

# The Manor School 2011-12 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:

- \_\_\_\_\_ 2011-12 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: Label each item.**

- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.