

# GEM CHARTER SCHOOL KG AND ELEMENTARY

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 Form**
- 3. **Medical Waiver**
- 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 and GEM.)
- 10. **Guidelines to Determine Eligible Students Form.** (Charter (KG-6<sup>th</sup> grade only.))
- 11. **Residency Documentation Form.** (Required for Charter students only (KG-6))
- 12. **2 Extra Sets of Clothing in a Gallon-sized Zip top bag.** (Required for Primary, optional for Elementary)

## Drop off and Pick up:

You will ring the carport doorbell starting at 7:30am for students enrolled for early drop off. For those who are enrolled to begin at 8:30am, carline will begin at 8:10am and end at 8:25am. A school employee 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 adult 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 Ivyglen (just south of school) and walk your child up to their classroom door. Carline ends at 8:25 and all parents who are late will ring the gate bell.

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/or gate bell depending on the weather**. At this time the sign-out sheets are located where the children are, either on the back patio or in the front classroom. For those students who leave at the half day, please park and come to the gate between 12:15pm and 12:30pm ring the gate bell and go to the office and we will get your child after you sign him/her out.

## Signing your child in and out:

You are required to sign your child in and out everyday. 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).

## Lunches:

Your child will need a nutritious lunch packed each day. Send items in reusable containers, we do not like plastic bags and do not include a drink because your child will have access to drinking water in the classroom. We store the lunch boxes in the refrigerator. Please do not send items that need to be heated; the classrooms don't have access to a microwave. Wednesdays are pizza day and you have the option of paying for a pizza lunch, which includes: cheese pizza, veggies and fruit.

Pizza order forms are available in the office or on our website at [www.goodearthmontessori.com](http://www.goodearthmontessori.com).

## 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.