



Foothill Progressive Montessori School and Academy Inc.

4526 Indianola Way, La Canada, CA 91011 Telephone: 1-818-952-0129

Website: www.foothillprogressive.com

Email: foothillprogressiveschool@gmail.com

GENERAL NOTICE TO PARENTS

We at FPMS takes pride in providing our students a safe and secure environment for them to learn and grow at their pace. Our teachers are looking forward to working with your children and getting to know them better.

We have compiled the following for your information.

School opens sharp at 7:00 a.m. and must **close by 6:00 p.m. Children must be picked up by 5:55 p.m.** Please give yourself time to pick up your children and their belongings, in order for our staff to close the school and leave for the day. **The late fee of \$1.00 for every minute strictly applies and must be paid at the time of pick up to the person in charge.**

School year 2017-2018 will end on the 31st of May.

Teaching hours - Kindergarten to Grade 4: 9:00 a.m. to 3:00 p.m.

Students must be in class by 9:00 a.m.

All children in building one must be signed in and out of school. Students in grade 4 may sign themselves in, but parents **must sign** them out. **Ensure your morning drop off is quick and efficient since our parking is limited;** be considerate of those waiting. 5 minute drop-off must be strictly observed due to severe congestion and safety issues. Use only one parking spot and do not park between lines or double park. Do not let your child/children run loose in the parking lot; exercise utmost caution.

Tuition is due on the first of the month. Please include the material fee with the August tuition. Payments received after 10th of the month are subject to a **late fee of \$20.00.** **If tuition is in arrears of 45 days, the school reserves the right to consider your child withdrawn and the account sent for collection.**

Tuition is based on the school year as stated in our school policy. Tuition credit cannot be given for miscellaneous absences and vacation taken during the school year and for legal holidays and school vacation and early withdrawal in the months of April and May.

Student's files are updated annually and must have the following forms: Signed School Policy, Consent for Medical Treatment, Identification and Emergency Information, Emergency Card, Schedule of Tuition Payment and Immunization Record. **Students entering Kindergarten must have all necessary shots and a copy of the updated Immunization record submitted to the schools, before the end of August.**

Supply one set of extra clothes, with name marked in a small zipped bag and 4 facial tissue boxes to be kept in your child's cubby All personal items of clothes and belongings must be clearly marked with the child's name.

Lunches are available on Monday through Friday at **\$5.00 per meal,** and must be paid weekly/monthly at the beginning of the week/month.

Days	First Semester Menu	2nd Semester Menu
Monday	Teriyaki Chicken or Mac & Cheese	Deli Sandwich (Turkey, Tuna, Ham, Cheese and Meatballs)
Tuesday	Grilled Cheese Sandwich or Grilled Chicken Quesadilla	Grilled Cheese Sandwich or Grilled Chicken and Rice
Wednesday	Cheese or Peperoni Pizza	Cheese or Peperoni Pizza
Thursday	Chicken Strips w/ French Fries	Chicken Strips w/ French Fries
Friday	Chow Mein with Egg Rolls or Cheese Ravioli	Spaghetti Meatballs or Cheese Ravioli

Children must be dressed in appropriate, comfortable clothes and shoes. Ripped pants, tight, revealing, and oversized clothes are not considered appropriate school attire. Thongs, sandals, and heeled shoes are not appropriate. Long hair, must be combed and tied back away from the eyes. Students cannot wear nail polish in school. Please avoid unusual hair styles (Mohawks, colored and spiked hair etc.). To avoid accidents, please refrain from wearing dangling and loop earrings. Jackets and sweaters must be marked with the child's name and must be taken home at the end of the day.

Personal toys (Pokémon cards, deck cards, spinners, stuff toys, etc.) are not permitted at the school and if lost or broken we cannot take responsibility. Kindergarten students may bring **ONE** toy or book etc. to school on Friday which is share day.

Due to many kids having allergies we do not permit **PEANUTS** at the school. **Please refrain from sending Doughnuts, gum, peanuts, peanut butter or candies to school.** If found will be returned home.

Pack a healthy lunch in a cooler bag with a fork, spoon, napkin and plenty of water in a reusable water bottle.

Children's birthdays may be celebrated at the school during lunch time or after 3:00 p.m. Please speak to the class teacher if you plan on having a party in school.

Medication will be administered only with written authorization of the parents and physician. (Please refer the school office for a medication form). Medication must be clearly marked with the child's name and must be handed to the teacher or person in charge. **After use, medication will be kept in the refrigerator for parents to pick up at the end of the day.**

The school refrigerator may be used for storing medication only. Children's food will be warmed up. We will not be able to heat frozen foods and packaged meals. Please pack Pack a healthy lunch in a cooler bag with a fork, spoon, napkin and plenty of water in a reusable water bottle.

Day care on legal holidays and vacation will be provided by our staff at **\$20.00 per day/per child, if 8 or more are signed up for this. Payments must be made in advance to the teacher in charge and not to the school.**

Please inform us if your child is not attending on any day. We also request that children not be sent to school if they are unwell. If assignments are needed while the student is absent from school, please contact the respective teachers giving them time to prepare the work.

Please do not engage the teachers in lengthy conversations, as it takes them away from the students. If necessary, set up a conference time. Telephoning teachers during class time must only be for an emergency for matters that need immediate attention.

Parents must provide the school with their children's medical insurance numbers to be used in case of an accident. This is mandatory.

Notices pertaining to each class will be posted in the classroom.

Dance, Piano, Gymnastics, Karate, sports and Computer classes are available at the school. As they are private lessons, parents must communicate directly with the respective instructors.

Parents are strictly prohibited from reprimanding children other than their own. Please bring any concerns to the person in charge of facility or the teacher on duty.

Schedule of the Back to School Night:

Friday, August 11 Kindergarten, Grades 1 to 4

Mrs. Padmini Joseph
Principal/Administrator