



## Summer Tips 2015 Chicago Campus

Welcome to Intercultural's Summer Language and Culture Camp. We are planning a fun and educational summer for your child. Thank you for joining us!

This document is full of parent tips intended to help you prepare for your child's camp experience. Please feel free to contact us with any questions at 312-265-1514 or [chicago@interculturalmontessori.org](mailto:chicago@interculturalmontessori.org).

### Things your child needs:

- **A soft-sided lunch bag** or lunch box – **avoiding cartoon characters** (even if you are ordering Gourmet Gorilla your child should have this as it is used to send communication home to parents).
- **A small cloth placemat and cloth napkin:** the napkin and placemat should come every day in your child's lunchbox, clean and ready to use. Try to get or make placemats from fabric selected by your child but **avoiding cartoon characters**.
- **Slippers:** A pair of closed, slip-on indoor shoes or slippers that have a toe and heel (**avoiding cartoon characters– no crocs or flip-flops**). Vans, Foamtreads, Toms, or ballet/gymnastics slippers are good examples. Be sure to label both slippers.
- **Outdoor shoes:** a pair of closed toe, sturdy shoes to wear to the park for recess each day. Please, no flip flops or sandals.
- **A change of clothes:** (underwear, socks, shirt, pants or dress - please label all pieces of clothing) to keep here during the summer sessions in which he / she is enrolled. Try to provide items that your child is able to put on and take off without assistance. Please put them into a labeled zip lock bag.
- **Nap items:** if your child will nap (3 years to 4 ½ years old): one XXL (2ft x 2.7 ft) Ziplock big bag (available at Target), a sheet, blanket, pillow, a snuggle buddy if needed (please be sure it doesn't make noise or light-up).
- **Items for Sprinkler Days: Thursdays from 10:00 – 11:00 am (weather permitting)** your child should wear his/her swimsuit underneath his/her clothes. \* Sunscreen should be applied at home. Staff is not able to apply sunscreen to children. In addition please remember to pack:
  1. a towel
  2. extra underwear
  3. a plastic bag for wet clothes
  4. water shoes as the children will enjoy the splash pad at Skinner Park
- **Red Intercultural Tote Bag:** (this will be given to you on your child's first day). Children will take work home in their red bag on Fridays. Please empty the bag over the weekend and return the bag on Monday with your child. Replacement bags may be purchased at reception.).

**PLEASE LABEL EVERYTHING SO IT MAY BE RETURNED IF MISPLACED**  
**(A great location is on the tag with your child's initials)**

### Lunch:

- **Children should either bring a nutritious lunch from home or use Gourmet Gorilla catering service:** [https://gourmetgorilla.formstack.com/forms/intercultural\\_hot\\_lunch\\_program\\_summer2015](https://gourmetgorilla.formstack.com/forms/intercultural_hot_lunch_program_summer2015)
- **Please keep in mind that we are a NUT FREE SCHOOL.** Please no peanut or tree nut products of any kind.
- **Healthy foods** are recommended. Please do not send candy or snack foods in your child's lunch.

- **Three items** are generally enough – for example a sandwich or other “main” course, a fruit, and a yogurt or cheese sticks.
- Please use a re-usable soft-sided lunch bags (that the child can open by himself/herself) rather than throw away plastic bags.
- **Drinks** are not necessary. Milk and water are available at the school. (If your child requires a special beverage please send daily in a small container).

## Snacks:

Every family will have the opportunity to donate fresh fruit and vegetables during one of their enrolled summer sessions. You will receive a note attached to your child’s lunch box and/or an email, the **Thursday** before the snacks are due. Snacks are due each **Monday** throughout the summer.

## Morning Arrival:

### Before care: 7:00 am – 7:50 am (use the main lobby door)

- School opens at 7:00 am for before care (please contact [admissions@interculturalmontessori.org](mailto:admissions@interculturalmontessori.org) if you wish to enroll in before care).
- Please bring your child into the school and sign them in at the reception desk.

### Morning arrival: 7:50 am – 8:30 am (Staff assisted. Please use the south entrance near Adams.)

- Staff members will be available outside to assist with regular drop-off time from 7:50-8:30.
- If you are driving, please pull into the car line in the school’s loading zone on Racine. Continue to pull forward as the line moves.
- When you reach the front of the line, a staff member will open your car door and assist your child from your car into the school.
- We ask that you please stay in your car and allow the staff to assist your child out of the car. Your cooperation in this matter is greatly appreciated as it will help us keep the arrival process as safe and smooth as possible. If you need extra time or want to come into the building during this time, please park outside of the pick-up/drop-off zone. You can pull into our school’s parking lot on the south side of the building. You may double park behind the cars parked along the brink wall or pull into a spot labeled “Montessori.”
- Each family will receive a car placard to be displayed on the rearview mirror. (If you are new to the program we will issue you one on your child’s first day of summer camp. If your child attended Intercultural during the previous school year, please use the same car placard you were issued). Please display this placard every drop-off and pick-up time to help with the arrival and dismissal procedures.
- Buggies and bicycles are not allowed on the street or the curb in the arrival/dismissal zone. Please use the sidewalk.
- Arrival ends promptly at 8:30 am so that class can begin. Please arrive no later than 8:30 am.

### Late arrival: after 8:30 am (use the main lobby door)

- Please make every effort to arrive on time. We understand that lateness cannot always be avoided, but late arrivals are disruptive to the other student’s work so we ask for your best efforts on this point.
- If you do arrive late, please park and escort your child into the school through the main door. Sign him or her in at the front reception desk.

