as appropriate and challenging. It provides students with the environment, strategies, and resources they need to excel emotionally, socially, and academically in today's world.

Our curriculum integrates Math, Language Arts, Social Studies, Science, and the arts in meaningful ways, but also uses specific programs like Singapore Math and Orton-Gillingham to help each student reach the learning outcomes established for each grade.

Leaderville offers Elementary students the chance to choose from the available elective courses to complement the core subjects. These electives expose them to new knowledge and give them the opportunity to learn content and develop skills related to interesting real-life topics. Through these courses they also identify their interests and are exposed to decision-making tasks.

Our Elementary program implements a project-based approach aligned to the Common Core and the Dominican standards and competencies. Through this approach our students are involved in meaningful work, working with open-ended questions and real-life problems.

Upper Elementary students are also accompanied throughout those three years by our Orientation and Wellbeing Department in their Health and Choices classes. In these classes they are guided through social and emotional situations that they could experience during these ages and in finding personal growth opportunities. Sixth graders also participate of Work Habits classes in order to help them transition into their future new school.

In Elementary, students are redistributed every year between the two sections of their grade level. Our Academic staff divides groups taking into account feedback from past teachers, the academic level of each student, their socio-emotional needs and overall development. It is completely up to our Academic staff to redistribute students into one of the two sections before a new school year.

- **Service Learning**

Service learning is an approach to teaching and learning in which students use their knowledge and skills to address real community needs. Our community projects allow students to give and receive, to reflect on their service experiences as they learn and develop life skills. They engage in these activities, becoming aware of their contexts' needs. In this process they have the opportunity to assume leadership roles in projects designed to improve the lives of others as well as their own lives.

- **The Leader in Me™**

Our school culture revolves around leadership. We believe everyone has strengths to share with the community and it is our goal to find that potential in our students. The Leader in Me™ is the backbone program that supports this everyday practice.

The Leader in Me™ is an evidence-based, schoolwide process in which staff members, students and families practice leadership and life skills. Based on the book *The 7 Habits of Highly Effective People* by Dr. Stephen Covey, it integrates principles of leadership and effectiveness into the school curriculum.

This program:

- Increases academic performance
- Decreases disciplinary issues
- Develops 21st century skills
- Promotes a healthy academic environment
- Develops the child as a whole
- Celebrates the talents each of its member possesses
- Is built on relationships, with love and trust

As a **Lighthouse School**, we commit to uphold these leadership practices on a daily basis and count on all families support.

- **Code of Cooperation**

At Leaderville we believe in our students. We believe in their natural developmental growth and understand each of the stages they go through.

At the beginning of each school year, classrooms work on their Code of Cooperation. This agreement is created by students and is enforced daily as part of their responsibilities. In order to have productive, nice days in school everyone needs to work hard on following their Code of Cooperation.

It is the child's responsibility to follow it. When any of the rules in the code is broken, logical and natural consequences will come. These consequences will vary depending on the particular situation and will be worked on between the teacher and student. The teacher will decide if the situation needs of other members involved. We do not believe in punishing our children, taking away play time or giving them the traditional "time-out."

Aside from the Code of Cooperation, Elementary students have specific skills they work on throughout the school year. These Success Skills are divided in six big areas: Respect, Kindness, Gratitude, Responsibility, Socio-Emotional Skills and 21st Century Skills. These are presented and explained to them at the beginning of the school year and are evaluated in each Evaluation period.

- **Evaluation**

We evaluate each child to know where he or she is in terms of development and learning.

Through continuous evaluations we celebrate achievements and identify their strengths and needs. This information guides our planning and helps us make better decisions based on evidence. It is our wish that our evaluations become a reason to enhance the learning process of our students. We want our families to be eagerly waiting to meet with our teachers because they want to know how well their child is doing. We need to change our paradigm. We need to understand there will always be room for improvement. Our students will not excel in every learning outcome or standard evaluated, but we are sure they will always put first-things-first and try their best.

In Preschool, Leaderville uses a continuum to record student growth. A continuum allows you to see your child's progress and where he or she is in terms of each learning outcome, taking into consideration that not all children master goals at the same time. The learning outcomes are presented in a continuous sequence that increases in complexity.

