

IVY LEAGUE MONTESSORI SCHOOL

"Where Every Student is Honored."

PARENT INFORMATION HANDBOOK

UPDATED: August 2009

SCHOOL HOURS

School services and hours are as follows:

SERVICE	DAYS OFFERED	TIMES
Primary classes (morning) Half-Day	Monday-Friday	8:30-11:30
Primary classes-Full-Day (5 years +)	Monday-Friday	8:30-2:30
Elementary	Monday-Friday	8:30-2:30
Lunch Bunch (students 3+)	Monday – Friday	12:00 – 3:00
After Care (students 4+)	Monday – Friday	3:00 – 5:00

Please Note: **All** classes are dismissed at 11:30 on early dismissal days. These are usually the last Friday of the month, but please refer to the school calendar for specific dates. The lunch bunch and Aftercare programs are not offered on these days.

Please contact the office regarding space availability for the lunch bunch and aftercare programs.

REQUIRED PAPERWORK

The following documents must be on file at the school before your child enters school:

- Application form
- Enrollment Agreement
- Orange Information Card
- Immunization Certificate (You have 30 days from the first day of school)

Submission of the above listed forms is a prerequisite for admission to Ivy League Montessori School.

MESSAGES FOR STAFF

If you have a message for a staff member, please write it down on paper and send it in during carpool. You are also welcome to call the office. Should you need to leave a message, your call will be returned as soon as possible.

ILMS communicates primarily through email. Please keep us updated with your current email address, and please remember to check your email regularly.

VISITORS TO ILMS

To maintain the best security possible, all visitors to ILMS will need to sign in with the office. You will receive a visitor nametag. Without the nametag, you will not be able to enter the classrooms.

SUPPLIES NEEDED --PRIMARY

Each student must have extra clothes to keep here at school for "emergencies". These clothes will be returned to you at the end of the school year. Please bring to school the following:

Underwear (2 pair), socks, (2 pair), outfits, (2 sets), and shoes (1 pair). **Please put these items in a clear plastic box labeled with your child's name.** It is also helpful if you label your child's clothes with either labels or permanent marker.

Each student also needs a canvas bag. This bag will be sent home on Friday with your child's work and important messages from the school. Please check your child's bag each week. We also ask that you send the bag back to school by Thursday of each week. The bags are packed on Thursday afternoons.

If you would like to purchase a canvas bag with the school's logo, please stop by the office. The cost of the bag is \$15.00.

MATERIALS FEE

A \$75.00 materials/supplies fee per student will be due with your agreement. Therefore, you will not be required to purchase communal supplies (paper towels, scissors, crayons, etc.) for the primary or elementary classrooms. This fee does not include: classroom snacks, your child's individual supplies needed (back packs, lunch boxes, lunch, etc.) fees for field trips, testing, or other special events throughout the school year.

LOWER ELEMENTARY SUPPLIES:

In addition to the \$75.00 materials/supplies fee, the following items are required for the Lower Elementary classroom:

Additional supplies needed for Lower Elementary

1. A pair of slippers to be worn in the classroom.
2. A water bottle for daily use in the classroom
3. An artist's sketchbook or other type of drawing tablet
4. A book for your child's leisure reading, to be kept in cubby
5. An extra pair of tennis shoes
6. Lunch box
7. Set of extra clothes stored in an extra large Zip-Lock bag.

UPPER ELEMENTARY SUPPLIES:

In addition to the \$75.00 materials/supplies fee, each student will need the following additional items:

- Washable cloth placemat, napkin, and napkin ring
- 1 white 2 1/2' binder with dividers
- 1 package of notebook paper
- 1 sketch book (Mead 8 1/2" x 11" Heavy weight paper)
- 1 crochet hook and some yarn
- pair of slippers to wear inside the classroom
- a water bottle to keep here at school
- backpack and lunch box

Please make sure that your child wears shoes that are appropriate for running, jumping, and other physical activities.

