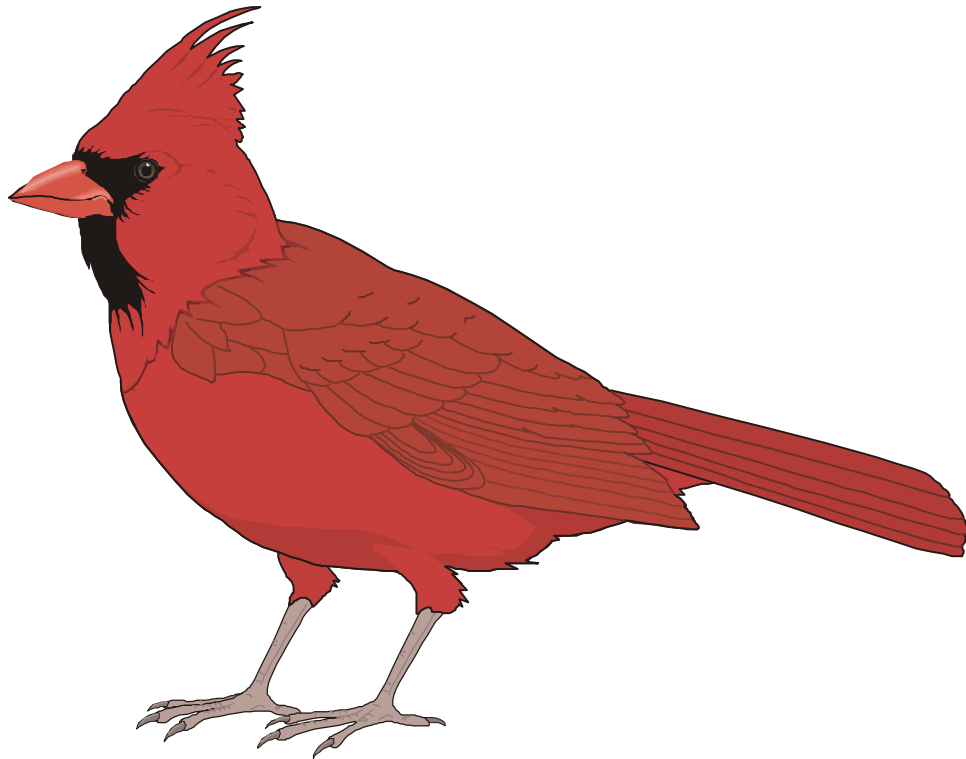


IDEAL SCHOOL POLICY BOOK



2009/2010

Innovative · Developmental · Enriched · Active · Learning

A School for Children Who Excel in Academics and Character

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GENERAL SCHOOL POLICIES

Mission Statement

IDEAL Elementary and Preschool provides a challenging education where emotional and cognitive intelligences are of equal importance. IDEAL students are intrinsically motivated, passionate learners. IDEAL Elementary and Preschool models and encourages students to become optimistic thinkers, goal oriented risk takers, innovative problem solvers and compassionate people. IDEAL students learn to be confident in their thoughts and ideas and are able to transfer them to real world situations.

Philosophy/Rationale of the Program

The program is based on a Multiple Intelligence philosophy [Gardner, H. (1983,1993)] and the belief that learning is an individual process. The program is activity-based and involves the children in independent work in small group activities, and in entire class activities. The philosophy of early childhood education at IDEAL School is the result of particular beliefs about the nature of young children and the relationships which ought to exist between the child and each of the teachers, the educational program, and the school.

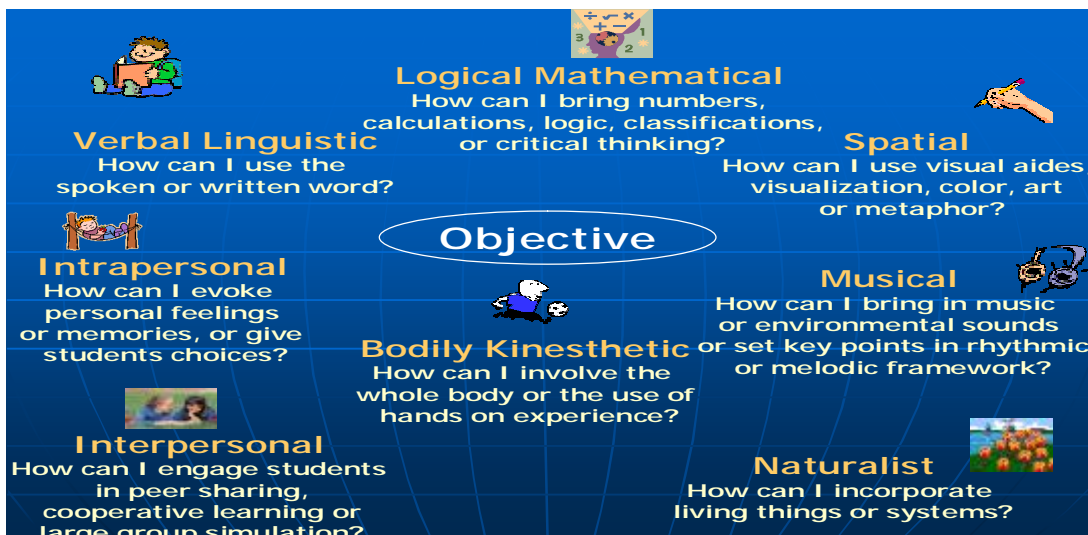
Definition of Intelligence

IDEAL concurs with Dr. Gardner's definition of intelligence as "the ability to find and solve problems and create products of value in one's culture". At IDEAL, problem solving is the ability to locate and pursue appropriate routes to a desired goal.

Each child is a unique individual who must be valued for his/her individuality. Each person possesses eight different intelligences (or learning styles). These intelligences are:

- verbal/linguistic word smart
- logical/mathematical..... logical/math smart
- visual/spatial art/space smart
- musical/rhythmic music smart
- bodily kinesthetic..... body smart
- natural intelligence nature smart
- interpersonal people smart
- intrapersonal self smart

Rather than a single generalized ability called "intelligence", IDEAL believes that all children possess multiple intelligences (MI). IDEAL believes that intelligence is not fixed. In fact, brain research proves that intelligence can be strengthened and that stronger intelligences may be used to strengthen weaker ones. Not all students know, understand, and learn in the same way. Each student possesses all eight intelligences and it is IDEAL's goal to develop each intelligence to its full potential. Therefore, IDEAL's philosophy of education focuses not only on how "smart" a child is but rather how is the child "smart".



History and Accreditation

A brief summary of the history of IDEAL is found in Figure 1. The preschool received Gold Seal Accreditation with the APPLE Agency in October 2005. IDEAL Elementary has chosen to work with the Association of Independent Schools of Florida (AISF) for accreditation.

Office Hours

The IDEAL School office hours are Monday through Friday 7:30 a.m. to 4:00 p.m. All telephone calls after 4 p.m. should be in regards to children who are attending an after school care program or club.

