Classroom Notes

* Academic day begins at 8:30 am and ends at 3:00 pm. Morning drop-off starts at 7:45 am for Academic day and 7:00 am for Circle.
	+ You must drop-off or pick-up your child from the Main Office if arriving late or leaving early. 10 tardies is one absence, 18 absences is considered excessive by the Arizona Department of Education.
	+ If your child will be absent please call the absentee line- **(602) 955-2210** if you have a vacation planned during school days you need to inform Margo O’Neill so the absences can be considered excused. After 10 consecutive unexcused absences students are to be dis-enrolled.
	+ Carline pick-up is at 2:55 – 3:30 pm. If you are later than 3:30 pm your child will be walked to the office and you will be charged a late fee. The drop-off, pick-up, and parking is the North parking lot. When leaving the school use the roundabout to exit on 28th street. Do not go into the East staff lot to drop off or exit.
* If your child requires an Epi Pen or inhaler please provide one to store in the classroom. If your child must take medication during the school day, even over-the-counter, please bring it to the office in its original packaging and fill out the required forms for administration with the receptionist.
* A non-disposable water bottle and placemats are needed for snack and lunch each day. Please remember to pack your child a fruit and vegetable daily. No soda or candy allowed. You may bring edible treats on birthdays but must supply options for all students (I.E.- gluten-free, Vegan, etc). If you would like to bring in a non-food item that is okay as well.
* Please check your e-mail often for classroom and school-wide announcements. E-mail addresses and phone numbers should be updated as needed, if there is a change please notify the Main Office and Lead Teacher. I will be sending out a Newsflash bi-monthly with class updates.
* Please read the handbook with your children to go over the discipline policy and expectations for responsible behavior at school and in the classroom.
* Please help your child follow the dress code as stated in the handbook.

Closed-toed shoes must be worn on every Monday and Wednesday for P.E., shorts inseam must be 3.5”, and no spaghetti strap tank-tops, visible under garments or offensive pictures or words.

* Electronics: The school is not responsible for lost, stolen, or, damaged electronics. We strongly recommend that personal devies squash as phone, appl ewatch, and ipads for entertainment be kept at home.
* Major fundraiser: Valentine Grams, Fun Run, Helping Hands, Auction Dinner

Fundraising/Auction (Athena Moskoyes: amoskoyes@villamontessori.com)

* Volunteer Opportunies: Please check out the sign up on my weebly and reach out ot our parent coordinator. You will need to fill out a volunteer form every year and a have a fingerprint clearance card to volunteer. Forms can be found on the Villa Webstie. When volunteering please check in with the main office to get a visitor badge.
* Parent Coordinator: Sarah Sullivan: tiasarah@gmail.com
* Pizza Friday: Please Reveiw the Pizza Friday Letter on the weebly.
* Parent/Teacher Conferences
	+ - Goal Setting Conferences- September 22th and 29th
		- Progress Report- January 12th and 19th
		- Optional End of the year conference- May 10th
			* Student Progress reports will be sent home regardless of conferences