

Gilroy Prep School (GPS)

Parent and Student Information

2018-2019

Home of Gator Pride

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Daily School Schedule

Breakfast is served from 7:30 – 7:55 am

Morning Message: 8:00 - 8:10 am

Kindergarten:

Monday, Tuesday, Thursday and Friday Schedule: 8:00 am – 2:15 pm

Wednesday Schedule: 8:00 am – 12:35 pm

1st – 8th Grade:

Monday, Tuesday, Thursday and Friday Schedule: 8:00 am – 3:15 pm

Wednesday Schedule: 8:00 am – 1:05 pm

Lunch

Mon., Tues., Thurs., Fri.

Kinder, 2nd: 11:25-12:50 pm

3rd, 4th, 5th: 11:50-12:15 pm

6th, 7th, 8th: 12:35-12:55 pm

Wednesday

Kinder, 2nd: 11:25-12:50 pm

3rd, 4th, 5th: 11:50-12:15 pm

6th, 7th, 8th: 12:35-1:05 pm

Recess

Mon., Tues., Thurs., Fri.

Kinder, 2nd: 11:50-12:15 pm

3rd, 4th, 5th: 11:25-11:50 pm

6th, 7th, 8th: 12:15-12:35 pm

Wednesday

Kinder, 2nd: 11:50-12:15 pm

3rd, 4th, 5th: 11:25-11:50 pm

6th, 7th, 8th: No Recess

*Minimum Days Kindergartners are released at 12:35 pm, 1st-8th students will be released at 1:05 pm.

Meals

GPS uses Revolution Foods, a healthy lunch and snack provider. Revolution Foods' meals are healthy, tasty, homemade, and affordable. They take pride in their menu creation process, which involves close collaboration with their school partners. They actively solicit feedback from the students eating their meals to help us ensure that they are delivering food that their students and faculty enjoy.

Mealtime Online Account

GPS has chosen MealTime Online (www.mymealtime.com) to provide parents the opportunity to make credit card deposits into students' cafeteria accounts or to view students' purchase histories via the internet.

What is MealTime Online?

MealTime Online is a secure web site which you can use to:

- Make credit-card payments online into cafeteria accounts
- View cafeteria account purchases
- View payments made online
- Apply for free or reduced price school meals

Lunch: We offer both hot and cold lunches. Every lunch includes fresh fruit and vegetables, a healthy carbohydrate, and lean protein. Lunches can be purchased for \$3.25.

Breakfast: Every breakfast is served with low fat, hormone-free milk and fresh fruit. Breakfast items include yogurt, cereal, bagels, and muffins. Breakfasts can be purchased for \$2.00.

With a focus on healthy food, Navigator Schools discourages the following food products on campus:

Chips (unless included in a complete lunch i.e. sandwich, fruits, vegetables, etc.)

Cookies Gum Candy Soda Junk Food

Foods that are encouraged and our Navigators LOVE:

Salads Carrots Celery Sticks Apple slices

Fresh fruits and vegetables Whole Grains Healthy snack packs and options

Local Meal Charge Policy

Gilroy Prep participates in the National School Lunch Program and School Breakfast Program by offering nutritious meals every school day. Students may buy lunch for \$3.25 and breakfast for \$2.00. Eligible students may receive meals free of charge or at a reduced-price. You or your children do not have to be U.S. citizens to qualify for free or reduced-price meals. You must fill out a new Free/Reduced Lunch application at the beginning of each school year to see if you qualify. Applications are available at our front desk any time throughout the school year. If you have any questions about applying please call Alex Mijares at 408-337-5445 or email amijares@navigatorsschools.org

Payments

We ask that families pay up front for student meal purchases. This helps lunch lines move quickly, giving students more time to enjoy their meal. There are multiple options to make payments to your student's lunch account:

In-Person Payments

- Payments can be made on school days at the Gilroy Prep front desk between the hours of 8:00a – 3:30p
 - o Address: 277 I.O.O.F. Ave, Gilroy, CA 95020
- We accept cash, checks.
- o A receipt will be given at time of payment.
- Students can come to the office make payments for purchasing a meal

Electronic Payments through MealTime

- Payments can be made online at www.mymealtime.com
- There is a 5% transaction fee for online payments.

Charges/Balances

If a student takes a meal they will be charged for it. We encourage families to have a conversation with students so they know whether they can participate in the school meal program.

Gilroy Prep will allow students to charge a negative balance to their lunch account. The negative balance limit is \$26.00. Outstanding balances must be paid within 2 weeks.

Once-a-week balance notifications will be sent to families. The balance statement will notify you of the current status of your student's lunch account. The balance statement will also include instructions for making payments (same as above).