Also, each elementary student will need to bring a little snack to enjoy during the morning work period.

SHOW AND TELL

We encourage children to bring interesting things from home to share with the group. We request that the object be: something that the child has made, something from nature, a book, or something interesting from a trip or a foreign country. Please do not send in toys. Often a child feels the need to hold on to a toy in order to get out of the car in the morning. We understand this and will leave the toy outside the room.

TRIAL PERIOD

All new students are subject to a four-week trial period.

DRESS CODE

Please visit the school website @ www.ilmsnet.com for the optional Land's End school uniform information.

Please make sure that your children are dressed in comfortable clothes they can manage easily on their own while going to the bathroom. We require rubber-soled shoes to avoid slipping in the classroom. We highly recommend socks with sandals due to the insects out on the playground. Please, no clogs, boots, or shoes that make sounds, as this is a distraction in the classroom. **Also, please make sure that all coats and sweaters are labeled with your child's name.** We do have students who have the exact same coats, and it is very easy to get them mixed up.

POTTY TRAINING...

The staff at ILMS believe that a child who is ready to begin their school experience in all other areas except "potty training" should not be held back. Therefore, the school has adopted a policy that we will assist you in your efforts to train your child, however, if your child attends school in a pull-up, we will not change your child unless he/she has a bowel movement.

ARRIVAL AND DISMISSAL CARPOOL

- You will be provided with a colored nametag. **Please place your nametag on a pant/skirt hanger. Please hang your sign on the rear view mirror with the name of your child facing out.** This enables the staff to move more efficiently during car-pool by identifying each vehicle.
- **Primary student carpool: Please pull all the way to the yellow line.** This will help us keep cars from backing up on Kelly Mill Road.
- The **Elementary students (both Upper and Lower) have a separate lane that bears toward the right off the main driveway.** Please use this driveway when arriving and picking up your elementary students. Please pull as far down to the end of the parking lot as you can.
- When leaving the elementary drop off area, you will leave via the Basco's driveway.
- **Should you have both a Primary and Elementary student, you will pick up both children in the Primary carpool line unless you specify that you would rather pick up each student separately.**
- All students must arrive no earlier than 8:30 a.m.
- The assistants will meet you upon arrival and assist your children out of the car and into the school. **Parents, for carpool to move very smoothly, safely, and without delays, it is essential that you stay in your cars at all times.** No doubt that some children, especially very young ones, will cry when dropped off in the morning. This behavior is normal and we are prepared to handle it. So, we urge you to assist us in this matter by making good-byes brief. Simply reassure them that you love

them and will be back soon to pick them up. If you are anxious and nervous, your children will sense your emotions and will react accordingly. We all understand how hard it is to leave your child crying, but we do assure you that we will call you if we think your child is really stressed and needs to be home for the day. Other than that, we do hope you will trust our judgment in handling your children and helping them adjust to their new environment.

DISMISSAL TIMES

- Half- Day students are dismissed from **11:30 - 12:00** Monday-Friday
- Full-Day students are dismissed from **2:30 - 3:00** Monday- Friday.
- Early Dismissal days are usually the last Friday of each month. Please refer to the school calendar for specific dates. Early dismissal starts at 11:30 and each student must be picked up by 12:00 noon.
- **NOTE: AFTER 12:00 or 3:00 A FEE OF \$1.00 PER MINUTE will be charged. This fee is payable in cash to your child's teacher.**

LUNCH BUNCH AND AFTER SCHOOL CARE PROGRAMS – 2009/2010

LUNCH BUNCH PROGRAM

As an enrolled family of ILMS, you have the option to participate in the “Lunch Bunch” program for our younger students ages 3-4 years old, at no further cost. This program will be available from 12:00–3:00pm. This program includes lunchtime, snack, stories, arts and crafts, naptime, and occasional video time. Ms. Liz and Ms. Lindsey will be the caregivers for this program.

This program is available for use on a first come first serve basis. We are able to accommodate up to 20 students per day in this program.

