



THE SUGAR CREEK MONTESSORI SENTINEL

BACK TO SCHOOL EDITION 2016

Welcome!!!

A warm welcome to our new children and parents who have joined us this year and also to those who are returning! We are so excited to start this new school year with you all!!!

School Policies for Arrivals and Departures

Please do not park in front of the Entrance Door at any time. For the safety of our children, please only use the front doors to enter and leave the building. The side door is not an exit door.

Please note the speed limit in the parking area is 5 mph.

The following is the (side door) arrival and dismissal schedule:

Arrival: 8:15 a.m. – 8:50 a.m.

Half-Day Dismissal: 12:00 p.m. to 12:15 p.m.

Extended-Day Dismissals: 2:30 p.m. – 2:45 p.m.

Tuition Policy

Tuition is due on the first of each month. Tuition payments received after the fifth business day will accrue a \$5.00 per day late fee. There is no reduction/ pro-ration in the tuition for absences of any kind, holidays, vacations, or emergency school closures. If tuition is not paid in full by the 15th of the month, the child's name will be removed from the roster and you will need to re-register. At that time, the new student registration fee of \$185 will be due to re-enroll your child in the school.

Paperwork

Please keep in mind that it is the parent's responsibility to update your child's file.

We do not send out reminders for you when we need updated shot records, signatures, or missing paperwork. We also know that sometimes phone numbers, places of employment, etc. change. Having current information is very important. Please turn in the requested items or update your child's file ASAP.

School Medication Policy

SCMS only administers medication from 11:00 a.m. to 3:00 p.m.

Remember to provide an Epi-Pen for your child if required for severe allergies. Written authorization is required for all meds, ointments, creams, etc. All medication must be in its original container and labelled with your child's first and last name.

SAFETY REMINDER

For the safety of the children and staff, please do not open the door for others to enter the building.

No Toys from Home

Please do not send toys from home as they are disruptive to the class.

SCHDDL CLDSED

There will be no school on September 5th in observance of Labor Day.

Phone Calls

For the safety and education of our students, **phone calls cannot be transferred into the classroom.** When you call the school, we will take the message and have the teacher call you back after 2:30 p.m. If it is an emergency, we will get the message to the teacher immediately.

Lunch

Our catering company offers lunch for \$3.75 daily to our students Monday through Thursday. Please stop by the front desk to pick up a form. It is important to take note of the ordering deadline each month. Signs will be posted on the entrance/exit doors.

If you pack lunch for your child, please keep in mind we are a peanut free school. NO peanut products can be brought into the school. Please do not send in Chik-Fil-A meals for your child as they use peanut oil. We strongly discourage bringing in fast food.

We do our best to promote healthy eating habits.

Also, please do not send in sodas or candy. Lunches from home should be healthy and nutritious. Remember to include an ice pack in your child's lunch to keep the food cool so it will not spoil.

Pizza

On Friday's we order pizza!
The fees are as follows:

\$1.50/slice

\$2.50/2 slices

\$3.00/3 slices

You may want to send in a fruit or vegetable for your child to eat with the pizza.

We will provide a drink.

Pizza forms are attached at the end of this packet. Please return the completed form to the front desk by Wednesday, August 27th in order for your child to have pizza on Friday, August 29th. Pizza forms are also available at the front desk. *Any changes to the pizza order cannot be made after Wednesdays.*

Fees for pizza are billed with the monthly tuition.

Illness Policy

Please keep your child at home if he/she has any of the following symptoms in the morning:

- Fever – 100 degrees or higher (under arm)
- Vomiting
- Diarrhea
- Severe cough, cold, sore throat, congestion, runny nose, pink eyes or eye drainage.
- Undiagnosed skin rash or illness
- General lethargy

If your child shows any of the above symptoms while at school, you will be called and asked to pick him/her up ASAP. You are required to keep your child at home after being symptom free for at least 24 hours

No exceptions. We reserve a right to request a Dr.'s note before readmitting the child to the school.

Clothing/ Shoes

Explorer, Toddler and Transition children should wear comfortable, washable clothes that can be easily managed in the bathroom. No overalls or clothing with ties or belts. Please make sure you have two changes of clothing, including socks for your Explorer, Toddler or Transition child.

All Pre-Primary students should have one change of clothing including socks.

ALL children must wear tennis shoes/sneakers or shoes that completely cover the foot. **No open toe or open heel shoes.** No flip flops, sandals, Crocs or boots are allowed.

Please label everything with your child's name.

