

WEEKLY BULLETIN



THE LIFE SKILL FOR THE MONTH OF DECEMBER IS RESPONSIBILITY.

Important Dates

- Friday, Dec. 18 *Early Dismissal Day (12:45pm Lower School, 1:00pm Middle School)* *Charles Armstrong School*
- Dec. 21-Jan. 1 *Winter Break—No School*
- Jan. 11-15 *6th, 7th & 8th Grade Midterms* *Charles Armstrong School*
- **Saturday, Feb. 27th** **Community Fundraiser —SAVE THE DATE!** **Exploratorium**
- **July 6-30, 2010** **CAS Summer School & Summer Camp—SAVE THE DATES!!**

Transition Meeting Cancellation

There will be no Transition Meeting on January 15th, as many of you are busy working on and submitting applications and shadowing. If you have questions or need help with this process, please call us — we'd be happy to help. Next transition meeting is February 5th at 8:30am. The topic is Alumni Panel.



Save the Date—Mandatory Drama Meeting for Parents

Friday, January 8, 2010 — 8:30-9:45am in School Library

There will be a **Mandatory Meeting** for all Middle School Parents with children who are participating in **The Music Man**. We will have some important forms for you to sign and will share with you the student and parent expectations for this year. One parent of all students participating in **The Music Man** must attend this meeting!

A Holiday Note From Our Head of School

I want to wish all of our families, faculty and staff a warm and wonderful holiday! Regardless of your unique traditions, I hope you all have the opportunity to relax, rejuvenate, and spend quality time with loved ones! We look forward to seeing everyone back at school on January 4th!
My best,
Claudia



The CHARLES ARMSTRONG Annual Fund

As of December 17th, **38%** of our current CAS families have given to the **Annual Fund**. Our goal is 100% participation!

In this season of sharing, we **THANK YOU** for your gifts to the **CHARLES ARMSTRONG Annual Fund!**

Schools that receive strong fundraising support from their current and past families, alumni and Board, are viewed favorably by foundations when grant decisions are made. Your gift can help contribute to the success of our foundation grant program at the same time that it supports the programs that benefit your children every day.

Please include the **CHARLES ARMSTRONG Annual Fund** in your year-end tax and gift plans. Online giving is made easy though the CAS website! Go to <http://www.charlesarmstrong.org/support/waystogive.php> and click on Online Giving, or simply click here: [Donate Now](#)

With sincere appreciation for your support, the Development Committee of the CAS Board of Trustees and the Advancement Department wish you and your families a very happy holiday season.

*Imagine all the children, thriving in this world!
You may say we are dreamers, but we're not the only ones
We hope this year you'll join us in the CHARLES ARMSTRONG Annual Fund*

SCHOOL NEWS

The Life Skill for the month of December is RESPONSIBILITY.

The LIFE SKILL for this month is RESPONSIBILITY.

Why can't you be more responsible?!! Ever said or heard that phrase? It is a common complaint of parents. They want their children to be more responsible but a child can't be responsible if he/she does not know how. The only way a child can learn responsibility is if he/she is taught. Teaching is a critical part of a parent child relationship.

Being responsible is an attitude as well as a skill. It can and must be taught. A child won't know to put their toys away unless they are taught. An adult won't know how to return something he/she has borrowed or be to work on time unless he/she is taught. It is absolutely necessary that all humans are taught responsibility. The best way a parent can teach a child responsibility is little by little day by day. Here are some tips to help you teach you child responsibility.

- * Do not teach a child anything when they are tired or hungry.
- * Teach by being a role model, acknowledge when you make mistakes, take responsibility.
- * Be patient, it takes time for anyone to change their ways.
- * Start when a child is very young. When a child can walk they can pick up their toys. At age 3 or 4 they can make their bed. At 5 they can set the table and clear it. By age 8 they should have a list of jobs they do each week.
- * Give them instructions and then let them do it. Don't keep nagging - just have a natural or monetary consequence follow if it is not done.
- * Give tons of praise and encouragement.

Source: http://www.essortment.com/all/responsibilityc_mbw.htm

If you have any questions about helping children to learn about respect please contact the school counselors, Jason Bradeen and Jayme Mahoney.