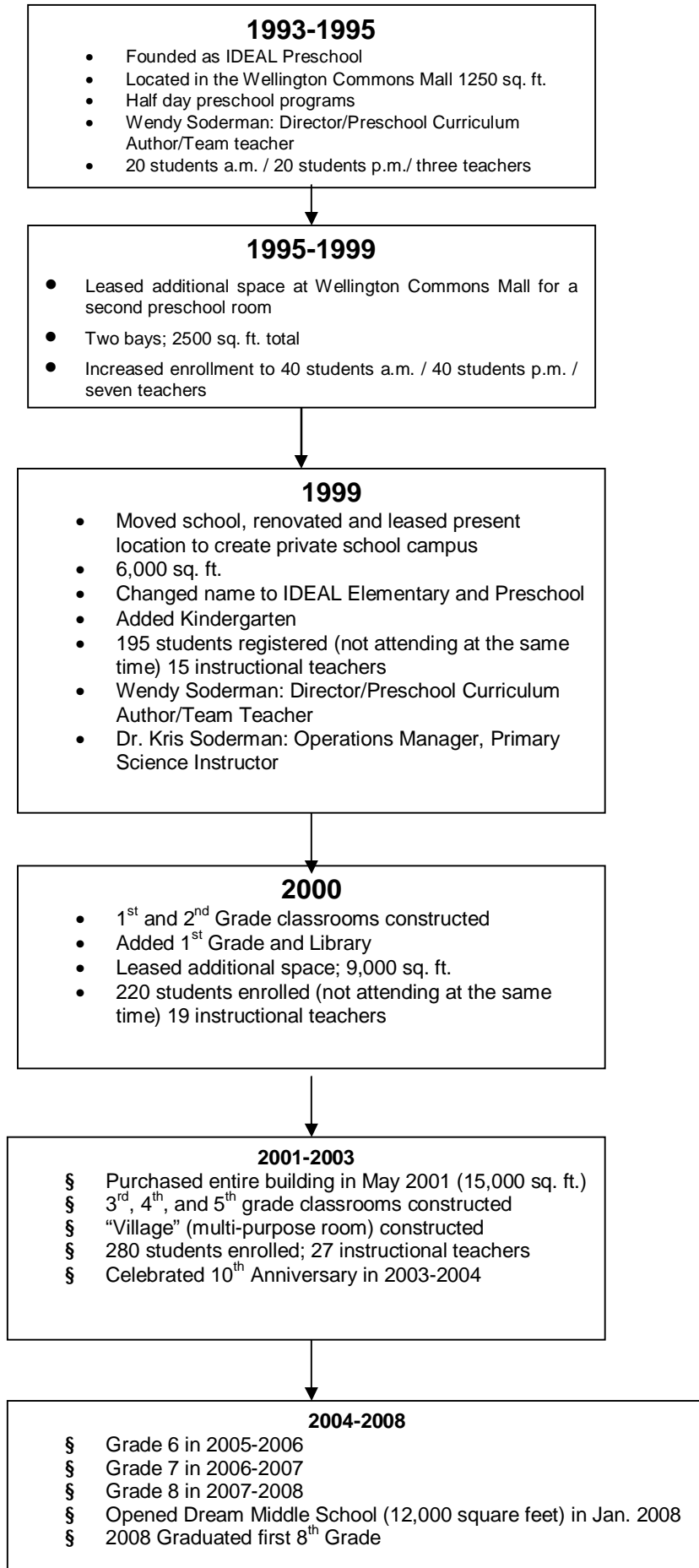
Date of Programs

Regular Preschool Year	August 24, 2009-May 28, 2010 (May 25, 2010 for Pre-K)
Elementary and Middle Grades	August 24, 2009-May 28, 2010
Pre-K Graduation Ceremony	May 26, 2010 at 6:30 p.m. for half day program May 27, 2010 at 6:30 p.m. for full day program

Note: See end of this document for school calendar, school closings and special events.

Please note: there is no tuition reduction for absences, holidays, teacher work days, vacations, and/or unexpected closings due to events that are out of our control such as power outages, plumbing problems or acts of nature (e.g., storms, hurricanes etc.).

Figure 1.1 History of IDEAL



Access to Teacher

During the hours of 8:00 a.m. to 3:30 p.m., the IDEAL teacher’s focus and attention is on classroom preparation and teaching. Please avoid lengthy discussions or conversations with the teacher during this time. Teachers and the school will be accessible to the public from 3:30 - 4:00 p.m. After-School hours (3:30 - 4:00 p.m.) are for previously scheduled parent-teacher conferences. Conferences will be scheduled by the teacher during the school year. Parents may also request conferences or “sharing time” by making an appointment at the office or by sending a written request to your child’s teacher. Please do not phone teachers at home. School office hours are from 7:30 a.m. to 4:00 p.m., Monday through Friday.

Emergency Weather

IDEAL follows decisions made by the Palm Beach County public schools regarding the closing of the school in the event of severe weather or other emergencies.

Policy of Reimbursement for Non-Attendance

Financial payments must be made on time. When your child is enrolled in our school, a place is held for that child and expenses incurred by the school remain the same. No refund for non-attendance and holidays during the school year will be made. Once a contract is executed by the parent or guardian for elementary or middle school, not only are all registration and tuition payments non refundable, the parent or guardian is required to pay the full year’s tuition regardless of whether or not the student attends the school.

A calendar of school holidays, teacher planning days and special events is provided at the end of this document and it is recommended that vacation and other planned days off coincide with those days. Suggestion - Post IDEAL’s holiday list on your refrigerator.

Admission Requirements

All children enrolled in the school must have complete registration forms and health certification as required by our program and the Florida Department of Health (DH). The following enrollment information must be on file with IDEAL prior to the child’s first day of school:

Preschool	Kindergarten	Seventh Grade
Record of Physical Exam (DH Form 3040)	Record of Physical Exam (DH Form 3040)	Record of Physical Exam (DH Form 3040)
Record of Immunization (DH 680-Part B) *includes DPT, Polio, HIB, MMR and Varicella (chicken pox)	Record of Immunization (DH680-Part B) *includes DPT, Polio, HIB, MMR and Varicella (chicken pox)	Record of Immunization (DH680-Part A-2)
Copy of Birth Certificate	Copy of Birth Certificate	Copy of Birth Certificate
Completed enrollment and Student Information Sheet	Completed enrollment and Student Information Sheet	Completed enrollment and Student Information Sheet
Parental signature confirming the receipt of: <ul style="list-style-type: none"> • Nutritional Statement • Philosophy and Discipline Practices • Child Care Facility Brochure 		

Medical forms sent home with re-registration must be updated yearly. All medical forms must be current and on file in the office prior to the start of school or the child's first day of attendance.

Appropriate Teacher-Child Interaction

- Teachers (herein a generic term including teacher assistants) will respond quickly, compassionately, and directly to the needs, inquiries, and messages of children in our class. Responses are adapted to the variety of learning styles and abilities of children.
- Children acquire communication skills through hearing, modeling, and using language in an active setting. Therefore, teachers will provide many opportunities for children to communicate. Communication skills grow out of a need to use language in a meaningful context, to express ideas, insights, and excitement, and to solve problems.
- Completion of tasks will be facilitated by teachers who provide support, focused attention, physical proximity, and verbal encouragement. Children's misconceptions reflect their developing thoughts. Adults should recognize that children learn from trial and error and teachers will support this learning process.
- Self-esteem is developed when teachers express respect, acceptance, and provide comfort for their students.
- Teachers are responsible for all children under their supervision at all times. Upon arrival at school, children will be welcomed by a teacher.
- To develop self-control, teachers will use positive-guiding techniques, modeling, redirection, and the setting of limits. Positive social skills are developed through opportunities to cooperate, negotiate, and problem-solve interpersonal relations.

Philosophy of Discipline

True discipline is aimed at building a conscience within a child. Telling a child what he must and must not do is only a means to an end. The preschool child is ready to begin to learn how to keep himself safe, secure, and socially acceptable. At IDEAL, we will show each child how to behave in countless different situations and circumstances. We will teach each child that all these different items of behavior add up to a few basic important principles. Then, bit-by-bit, we will decrease our control, leaving each child to apply the principles because he/she has taken them in and made them his/her own.

Showing Each Child How to Behave

- Appropriate behavior gets rewarded (attention); inappropriate behavior does not.
- Positive instructions: "Dos" are used and "don'ts" are avoided.
- Instructions are clear and concise.
- Child is always told why.
- Child is trusted to mean well (smothering child with anxious instructions is avoided).
- Principles and rules are always consistent.
- Teachers admit and apologize when they are mistaken.
- External rewards are never given for learning (i.e. stickers, toys, candy).
- Teachers model, redirect and set limits to guide children in making appropriate choices.

