



NOTICE TO ALL PARENTS 2016 - 2017

ENTRANCE AND EXIT RULES: Students must be at school by 7:45 a.m. when the bell will be rung. As of 8:05 a.m., a student will receive a tardy report; three tardy reports will be considered one absence. Kinder students are dismissed at 12:30 and Primary students at 2:00 p.m. Pre-primary will be dismissed at 2:00 on Tuesdays and Thursdays only. Please be punctual. Only students who are registered for afternoon activities may remain at school after their designated hour of dismissal. There will be no teacher on duty after 2:30 p.m. Please help us keep the traffic moving in front of the school by not stopping in the middle of the street to drop off or pick up your child. The teacher on duty will advise your child when you arrive so that there is no need to honk.

BILLS: Payment of monthly fees should be made during the first 11 days of each month. There will be a late fee of 10% charged as of the 12th of the month and a further 10% will be charged after the last day of the month. For your convenience and the safety of everybody involved, we request that payment be made directly with your reference number at any Banco Santander. The extra two months will be charged as follows: one month in November and the other in May unless you prefer to pay in 10 months. The school will charge 20% on all cheques which are returned because of insufficient funds.

GYM UNIFORMS: Students in the Primary School must wear all white or the gym uniform on Mondays. On Tuesdays and Thursdays all students must wear appropriate shoes and clothes for gym class.

INVITATIONS: If your child invites or is invited by a friend, both children must bring a note from home; this means that such arrangements must be made on a previous day.

CHANGES OF PLANS: Any change in the regular routine must be relayed to the office in time to advise all concerned. If you have arranged to pick up your child early, please see Miss Verónica when you arrive so that we can get your child out of class with a minimum of interruption.

PLEASE NAME-TAG ALL REMOVABLE CLOTHING – SWEATERS – LUNCHBOXES. If you find something at home that is not yours, please bring it back to school.

HOLIDAYS

Fri. Sept. 16th
Wed. Nov. 2nd
Mon. Nov. 21st
Dec. 17th to Jan. 1st
Fri. Jan 6th
Mon. Feb 6th
Mon. Mar. 20th
Apr. 8th – Apr. 23rd
Mon. May 1st
Fri. May 5th
Mon. May 15th

FRIDAY MEETINGS:

September 30th
October 28th
November 25th
January 27th
February 24th
March 31st
April 28th
May 26th
June 23rd

PARTIES

- Día de la Independencia – Sept. 15th – Classes dismissed 12:30.
- Halloween – Monday, October 31st. All students may wear costumes.
Parents invited to the Parade. Classes dismissed at 12:30.
- Thanksgiving – Thursday, November 24th. Classes dismissed at 12:30.
(Pre-First Thanksgiving Celebration Thursday, November 17th.)
- Kinder Christmas Pageant, Saturday, Dec. 10th, 10:00 a.m. Nursery, Kinder 1, Kinder 2, Kinder 3 and Pre-primary participate. Parents are invited.
- Primary *Posada* – Friday, Dec. 16th. Classes dismissed at 12:30.
- Easter Hat Parade – Friday, April 7th. Classes dismissed at 12:30.
- Children's Day Celebration – Thursday, Apr. 27th. Classes dismissed at 12:30.
- Mother's Day – Wed. May 10th. Classes dismissed at 12:30.
- Sixth Grade Exhibition – Friday, June 16th
- Preschool Graduation – Saturday, June 17th. Nursery, Kinder 1, Kinder 2, Kinder 3 and Pre-primary participate. Parents are invited.
- Primary graduation – Friday, June 23rd (evening).
- Last day of school and collection of final report cards (Preschool & Primary) - Tues. June 27th

DICTIONARIES: in both English and Spanish are required of students in grades three to six.

PARENT – TEACHER MEETINGS:

These meetings take place in September. You will be notified of the date and time via email.

APPOINTMENTS: If you wish to speak to your child's teacher, please make an appointment through the office at 5520-53-75 or 5520-37-25.