Parent Coffees

CAS is hosting a series of parent coffees that closely align with the topics presented at Common Ground speaker events. Below is the schedule of the Common Ground events and our CAS coffees. CAS Counselors Jason Bradeen and Jayme Mahoney look forward to hosting these discussions. Please refer to our School Parent Calendar or our Parent Ed brochure for Common Ground Speaker locations and RSVP to Laura Fabela (lfabela@charlesarmstrong.org) to reserve your seat at the coffees. We need your RSVP to ensure we have enough seats, coffee and treats for everyone!

The Tween/Teen Years, Common Ground Speaker Jan. 26-28, **CAS coffee Thursday, February 11, 2010, 8:30-10:00am**

When to be Unpopular with Your Kids, Common Ground Speaker March 16-18, **CAS coffee Wednesday, March 31, 2010, 8:30-10:00am**

The Power of Mindful Parenting, Common Ground Speaker April 20, **CAS coffee Friday, April 30, 2010, 8:30-10:00am**

Midterm News

Midterm week is January 11-15. Midterms at CAS are more about the process of taking the Midterm test rather than the test itself. Students will receive Study Guides the week of January 4th. Teachers will devote class time to working with the students on the meta-cognitive skills relating to Midterms — what is a Study Guide, time management, study groups, test question types and strategies for answering them. If you have specific questions about Midterms, please contact your student's teachers.



Thank You to Seventh Grade Parents!

Thank you for making this year's Bear Book Project a success! The stories our students wrote are wonderful and the bears look fantastic! Your support and generosity will help make a child's holiday brighter this winter.

Warmest regards,
Monica David

Winter Break

School will be closed for Winter Break from December 21 to January 3. Friday, December 18 is an early dismissal day (12:45pm lower school, 1:00pm middle school). There will be **No** After School Care on that day!

Parent Conferences

Mid-Year Parent/Teacher Conferences

The conferences are scheduled for the week of Feb. 1-5. There is 1:00pm dismissal every day that week. Students will be allowed in After School Care free of charge only during the scheduled conference for that child. All the children in a car pool will not be exempted from the charge. We cannot accommodate siblings during the conference. We apologize for any inconvenience. You can start scheduling your conferences on Wednesday, December 16. You will not be able to schedule until that date. Contact Rhonda Orr, rorr@charlesarmstrong.org, if you have difficulty in scheduling.

Scheduling Your Parent/Teacher Conferences

See the following instructions for how to schedule your conference.

- 1) Go to CAS website and click on Quickmenu. Scroll to last item and click on: Parent – Teacher Conferences – login
- 2) Fill in: Username – this is your email address & Password. If you have forgotten your password, click and it will be sent to you.
- 3) Click on “Log Me In” after you have filled in both username and password.
- 4) Follow prompts to your student's classroom number and schedule yourself at any available time.

Note: Be sure to click on the correct classroom for your child. All rooms for each grade level will appear for each child.



SIP TO OUR SUCCESS!

CHECK OUT OUR WINE SELECTIONS AT

<http://wine.crushnet.com/charlesarmstrongschool> !!

(or go to our school website and click on the link under SIP TO SUCCESS).

Playground Structure

During the winter break Belmont will be taking down the playground structure on McDougal Field. They will not be replacing it with another playground structure. Instead they will be planting grass.

Sports News

Girls Basketball

Date	Time	Opponent	Site
1/6	4:00pm	Highland Christian	Paye's Place
1/7	4:00pm	Sea Crest	Sea Crest School
1/13	4:00pm	Nueva	Paye's Place



PLAYOFFS: During the week of Tuesday, January 19-Friday, January 22. Dates/Times TBD.

Boys Basketball—B Team

1/6	3:00pm	Hausner	Paye's Place
1/7	5:00pm	Sea Crest	Sea Crest School
1/13	5:00pm	Nueva	Nueva School

Street Hockey

Please return your jerseys to Mr. Smith ASAP! Mr. Smith is looking forward to seeing some of you at the Sharks game Saturday, January 2nd!

Wrestling

Sign-ups will take place right after winter break for those interested in being on the wrestling team this year. Students must be in grades 4-8.

Have Important CAS News?

Then have it posted in the Weekly Bulletin! Please e-mail your submission to aforan@charlesarmstrong.org by noon on Wednesday if you would like it to be included in that Friday's bulletin.