Inappropriate Behavior

It is our belief that punishments designed to make a child feel silly or undignified are very dangerous emotionally. If one is genuinely trying to show a child how to behave, there is never a need to hurt or shame him/her. Behavior which is truly antisocial carries its own uncomfortable results. Therefore, the "punishment" is the result of his/her own action. It has nothing to do with "our" power. Each child will gradually take responsibility for his/her own behavior.

Self-discipline and self-control are an everyday learning process. IDEAL encourages children to build their confidence and self-esteem. Students are expected to make appropriate choices concerning their conduct and behavior. Parents will be informed of consistent inappropriate behavior. The IDEAL teachers will endeavor to guide students' behavior both directly and indirectly (modeling). If such guidance is not sufficient and circumstances warrant, the following corrective measures will be taken:

- Student will be escorted to the office.
- Parents will be called to pick up student.
- Parents will conference with teacher and/or the Administration to develop an individualized behavior plan.
- Student may not participate in extracurricular activities (i.e. field trips, parties, safety patrol).

If the student continues to display inappropriate behavior he/she may be dismissed from the school at the discretion of the Director. In such cases there will be no refund of tuition.

In addition, the corrective measures described above will be immediately implemented if a student performs an intentional aggressive physical act towards another student or a teacher (e.g. he/she hits another student). This means that the parent will be called and the student will be sent home immediately.

Policy on Dismissal

The school reserves the right to dismiss children from our program for the following reasons:

- Failure of parents to fulfill their financial responsibilities (more than one late charge).
- Failure of parents to fulfill enrollment requirements, including physical examination and immunization information.
- Inability of a child to function in the program, due to consistent behavior problems, behavior not conducive to learning, and/or behavior disruptive to staff and children.
- Failure of parent to conform to drop-off and pickup times and procedures.
- Failure of parents to support the school in a positive manner or display appropriate respect for the school, the staff and the policies of the school.
- Failure of parents to abide by other specific policies of the school.

The Director and other staff will endeavor to work with parents in these areas, should they become a problem. If, in the opinion of the Director a situation does not improve, the student's enrollment will be terminated. If a student's enrollment is terminated, there will be no refund of tuition.

Communications

Mailing

Selective business communications are mailed to the child's home. If parents are divorced or separated, it is the responsibility of the custodial parent to inform the school in writing. If there is a court order specifying that there is to be no information given, or that a parent is not permitted access to the child, it is the responsibility of the custodial parent to provide the school with a certified copy of the court order.

E-Mail

IDEAL e-mails communications (weekly letters, after care sign ups, etc.) to the e-mail address on file. Please check your e-mail daily.

Change of Address

If a family has a change of address, e-mail or telephone number, parents/guardians must immediately notify the Administration Office in writing.

Grievances

IDEAL will afford all of its students and families the opportunity to voice concerns to the school in an appropriate manner and have these concerns resolved without fear of recrimination or prejudice regarding the future provision of services. IDEAL will ensure that concerns delivered in an appropriate manner are addressed in a timely, non-threatening manner. Grievances should be made by contacting the office and making an appointment with either the teacher or administration to discuss the issue. At which time, relevant information will be gathered for a further discussion to achieve a mutual understanding. Constructive criticism is always welcome at IDEAL. On the other hand, issues not communicated directly to IDEAL and anonymous criticisms are not beneficial and are often destructive to the school's positive environment. At IDEAL, we believe that the school is only as great as we all make it together. The children are counting on us!

Medications

No medication will be given at the school by IDEAL Staff. If a child needs medication, a parent may come to school to administer the medication. Exceptions to this general policy will be made on a case-by-case basis at the discretion of Dr. Soderman. With the exception of inhalers, students may not have any medication (including cough drops and vitamins) in their possession. If your child is on any regular medication(s), whether over-the-counter or prescription, please indicate this on the Student Information Sheet, even if this medication is given only at home.

Health Policy

Children enrolled in the school should be present every day school is open, health permitting, and are encouraged to participate in all activities. The school reserves the right to prohibit any child from attending if, in the opinion of the staff, the child exhibits signs of ill health (refer to list below).

Please do not bring your child if he or she has one or more of the following symptoms:

Fever	Runny nose (especially green or yellow discharge)
Chills	Sore or swollen joints
Inflamed eyes	Successive crops of fluid-filled bumps
Sore throat	Headache
Ear Ache	Suspicious of chicken pox
Productive cough	Head lice or nits
Swollen glands	Scabies
Contagious skin rashes	Parasites in stool
Nausea or vomiting	Diarrhea

Twenty-four hours must pass after fever is gone before a child returns to school. A child who develops a fever, diarrhea, or any other symptoms which may be communicable, will be sent home, and must be picked up by a parent or other authorized adult within one hour of notification. Please call the school immediately if your child contracts head lice, scabies, mumps, measles, pink eye (conjunctivitis), chicken pox, impetigo, or any other communicable disease or condition.

Please note that if a child is found to have head lice or nits, parents will be notified immediately and the child will be sent home with the parents along with instructions for treatment. IDEAL follows the "nit-free policy"

concerning the control and prevention of head lice outbreaks. All lice, lice eggs and egg cases must be removed before a child will be allowed to return to school. The child will be checked for head lice or nits by an IDEAL staff member and must be found lice and nit free before the child is allowed to return to school. In some cases, a doctor's note may be required. A note will be sent home to inform parents in the event of a lice outbreak at school (2 or more affected students) to minimize the potential for further spread of the outbreak.

Your child's pediatrician is the best source for diagnosis of an illness. If we are in doubt as to your child's condition, we will not take a chance that others in the class become exposed, and ask that you pickup your child. Please be sure that any allergies are brought to the attention of the front office. A general list of students and their specific allergies is posted to inform all IDEAL staff members.

Emergency Procedure

In the event of an accident or emergency, we will attempt to notify you immediately by telephone. However, if you cannot be contacted by telephone at that time, we will contact those persons authorized on the Student Information Sheet. We suggest that those persons have a notarized letter giving them permission to get medical treatment for your child in case of emergency.

In case immediate attention is required, we will call you and have your child transported via ambulance to the nearest hospital emergency room. In the event of minor injury, we clean and dress the injury, apply ice (if necessary), file an internal accident report, and notify the parent by phone call.

Items from Home

We request that all children leave commercial toys, etc. at home or in the car (Favorite Fridays and Share Days are the exceptions). If you have a book or tape that may be of interest to all of the children, we will appreciate this being shared with the class. If an item is brought to school, we cannot be responsible for it. During the course of the year, you will be asked to "search your closet" for items related to our theme topics. Don't throw anything out; one person's junk could be a teacher's treasure.

Lost And Found

Lost items will be placed in the hall in a cupboard by the "cow" bathroom in the main hallway off the lobby. Periodically, unclaimed items will be donated to Goodwill. Please remember to label all items brought to school.

Social Matter

When after-school or weekend parties are planned, teachers at IDEAL will only distribute birthday invitations to either an entire class or an entire gender. However, we do understand that sometimes one prefers to have a smaller party. For parties not including the entire class or an entire gender within one classroom, please mail invitations directly to the children. Teachers will not distribute thank you notes, therefore, for all parties please mail your thank you notes directly to the child. Preschool parents please do not put anything in the cubbies without first receiving approval from the office. Student addresses may be obtained in the school office.

ISET (IDEAL Special Events Team)

The parents and guardians of all IDEAL students, as well as teachers and administrators employed by the school, are automatically members of ISET. The purpose of ISET is to provide a framework through which parents can contribute their ideas, talents, and resources to enhance each child's learning journey.

ISET committees will plan, organize and host social occasions for parents, teachers, and students. ISET committees will also assist the school in securing financial support for desired educational equipment, programs, activities and continued growth.