For Elementary students, a school-designed rubric is used to determine the level of proficiency they have in each of the subjects evaluated. All our Elementary teachers use the same document and share it with their students in order to provide a clear feedback. Aside from the academic evaluation, Elementary students work on their Success Skills throughout the school year. These are presented and explained to them at the beginning of the school year and are evaluated in each Evaluation period through a Plus-Delta chart. This chart is a leadership tool that provides a quick view of those areas that the child does very well in, without constant reminders (Plus), and those that they need to continue practicing or need to do (Delta).

Evaluation reports are shared with families in Celebration Conferences (CC), three times during the school year: November, March and June. Upper Elementary students also participate of these meetings in Student-Led Conferences.

If during the evaluation process a specific area of concern is identified and extra support is considered to be of help, teachers and the Wellbeing and Orientation psychologists, will work with the families to plan and make decisions in the student's best interest.

- **Homework**

We believe each of our students is unique; they have different abilities and therefore require support in diverse areas. Upper Elementary teachers will be sending homework to those students they believe will benefit from extra practice at home. Homework is not a constant, regular practice and is not the same for everyone.

Preschool students do not receive homework.

- **Reading**

At Leaderville we love reading. We see reading as a fun and enjoyable moment; it is not homework or something to do upon mandatory request. Our students are exposed to daily read-aloud moments and to classroom reading corners while in school. Reading is not only a pleasant practice, but it also helps develop your child's brain, ability to focus, boosts their communication skills, and sparks their imagination and creativity. When reading, we also expose our children to letter sounds, new words, new content and information.

Lower Elementary students are provided the opportunity to read from the online platform Raz-Kids. At the beginning of the school year, teachers send parents the login information and details.

We highly encourage parents to have books at home and enjoy a daily reading time with their children.

- **Books**

Elementary students use a variety of informational resources inside the classroom to enhance their learning. Although they are not assigned an individual textbook, they do have access and use different textbooks, from different publishers, as reference.

Due to the practice it requires, our Elementary students use Singapore Math workbooks throughout the school year.

The program The Leader in Me™ uses an individual workbook as well. Kinder and Elementary students are provided with it at the beginning of the school year.

Leaderville's library offers students the opportunity to enjoy a variety of stories.

It is the family's responsibility to replace the workbooks or reading books if they are damaged or lost.

- **Virtual Learning**

Virtual learning will only happen when the whole class is sent to quarantine. If a student is sick, on a trip or may not attend class for any particular reason, once he/she returns, the teacher will be working with him/her during school hours. These virtual sessions are only available for Elementary students through the platform of Microsoft Teams.

# Academic Staff

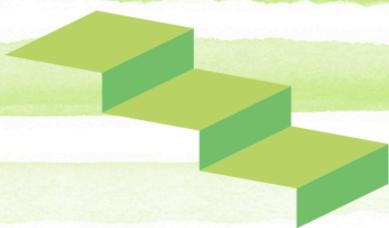
Title	Contact	They can help you with:
Classroom Teachers	Message them directly via TokApp	<ul style="list-style-type: none"> <li>• Child development and progress in school</li> <li>• Behaviors that worry you</li> <li>• Overall comments about your child</li> <li>• Lost items</li> <li>• “Handle with kindness” situations</li> </ul>
Preschool Coordinator	<p>Ms. Lissette Dumé            Message via TokApp            or e-mail            (ldume@leaderville.edu.do)</p>	<ul style="list-style-type: none"> <li>• Overall Child development and progress in school</li> <li>• Behaviors that worry you</li> <li>• Preschool activities</li> <li>• Brightwheel irregularities</li> <li>• Observations related to any class of these groups</li> <li>• Lost items of your child</li> <li>• “Handle with kindness” situations</li> </ul>
Lower Elementary Coordinator	<p>Ms. Marlene Butler            Message via TokApp            or e-mail            (mtbutler@leaderville.edu.do)</p>	<ul style="list-style-type: none"> <li>• Overall child development and progress in school</li> <li>• Behaviors that worry you</li> <li>• 1st-3rd grade activities</li> <li>• Raz-Kids irregularities</li> <li>• Observations related to any class of these groups</li> <li>• Lost items of your child</li> <li>• “Handle with kindness” situations</li> </ul>
Elementary’s Spanish Department Coordinator	<p>Ms. Adriana Corcino            Message via TokApp            or e-mail            (acorcino@leaderville.edu.do)</p>	<ul style="list-style-type: none"> <li>• Child development and progress related to the reading and writing process in Spanish</li> <li>• Observations related to Sociales and Formación Humana Classes</li> <li>• Dominican Morning activity</li> <li>• Dominican Ministry papers, SIGERD documents</li> <li>• “Handle with kindness” situations</li> </ul>

