

ELEMENTARY PROGRAM IMPORTANT REMINDERS

PURPOSE: Orientation is to acquaint **NEW Parents/Guardians** of Primary, Extended Day, and Elementary Students with the Montessori approach of education and child development. This also gives new parents/guardians an insight into their child's beginning adjustment and reactions to the school, as well as a short review of the school policies and procedures. This meeting should end by 9:00 p.m. Please see the School Calendar for dates of ORIENTATION. If you were unable to attend an Orientation last year, please attend this year's Orientation appropriate for your child's grade level.

MAIL SLOT: Located next to your child's classroom are mail slots. Always check to see if there is mail with either your name or your child's name on it. This is our way of communicating with you.

LUNCH BOXES: Only Extended Day, Elementary, and Day Care students will bring a lunch box every day. Each student's lunch box should contain a simple meal. We encourage drinks of milk, water, or 100% natural fruit juices; fresh fruit and vegetables; whole grain breads and crackers; and a protein choice. Our advice is to choose whole foods, containing a minimum of additives.

Soda, candy, and gum are not permitted in our school. Please read the labels of many popular "natural" foods and snacks -- many are loaded with sugars and additives. For environmental reasons we recommend that the children bring their lunches (and all the containers for their lunches) in reusable containers. The student's name should be placed on the lunch box **in the area under the handle AND on the lid and bottom of the thermos and any containers. Use a permanent marker.**

TUITION BILLING: Before the 1st day of each month, each student will have a statement put in her/his mail slot. Your payments must be made per your signed Fees Agreement or a **\$25 late payment charge is applied for payments made after the 5th SCHOOL DAY of each month.**

DAY CARE BILLING: Your fees will be on a SEPARATE statement (a calendar) and put in your mail slot. **Keep this statement for your IRS records. There will be a \$2 copy charge PER SHEET for duplication of these records.**

The Before & After School program fees are due and payable the day the statements are issued. The amount shown on your statement must be paid on or before the fifteenth day of each month or a \$25 LATE FEE IS CHARGED. For further information, please refer to your **Before & After School Financial Guidelines.**

HEALTH FORMS: The **Illinois Department of Public Health** requires that a Health Form (completed by a physician) and an Emergency Care Form (completed by parents/guardians) be on file at our school before your child can be allowed to enter. If you received a Health Form with your registration materials, you will need to have this filled out and returned to our school upon your entrance day. **If your child needs a medical or needs the current medical updated, we will mail a medical form to your home. Otherwise, you may assume that your child's current medical is valid.**

SCHOOL DIRECTORY: This listing shows all the students and their parent(s) /guardian(s) names, addresses, telephone numbers, and e-mail addresses. If a child has more than one residence, please indicate the second address and phone number. Additions, corrections, etc. will be given to you throughout the year. These should be added to your SCHOOL DIRECTORY each time you receive one. **IS THE INFORMATION ON YOU CORRECT???** Corrections should be given to our **Business Administrator.**

CALENDAR: Transfer the information from the School Calendar to your own family calendar or put our School Calendar next to your home calendar for daily viewing. You will be notified of any changes. Extra calendars are available in the school office.

FEES:

All students:	\$13.00 A.M.I. Dues
Elementary/ Extended Day:	\$130.00 Physical Education
Elementary:	\$25.00 Book Fee
Extended/Primary students:	\$45.00 Snack Fee

(Due October 15th)