ISET meets in September. Reminders for each separate event will be sent home to invite all parents interested in attending. ISET team leaders have been appointed and will be announced in September.

Staff Background Checks

All Staff are subject to background screening.

Cardinal's Journey

At IDEAL, the cardinal is a very special symbol that represents dreams coming true and miracles. The story of the cardinal is available in the office and on the IDEAL website.

If your family is traveling, please come and pickup a toy cardinal from the office and take a photo of the cardinal with your family during your trip. All photos will be displayed in the school on a bulletin board representing the cardinal's journey.

IDEAL PRESCHOOL

At IDEAL Preschool, the program will provide each student with a challenging education where emotional and cognitive intelligences are of equal importance. Your children will be intrinsically motivated and will continue to develop into passionate learners. Our teaching team models and encourages all children to become optimistic thinkers, compassionate people, goal oriented risk takers, and innovative problem solvers.

At IDEAL Preschool the program is a “brain compatible” environment that facilitates the full development of the eight intelligences. The teachers know that for the brain to develop fully, the preschool must provide five elements:



Trust and belonging – Each child feels that he/she belongs, can contribute, is considered important by the teacher and his/her peers, and is challenged by high, consistent expectations. Only positive statements and directions are used in the preschool.



Meaningful content – Teachers present academic lessons with enriched language, using the eight intelligences along with clear goals and a relevant purpose for learning a skill.



Enriched environment - The IDEAL Preschool is conducive to higher level thinking because the learner feels comfortable and never threatened. Every object and person is strategically placed to allow the child to be “set up for success” and feel empowered. The children are made to feel that they are important members of the group and contributors to their learning.



Intelligent choices – IDEAL Preschool structures many choices into the Pre-K student’s day. Building on the trust theme, the teacher outlines parameters and opportunities for choice. Students may choose which activities to do to accomplish the goal, how to do a task, how to reflect on an activity and how to transfer what they learned. The choices provide opportunities to grow in the different intelligences.



Adequate/Productive Time – Teachers show Pre-K children how to learn new information and only present curriculum that is relevant to the students development. The IDEAL preschool teaching team places emphasis on helping students make connections taking the focus off rote information (fact drills) and placing it on the making of relevant products and the solving of problems. Projects and activities are the most important elements in our multiple intelligence school program. Our teachers are trained in Multiple Intelligence and take pride in their profession. The ratio of Preschool students to teachers is 6 to 1.

The IDEAL Preschool is very proud of its level of professionalism and high standards for early childhood education.

Registration and Tuition

Registration forms must be completed and non-refundable registration fee paid to apply for enrollment in the school. The registration fee is \$150. An IDEAL Preschool tote bag will be provided after registration. Replacement bags will be provided at a cost of \$7.00.

The tuition is a yearly tuition paid monthly during the regular school year. The tuition for each month is due on or before the last day of the previous month (e.g., the tuition for October is due on or before September 30.) Tuition received after the 5th of the month will be considered late and subject to a \$20.00 late fee. An additional \$20 fee will be assessed for every five days the payment is late. Sibling discounts are not awarded to late tuition payments. Tuition payments should be submitted to the school. Irrespective of your child’s attendance during any particular month, you are still responsible for the monthly tuition (e.g., you are still responsible for the full month’s tuition even if you take your child out of school for a two-week vacation). If you decide to withdraw your child before the end of the month, you are still responsible for paying the full month’s tuition. In addition, there will be no refunds for absences due to school closure resulting from occurrences out of our control such as power outages, plumbing problems and acts of nature (e.g., storms, hurricanes).

The September tuition will be slightly higher than those values presented above, to account for the cost of attendance during August. In addition, there is a book, activity fee, supply fee and Teacher Appreciation fee of \$300 collected with the August tuition. The required September tuition amounts are provided in the orientation package.

The tuition rates will be reviewed annually and will be adjusted as necessary to maintain a high-quality education for your child.

Monthly Tuition for 2009-2010

Preschool A.M.	Pre-K P.M.	Pre-K Full Day
\$595 per month	\$595 without the VPK voucher	\$840 without the VPK voucher
	\$350 with the VPK voucher	\$595 with the VPK voucher

Late Tuition Fees and Returned Checks

Tuition paid after the 5th of the month will result in a \$20 late fee. An additional \$20 fee will be assessed for every five days the payment is late. Checks that are returned uncollected are subject to a \$35.00 fee (\$5 more than the bank charges the school). Late tuition fees (more than one late charge) may result in your child's loss of placement in the school. Excellent service can only be provided if all tuitions are paid.

Sibling Discounts

A 10% discount on the youngest child's tuition will be given to any family that has two or more children attending the IDEAL School and at least one child in an elementary or middle grade level. For families with more than two children attending IDEAL (and at least one child in an elementary or middle grade level), the 10% discount applies to all but the oldest child. Sibling discounts are not awarded to late tuition payments.

Re-registration for Pre-K (PM Class)

For all students attending the school who wish to return for the next school year, there will be a special registration period during January. During this time, these children must be enrolled by completing the appropriate registration form and paying the registration fee. If the child is enrolled on or before January 31, he/she is guaranteed a position in the program for the next school year.

Note: A verbal request is not a registration.

In addition, because of the need to graduate three-year olds to the four-year old p.m. class, we cannot guarantee more than one year in the Pre-K program.

On February 1, once the enrollment requests from the current students have been settled, the registration will be opened up to those not currently attending the school.

Application for Kindergarten

For those wishing to continue their learning journey in IDEAL Elementary and Dream Middle School, applications for IDEAL Kindergarten can be obtained from the office after October 1st. Application forms must be completed and a \$500 application fee paid to apply for enrollment in Kindergarten. This fee is non-refundable if your child is accepted in the program. If your child is accepted into the program, \$450 of the \$500 application fee will be applied to tuition. IDEAL Pre-K students that apply for IDEAL Kindergarten are not automatically guaranteed a position in the IDEAL Kindergarten.

The IDEAL teaching team will review all applications and select students who they feel will benefit most from

the IDEAL Elementary and Dream Middle School program. Siblings of existing IDEAL Elementary or Dream Middle School students will have priority, provided he/she attended the IDEAL Pre-K and the IDEAL program is considered suitable for him/her by the team. Please note that siblings must apply and be accepted in order to secure a position in Kindergarten. Letters of acceptance will be mailed at the end of February. To find out more about IDEAL's amazing Kindergarten and Elementary or Dream Middle School please phone the office and schedule an appointment with administration.

Morning Preschool Program

For the Morning Preschool Program (students that are three years old by September 1), we are open Monday through Friday 8:15 a.m. to 11:15 a.m. Drop off for the morning program begins at 8:15 a.m. Park at the front of the school and walk through the playground to the Blue Room door located within the playground. Please note that the parking lot at the back of the school is for IDEAL staff only. The playground gates and preschool entrance door will be opened at 8:15 a.m. and class begins at 8:15 a.m. sharp.

Prompt Arrival

- Enter the Blue Room door promptly at 8:15 a.m. The children's first group activity begins right away!
- Sign in on the clipboard located at the classroom door. Please do your best to avoid arriving late.
- Kiss and hug your child at the door. It is imperative that you establish a consistent routine that encourages your child to make this healthy adjustment. It is up to the adult to set the mood of confidence and security for the child. Say, "You're going to have so much fun. You'll be fine – hug and kiss." Please note: you may enter the school from the lobby after dropping off your child and wait in the Teachers' Lounge until you feel confident your child is content and happy.
- If you are late at arrival, after 8:30 a.m., please go the main entrance and a member of our IDEAL team will escort your child from the lobby to the classroom. Classroom door will be locked at 8:30 a.m.

The classroom doors will remain locked until dismissal. Please do not knock on the classroom doors! Late arrivals **must** enter through the front office.

