

# Good Earth Montessori/GEM Charter School

## **THIS CHECKLIST MUST BE COMPLETE BEFORE STUDENT CAN BEGIN SCHOOL!!!**

- 1. Copy of your child's CERTIFIED Birth Certificate**  
(Please bring the original.)
- 2. Emergency Forms (DHS for Primary students only)**  
Please list at least two people, in addition to the parents, who are authorized to pick up your child in case of an emergency.
- 3. Medical Waiver** (Must be notarized.)
- 4. Copy of UPDATED Original Immunization Card**  
(Please bring the original.)
- 5. Enrollment Form**
- 6. Handbook Policies and Procedures Agreement**
- 7. Homeless Policy**
- 8. Home Language Survey, "PHLOTE"** (KG-6<sup>th</sup> grade only)
- 9. Records Release Authorization** (If your child attended another school prior to enrolling at GEM.)
- 10. Guidelines to Determine Eligible Students Form.**  
**This form will be sent in July when it becomes available**(Charter KG-6<sup>th</sup> grade only.)
- 11. Residency Documentation Form.** (Required for Charter students only KG-6)
- 12. Going Out Permission (Elementary Students only)**
- 13. 2 Extra Sets of Clothing in a Gallon-sized Ziptop bag.** (Required for Primary, optional for Elementary)

**Drop off and Pick up:** Children who have signed up for early drop off (7:30am, fee charged) will go to their class using the carport door only. All early morning children will need to be signed in by the carport door in Ms. Nelleke's class and then escorted by their parent to their regular classroom. Charges for early drop off and late pick up area minimum of ½ hour, \$3.00 per half hour for private school students and \$3.50 per half hour for charter school students.

Pick up will be at 12:30 for those students who leave at the half day, please park and come to the gate and ring the bell between 12:15pm and 12:30pm. The students will be dismissed from the benches just inside the gate.

For those who are enrolled to begin at 8:30am, carline will begin at 8:15am and end at 8:30am. The gate will be open from 8:15 until 8:35. If you arrive after 8:35 you will have to ring the gate bell and check in with the office. Classroom assistants will be outside with the sign-in sheets for each classroom. They will meet your car and assist your child in getting out; at this point you will sign your child(ren) in. The assistants or another student will walk your child to class until they are comfortable with the routine. Traffic does get a little backed up but the line moves fairly quickly. If you choose not to use the carline you may park around the corner on Ivy Glen (just south of school) and walk your child up to their classroom door.

For those attending the academic day only, carline will run from 2:45pm until 2:55pm. The teachers will be out front to walk your child to the car and bring the sign-out sheet. Again, there will be a little traffic congestion so parking around the corner is an option. If you are running a little late (after 3pm) or your child stays for the extended day, you will need to park and ring the **carport** doorbell. At this time the sign-out sheets are located where the children are, either on the back patio or in the classroom. Children not picked up by 3:00 will be attending the after school program and you will be charged accordingly. Minimum charge is ½ hour.

**Signing your child in and out:** You are required to sign your child in and out every day. Please use your first initial and complete last name. If you miss signing your child in or out please come into the office and we can pull out the sheet so you can sign and avoid extra charges. If you miss signing, you may be charged extra hours for the extended day (until 5:30pm).

**Communication:** We will email notices to all parents, please let us know if you want a paper copy.

**Supply List for Elementary/Primary Classes:** All supplies should be brought into the classroom by October 3, 2017. We also charge all parents a supply and activity fee for the school year for their first child and a reduced rate for each child thereafter. This fee includes the monthly cook a lunch day, a subscription to TOMORROW'S CHILD, arts and craft supplies, pencils, paper and snacks. The supply fee is \$150 if paid in full, \$160 if paid in 2 payments of \$80 and \$175 If paid \$17.50 monthly. Please make checks out to GEM.

**Take Home Folders:** Each child will have a plastic take home folder with their name on it. This folder will be used for taking home notices and their art work. Parents can use this to send papers with their child to the school-the folders are on your supply list. Ms. Nelleke's class will end home folders every Friday.

**Dress Code:** Children should wear comfortable clothes, t-shirts without text or cartoons, socks and sneakers. The children should be able to move easily and be able to play outside safely. No flip-flops, spaghetti straps or bare midriffs. Caps and jackets can be worn **outside only**. In the classroom these items will need to be removed.

**Lunches:** Your child will need a healthy lunch in re-usable containers packed each day. Please do not include pre-packaged “lunchable” type foods, yogurt or cookies. We work with children on eating healthy, the first few weeks we will really emphasize low fat, low sodium and healthy carbohydrate lunch items. Some good choices are wheat bread, low fat crackers, cheeses, sandwich meats, fruits, veggies. We never allow sodas or candy. A small cook is fine. Your child will have access to drinking water in the classroom.

Make sure you use a small soft sided lunch box with your child’s name clearly printed on the outside. Each classroom uses 1 refrigerator and all lunch boxes must fit.

**Please do not send items that need to be heated;** the classrooms don’t have access to a microwave. You can bring warm items in a small thermos instead. If you forget lunch we will charge \$4.00 for fixing your child a nutritious lunch. Wednesdays are pizza day and you have the option of paying for a pizza lunch, which includes: cheese pizza, veggies/fruit. Pizza order forms are available in the office or on our website at [www.goodearthmontessori.com](http://www.goodearthmontessori.com) on the Current News page.

**Parent Handbook:** Please make sure to read our Parent Handbook, which is located on our website, for other important information. You are required to sign our “Parent Handbook Policies and Procedures Agreement” so you will definitely want to know what you are agreeing to. If you have questions, please stop by or call the office at (480) 833-2622.

**Sign Up Lists & Lunch Helpers:** All classes have sign up lists for parents to volunteer their time. We will need helpers during lunch time, between 11:30 and 12:30. We would like to have a parent every day to help during that time. We also need volunteers to organize and help with special events and help with classroom projects. The school would also like a list of parents who can do IT work, help with minor repairs at the school-handyman type, plumbing, electrical repairs.