# Academic Staff

Title	Contact	They can help you with:
<p>Head of Wellbeing + Orientation</p>	<p>Ms. Ivón Ramírez            Message via TokApp            or e-mail            (bienestar@leaderville.edu.do)</p>	<ul style="list-style-type: none"> <li>• Overall child development</li> <li>• General behavior irregularities (nutritional, sleep, language, potty-training, relationships)</li> <li>• Emotional support</li> <li>• Discipline at home</li> <li>• Big changes (new sibling, moving to a new place, having a pet, divorce, illness or death of a relative)</li> <li>• Options and ideas on extra curricular activities</li> <li>• Specific evaluations</li> <li>• New school options</li> <li>• “Handle with kindness” situations</li> </ul>
<p>The Leader in Me Lighthouse Team</p>	<p>Message via email            (equipofaro@leaderville.edu.do)</p>	<ul style="list-style-type: none"> <li>• Implementing the leadership culture at home</li> <li>• Books and activities related to the 7 habits</li> <li>• Newsletters about practices on the 7 habits</li> <li>• 7 habits workshops</li> </ul>
<p>Afterschool Clubs Coordinator</p>	<p>Ms. Nohelia Acosta            Message directly via TokApp</p>	<ul style="list-style-type: none"> <li>• Afterschool clubs schedules, fees and availability</li> <li>• Smart Munchies lunch information</li> </ul>
<p>Academic Director</p>	<p>Ms. María Langa            Message via email            (mlanga@leaderville.edu.do)</p>	<ul style="list-style-type: none"> <li>• Academic and developmental information related to your child</li> <li>• Overall family related situations and support</li> <li>• “Handle with kindness” situations</li> </ul>

# Administrative Staff

Title	Contact	They can help you with:
Main Office	Call 809-565-2764	<ul style="list-style-type: none"> <li>• Uniforms</li> <li>• Replacement of numbered tag for your vehicle</li> <li>• Last minute plans for pick-up</li> <li>• Request meeting with staff</li> </ul>
Family Services Coordinator	Ms. Lil Ravelo Message via TokApp	<ul style="list-style-type: none"> <li>• Preschool siblings' late dismissal</li> <li>• Birthday celebrations</li> <li>• Admission Form updates (documents you were missing)</li> <li>• School Pictures info</li> <li>• General school activities</li> <li>• Arrival and dismissal route</li> <li>• Quick, daily questions</li> <li>• Updates in form "Autorización para Recogida"</li> </ul>
School Doctor	Message via TokApp	<ul style="list-style-type: none"> <li>• Health questions</li> <li>• Illness at home</li> <li>• Medicine that needs to be administered during school</li> <li>• Allergies</li> <li>• Specific health conditions</li> </ul>
Accounting Department	Message via e-mail (contabilidad@leaderville.edu.do)	<ul style="list-style-type: none"> <li>• Invoices</li> <li>• Invoices with "valor fiscal"</li> </ul>
Administrative Director	Ms. Melissa Butler Message via e-mail (mbutler@leaderville.edu.do)	<ul style="list-style-type: none"> <li>• Payment plans</li> <li>• Outstanding balance</li> <li>• Questions about the payment methods available</li> <li>• Request "link de pago" to pay with credit card</li> <li>• Particular family situation regarding the incompliance of an agreement</li> </ul>



**LEADERVILLE**  
PRESCHOOL + ELEMENTARY