Prompt Dismissal

Parting Parade – Playground Dismissal

All parents park at the front of the school and walk through the unlocked playground gate. Please enter playground area between 11:00-11:10 a.m. At 11:10 a.m., five minutes prior to dismissal, the teacher will come out to the playground and briefly give you the main objectives and highlights of your child's day. She will ensure that all parents have signed the attendance clipboard and have proper authority to pick up each child (Driver's license may be required). Preschool children and teachers will come out into the playground in groups of six in a line called the "Parting Parade". The children will sing a goodbye verse, hug the teacher, and then go to their parents on the playground. All children are dismissed at once in the playground promptly at 11:15 a.m. Please be in the playground area no later than 11:10a.m. The best feeling for a child is to know that a family member or friend is there waiting for him /her. Please help us give your child a positive ending to every school day by being in the playground prior to dismissal with open arms and a big kiss.

It is imperative that all parents arrive at or before dismissal times. Your promptness at dismissal is strongly encouraged. If you must be late, please phone the school ahead of time. If you are late, please come to the main office for pickup. Late fees will be collected at the time of a late pickup. **A minimum of \$5.00 will be charged if you pick up your child at the office.**

If you arrive after dismissal, you must pick up your child at the front office. There is a late charge of \$5.00 per child for every 10 minutes (or part of) when you are late. Failure to pay this late fee may result in your loss of placement in the program. We understand there are cases when lateness cannot be avoided, but we do expect

you to make every effort to be at the school on time. If you know you are going to be late, please call well in advance so that we can prepare. Please note that even if you call in advance, you will still be assessed the late charge. This is necessary to cover the cost of keeping our staff late. Please note that habitual late Pickups (more than three times) may result in the loss of your child's placement. This policy will be strictly enforced.

The following procedures will be followed if you have not arrived or phoned by the end of the normal Pick up time period:

- The emergency phone numbers on your emergency contact form will be called and if one of these people picks up your child, a message will be left on your home/cell phone voice mail telling you who has your child.
- If we cannot reach someone authorized to pickup your child, he/she will remain at school, in the front office, until your arrival.

Repeated incidents may result in dismissal from school.

Rainy Day Procedure

Morning preschool arrive and dismiss through the teacher's lounge door which is located at the front of the school adjacent to the playground entry gate.

Pre-K Full Day Program

For the Pre-K full day program (students that are four years old by September 1), we are open Monday through Friday 8:15 a.m. – 2:00 p.m. Drop off for the full day program begins at 8:15 a.m. Park at the front of the school and walk through the playground to the Green Room door located at the back of the school. Please note that the parking lot at the back of the school is for IDEAL staff only.

Prompt Arrival

- Enter your child's designated room door promptly at 8:15 a.m. The children's first group activity begins right away!
- Sign in with your full name (as per VPK standards) at the clipboard located at the classroom door.
- Kiss and hug your child at the door. It is imperative that you establish a consistent routine that encourages your child to make this healthy adjustment. It is up to the adult to set the mood of confidence and security for the child. Say, "You're going to have so much fun. You'll be fine – hug and kiss." Please note: you may enter the school from the lobby after dropping off your child and wait in the Teachers' Lounge until you feel confident your child is content and happy.
- If you are late at arrival, after 8:30 a.m., please enter through the lobby and a member of our IDEAL team will escort your child to the classroom. Classroom door will be locked at 8:30.

Prompt Dismissal

Please follow the same procedures as arrival.

It is imperative that all parents arrive at or before dismissal times. Your promptness at dismissal is strongly encouraged. If you must be late, please phone the school ahead of time. If you are late, please come to the main office. There will be a \$15.00 Aftercare fee for all late pickups. Late fees will be collected at the time of a late pickup.

Rainy Day Procedure

Full day Pre-K children should arrive and dismiss through the main office and dismiss from the IDEAL Village.

Pre-K Afternoon Program (Half Day)

For the Pre-K afternoon program (students that are four by Sept. 1), we are open Monday through Friday 12:30 p.m. to 4 p.m. Drop off for the afternoon program begins at 12:30 p.m. Park at the front of the school, and walk through the playground to the Blue Room door located within the playground. Please note that the parking lot at the back of the school is for IDEAL staff only. The playground gates will be unlocked at 12:25 p.m. The preschool door will be opened at 12:30 p.m. for students to enter the classroom.

Prompt Arrival

- Enter your child's designated room door promptly at 12:30 p.m. The children's first group activity begins right away!
- Sign in with your full name (as per VPK standards) at the clipboard located at the classroom door.
- Kiss and hug your child at the door. It is imperative that you establish a consistent routine that encourages your child to make this healthy adjustment. It is up to the adult to set the mood of confidence and security for the child. Say, "You're going to have so much fun. You'll be fine – hug and kiss." Please note: you may enter the school from the lobby after dropping off your child and wait in the Teachers' Lounge until you feel confident your child is content and happy.
- If you are late at arrival, after 12:45 p.m., enter through the front office and a member of our IDEAL team will escort your child to the classroom. Classroom door will be locked at 12:45 p.m.

Prompt Dismissal

Please follow the same procedure as arrival. Sign out with your full name (as per VPK standards) at the clipboard located at the classroom door. It is imperative that all parents arrive at or before dismissal times. Your promptness at dismissal is strongly encouraged. If you must be late, please phone the school ahead of time. If you are late, go to the glass Village doors at the front of the school to pick up your child from the Aftercare program. There will be a \$15.00 Aftercare fee for all late pickups. Late fees will be collected at the time of late pickup.

Rainy Day Procedure

Pre-K Afternoon children arrive and dismiss through the main office.

Dismissal Authorization

Only parents and those authorized by the parents on the child's Student Information Sheet will be permitted to remove their child from the school. Photo identification will be required (e.g., driver's license). Although recommended, a written note is **not** required for a teacher to release a child to an authorized person. Communication is essential. If someone other than those authorized (on file) by the parent is to pick up your child, the school must be notified prior to dismissal in writing or by phone. Notwithstanding the above, IDEAL abides by all provisions of Florida law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the child, to the academic records, and to other school-related information regarding the child.

Late Arrival and Early Pick up

If you arrive after the scheduled class times, the classroom doors will be locked. You **must** come to the main office and your child will be escorted to the appropriate classroom. Clearly, this occurrence is a disturbance to the program and therefore should, if at all possible, be avoided. If parents need to bring in forgotten snacks, or other items, they should leave them at the office with the student's name. An IDEAL teacher or administrator will bring it to your child's classroom.

Guidelines for early pick up are as follows:

- Inform teacher of the expected late arrival or early pick up by note or inform the office directly via email or phone.
- If you need to pickup your child early, you must do so at the front office.
- Please sign your child in and out at the front office.

Late Pickup for Pre-K Students

If you arrive after dismissal, you must pick up your child at the glass Village doors at the front of the building. Your child will automatically be enrolled in After School Care at the drop in rate of \$15.00. The cost of this daily program is to be paid at pick up. Failure to pay this fee may result in your loss of placement in the program. We understand there are cases when lateness cannot be avoided, but we do expect you to make every effort to be at the school on time. If you know you are going to be late, please call well in advance so that we can prepare. Please note that even if you call in advance, you will still be assessed the After School Care charge. This is necessary to cover the cost of keeping our staff late. Please note that habitual late pick ups (more than three times) may result in the loss of your child's placement. This policy will be strictly enforced.

The following procedures will be followed if you have not arrived or phoned by the end of the normal pick up time period:

- The emergency phone numbers on your emergency contact form will be called and if one of these people picks up your child, a message will be left on your home/cell phone voice mail telling you who has your child.
- If we cannot reach someone authorized to pick up your child, he/she will be enrolled in the After School Care program at the drop in rate.

Repeated incidents may result in dismissal from school.

After School Care

After School Care is available from 2:00 p.m. to 5:00 p.m. for all IDEAL Pre-K. Application forms for After School Care are available in the front office and are sent home via email. Every student attending After School Care must be signed up using the application form and fees must be prepaid. The fees are stated below and are subject to change.

