

~~Covered Bridge Academy~~ ~~Lower Elementary Policies and Procedures~~

Drop-Off and Pick-Up Procedures

The school opens at 7:00 AM every Monday-Friday. Children should be escorted by an adult to the Before School Room (Ms. Shannon's classroom) if they arrive prior to 8:00AM. Parents must sign their children in on the log sheet that will be located near the front office.

Car pool begins at 8:00 for lower elementary and primary children. Please see the Parent Handbook for the car pool procedure. Again, all parents will be required to sign their children in on the log sheet provided by either Ms. Destiny or Ms. Kate.

Children are dismissed for the day at 3:00 PM. If you are picking your child up in car pool, please be aware of the car pool procedures as stated in the Parent Handbook. All parents will be asked to sign their children out when they are picked-up. If your child is staying for the After School Program, children will be escorted by a teacher to the upper elementary classroom. All children must be picked-up no later than 6:30PM.

Arrival and Class Time

Class will begin promptly at 8:30 AM each day. Students that arrive in the classroom between 8:00 and 8:25 will have the opportunity to interact with peers and teachers while completing word puzzles, games, and artwork. Our daily Morning Meeting will begin at 8:30 AM. The students play an integral part in opening our work day, so it is important that each child arrive to class with ample time to settle in before the Morning Meeting begins.

Absences

Attendance and punctuality is very important! Arriving to class late causes disruptions. Should your child arrive to school late (children are tardy if they are not in the classroom at 8:30AM), you must escort them into the office, sign them in, and an office team member will escort them back to the classroom. If your child is going to be absent from school, please notify the office. All absences are unexcused unless written documentation is provided indicating an illness or medical appointment. Four unexcused tardies to school will result in one unexcused absence.

Illness

CBA strives to be a "well school." For more information on our policies regarding illness, please refer to the Parent Handbook.

Work Periods

There are two designated work periods during the course of our school day. The first is from 8:45-11:15 and the second is from 1:00-2:45. During this time teachers will be giving lessons and children will be working on follow-up work or choice work. There is an emphasis on math and language during the morning work cycle and an emphasis on cultures in the afternoon. In an effort to create a more child-centered learning environment there will be **no goal sheets** this year. Children will still be required to complete lessons and follow-up work as guided by the teachers, but will have the opportunity to explore their academic interests through choice.

Classroom Jobs

Each child will have the opportunity to hold a weekly “job” in the learning community. Each and every “occupation” is essential to assisting us run a smooth, well-structured learning environment. Some of the classroom duties will include: chairperson, meteorologist, snack chef, horticulturalist, sanitation engineer, lunch supervisor, domestic engineer, and “Freedom Flyer” (child will be responsible for raising the flag).

Snack Chef

Each week one student will have the classroom job of “Snack Chef.” This student will be responsible for writing out a snack menu, creating a grocery list, shopping and paying for the groceries (this is where parent assistance will be necessary), and preparing snack for the class daily. With teacher assistance, the snack chef will write out a healthy, nutritious snack menu and grocery list prior to their assigned week (see the classroom calendar). This list will accompany the student home in the Parent Communicator (these will be sent home each Friday). The snack chef will bring all food items purchased to school with them the following Monday where they will assist the teachers in putting groceries away, and preparing snack for the class daily.

Florist

Every other week one student will be assigned the task of “Florist.” On the student’s assigned week (see classroom calendar) he/she will be asked to bring a bouquet of fresh flowers into the classroom. He/She will be responsible for preparing the flowers to be displayed throughout the classroom as he/she chooses.

Lunch

Parents may opt to purchase a hot lunch provided by the school or they may choose to pack their child’s lunch. We teach and encourage healthy eating habits! Lunches should contain a well-balanced combination of foods. All lunches should contain a protein, a vegetable and/or fruit, and a grain. Please be mindful to refrain from packing chips, cookies, Jell-O, puddings, brownies, candy, etc. These items **will be returned** home in the child’s lunchbox. We have one microwave to warm food in our classroom. If you would like your child to warm their food, please be certain to send items in microwave-safe containers. We would also like to take a moment to remind you that due to allergies we are **nut free** school. Please be certain not to pack any foods that may contain nuts of any kind.