CHARLES ARMSTRONG SCHOOL - 1405 SOLANA DRIVE
BELMONT, CA 94002 Phone:650.592.7570

www.charlesarmstrong.org



16 December 2009

Dear Charles Armstrong School Families:

Charles Armstrong School is a non-profit, independent school completely reliant upon tuition income and other revenue sources such as annual giving and endowment earnings to support its highly skilled faculty and small class sizes. To achieve a diverse student body, the School is committed to providing financial assistance to students whose families cannot afford to pay full tuition. The School seeks students from families willing to use their own resources to make education a top priority.

During the 2009-2010 school year Charles Armstrong School awarded over \$1,000,000 in financial assistance to qualified families. Financial Aid awards are based solely on financial need. Need is defined as the difference between the School's tuition and fees and what a family can reasonably contribute. To determine the fairest family contribution, Charles Armstrong School uses (as do most independent schools) the needs analysis system from School and Student Service for Financial Assistance (SSS) based in Princeton, New Jersey.

All families requesting financial aid must reapply every year. To apply for assistance for the upcoming 2010-2011 school year, the following steps must be completed in a timely manner:

1. Completely fill out the **Parents' Financial Statement (PFS)** form by **Friday 15 January 2010**, and **submit to SSS**.
 - We encourage you to complete and submit your PFS online, visit www.nais.org/financialaid/sss.
 - If you prefer to complete it manually and mail to SSS, you may request the necessary form from the CAS Business Office.
 - After completing the **PFS form on-line or manually, make a copy** to submit to the School's Business Office.
2. To secure a spot on the School's financial aid list, please submit the following by **Friday 15 January 2010**:
 - A **copy** of the **Parents' Financial Statement (PFS)** that was completed on-line or mailed to SSS,
 - A cover **letter to Charles Armstrong School requesting financial assistance**. Please include the amount of assistance requested, an explanation of major changes, if any, to your expected income for 2010, and a description of any special circumstances you would like the Financial Aid Committee to consider.
3. Submit the following information to the School's Business Office no later than **Friday 12 March 2010**:
 - A copy of your **signed** 2009 Tax Returns, Federal and State, including all attachments, and W-2 forms.
4. Please note your application for financial aid in 2010-2011 will not be processed until your 2009-2010 tuition balance is current.

Submission of required information to the School as outlined in steps two and three should be **mailed or hand-delivered** to my attention in the Charles Armstrong School's Business Office. If you have any questions, please email me at sjohnston@charlesarmstrong.org.

Sincerely,

Sue

Sue Johnston
CFO & Director of Operations

Charles Armstrong School



WE NEED YOUR HELP!

Our Annual Community Fundraiser is right around the corner! It will be held at the Exploratorium in San Francisco on Saturday, February 27th, 2010.

- Online auction opens February 5th.
- We need items to auction!
- Please ask friends or businesses you frequent to contribute to our cause.
- All donations are tax deductible and monies raised benefit our students.
- We are enclosing donation forms for your use.

AUCTION WISHLIST

Sporting Tickets and Events

Baseball, basketball, football, hockey tickets	Rounds of Golf
Signed Sporting Memorabilia	Skiing/Tennis
Car Racing	Sailing

Getaways, Restaurants, Outings & Other Goods

Weekend Homes	Spas
Gift Certificates to Hotels or Inns	Air miles/Airline Tickets
Restaurants	Tickets-Theater/Shows
Gourmet dinners, wine tastings	Fun Day Outings, Picnics
Store Gift Certificates	Jewelry

PLEASE BRING OR SEND DONATIONS TO LAURA BIRSS IN BC ROOM 5

If you would like more forms, we can send to you via email, or if you have any questions at all, please contact Laura Birss at lbirss@charlesarmstrong.org or (650) 592-7570 ext. 268.



Save the Date!

Friday, January 8th

8:30 - 9:45 a.m.

Location: School Library

There will be a **Mandatory Meeting** for all Middle School Parents with children who are participating in ***The Music Man***.

We will have some important forms for you to sign and will share with you the student and parent expectations for this year.

One parent of all students participating in ***The Music Man*** must attend this meeting!