Rates	Aftercare until 5pm	2pm-3pm or 4pm-5pm
Drop In Paid at pick up	\$20 per day	\$15 per day
Daily Paid in advance	\$15 per day	\$10 per day
Monthly Paid in advance	See Chart (\$12 per day)	See Chart (\$7 per day)
Yearly Paid in advance	\$1520 (\$10 per day)	\$760 (\$5 per day)

Monthly Rates (Aftercare until 5pm)		Monthly Rates (2pm-3pm or 4pm-5pm)	
Aug./Sept. \$252	Feb. \$228	Aug./Sept. \$147	Feb. \$133
Oct. \$240	Mar. \$228	Oct. \$140	Mar. \$133
Nov. \$192	Apr. \$228	Nov. \$112	Apr. \$133
Dec./Jan. \$336	May \$180	Dec./Jan. \$196	May \$105

The After School Care program will include outside play time, snack time (snack brought from home), and quiet time (homework, reading, puzzles, movies, etc). Please note that this is an opportunity for students to complete homework, but there isn't any homework assistance.

Relations Between Home and School

Preschool teachers are responsible for establishing and maintaining frequent contact with families. Contacts happen informally as parents drop off and pick up their children from class. Mrs. Soderman and the preschool team will keep in touch with parents by an emailed weekly letter with photos, occasional cardinal notes, printing evaluation statements (independent or with assistance) and objectives on products, phone calls when necessary, and end of the year readiness skill check lists. The Preschool Teaching Team will hold optional conferences twice a year (January and June). The Preschool will be closed on these days, please refer to the calendar for these dates.

Assessment of Preschooler's Progress

During the preschool years, the child's developmental progress is communicated to parents in the following ways:

- Observational statements on child's products
 - Beginning to understand stated objective
 - With assistance - completed with teacher assistance
 - Independent - completed task without adult assistance. Please note: When a child has mastered an objective, the IDEAL teacher challenges the student further (orally or with product).
- Phone call or conference only if teacher feels it is necessary
- Preschool and Pre-K students are given a learning journey summary check list in May to inform parents of social and cognitive readiness skills.

Clothing

Children are actively involved in the learning process and need to be dressed accordingly. They will be involved in active play and work with various media including paints and other materials that could be messy (but fun). Please do not send your child to school in clothing that cannot possibly be ruined or soiled. Please: no sandals, heavy boots (cowboy), or flip-flops. Please keep clean underwear in a labeled plastic bag, in school bag only, just in case.

Each child needs the following:

- Pull-ups (if not completely trained)
- Labeled IDEAL tote bags **only** (Replacement bags are \$7.00 and can be purchased at the front office.)
- Please leave the colored strings on your bag to help your child identify his/her classroom.

Snacks

The school does not provide snacks or lunches. For preschool and pre-k students, parents are responsible for ensuring that their child brings a small nutritious snack and drink (juice, milk or water; no cans, please) each day. Please do not send in items that need to be microwaved or refrigerated (send in ice pack if needed). Please label all containers (bottom and lid).

No gum, candy, chips or soda. Please keep it simple so that your child can be independent. No glass containers, please. All snacks and drinks must be placed in the yellow tote bag provided by the school. The child's name should be clearly labeled on the outside of the tote bag. No lunch boxes are to be used for snacks.

Please note: IDEAL Elementary has several students with severe (life threatening) peanut allergies. Therefore, IDEAL School is COMPLETELY PEANUT FREE. Students may not have any peanuts or peanut flavored products as the residue may induce a reaction. If your student has peanut butter prior to arriving at school, please ensure he/she has washed his/her hands and does not have any residue on his/her clothing.

Full Day Pre-K Lunches

Parents are responsible to pack a balanced, nutritious lunch in a clearly labeled lunch box. Please do not send in items that need to be microwaved or refrigerated (send in ice pack if needed). Please label all containers (bottom and lid). Please, no gum, candy, chips or soda and no glass containers or backpacks.

Bathroom Procedure

Children enrolled in the morning preschool program should demonstrate some bathroom independence. During this developmental stage, it is suggested that your preschooler come to school wearing pull-ups. Teachers expect and are prepared for the occasional "accident". When this occurs, our changing routine is as follows:

- A teacher will retrieve the child's new/clean pull-ups or underwear from the child's preschool bag.
- The teacher will clean and change the child in the restroom located in the classroom.
- Please note: IDEAL is not equipped with a changing table; therefore, the child will be cleaned in a standing position. We recommend that the parent also clean the child once he/she is dismissed from school.
- The teacher will change the child into dry clothes provided by the school (please wash and return these clothes).
- A cardinal note will be written and sent home that day by the teacher that changed your child.

At IDEAL, the bathrooms are bright, decorative, inviting and equipped to allow the child to be independent while promoting a positive self-esteem. All students attending the Pre-K program **must** be completely independent regarding bathroom routines.

Birthdays

A child's birthday is a very special day at IDEAL. Each child may make at home, and bring in a "Me" Poster to display in the school (e.g., baby, family, hobby, friends' photos on poster board). Please do not send in party bags.

Special Events that May Happen on Birthdays

- Child will share his/her photo poster with the class
- A special surprise and photo
- Class sings "Restaurant" version of "Happy Birthday" (a jazzy version)
- A big fuss is made over the birthday child all day

If you wish, please send in items and/or food (individual servings of doughnut holes or cookies enough for 30 servings) to celebrate your child's special day. Please remember IDEAL Preschool is completely Peanut Free. The parents of the birthday child may come in and stay for our Heart to Heart gathering at the beginning of the class.

Birthday Books

It is our hope that children will purchase and donate a favorite story book to the IDEAL library during the month of their birthday. The teacher will read the story to the class and the child's name and photo (photo of child must be sent in by parent with the book) will be affixed inside the front cover of the book and the book will be displayed in the school library for IDEAL students to read.

IDEAL ELEMENTARY SCHOOL

Registration and Tuition

Registration forms must be completed and a non-refundable registration fee paid to apply for enrollment in the school. The registration fee is \$735 (\$835 for new students).

The tuition for the Elementary grades (K through 5) is \$8535 (\$8635 for new students) which includes the registration fee. The tuition includes books, supplies, and the cost of various planned special events throughout the year. The first tuition payment of \$3900 is due on July 1; and the final tuition payment of \$3900 due on December 1. If it becomes necessary for you to withdraw your child after you have executed a contract, you are responsible for the full year's tuition. Tuition must be paid in full for the most recently executed contract to have any referral forms or cognitive evaluations filled out. Report cards and other records will not be available until financial responsibilities have been met. There will be a \$100 late fee assessed if tuition payments are not received by the fifth of the month of which it is due. An additional \$100 will be assessed for every five days the payment is late. Sibling discounts are not awarded to late tuition payments.

School Hours

Drop off	7:40 – 7:55 a.m.
Classes begin	8:00 a.m.
K-5 Dismissal	3:00 p.m.
Office Hours	7:30 a.m. – 4:00 p.m.

Drop Off and Pick Up Procedure

Each year in mid August IDEAL Elementary will email the drop off and pick up procedure for that current school year. It is imperative, for the safety of the children and teachers, this procedure be followed.

Please note: The use of cell phones in the car line is strictly prohibited in order to ensure the safety of children and teachers.

Only parents and those authorized by the parents on the child's Student Information Sheet will be permitted to remove their child from the school. Photo identification may be required (e.g., driver's license). Although recommended, a written note is **not** required for a teacher to release a child to an authorized person. Communication is essential. If someone other than those authorized (on file) by the parent is to pick up your child, the school must be notified in writing or by phone prior to 2:30 p.m. on full days and 11:30 a.m. on early dismissal days. Notwithstanding the above, IDEAL abides by all provisions of Florida law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the child, to the academic records, and to other school-related information regarding the child.