In order for your child to participate, you will need to complete and return the attached enrollment form.

Please note: In the case of late pick-up, please remember to inform the school office. For students who are not picked up on time and are not enrolled in the lunch bunch program, they will remain in their classroom, and you will be charged the late fee of \$1.00 per minute.

Due to the limit on space, your child will only need to bring the plastic Kinder-Mat to use during rest time. This mat will fold down flat and store easily. We do not have the storage space for sleeping bags or comforters. Your child may bring a small blanket to keep with the mat if he/she would like. Also, please remember to send in a lunch with your child on the day that he/she will be staying. We do offer lunch choices on Tues. and Thurs. Participation in this program is optional. You will receive a monthly email with lunch information and costs. Please return by the due date listed on the invoice to ensure the purchase of lunch for your child.

TENATIVE LUNCH BUNCH SCHEDULE

11:45 – 12:20	Lunch Time
12:20-12:45	Bathroom time and free play
12:45-1:00	Circle Time
1:00-	Rest as long as needed. *see note below
2:00-2:15	Snack
2:15-2:30	Arts and crafts or video
2:30-3:00	carpool

*Everyone is expected to lie on their mats in order to help the younger children fall asleep. When they are quietly settled, the older children will be called one at a time to do some art work, crafts, and other quiet activities with me, Ms. Liz.

AFTER CARE PROGRAM”

As an enrolled family of ILMS, you have the option to participate in the After Care Program, at no further cost. Designed to meet the needs of parents and children, it will be offered to all Ivy League students **ages 4 and up.**

The hours will be from 3:00pm – 5:00pm, Monday through Friday. Our calendar will follow the Forsyth County calendar. If there is a student holiday, snow day, or a day when children are otherwise not scheduled to attend school, there will be no After School Care available. In addition, there will be no After School Care offered for early release days unique to our school (i.e., early release for staff meeting day or early release due to parent – teacher conference days). Ms. Liz and Ms. Lindsey will be the caregivers for this program.

Please note: In the case of late pick-up, please remember to inform the school office. For students not picked up by 5:00 p.m., you will be charged a late fee of \$2.00 per minute.

SIGN OUT SHEETS

If you arrive to pick up your child from Lunch Bunch before 2:30 pm., please come into the office to sign your child out.

There will be a sign out sheet for you to fill out upon pick-up of your child/children from the After Care Program.

The maximum number of students per day is 20.

ACTIVITIES:

Activities will be based around educational games, outdoor time, arts and crafts, reading, and an occasional video. Please send an afternoon snack with your child.

We will continue to offer our After School Enrichment Program in addition to this After School Care Program. These programs differ from time to time, so please contact the office for the current enrichment opportunities.

Please call our office with any questions you have regarding this program. If you are interested in registering your child for the After School Care Program, please complete the attached registration form and forward it to school, or bring it into the office.

Thank you and we hope you will find our Lunch Bunch and After School Care Programs a valuable service.

IVY LEAGUE AFTER SCHOOL CARE PROGRAMS REGISTRATION FORM

Student's Name: _____

Parents' Name(s): _____

Contact Phone Numbers:

Home _____ Work _____

Mobile _____ Pager _____

Emergency Contact(s) Name: _____

Home _____ Home _____

Work _____ Work _____

Mobile _____ Mobile _____

Persons given permission to pick up your child include:

LUNCH BUNCH: Please indicate the days of the week that you wish to sign up for:

Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___

AFTER CARE:

First Choice

Second Choice Third Choice

_____ Tues., Thurs.

_____ Mon., Wed., Fri.

_____ Mon. through Fri.

UNUSUAL TRANSPORTATION ARRANGEMENTS

If your child is to be picked up by any person other than a parent or guardian or an adult specified on your Orange Information Card, you **must** supply written permission. We will ask for identification (driver's license) from the person who picks up your child.

