



NOTICE TO ALL PARENTS

2017 - 2018

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. Nov. 3rd
Mon. Nov. 20th
Dec. 22nd - Jan. 7th
Mon. Feb 5th
Mon. Mar. 19th
Mar. 24th – Apr. 8th
Mon. Apr. 30th
Tues. May 1st
Mon. May 14th

FRIDAY MEETINGS:

September 29th
October 27th
December 1st
January 26th
February 23rd
April 27th
May 25th
June 22nd

PARTIES

- *Día de la Independencia* – Sept. 15th – Classes dismissed 12:30.
- Halloween – Tuesday, October 31st - All students may wear costumes.
Parents invited to the Parade. Classes dismissed at 12:30.
- Thanksgiving – Thursday, November 23rd - Classes dismissed at 12:30.
(Pre-First Thanksgiving Celebration Thursday, November 16th.)
- Kinder Christmas *Pastorela* - Saturday, Dec. 16th, 10:00 a.m. - Nursery, Kinder 1, Kinder 2, Kinder 3 and Pre-primary participate. Parents are invited.
- Primary *Posada* – Friday, Dec. 15th - Classes dismissed at 12:30.
- Thursday - Dec. 21st – Classes dismissed 12:30.
- Easter Hat Parade– Friday, March 23rd - Classes dismissed at 12:30
- Children’s Day Celebration – Thursday, Apr. 26th - Classes dismissed at 12:30.
- Mother’s Day – Thursday, May 10th - Classes dismissed at 12:30.
- Sixth Grade Exhibition – Friday, June 15th - All parents and students are invited.
- Preschool Graduation – Saturday, June 16th - Nursery, Kinder 1, Kinder 2, Kinder 3 and Pre-primary participate. Parents are invited.
- Primary graduation – Friday, June 22nd (evening)
- Last day of school and collection of final report cards (Preschool & Primary) - Mon. June 25th

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

PARENT-TEACHER CONFERENCES: March 20th – 1st, 3rd, 5th; March 21st – Preschool; March 22nd – 2nd, 4th, 6th

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.