

The Manor School 2010-11 Kindergarten-Grade 6 Checklist

Attendance:

- _____ Arrival 8:00 A.M. Late after 8:10 A.M.; get pass from office and take it to the Teacher.
- _____ Dismissal at 2:30 P.M. Always lock the side-street gates behind you.
- _____ After School Care charges begin at 2:30 P.M., \$4.00/ hour or fraction thereof; \$10 late.
- _____ Absence/vacation/early pick-up, notify the office & Teacher in advance, in writing.

Communication:

- _____ Locate and read the *Manor Notice* the first day of each week (given to student and on-line).
- _____ Check book bag and lunch kit daily for special notices or fliers.
- _____ Read information contained in Manor mailings.

Dress Code:

- _____ Kindergarten--Refer to Kindergarten Policies.
- _____ Grades 1-6--Refer to Manor Dress Code.

Forms:

_____ 2010-11 Health Form must be submitted on or before the first day of classes. V.I. law requires all students have current immunization and lab results, with completed health form prior to the start of school. NO student will be allowed to attend without it!!

Ages 3, 4, 5 must use the Human Services form; Grades 1-6, use Manor form.

- _____ Immunization record to the Office each year before school begins.
- _____ Birth Certificate copy.
- _____ Social Security Card copy.
- _____ Any previous school records.

Observations and Conferences: Sign up in the Classroom.

- _____ Parents of Kindergarten students, schedule Quarterly Observation and Conference.
- _____ Parents of Grades 1-6, schedule a Quarterly Conference.

Parent/Teacher Meetings: Check Manor School *Calendar* and *Manor Notice* for dates.

- _____ Attend Orientation Parent/Teacher Education Meeting.
- _____ Attend First Quarter Parent/Teacher Education Meeting.
- _____ Attend Second Quarter Parent/Teacher Education Meeting.
- _____ Attend Third Quarter Parent/Teacher Education Meeting.
- _____ Attend Fourth Quarter Parent/Teacher Education Meeting.

Supplies: Registration/Student Fee includes Insurance, Testing, Snack, basic Art supplies.

KINDERGARTEN

- _____ One set of labeled extra clothing in a ziplock bag. Replace as used.
- _____ Labeled quilt or cloth mat for rest time.
- _____ Labeled basin.
- _____ Labeled water bottle.
- _____ 1 labeled book bag to transport materials to and from school.
- _____ 1 labeled wallet, envelope or special container to hold money when needed.

GRADES 1-6

- _____ 2 pocket folders, 1 eraser, 1 pencil sharpener, #2 pencils, 1 Notebook; 1 looseleaf binder with five dividers & pack of looseleaf paper; two sewnbound notebooks (all labeled).
- _____ 1 labeled book bag to transport materials to and from school.
- _____ 1 labeled wallet, envelope or special container to hold money when needed.
- _____ Manor Homework Assignment Book (labeled).
- _____ 1 labeled pocket sized child's dictionary.
- _____ P.E. clothes/supplies (Manor T-shirt, blue or white shorts, socks, sneakers, water bottle)
- _____ Labeled Comb or brush (if desired by parent).
- _____ Hair ties, barrettes, hair bands IF applicable.

Home Supplies

- _____ 6" ruler, #2 pencils, eraser, colored pencils, paper, notebooks, scissors.
- _____ Student dictionary.
- _____ Quiet study area.