SNOW DAYS

As a rule and to eliminate any confusion, Ivy League Montessori School will follow snow days as prescribed by Forsyth County. This means that whenever Forsyth County schools are closed due to "bad" weather, we will be closed as well. Also, announcements will be made over local media; Channel 11, Channel 2, Channel 46, and Fox 5.

UNUSUAL CIRCUMSTANCES

In the case of emergency or unusual circumstances such as no heat, no power, etc., the school will notify you as expeditiously as possible so that you can arrange for an early pick-up, delayed drop off, or cancellation of classes as the case may be.

ATTENDANCE

Because we consider you family, please call the school when your child will be absent.

HEALTH INFORMATION

Each day many parents are faced with a decision: should they keep their sick child at home or send them off to school? Often the way a child looks and acts can make the decision an obvious one. Please consider these guidelines:

Colds: Please keep your child at home if he/she has a fever over 100 degrees or is experiencing discomfort that would interfere with his/her ability to perform in school. (i.e. uncontrollable coughing, severe lack of energy). If your child experiences green nasal discharge that continues throughout the day, or a cough lasting longer than ten days, or is accompanied by fever or chills and is productive of discolored sputum, consult with your physician.

Conjunctivitis (pink-eye): Following a diagnosis of bacterial conjunctivitis, the child may return to school after the first dose of prescribed medication. Students with viral infection may return when eyes are clear.

Diarrhea/Vomiting: A child with diarrhea and/or vomiting should stay at home and return to school only after being symptom-free for 24 hours.

Fever: The child should remain at home with a fever greater than 100 degrees. The child can return to school after he/she has been fever free for 24 hours (without fever-reducing medicine such as Tylenol or Motrin).

Impetigo: The child with impetigo may return to school 24 hours after treatment has begun. A doctor's note or proof of prescription is required.

Lice: Child must be treated with medicated shampoo, and must be nit free before admittance into the classroom.

Rashes: Common infectious diseases with rashes are most contagious in the early stages, A child with a suspicious rash should return to school only after a health care provider has made a diagnosis and authorized with child's return to school.

Strep Throat: A child with strep throat may return to school 24 hours after antibiotic treatment has begun.

Review of symptoms when your child should remain at home:

- A body temperature of 100 degrees
- Persistent cough
- Vomiting
- Unexplained Rash
- Diarrhea
- Sore Throat
- **Discharge of** discolored or profuse amounts **of mucous from the nose or eyes. i.e. green/yellow.**
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Note: Students with any of the above symptoms will be sent home.

Please let us know if your child has been diagnosed with Chicken Pox or Strep Throat, or any out of the ordinary conditions, in order to notify the rest of the families.

EMERGENCIES

If your child becomes ill or is injured at school, you will be contacted immediately. If we are unable to contact you, your child's emergency instructions on file at the school will be consulted at once. If necessary, your child will be transported to Northside Forsyth. The Consent Statement you signed on the Orange Information Card will accompany your child so that treatment can be given immediately in the absence of the parent.

MEDICINES

The teacher may not give medicine of any kind, without written consent from the parent or guardian. Permission notices should state how much, for how long, and under what conditions the teacher should administer the medication. **Medications should always be given directly to the assistant or the child's teacher as opposed to being sent in with the child.**

LUNCH

If your child is eating lunch at school, please pack well-balanced, nutritional meals. Please label your child's lunch box with his/her name. **Please note that we are unable to refrigerate or microwave your child's lunch.** As an additional lunch option, ILMS has catered lunches from Chick Fil A, and Papa John's pizza. You will receive a monthly invoice containing order information. Should your child wish to participate, please return the order form by the deadline date indicated on the form.

SNACK INFORMATION FOR PRIMAY CLASSROOMS

Providing snacks for your child's classroom is not mandatory and you do not have to feel pressured into participating if you do not have the time or simply do not wish to do so. However, your participation is very much appreciated and extremely helpful. However, if you are unable to participate, please call the office and let us know. A weekly reminder is handed out when it is your turn.

