

# **MindTech Montessori School**

**August 22, 2007**

**RE: Back-to-school updates and reminders**

All of us at MindTech hope you are enjoying your summer and are finding ways to keep our children active during the holidays. It is difficult to believe that we are already near the first day of school, and the end of the summer vacation period is near. We are sure that each one of our children will have their own exciting stories and memories to share when they return. With great pleasure, we would like to welcome our children and parents back to school for another academic year of challenges and exciting events at MindTech! A reminder to all parents and students that school commences this year on **Tuesday, September 4, 2007.**

The faculty and staff at MindTech are eagerly awaiting the start of our 11<sup>th</sup> academic school year. You will also notice the use of additional classrooms and thus new faces within our MindTech staff. At MindTech – North Campus, we are pleased to announce that we will be beginning the school year with all classrooms at full capacity. With your continued support and trust in our programs, we anticipate that we will be opening the last classroom, which we currently use for the extended care program, as a CASA classroom in the coming months.

As the new school year approaches, we would like to bring the following information to your attention. We urge you to read this letter carefully so that we can ensure our children have a great start to the new school year.

## ***i) Parent and Student Handbook***

We have revised our ***Parent and Student Handbooks*** since re-enrolment time in February 2007 and encourage all our returning families (recent families would have received a copy upon registration) to pick up a copy from the Office at your respective campus. Also, please ensure that you visit our website on a regular, bi-weekly basis throughout the school year, for current events and news at all three of our campuses.

Elementary students are required to complete the last page of the handbook, 'A Contract with Students and Parents', and return it to the school before September 4<sup>th</sup>. **Elementary students/parents are requested to bring this to school on the first day, completed.**

## ***ii) Arrival and Dismissal Procedures:***

For the **safety** and well being of our students, to avoid parking lot congestion, and to minimize classroom interruptions, we would kindly request that all parents adhere to the following ***arrival and dismissal*** schedule throughout the school year. **Each campus** will have a slightly different routine and staff will be available to familiarize parents with this routine for the first few days at each campus. **Half-day morning students will be dismissed by 11:30am.**

- **CASA I children should arrive to school by 8:45am. Classes will begin promptly at 9:00.**
- **CASA II children should arrive to school by 8:35am. Classes will begin promptly at 8:45am.**

All parents, please walk your child from the main foyer areas to their cubby area and to their classroom. Please make sure that the class teacher acknowledges your child's arrival and departure.

- **Elementary Students at our North Campus should arrive to school by 8:20am as their classes will begin promptly at 8:30 am.**

The entrance doors to our schools will be locked at 9:00am. There are doorbells at the main entrances of the school for you to ring. If your CASA and/or Elementary child is late, she/he will be required to obtain a “**late slip**” from the child’s teacher or the reception area prior to attending class. Again, we are attempting to instill in our children that arriving to school on time shows a positive commitment to punctuality and preparedness, and respect for their classmates and Teacher.

Once you have left your child at school, we request parents to immediately leave the school premises, again for the security and safety of our children, in consideration of others, and also to ease the car parking onslaught during this busy period. **We ask that parents stay out of the classrooms and/or peak in from the class windows and doors. Please keep in mind that while teachers are supervising the children they are not available for parent meetings or conferences during class time and extended care hours.** If you wish to discuss any matter with your child’s teacher, we have implemented a ***Parent-Teacher Communication Book*** (placed in the reception/front lobby area), where you can leave messages for your teacher. The ***Parent-Teacher Communication Book*** will be read daily by our Teachers to ensure appropriate steps are taken to address your message or inquiry, promptly. In addition, all CASA and Elementary parents will have a chance to “Meet the Teachers” on **Thursday, September 6, 2007 from 6:00 – 7:30p.m.** Please sign up with your child’s teacher.

Please note, our campuses are designated Quiet Zone areas throughout the hallways of the school.

**iii) *Elementary School Supplies (for North Campus only)***

Students in our **Lower Elementary programs (grades 1 through grade 4)** will need the following items on the first day of school:

- A pencil case clearly labeled with the student’s name
- 6 HB pencils
- 1 box of plastic lightweight sheet protectors (100 in a box)
- 2 White Erasers
- 2 Glue sticks
- 1 Set of coloured pencils
- Scissors
- Clear plastic ruler
- clear tape
- 2 Binders (2”) to hold 3 hole-punched loose-leaf paper
- 2 boxes of paper hole white reinforcements
- 1 Clipboard
- Duo Tangs (3 of each colours: Purple, Red, Blue, Yellow, Green, and Black –if you cannot find these specific colours, others may be substituted)
- Bag for gym clothes
- 1 pair of running shoes to be left at the school
- 2 see-through accordion files with string enclosure (legal size) to hold memos and homework
- 1 package (500 sheets) of three hole-punched line, loose-leaf paper
- 1 package of 3 hole-punched line, loose-leaf graph paper
- English dictionary
- English-French dictionary
- Geometry set
- Small water bottle with child’s name.

Students in our **Upper Elementary programs (grades 5 through grade 8)** will need the following items on the first day of school:

- 4 binders (3”) colored blue, green, red, black
- 1 package of 3 hole-punched lined, loose-leaf paper
- 1 package of 3 hole-punched, loose-leaf graph paper
- an advanced geometric set
- English dictionary
- 1 package of clear plastic page protectors
- 1 package of plastic dividers (at least 12 divider tabs)
- 2 graph paperbooks Hilroy, 3 hole-punched, 27.6 x 21.3 cm, non-spiral, about 4 pages
- 2 graph paper books Hilroy, 3 hole-punched, with spiral, about 80 pages
- 8 lined paper books Hilroy 27.6 x 21.3 cm, non-spiral, 3 hole-punched, about 40 pages
- 2 lined paper books Hilroy, 3 hole-punched, with spirals, about 80 pages
- 2 duotangs
- pencils
- coloured pencils
- coloured markers
- white eraser
- white-out
- 1 Blue pen
- 1 highlighter
- scissors
- glue stick
- sharpener
- clear plastic ruler about 30 cm or 12” (or both)
- clear scotch tape
- reinforcements
- small stapler and staples
- small 3-hole puncher
- mini calculator

Additional items may be requested by the elementary class teachers as the school year progresses. Please label every item with your child’s name, if possible.