Delinquent Meal Charge Debt

Failure to repay meal debt may result in the following consequences:

- Report cards withheld
- Meeting with school administrator
- Home visit

If your family is experiencing a financial setback, please contact us so we can help. We are willing to work with you to develop a payment plan for your lunch account.

Also, families may submit a free/reduced lunch application at any point during the school year. We can assist you in applying for free or reduced lunch if your income situation has changed mid-year.

Please contact Mariana Esparza at 408-337-5445 or email mesparza@navigatorschools.org for assistance.

These policies are also outlined Meal Charge Policy can be found on our school website:
GilroyPrep.org

Birthday Celebrations

Birthday Celebrations are exciting times. Navigator Schools asks that celebrations be done outside of school hours.

Drop-Off Procedures

Students may be dropped off as early as 7:30 A.M. To drop your child off please enter to the far right and drive around as far as possible. If you are planning on exiting your vehicle, you must park in a parking spot. Please do not leave your vehicle and do not double park in the drop off area. Once you drop off your child, please exit on to IOOF Ave. as soon as possible to provide space for the next parents coming in. A GPS staff member or parent volunteer will direct students to their line and the morning message. We encourage you to join us for our morning message, but please park in a parking space. Staff parking is reserved for Navigator School staff only, please do not park in the staff parking lot at any time.

If your child is dropped off late (after 8:00 A.M.) they MUST go to the office first and get a pass from the office manager before heading to class. A school leader will meet with chronically late parents and students after the morning message. On rainy days, students will report to the gym for breakfast. They will be released to go to classrooms at 7:50.

GPS Playground Rules

SNACK

1. Recess snacks should only be eaten at tables. Absolutely NO food or drinks allowed on playground or grass area.
2. Please throw all garbage in the garbage cans provided next to the tables.
3. Once hands go up to end recess throw all remaining snack food and drinks in the garbage OR put back in your school tote BEFORE lining up.

BLACKTOP

1. Walking on the blacktop area only (running only on the grass.)
2. Four square, handball, and tetherball: Take turns in line. If there is a debate about who is out, do Rock, Paper, Scissors.
3. Stay visible to yard duties at all times.
4. Put your bags down on your class line and keep them there until the end of recess.
5. No football at any time at recess.
6. Use your class balls only. Keep all toys and balls at home.
7. Use your class balls for the appropriate activities: rubber balls for hand ball and four square; basketballs for basketball, and soccer balls for soccer.
8. No soccer on the blacktop- soccer on the field only.
9. Eat only at picnic tables in snack area. No food is permitted on the blacktop.

PLAY STRUCTURE

1. Walking ONLY in play structure area. Running and tag are allowed ONLY on grass area.
2. Students may not jump from any part of the sky net or playground structure.
3. Students keep their bodies to themselves. Students must use caution when next to other students on or around sky net and on top of play structure. (No wrestling, pushing, or rough housing on the play area.)
4. Forward facing and on bottom only down the slide. (Students may not slide down the slide backwards. No stomach or head first sliding.)
5. One student at a time on the slide.
6. Go down the slide only. (Students may not climb up the slide.)
7. No rocks, sticks, balls, or other objects allowed inside the playground structure area.

8. Leave blue rubber tire pieces on the ground. (No throwing or picking up blue rubber tire pieces.)
9. Sitting only on the spinner. (No standing or pushing other students off.)
10. Eat only at picnic tables in snack area. No food is permitted on the playground.

FIELD

1. Leave all sticks, branches, and rocks on the ground. (No picking up, throwing or swinging sticks, branches, or rocks.)
2. Talk only to people on the GPS side of campus (do not talk to strangers on the other side of the fence.)
3. Keep soccer balls on the ground (do not kick them high up in the air, as they go over the fence and end up on rooftop.)
4. Respect the fence area (No climbing the fence.)
5. Soccer and kickball are ONLY allowed on grass area.
6. Eat only at picnic tables in snack area. No food is permitted on the field.

Recess and Lunch Line-up Procedures

1. Yard duty uses hand up to signal end of recess and all P ensure students are following signal (hand up, bodies frozen, voices off.)
2. When all students hands are up, bodies are frozen, and voices are silent, yard duty reminds students to walk to class lines. Challenge students to make it from hands up to lines in 60 seconds completely silently.
3. Reward students who have followed the rules with Gator Bucks.

Pick-Up Procedures

Students MUST be picked up within 15 minutes of their dismissal time. Students who are not picked up promptly will go to the office. The office manager will call all phone numbers on the emergency contact form. In the event a student still remains at 3:45 PM, without response from a parent or guardian, the police will be notified and the student will be placed in police care.