Important Safety Note

Please do not use the side door to exit or enter the building. It is neither an exit nor an entrance. **It is an Emergency exit door.**

Contact Information

If your contact information (address, phone numbers, authorized pick-up persons, etc.) has changed, please stop by the front desk to update your child's file. This must be done in writing.

Authorized Pick-Up Persons

Please note that we cannot release your child to ANYONE NOT on the pick-up list. This includes grandparents or any family members who may not be listed. If you want to add or remove someone as an authorized pick-up person you must notify us in writing.

Dates to Remember

September

September 5- School Closed in Observance of Labor Day



VERY IMPORTANT Arrival and Dismissal Policy

In an effort to improve traffic flow, decrease parking congestion and for the comfort and convenience of our parents, please read our arrival and dismissal policy.

ARRIVALS...

All the Pre-primary students arriving on campus between 8:15 a.m. and 8:50 a.m. are required to use the carpool (drop-off/pick-up lane). We encourage parents of Transition students to use the carpool lane as well. Parking is limited. Although the carpool lane will be open from 8:15 a.m. to 8:50 a.m. every day, please adhere to your child's class start time (8:30 a.m. for Pre-Primary classes and 9:00 a.m. for all other classes) so that your child does not miss out on important class activities.

If your child arrives after 8:50 a.m., please park your vehicle in the parking lot and come in through the front door. So as not to disrupt your child's class already in session, ***a member of administration will escort your child to his/her classroom.***

Parents of Explorer and Toddler students will need to park and walk their child into the front of the building.

DISMISSALS...

All Pre-primary and Transition students leaving campus between 12:00 p.m. and 12:15 p.m. or between 2:30 p.m. and 2:45 p.m. will be required to use the carpool lane for dismissal. We encourage parents of Transition students to use the carpool lane as well.

Parents of Explorer and Toddler students will need to park and come to the classroom to pick up their children.

Several cones will be set up demarcating drop-off/pick-up points. When it is your turn in line, ***please pull the front of your vehicle up to the farthest available cone and a staff member will pick up/bring your child from/to you.*** If you need to exit your vehicle (for buckling purposes only), please stay by your vehicle at all times and do not walk to the side door area, we will bring your child to you. Unfortunately, we are permitted to buckle your child for you.

If you would like to communicate with your child's teacher, feel free to send her an email, call and leave a message for her to return your call, or set up an appointment to visit.

Uniform Information - Lower Elementary, Kindergarten and Pre- Primary

Uniforms are required for ALL Pre-Primary students. All uniforms must be purchased from Parker Uniforms. Uniforms are required Monday-Thursday. On Friday your child must wear either the school uniform or our spirit shirt and jeans, denim shorts or a denim skirt in blue only.

No other clothing is permitted.

Girls should wear.....

- Polo in white or burgundy or the Peter Pan style white shirt
- Skort or jumper
- Solid navy blue pants, capris or shorts **(no denim Monday-Thursday)**
- Closed toe shoes.....no sandals, flip flops, boots or Crocs
- Solid colored tights or leggings in navy blue, white, cream or grey.

Boys should wear.....

- Polo style white or burgundy shirt
- Solid navy blue pants or shorts
- Closed toe shoes.....no sandals, flip flops, boots or Crocs

Please be sure to send in an extra set of clothing, including socks, for your child. Please label everything with your child's name.

**Parker Uniforms
12524 Memorial Drive
Houston, TX 77024
713-465-1635**

Traffic Flow/ Parking

Please note that during arrivals and dismissals, BOTH LANES coming into the school from Gaston Road are ENTRANCE ONLY. During arrivals and dismissals ALL vehicles will need to exit via the back gate at Starflower Road. **The back gate is always EXIT ONLY. Please do not enter the school parking lot from the back gate.**

Arrival and dismissal carpool times are as follows.....

Arrivals - 8:15 a.m. – 8:50 a.m.

(Half & Extended Day Pre-Primary students not to arrive before 8:15 a.m.)

(Half & Extended Day Explorer, Toddler & Transition students not to arrive before 8:40 a.m.)

Half day dismissal - 12:00 p.m. - 12:15 p.m.

Extended day dismissal - 2:30 p.m. – 2:45 p.m.

Please do not park on Gaston Road for any reason at any time. Parking on Gaston Road is dangerous and blocks the flow of the neighborhood traffic. Please park in the parking lot or on the road that runs beside the school.

Thank you for your co-operation and we look forward to a great semester with your child!

Sugar Creek Montessori School Administration