**iii) Elementary Art Supplies (for North Campus only)**

Students in our **Lower Elementary programs (grades 1 through grade 4)** will need the following items on the first day of school:

• Pencils 4B • Eraser • Sketch pad • Pencil crayons • Craft glue • Water colour brush #10 • Plastic ruler • Pencil sharpener • Plastic craft scissors • Plastacine • Pad of multi color craft paper • felt tip markers

Students in our **Upper Elementary programs (grades 5 through grade 8)** will need the following items on the first day of school:

• Pencils 4B & 6B • Kneadable Eraser • Sketch pad • Water colour pencils • Acrylic paints (red, yellow, blue, white) • water colour paper (140 lbs) • water colour brush #6, 8, 10 • Bristel brush flat #4 & 6 • soft pastels (set 12) • pad of mi-teintes pastel paper (all black) • canvas board • plastic ruler • pencil sharpener • permanent ink pen (pilot)

These art supplies are available at the following stores:

- Stevenson D Ltd. – 1420 Warden Ave. - (416) 755-7795
- Currys Art Store Ltd. at Pacific Mall – 4300 Steeles Ave. E.
- Studio Six Tbd. – 157 Denison Street - (905) 475-1136

**iv) *Extended-care***

For parents registered for the extended care program, your child will be able to arrive to school no earlier than 7:30am (7:00am for our North Campus only) and be picked up no later than 6:00pm. Otherwise, children registered only for our regular school program should arrive as per our arrival schedule) and be picked-up by 3:30pm. All students in extended care must bring their own snacks.

**v) *Special Plants***

CASA I, CASA II and Elementary children will be required to bring a small household plant on the first day of school, **with their name clearly written on the pot**. This special plant will become the child's responsibility throughout the school year as she/he helps nourish and nurture the plant to its potential and healthy growth. The purpose of this is for our children to appreciate and care for our environment and also learn about Science and Botany.

**vi) *Lunch Catering***

As you may know, only our Infant, Toddler, CASA I, and CASA II students receive regular hot lunches and snacks. These students have the option to enjoy catered lunches from **Choice Children's Catering**. Parents who wish to have their children receive the optional catered lunches (does not include snacks) starting in September 2007 may order the food directly from MindTech at a cost of \$95/month or \$950.00 for the entire school year (based on ten months, paid in one installment dated September 1, 2007 or two equal installments of \$475.00, dated for September 1, 2007 and January 1, 2008, payable to **MindTech Schools**). Please submit your cheques to the main office at any of our campuses.

**vii) *School Year Calendar 2007-2008***

Our School Year Calendar is posted on our website permanently and will be updated regularly. We suggest that you print and note the dates carefully in your personal datebook so that you may plan ahead for parent information nights, field trips, sporting events, school closures and holidays, teacher P.D. days as well as staying informed about upcoming events.

**viii) School Uniforms for September 2007-2008**

School uniforms and information regarding our school uniform policy is available through Uniform Basics. Our sales representative is Gilbert at 1-877-722-7427. Our school uniform policy and requirements are posted at [www.uniformbasics.com](http://www.uniformbasics.com) and we advise you to review them carefully, and most importantly, once you receive your uniform, PLEASE LABEL EVERY ARTICLE OF CLOTHING WITH YOUR CHILD'S NAME. MindTech is NOT RESPONSIBLE for any lost uniforms and/or any other articles brought from home. School ties for our CASA I and CASA II children and blazer crests and school ties for our Elementary students will be sold directly by each school for \$10.00 each.

**ix) MindTech Sports Bags**

There are a limited quantity of **MindTech Sports Bags** for \$20.00 each. They are excellent for the CASA II and Elementary students who attend a variety of sports programs throughout the year such as skating, skiing, swimming, gymnastics and other extra-curricular activities. Please speak to your school administrator to obtain a MindTech Sports Bag.

**x) E-mail Addresses**

For your convenience and for environmental reasons, our primary mode of communication to our MindTech parents is through e-mail. Please ensure that you have provided us with your current e-mail address to ensure that you receive all MindTech notices, such as school memos, field trip information and permission forms, holiday notices, and other such information. We hope that you do check your emails on a regular basis.

**xi) Student Records**

To ensure that our student records are kept up-to-date, please submit any of the following items to the main office, if you have not already done so:

- Updated Health Card Number
- Copy of Birth Certificate
- Recent photo of your child
- Email addresses
- Doctor's information
- Immunization Records
- New contact phone numbers/address
- Parent employer information

Your co-operation in all the above matters is greatly appreciated, as these policies and procedures will be implemented at the beginning of the school year. If you have any further questions or concerns regarding this memo, please feel free to contact your school administrator.

Finally, a Parent Questionnaire and a Parent Volunteer Survey has been attached to this memo. **Please complete both and return them to your child's teacher on the first day of school.** Again, we are inviting parents to briefly meet their child's teacher during the CASA and Elementary ***Parent/Teacher Orientation Night*** on **Thursday, September 6, 2007 from 6:00p.m. to 7:30p.m. at the respective campus.**

Once again, thank you for your continued co-operation and support. We look forward to working with all of you and your children this year, and greeting you in September.

**Best wishes for a healthy, prosperous and positive school year!**