NOTICE TO ALL PARENTS
2010 - 2011

ENTRANCE AND EXIT RULES: Students must be at school by 8:00 a.m. when the bell will be rung. The gate will be closed at 8:10 a.m. and all students who arrive after this time will be given a tardy slip. 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 Mónica when you arrive so that we can get your child out of class with a minimum of interruption.

PLEASE NAME ALL REMOVABLE CLOTHING – SWEATERS – LUNCHBOXES. If you find something at home that is not yours, please give it to Miss Mónica.

HOLIDAYS:
Sept. 15th, 16th
Nov. 2nd
Nov. 15th
Dec. 22nd – Jan 3rd
Feb. 7th
Mar. 21st
Apr. 16th – May 1st
May 5th

Friday Meetings:
Sep. 24th
Oct. 29th
Nov. 26th
Jan. 28th
Feb. 25th
Mar. 25th
May 27th
Jun. 24th

Due to the increasing need to readdress our school curriculum and to comply with IB requirements we will continue to have all Friday meetings and classes will be suspended. We are taking advantage of the SEP’s offer to do so for the last Friday of every month.

PARTIES: Halloween – October 28th. All students may wear costumes.
Parties invited to the Parade. Classes dismissed at 12:00.

Thanksgiving – November 25th. Classes dismissed at 12:00.
Kinder Christmas Pageant – Saturday, Dec. 18th, 10:00 a.m. Nursery, Pre-kinder, Kinder 1, Kinder 2 and Pre-primary participate. Parents are invited.

Primary Posada – Tuesday, Dec. 21st. Classes dismissed at 12:00.

Easter Hat Parade & Children’s Day Celebration – Thursday, Apr. 15th.

Classes dismissed at 12:00.

Preschool graduation – Saturday, June 18th. Nursery, Pre-kinder, Kinder 1, Kinder 2 and Pre-primary participate. Parents are invited.

June 24th – Primary graduation

*July 8th* – last day of school and collection of final report cards.

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

PRIMARY CAMP & MIDTERM HOLIDAY: October 30th to Nov. 7th.
The official SEP calendar has been adapted in order to cover the 200 school days required by local authorities.

PARENT – TEACHER MEETINGS: 5:30 p.m. at school:

Nursery - Thurs. Sept. 2nd
Pre-kinder - Mon. Sept. 6th
Kinder 1 – Thurs. Sept. 9th
Kinder 2 – Mon. Sept. 13th

Pre-First – Wed. Sept. 8th
1st grade – Mon. Sept. 6th
2nd grade - Tues. Sept. 7th
3rd grade - Wed. Sept. 22nd

4th grade - Thurs. Sept. 23rd
5th grade - Tues. Sept. 7th
6th grade – Thurs. Sept. 9th

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.