Relations between Home and School

Elementary teachers are responsible for establishing and maintaining frequent contact with families. Communications will occur through phone calls, conferences, report cards, objective evaluation statements (with assistance or independent) on individual student products, weekly homework, monthly calendars and email. It is the parents' responsibility to check their email and their child's folder or binder daily, as these are the primary source for communication from IDEAL to the parents. Teachers and administration are only accountable for written notes received in the folder or binder and messages from the office.

Homework Policy

At IDEAL, homework is a relevant extension of classroom learning. Homework will be given at the teacher's discretion based on daily objectives and individual student's academic needs. All homework must be checked and signed by a parent. It is essential that homework be completed and handed in on time. A homework grade is reflected on the student's report card. Homework and Upcoming Events are emailed daily to parents or guardians via The Daily Chirp. Please note this is a non reply email.

The following are the IDEAL homework guidelines.

First Grade: 40 minutes nightly

Second through Fifth Grade: 45 to 60 minutes nightly

This does not include violin practice or work that was not completed at school. These guidelines may vary depending on the student's ability. Class projects, book reports and studying for tests may also require additional time. If a student is advanced to a higher level for reading and math, homework and tests will reflect the higher grade level. Therefore, one can expect an increase in homework and the possibility of multiple tests in a day.

Assessment of Elementary School Students

During the Elementary school years, the child's developmental progress is communicated to parents in the following ways:

- Portfolio collections
- Checklists and anecdotal notes
- Student-written work samples and oral contributions in discussions, questioning periods, and group problem-solving activities
- Classroom tests (oral & written)
- Report cards distributed at the completion of each semester. (Fall and Spring)
- Standardized tests

Report Cards for Elementary Grades K-5

Students will be given two full report cards and two interim reports during the school year. Interim reports will be available to parents midway through each semester. At the end of each semester, report cards will be given to parents during a parent-teacher conference. Each report card will assess the student's progress with respect to the objectives of the previous semester. Please refer to the IDEAL calendar for conference dates. If you are unable to attend during these times or miss the sign up deadline, your student's report card will be sent home in his/her folder or binder. All tuition and fees must be current in order to schedule a conference and receive a report card.

Referral and Cognitive Evaluation Forms

All requests for letters of recommendation, referral forms and cognitive evaluation forms must be delivered to administration. Upon receiving these requests, administration will check to ensure all tuition for the most recently executed contract is paid in full, distribute the paperwork to the student's current teachers or those requested by the parent or guardian, and finally administration will forward the forms directly to the school or psychologist requesting the information. IDEAL will not provide copies of this information to parents or guardians. IDEAL will complete these forms within ten days of the date they are received; therefore please keep this turnaround in mind when requesting this information.

Student Record Transfer

All requests for a transfer of student records must be sent to the Office Manager. She will ensure all tuition for the most recently executed contract is paid in full prior to forwarding this information directly to the school requesting it. IDEAL will not provide copies of this information to parents or guardians. IDEAL will complete this request within fifteen days of the date they are received; therefore please keep this turnaround in mind when requesting this information.

Tardiness and Attendance

The Elementary school program begins sharply at 8:00 a.m. If you arrive after 8:00 a.m., your child is officially late. If a student arrives late (after car line has stopped), the adult must legally park and escort the child into the office. All late students will receive a late slip to enter the classroom. The total number of tardies will appear on your child's report card. Habitual tardies and/or early dismissals affect your child's academic progress and may result in the loss of your child's placement in the program. Attendance is recorded daily and stated on the child's report card. Your child will be considered absent if he/she is taken out of school prior to 12:00 p.m. or arrives to the school after 12:00 p.m. Students will receive any handouts, notes, homework, and communications, that were distributed after their dismissal when they return to school the next day. It is imperative that students attend school each day.

When a student is absent from school for one day, missed work will be sent home with the student the next day. When a student is absent from school for more than one day, the parent may request to pick up the missed work by phoning the office by 8:00 a.m. and pick up the student's work from the office after school dismissal (3-4 p.m.).

All make up tests are given at the discretion of the teacher at 7:30 a.m. Each classroom teacher will inform parents and their students of the next scheduled testing date. Tests must be made up within a week of the absence to avoid receiving a zero. Make up tests are given for absences due to illnesses or family emergencies. Students who miss tests due to other absences (i.e. Disney trips, vacations, guests, etc.) are not guaranteed a make up test. Arrangements must be made with administration prior to the absence.

Late Pick Up

If your child is not picked up by the end of dismissal he/she will go to After School Care and you will be charged the drop in fee of \$20. The After School Care pick up ends at 5 p.m. There is a late charge of \$5.00 per child for every 10 minutes (or part of) when you are late. This late charge is due at the time of the late pickup. We understand there are cases when lateness cannot be avoided, but we do expect you to make every effort to be at the school on time. If you know you are going to be late, please call well in advance so that we can prepare. Please note that even if you call in advance, you will still be assessed the late charge. This is necessary to cover the cost of keeping our staff late. Please note that habitual late pick ups (more than three times) may result in the loss of your child's placement. This policy will be strictly enforced.

After School Care

After School Care is available from 3:00 p.m. to 5:00 p.m. for all IDEAL Elementary and Dream Middle School students. After School Care is only available on Elementary full days of school. There is no After School Care on Elementary Noon Dismissal days. Application forms for After School Care are available in the front office and are sent home via email. Every student attending After School Care must be signed up using the application form and fees must be prepaid. The fees are stated below and are subject to change.

Rates	Aftercare until 5pm
Drop In Paid at pick up	\$20 per day
Daily Paid in advance	\$15 per day
Monthly Paid in advance	See Chart (\$12 per day)
Yearly Paid in advance	\$1520 (\$10 per day)

Monthly Rates (Aftercare until 5pm)	
Aug./Sept. \$240	Feb. \$216
Oct. \$240	Mar. \$228
Nov. \$192	Apr. \$216
Dec./Jan. \$312	May \$180

The After School Care program will include outside playtime, snack time (snack brought from home), and quiet time (homework, reading, puzzles, movies, etc). Please note that this is an opportunity for students to complete homework, but it is not homework assistance.

After School Clubs

After School Clubs are different and separate from After School Care. The programs are organized and instructed by professionals in the specific field (i.e. art, drama, etc.) Students will have the opportunity to enroll and participate in these scheduled programs. Flyers and registration forms will be available during the first week of school. Pick up for these programs will be from the programs' location, not from the office. An adult must sign out all children. If the dismissal of the program is at 4 p.m. and a child enrolled in the program has a half day pre-k sibling, the elementary student will be dismissed from the program location at 4 p.m. and the pre-k child will need to be picked up at the preschool classroom door.

Uniforms

All IDEAL uniforms are custom made by the Harris School Uniform Store and must be purchased there. Any uniform not following these guidelines will be considered unacceptable as proper school attire. A note will be sent home and proper modifications will be expected for the student to attend school or a parent will be called and asked to bring the correct uniform.

IDEAL Elementary Uniforms

- **Students in grades 2 through 5 are required to always have their shirts tucked in.**
- **Undershirts should have sleeve lengths that are no longer than the sleeves of the outer Harris uniform shirts.**

Girls

Jumpers:	Monogrammed navy or khaki
Blouses:	Plain white (to be worn beneath jumper)
Sweater/Jacket:	Monogrammed IDEAL cardigan, pull over sweater or IDEAL school sweatshirt – no other outerwear may be worn
Socks:	Plain navy, black, khaki or white (No decorative details) must cover the ankle bone
Tights:	Plain white or navy tights may be worn in cold weather
Skirt:	Monogrammed navy or khaki to be worn with school polo shirt (Approximately knee length)
Skort:	Monogrammed navy or khaki to be worn with school polo shirt
Shorts:	Monogrammed navy or khaki to be worn with school polo shirt
Pants:	Monogrammed navy or khaki to be worn with school polo shirt No Utility Pockets. Uniform Style Only – No Capri style
Belts:	Plain brown, black or navy (optional) – standard belt buckles only
Shoes:	Brown, black or navy single colored closed flat shoe (heels may not be higher than 1 inch) No leather laces, please (shoes must be able to remain tied all day) (No sneakers except for P.E.)
Polo Shirts:	Monogrammed IDEAL Polo shirts must be worn.