Birthday Celebrations

We want to acknowledge your child's special day the Montessori way! Included on the classroom calendar is an afternoon dedicated to your child! If his/her birthday falls during the summer months, we have reserved a day on his/her "half birthday!" Please be sure to look at the calendar and reserve that time to come in and celebrate with us!

We would ask that each child bring in a photograph representing each year of their life to share with the class. Small treats may also be brought in to help us celebrate (small cupcakes with little frosting, muffins, sugar cookies, fruit kabobs, etc.) We would ask that no goody bags/gifts be shared at this time.

Recess

Each day the children will receive a half hour of play-time. If the weather permits we will be outside every day! Please see that your children are dressed appropriately for the ever-changing weather. As the cold weather approaches, please be certain the children have hats, scarves, and gloves. After a night of rain the playground could be a bit muddy so a change of shoes may be appropriate for days such as these.

Homework

It is the lower elementary classroom policy to send home minimal amounts of homework. Your children will be working hard during the course of the school day and should have an opportunity to run and play (their version of winding down in the evening). We would ask that the children consistently work on the following things at home:

- daily reading (10 minutes per grade level)
- practice math facts
- practice and prepare for spelling/vocabulary tests

There will be a few "projects" assigned during the course of the year that may require the children to do additional work at home (i.e. science fair). These assignments will be made at the appropriate times and families will be informed of all requirements at that time.

Toys

CBA provides learning materials for your children. Please do not allow toys to leave home or the car with your child. Toys should not enter the school building unless otherwise approved by a staff member.

Jewelry

It is preferred that jewelry not be worn to school. It frequently becomes a distraction to the children's learning.

Change of Clothing

Accidents will happen with mud, paint, spills, etc. throughout the school year. Please keep a weather appropriate, labeled (first and last name), full change of clothing (shirt, pants/skirt, underwear, and socks) in a plastic bag in your child's locker.

Parent Access to Classroom

Parents are invited to observe in the classroom any time by appointment. We would love to share with you what your child's work day is like and encourage you to observe at least once during the coming year.

When escorting your child to the classroom in the morning, please be mindful of our 8:30 Class Meeting. We would ask that you respect the routine and order of the classroom procedures. We strive to create a calm, peaceful, learning environment. Thank you for your cooperation.

Volunteers

We love and encourage volunteers! Parents, grandparents, aunts, uncles, brothers, and sisters are all welcome to assist us throughout the year in the classroom. The following are some ways that you could be of assistance to us:

- Reading (individual and small group)
- Administering Spelling/Vocabulary Tests
- Recycling pick-up
- Art projects
- Gardening
- Sewing
- Cooking
- Running copies and laminating
- Assist with the purchase of a classroom pet and supplies
- Classroom Library Assistant
- Recycling

If you would be willing to assist us in any of these areas please sign up on the volunteer sheets posted on the classroom door. Thank you so much in advance for contributing to our learning community. You are much appreciated!

Parent/Teacher Communications

As parents ourselves we understand the importance of communication between parents and teachers. We strive to create a partnership with you in regards to your child's education. We will make ourselves available to you as much as we possibly can. We would ask that you please schedule appointments to speak with us regarding any matters of concern. You may always contact us through e-mail (mzaimiee@gmail.com) or telephone. We will do our very best to get back with you as quickly as we can.

Each Friday the children will bring home the *Parent Communicator* with their weekly work and any paper communications or forms from the school. Also be sure to check your child's student mailbox outside the office for important information. On Fridays you will receive a "Friday Memo" via e-mail from us highlighting the week's events and classroom activities!