## Absences

- If your child is going to be absent, please call or email the school and let us know. [chicago@interculturalmontessori.org](mailto:chicago@interculturalmontessori.org)

## Afternoon Pick-up:

**Staff assisted dismissals: Please use the south entrance near Adams.**

- **Half-day dismissal –12:30 pm**
- **Full-day dismissal– 3:00 pm**

**Please Note: In the interest of security for all of the children,** your child will only be released to adults you authorize in writing to pick up your child. You can authorize pick-up at time of enrollment on the emergency contact/pick-up authorization form, or on an occasional basis with a note or email to the information desk.

- If you are driving, please pull into the car line in the school's loading zone on Racine. Continue to pull forward as the line moves.
- When you reach the front of the line, a staff member will open your car door and assist your child into the car seat.
- We ask that you please stay in your car and allow the staff to assist your child into the car. Your cooperation in this matter is greatly appreciated as it will help us keep the pick-up process as safe and smooth as possible. If you need extra time or want to come in to the building during this time, please park outside of the pick-up/drop-off zone.
- Each family will receive a car placard to be displayed on the rearview mirror. (We will issue you one on your child's first day of summer camp) Please display this placard every drop-off and pick-up time to help with the arrival and dismissal procedures.
- Buggies and bicycles are not allowed on the street or the curb in the arrival/dismissal zone. Please use the sidewalk.
- If you are going to be late picking up your child, please call or email the school and let us know: [chicago@interculturalmontessori.org](mailto:chicago@interculturalmontessori.org). Emergency care costs are charged for latenesses over 15 minutes at a cost of \$10 per hour. If you do not call to give us advance notice you will be charged an unauthorized late pick-up fee at a cost of \$10 per 15 minute increment. When you arrive for late pick-up, please use the main lobby door and pay the fee by cash or check at the information desk.

**Aftercare pick-up: 3:00 pm-6:00 pm** (please contact [admissions@interculturalmontessori.org](mailto:admissions@interculturalmontessori.org) if you wish to enroll in after care).

- Please come into the main lobby door to pick-up your child and sign them out at the information desk.
- The building closes promptly at 6:00 pm. Please be sure to exit the building with your child before 6:00 pm so the staff can lock up.
- Late pick-up beyond 6:05 pm is charged a fee of \$10.00 per five minute increment. When you arrive for late pick-up, please pay the fee by cash or check at the information desk.

## Field Trips / Special Assemblies:

We have a field trip or special assembly scheduled for each summer session. This year the only off-site field trip is scheduled for session 4. We are going to the Cernan Space Center on July 29<sup>th</sup>.

- **For safety reasons,** please have your child wear closed shoes on field trips. Please no flip-flops or sandals.

- **Brown bag lunches** are used on field trips. Please send everything disposable on these days. Don't forget to pack small bottled water in the lunch bag as drinks will not be provided on field trips.
- **Intercultural T-shirt** for field trips. Please send your child to school wearing his or her Intercultural t-shirt on field trip days. (T-shirts for new students will be given to you the first day of summer camp. Replacements for lost t-shirts may be purchased at reception.)

## If your child is sick:

- **When to keep your child at home:** If your child has fever of 100 degrees or more, or a contagious disease, please keep him/her home until they are symptom free for at least 24 hours.
- **Contagious disease:** Please notify the school if your child has been diagnosed by their doctor with a contagious disease so that we may notify the other parents.
- **Absences:** Please notify the school every day that your child is absent. The school office staff will alert your child's teacher of his/her absence.
- **Sick Child at school:** If your child becomes ill while in school, the office staff will try to contact you or the persons listed on your Emergency Contact Sheet so you can pick them up. We ask that you pick up your sick child as soon as possible and no later than one hour after you have been successfully contacted.
- **Medication at school:** If your child needs to take medicine at school a Permission to Dispense Medication form needs to be filled out. Contact the school to obtain a copy.

## Information is communicated in several ways:

- **A note home** in/on the child's lunch box.
- **Monthly calendars:** a Google calendar is kept up to date online. Please use this link: <http://bit.ly/ChiCal>
- **Daily announcements** are sent out via e-mail. e.g., if a field trip or sprinkler day is postponed or cancelled due to inclement weather.
- **Important Announcements:** When unpredictable and serious weather conditions cause the school to close or alter scheduling, emails will be sent out and our website will be updated on the "News" page.

## If you have questions:

The school office is open from 7:00 a.m. until 6:00 p.m., Monday through Friday. Please feel free to stop by with any questions or concerns, or you may call the Chicago Campus at **(312) 265-1514**.

## Staff Contacts:

- Chicago Information Desk: [chicago@interculturalmontessori.org](mailto:chicago@interculturalmontessori.org)
- Frances Limoncelli, Admissions Office: [admissions@interculturalmontessori.org](mailto:admissions@interculturalmontessori.org)
- Heather Craig-Somerlot, Parent Coordinator: [hcsomerlot@interculturalmontessori.org](mailto:hcsomerlot@interculturalmontessori.org)
- Mehreen Alvi, Academic Program Coordinator: [malvi@interculturalmontessori.org](mailto:malvi@interculturalmontessori.org)
- Kimberly Norwood, Billing and Business Office: [businessoffice@interculturalmontessori.org](mailto:businessoffice@interculturalmontessori.org)