

## Tips for Elementary Families

### Chicago Campus

Welcome to Intercultural's 2015-2016 academic year. 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 Academic Programs Coordinator Mehreen Alvi with any questions at 312-265-1514 x202 or [malvi@interculturalmontessori.org](mailto:malvi@interculturalmontessori.org).

### Supplies your child needs:

- **Backpack:** backpacks should have no wheels and be able to fit into an elementary-sized locker.
- **Soft-sided lunch bag** or lunch box: even if you are ordering Gourmet Gorilla, your child should have this as it is used to send communication home to parents.
- **Water bottle:** 8-20 oz reusable water bottle
- **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/superheroes.
- **Binders:** two 3" ring binders with round rings and front and back view pockets – white.
- **Dividers:** two sets of large, multicolored write-on divider tabs – 10 count.
- **Page protectors:** standard top load sheet protectors – box of 200
- **Change of clothes:** (underwear, socks, shirt, pants or dress). Try to provide items that are weather appropriate and that your child is able to put on and take off without assistance. Please put them into a labeled zip lock bag and label each piece of clothing.
- **Indoor shoes:** a pair of closed, slip-on indoor shoes or slippers that have a toe and heel (**no cros, flip-flops, glitter or light-up**). Vans, Foamtreads, Toms, or ballet/gymnastics slippers are good examples.
- **Outdoor shoes:** your child should come to school wearing a pair of closed toe, sturdy shoes appropriate for recess each day. Please, no flip flops or sandals.
- **Book for the class:** a new book in the target language to be donated to the class library. These can be found on Amazon.com, betterchinese.com, lectorum.com/eng, mitsuwa.com.
- **Indoor plant:** a small plant to be donated to the classroom.

**PLEASE NOTE:** avoid bringing items to school that have cartoon characters or superheroes on them. Please label everything so it may be returned if misplaced. A great location is on the tag with your child's initials. A supply checklist is provided on the last page of this document.

### Provided by the school:

- **Intercultural red t-shirt:** Intercultural t-shirts are to be worn on field trips. (Replacement t-shirts may be purchased at front desk.).
- **Other supplies:** the school provides all other necessary items such as pencils, markers, crayons, pencil boxes, etc. There is no need for parents to supply these items.

### Lunch:

- **Packed or Catered:** Children should either bring a nutritious lunch from home or use Gourmet Gorilla catering service. A Gourmet Gorilla link for each season will be available at the front desk.



# Intercultural

## Montessori Language School

- **No nuts:** 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.
- **Reusable lunch bag:** please use your re-usable soft-sided lunch bags (that the child can open by himself/herself) rather than throw away 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:

In addition to milk and water, the school provides non-perishable snack foods for the children every day. We ask parents to contribute perishables, such as fresh fruits and vegetables, baked goods, and dairy items, on a rotating schedule. Every family will have the opportunity to donate snack items about twice each year. 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 year.

### Drop-Off/Pick-Up:

Before care:

7:00 am – 7:50 am - Please use the main lobby door.

- School opens at 7:00 am for before care. (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 Intercultural we will issue you one on your child's first day. 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.
- 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 - Please 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.

## Afternoon Pick-up:

3:30 pm - Staff assisted, please use the south entrance near Adams.

**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 on the emergency contact/pick-up authorization form before August

- 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 drop-off/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 two car placards to be displayed on the rearview mirror. We will issue them at the new parent orientation or on your child's first day of school. Please display a placard every drop-off and pick-up time to help with the arrival and dismissal procedures.
- Buggies, strollers, 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:

3:30 pm-6:00 pm – Please use the main lobby door.

- Please come into the main lobby door to pick-up your child and sign them out at the information desk. (Contact [admissions@interculturalmontessori.org](mailto:admissions@interculturalmontessori.org) if you wish to enroll in after care.)
- 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 close the building.
- 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.

## 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)

## Extra-Curricular Activities:

Extra-curricular activities are offered as a convenience to parents whose children are enrolled at Intercultural. They are taught by outside providers in three sessions per year: fall, winter, and spring. Parents are invited to contact them directly if you would like to enroll your child. An email will be distributed shortly after school begins as to who the providers are, what days and times they offer their classes, and how to enroll.

