

~~Covered Bridge Academy~~ ~~Upper 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 7:50 for upper elementary. 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. Upper Elementary students should go directly to lockers and then to class.

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 8:00 AM each day. Our daily Morning Meeting will begin at 8:00 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 8:00AM), 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 will 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 8:20-11:20 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. Students will have a goal sheet with new lessons and lesson choices.

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.

Snack Chef and Florist

Each week one student will have the classroom job of “Snack Chef and Florist.” This student will be responsible for writing out a snack menu, creating a grocery list, shopping and paying for groceries and flowers with parent assistance. The student will set up the snack area with healthy and nutritious snacks. Our class has a toaster, blender, and sandwich press for students who would like to do a small bit of cooking during their snack week.

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. Upper elementary students are “Food Waste Warriors!” We eat family style and students are encouraged to eat what they place on their plate. We request that all lunch food sent from home be in reusable containers. We have one microwave to warm food in our classroom. If you would like your child to warm their food, please send items in microwave-safe containers. Do not send Mac and Cheese or Ramen Noodle bowls that must have water that boils in the microwave. This is a burn hazard. Please be reminded 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. Seeds or soy nut products are good substitutes for nut loving kids.

Birthday Celebrations

We ask that each child bring in a photograph representing each year of their life to share with the class. A small treat to eat as dessert with lunch may be brought in to help us celebrate such as small cupcakes with little frosting, muffins and simple cookies are acceptable. Please do not send goodie bags, balloons or party favors.

Homework and Knowledge Bank

Upper elementary students have weekly homework, quizzes, and a few projects assigned throughout the year. Please note that the week a project is due, no other homework or quiz will be assigned. Each week, your child will be given the opportunity to research topics that come up in class. Students who do the “mini’ researches will bank Knowledge Points. Students will vote on how knowledge points are used, so be on the look out for that information.

Toys, Phones, Electronics

CBA provides learning materials for your children. Keep any toy or potential distracting item at home.

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), and 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 ask that you respect the routine and order of our classroom procedures. The door will shut at 8:00 AM so we can start our Class Meeting. 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 – small group
- Administering Spelling/Vocabulary Tests
- Recycling pick-up
- Gardening
- Running copies and laminating
- Assist with the purchase of a classroom pet and supplies

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 a parent myself I understand the importance of communication between parents and teachers. Parents may schedule an appointment regarding matters of concern. You

may contact me through e-mail (marymontessori@gmail.com) Call the office for emergencies. (770) 801-8292. I will do my best to get back with you as quickly as I 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. Please check our class website for updates and calendar information at www.covered.groupfusion.net.

Thank you!

Ms. Mary Gilbert