Boys

Shorts:	Monogrammed navy or khaki to be worn with school polo shirts
Pants:	Monogrammed navy or khaki to be worn with school polo shirts No Utility Pockets. Uniform Style Only
Socks:	Plain navy, black, khaki or white (No decorative details) must cover the ankle bone
Belts:	Plain brown, navy or black to be worn at all times - standard belt buckles only (Kindergarteners do not need to wear a belt)
Shoes:	Brown, black or navy single colored closed flat shoe No leather laces, please – shoes must be able to remain tied all day (No sneakers except for P.E.)
Sweater:	Monogrammed IDEAL cardigan, pull over or IDEAL school sweatshirt- no other outerwear may be worn.
Polo Shirts:	Monogrammed IDEAL Polo shirts must be worn.

P.E. Uniforms for boys and girls

Proper P.E. Uniforms must be worn on P.E. days in order for students to participate in P.E.

Shirts:	Monogrammed IDEAL T-shirts white or navy Solid color-long sleeved undershirts may be worn under the PE shirt in cold weather
Shorts:	Monogrammed IDEAL P.E. shorts (must be at least mid thigh length) must be worn.
Pants:	Monogrammed IDEAL sweat pants can be worn on cold P.E. days.
Socks:	White socks must cover the ankle bone
Sneakers:	Athletic shoes with laces (running shoes)
Jewelry:	Jewelry may not be worn on P.E. days.
Hair:	Long hair must be pulled back on P.E. days.

Miscellaneous for all IDEAL Students

Outerwear:

On cold days, students may wear an outer coat of their choice, however, it must be able to fit in their backpacks or on a hook at school. Hoods are not permitted.

The Harris School Uniform Store sells an IDEAL monogrammed polar fleece jacket.

Non-uniform days

On non-uniform days, students may wear clean cut jeans (without holes or frayed hems/edges). Shorts, skorts, or skirts (mid thigh or longer) are permitted however mini skirts and ankle-length skirts are not.

T-shirts with at least a four finger sleeve may be worn; however they must be free from inappropriate slogans. Tank tops and belly tops are not permitted.

Students may wear sneakers or other closed toed shoes. Flip flops or sandals are not permitted. Again, students walk to the park daily and safety is our priority.

Hats are not permitted unless otherwise noted. (i.e. Hat Day)

Jewelry must follow uniform policy.

Jewelry

Delicate jewelry (gold or silver) may be worn under the uniform only. Students may wear one bracelet only; only stud earrings may be worn.

* Chains

Delicate gold or silver – under uniform only

* Bracelets

One bracelet only

* Earrings

Studs only in Elementary

May be 1" in length in Middle School

* Rings

One ring only

Backpacks

Student's backpacks should be free of dangling key chains and other trinkets. Students will be asked to remove these items from their backpacks. Backpacks should be proportioned to the child's size and grade.

Middle School backpacks must fit in locker (locker dimensions 10" x 33")

The following are not permitted to be worn at school.

- Makeup – all traces must be removed
- Unnatural hair color or colored hair products (i.e. gel, hair spray)
- Body glitter, temporary tattoos or Henna
- Dark colored or glitter nail polish - pale pastel colors only
- Dangling or hoop earrings – studs only (exception 1" in DMS)
- Pins

All of the above are at the discretion of the administration.

Healthy Snacks

The Kindergarten class has a snack basket. The snack basket is assigned to a different child each day. When the snack basket is assigned to your child, please choose and send in something from the specified list of healthy snacks. The list will be provided to you by the Kindergarten teacher. Please inform the office and teacher of any food allergies. These allergies should also be identified on the Student Information Sheet submitted to the office.

Below is a list of healthy snacks for IDEAL Elementary students, grades 1-5. Please choose snacks from this list only. The Fifth Grade class will also be selling healthy snacks to Elementary students for \$1 at entry each day (exact change, please).

yogurt-covered pretzels	fresh fruit	fresh vegetables	cheese and crackers
plain crackers	dried fruit	trail mix (without peanuts or candies)	popcorn
cereal bars (e.g. Nutrigrain)	granola or granola bars	"Power" bars	cheese sticks
dry cereal	nuts other than peanuts	yogurt-covered raisins	

Note: Snacks from this approved list do not require refrigeration, cold packs or utensils. All snacks should be individually bagged and *fully* disposable. Juice boxes or separate drinks for snack are also not necessary. Students will be given the opportunity to drink from their personal water bottles or to go to the water fountains at this time.

Lunch

Student Lunch Schedule:

K-2 11:40 a.m. -12:05 p.m. followed by recess

3-5 12:05 p.m.-12:30p.m. preceded by recess

Parents are responsible to pack a balanced, nutritious lunch daily. Please do not send in items that need to be microwaved or refrigerated (send in ice pack if needed). Please label all containers (bottom and lid). Please, no gum, candy or soda and no glass containers. All student lunches brought to the school late by parents must be placed in the white cupboard by the "cow" bathroom.

Please note: IDEAL Elementary has several students with severe (life threatening) peanut allergies. Therefore, IDEAL School is COMPLETELY PEANUT FREE. Students may not have any peanuts or peanut flavored products as the residue may induce a reaction. If your student has peanut butter prior to arriving at school, please ensure he/she has washed his/her hands and does not have any residue on his/her clothing.

Birthdays

Birthday policies will be explained at Open House. In first through fifth grades, parents and close family members may come and have lunch in the Village with the birthday child. Please let the homeroom teacher know, in writing, if you would like a sibling (IDEAL student) to attend the birthday lunch. A birthday table setting will be prepared for this special event. If you want to bring in cookies (homemade or store bought) they will be distributed during lunch for your child's class only. Please note, only small individual cookies will be distributed. Birthday students may wear their favorite casual but appropriate clothing on their special day. Please follow the non-uniform day guidelines.

Co-Curricular Classes

IDEAL School offers a variety of co-curricular classes to enrich each student through all eight multiple intelligences. The co-curricular classes include Physical Education, Spanish, Art, Computer, Heart to Heart, and Violin. The co-curricular classes are incorporated in each student's weekly schedule.

Violin is mandatory for students in grades K-5. There is a one time \$75 fee for Kindergarteners and new students. The fee is made payable to the violin teacher. IDEAL will sponsor a violin exchange/sale in the beginning of each school year for those families who choose to participate.

Cell Phones

Students who bring cell phones to school must keep them in their backpacks and turned off while they are on school property. If a cell phone is used during school hours without permission, the phone will be given to administration for the parent to pick up. In this situation, administration may revoke the student's cell phone privilege.

REFERENCES

Gardner, H. *Frames of Mind. The Theory of Multiple Intelligences.* New York: Basic Books, 1983.

Gardner, H. *Multiple Intelligences. The Theory in Practice.* New York: Basic Books, 1993.

Please return on Monday, August 24, 2009.

PLEASE SIGN AND DATE TO ACKNOWLEDGE THAT YOU HAVE READ THE POLICY BOOK FOR THE 2009/2010 SCHOOL YEAR.

THANK YOU

FAMILY NAME (PRINT): _____

STUDENT NAME (PRINT): _____

STUDENT NAME (PRINT): _____

STUDENT NAME (PRINT): _____

STUDENT NAME (PRINT): _____

PARENT SIGNATURE: _____

PARENT'S NAME PRINTED: _____

DATE: _____