## Your child's belongings:

Your elementary child has a locker just outside the classroom which is used to store season-appropriate spare clothes, slippers, lunch bag, etc.

## Field Trips:

Information concerning field trips will come to you via email and by paper attached to your child's lunch bag.

- **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 all disposable items on these days. Remember to pack small bottled water in the lunch bag as drinks will not be provided on field trips.
- **Intercultural red t-shirt** for field trips. Please send your child to school wearing his or her Intercultural t-shirt on field trip days.

## If your child is sick:

- **When to keep your child at home:** In an effort to prevent the spread of illness, children with active colds should remain at home. If your child has fever of 100 degrees or more, vomiting, diarrhea, or a contagious disease, please keep him/her home until they are symptom free for at least 24 hours. A child who comes to school should be well enough to participate in all regular school-day activities.
- **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 they can be picked 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.

## Show & Tell:

Something special to your child is always welcome in the classroom during show and tell so he or she can share it with their friends. Ask your child's teachers about the appropriate days and times to bring an item to school. Some examples might be a souvenir from a trip, an item from nature found on a walk, a picture of a time they enjoyed or person they would like to talk about. Toys and electronics are not appropriate for show and tell and are not allowed in school at any time.

## **Birthdays:**

- **Contact the teacher:** Birthdays are celebrated according to each community's requirements. We ask that you consult with the teacher at least one week before your child's birthday.
- **NEW IN 2015 – NO BIRTHDAY LUNCHEs:** Because of the many dietary restrictions we ask that parents not to provide lunch for the class. If desired, parents may provide a nut-free dessert or a non-food treat for their child's classmates to be enjoyed after their regular lunch.
- **Birthday form:** Please fill out the birthday celebration form at the information center if you celebrate in school.

## **Parent Communication:**

Information is communicated to parents in several ways.

- **Notes home** in/on the child's lunch box or backpack. Please check your child's backpack and lunch box daily.
- **Monthly calendar:** a monthly calendar will be emailed to parents. A Google calendar is also kept up to date online: <http://bit.ly/ChiCal>
- **Announcements** are sent out via e-mail. e.g., if a field trip is postponed or cancelled due to inclement weather.
- **Emergency announcements:** when serious weather conditions cause the school to close or alter scheduling, emails, texts, and phone calls will be sent out and our website will be updated on the "News" page.

## **To learn about Montessori and Language Immersion:**

- Please attend the Parent Education nights that occur periodically throughout the year. Check your academic year calendar for dates.
- Read the Intercultural Parent Handbook
- Read *Tomorrow's Child*, a publication of the Montessori Foundation, and *Bilingual Family Newsletter*, a publication of Multilingual Matter Press

## **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, Program 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)

## **SCHOOL SUPPLIES CHECKLIST**

### **ELEMENTARY - 2015-2016**

**Please see page one of this document for more details and instructions about supplies.**

- Indoor plant
- New book in the target language to be donated to school
- Soft-sided lunch bag or box (even if your child is having Gourmet Gorilla a lunch box is needed)
- 8 – 20 oz. reusable water bottle
- Cloth napkin and matching placemat
- Two 3” three ring binders with round rings – front and back view pocket – white
- Two sets of large, multicolored write-on divider tabs – 10 count
- Standard top load sheet protectors – 200 box
- Complete change of clothing – weather appropriate – in a zip lock bag (every piece should be labeled with your child’s name)
- Close- toed, slip- on indoor shoes with non-skid bottoms: Please no cartoon characters, no slippers or flip flops, no glitter or light up shoes, no crocs
- Closed-toed, sturdy outdoor shoes appropriate for recess each day. Please, no flip flops or sandals.
- Backpack with no wheels able to fit into the lockers (avoiding cartoon characters/superheroes)

**Please make sure to label all your child’s items**

**\*\*All other school supplies will be purchased by the school. There is no need to send pencils, markers, crayons, or pencil boxes\*\*\***