An explanation of items needed during your snack week is as follows:

* Some of the Practical Life Exercises teach children how to prepare food. The children are provided with oranges to squeeze for juice, apples to cut as well as bananas to peel. Another Practical Life Exercise is flower arranging. This is why we request the fresh flowers.

Based on the above exercises, we ask that the family assigned for "snack week" to please bring on Monday, for their assigned class the following:

(10) Oranges (10) apples (5) bananas flowers to arrange

- In addition to the items needed for the Practical Life Exercises, we ask that the family assigned to the child's classroom provide daily snacks for the number of students in the classroom. The daily snacks

may be provided day by day or for the week. Suggested snack ideas: vegetables with or without dip, fruits (other than the oranges, bananas and apples provided for the Practical Life Exercises), crackers and cheese, finger sandwiches, applesauce, muffins. Please keep the snacks nutritious and healthy.

SNACK INFORMATION FOR LOWER AND UPPER ELEMENTARY CLASSROOMS

Students should bring a snack each day. Ms, Bee;s classroom's parents have a flower schedule.

HOLIDAYS

Holidays are celebrated in each classroom according to the discretion of the classroom teacher.

THANKSGIVING (Usually no parent involvement during this celebration)

CHRISTMAS (Usually parent and school celebration) Details of events sent home.

VALENTINE'S DAY

We do not have a celebration at school on Valentine's Day. However, if you and your child would like to give his/her classmates a card or a small gift, you are welcome to do so and we will be happy to pass them out. Please address all cards "To My Friend", and "From (your child's name)".

EASTER (Usually a parents and school celebration.) Detail of event sent home.

HALLOWEEN

It has not been a tradition to celebrate Halloween at the school. At this time of year, we have a Fall Celebration. In the past, the parents and school have coordinated together to plan a small festival. **The children do not wear Halloween costumes.**

BIRTHDAYS

Children enjoy being honored in the spotlight on their birthdays. You can have fun creating a "timeline" of your child's life for him/her to share at the birthday celebration. A poster with a picture from each year of your child's life is most popular. Feel free to be creative.

If you would like to bring a snack to share, we prefer it be low in sugar, and not too messy. Some options: mini muffins, fresh fruit, unfrosted mini cupcakes, or cookies **without decoration**.

Please take care not to bring anything that might pose a choking hazard. No rings or toys on the cakes/cupcakes. If you would like to join our celebration to snap a few photos, **please contact your child's teacher to set up a date**. Please plan to arrive around 10:30.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled each year in November and March. This conference is obligatory for both parents and is in addition to any other conferences you may wish to arrange throughout the year.

FINANCIAL INFORMATION

Following is a summary of all fees.

Tuition is due on the 1st of the month and is subject to change.

Non-Refundable Registration fee \$100.00 per student. Paid annually. Required to secure space.

Refundable Enrollment Deposit \$500.00.

Non-Refundable Materials/supplies fee \$75.00 per student

Late Pick-Up fee \$1.00 per minute late

After Care late pick-up fee \$2.00 per minute

Late fee or returned check fee is \$25.00

REFERRAL PROGRAM

Effective November 18, 2003, ILMS began its School Referral Program. In the event that a student enrolls as a result of direct referral, we will credit your account the referral fee in the amount of \$500.00. This reward will be provided the first month following the initial tuition payment of the new student being enrolled. The office will capture this information for the school and alert you when you are eligible.

PARENT INFORMATION

Ongoing fundraisers: Our school sponsors several fundraisers throughout the year to help cover the costs of classroom materials, playground and building improvements, school social events, etc. You can help now by collecting **BoxTops for Education** from your grocery products and turning them into the office as often as you like. These box tops are redeemed twice a year for cash. **Lollipop Toy Store** in Dawsonville will donate 10% of all purchases to our school if you mention that your child is a student when you check out. Visit their website at www.ishoplollipop.com We also have **Publix cards** and are registered with **Ingles** when you use your **Advantage Card**.

Please view the announcement page of our website for updated and current information.