

Lewis and Clark Montessori Charter School

Operations, Hours, Arrival & Departure, FAQs 2017-18

Primary Children's House 3 & 4-year olds	Primary Kindergarten	Elementary 1st - 6th Grades	Montessori Adolescent Corps (MAC) 7th & 8th Grade
Half Day 8:00 AM -12:15 PM Full Day 8:00 AM-3:30 PM Monday -Thursday Fridays early release 1:15 PM Resource Fee: \$250.00	8:00 AM - 3:30 PM Monday -Thursday Fridays early release 1:15 PM Resource Fee \$250.00	8:00 AM - 3:30 PM Monday -Thursday Fridays early release 1:15 PM Resource Fee \$250.00	8:00 AM - 3:30 PM Monday -Thursday Fridays early release 1:15 PM Resource Fee \$350.00

Trails Before & After School Program

This program is coordinated by LCMCS staff to be consistent with school expectations and protocols.

Before school care is available and includes breakfast, beginning at 7:30 a.m. for \$7.00 per morning. **After school care** is available on-site until 5:30 p.m. for \$7.50 per hour (billed in ½ hour increments). When arriving for Trails, enter the double doors at the east end of the building (by the covered play area). Parents must sign their children in and out with an adult on staff at LCMCS. Parents who do not sign their children out will be charged until 5:30 p.m. Parents picking up after 5:30 will be charged \$1.00 per minute over 5:30. Please fill out the Trails Information Form, available in the office or at registration.

Activity Bus is available Monday through Friday at 4:45 PM for students attending Trails or Community Learning Classes. Children under the age of 5 may not ride the bus.

Montessori Resource Fees cover student supplies and Montessori Materials for the year. The fee may be paid via 10 monthly payments by filling out a Direct Payment Authorization form. Expenses for field trips or special events are charged as the occasion arises.

Arrival and Departure Procedures

Safety and order for arrival and departure are our top priority with 400 students attending our school. We strongly encourage families to use the bus service available to our students and/or carpool. To ease the congestions at these transition times for everyone, we ask that you follow procedures. *Please note- only children ages five (5) and above are able to ride the bus.*

Arrival: The bus arrives at the school at 7:50 am. Please always give buses priority. Always use caution around the buses as they literally weigh several tons and must have the right of way. Buses will pull forward to the front of the line and exit through the middle parking lot. Parents are encouraged to park in the upper lot or lower lot and exit via the lower lot to leave room for the buses entering and exiting.

Drivers may bring children between 7:50 and 8:00 am, at which time there will be staff members waiting at the curb to greet your child. Please pull up to the front of the school and wait for a staff person to open your car door and receive your child(ren). To avoid confusion and collisions, please do not pull around cars taking more time to unload. Please slowly make your exit from the parking lot. Students will be marked tardy if arriving after 8:00 am. Students arriving after 8:00 a.m. must have parents park their car and walk their child to the office and sign them in. This is for security purposes that we ask you not to drop your child(ren) at the front door after school has started.

Departure: Monday through Thursday is at 3:30. Buses will arrive to pick up students at 3:25. On Fridays all students are released at 1:15, with buses arriving at 1:10. There is one weekday Activity Bus that arrives at K-Mart at 5:00 PM.

Drivers - please arrive at or after 3:30 pm, (1:15 pm for all on Fridays). You may pull up in line to the front of the school and wait for a staff person to bring your child(ren) to your car. If you arrive before that time, you may need to make a loop around the middle parking lot. It is important not to let traffic back up behind you and onto 232nd Drive. Drive slowly, be cautious!

Teachers will be excusing the students directly from their class line to the waiting parents. Please be patient, as congestion in the afternoon is likely to be a problem, due to the small parking area. Pick up time will be until 3:40 p.m., after which time all students will be escorted to Trails for after school care. Parents will be charged for the amount of time a child is in Trails after 3:30 until picked up, billed by 30-minute increments.

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Helpful Facts for Back to School



Shoes

Each child needs indoor shoes at school. Outdoor shoes are worn to and from school and at recess. Indoor shoes are worn in the building and for gym and should have non-marking soles. Please do not send slippers (even those with soles) for indoor shoes. They do not work well for fire drills in the rain and snow and are slippery on the hard-surfaced floors. **Indoor shoes are to be left at school.**



Clothing

Your child should be able to manage all his/her own clothing and select clothing and footwear (boots!) for the weather. Zippers, buttons, and ties that work easily ensure they will be used. The children play outside until school begins and will go out to recess every day, excepting *extreme* weather conditions.

Please have your child check the morning weather and wear appropriate outdoor gear. Help them develop wise choices. If your child does not dress for the weather they may be quite uncomfortable during the day after coming indoors.



Supplies

All school supplies are provided by the school. No need to make purchases! Please do not send your Primary or Elementary aged child to school with a backpack as space for personal items is limited. Exceptions will be made for children changing households or for after school activities. MAC students may bring a backpack to ferry homework to and from school and provisions are made for storage of MAC belongings.



Electronic Devices

The Montessori classroom environment is rich in hands-on experiences and opportunities to explore a myriad of subjects. There is no need for personal electronics, and in fact, their use during the school day is not permitted and not allowed on the bus. Students will have access to computers as needed for their learning. If your child's schedule absolutely requires a device for family communication, please be aware that it must be turned off at all times and stowed away safely while school is in session. If misused, the device will be confiscated until the end of the school day and returned to the parent. Accommodations specifically called for in an Individual Education Plan or 504 Plan will be accepted, though misuse of devices will again lead to confiscation by a staff member. Please instruct your child in the responsible use of such devices. For most students, all such devices must remain at home.



Changes in Your Child's Schedule During the Day

LCMCS offers many options for after school transportation and activities. A regular schedule is very helpful for your child and our staff to ensure your child is at the right place at the right time. In the event your child has an appointment that must be made during the school day or you need to change their transportation plans after school; please email the office and send a note with your child for their teacher, indicating the time and reason for their release. The office hand delivers these communications to the classrooms. There is no intercom communication to the classrooms for these purposes.



Keep in touch!

The school's administration and teaching staff all use email extensively to communicate with our community. We send a weekly newsletter with important and up to date information for you and our students. Please take time to read emails and newsletter. Be sure to keep us informed of your email, phone and address changes. Thank you.



Receive emergency school closure information via email

Parents and community members can sign up for notification of any emergency school closures (such as a snow day) by email. There is no cost for this service. It does have a test function when you register to confirm that the message will get past your computer's spam filters. To register for this notification, log on to the following website www.flashalert.net