



*Affiliated with Holy Trinity Hellenic  
Orthodox Church of Chicago*

# Hellenic American Academy

Academic Achievement, Cultural Awareness and Pride, Spiritual Enrichment

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July, 2011

Dear Hellenic American Academy Socrates Day School Families,

As the new Principal of the Day School, I would like to take this opportunity to introduce myself and share some important information with you about the upcoming 2011/12 school year.

## **My Background**

I'd like to begin by expressing my excitement about becoming a member of this great school community. HAA enjoys a rich history of academic and cultural excellence that is the result of a collegial partnership between the school staff and parents who provide a diversity of experiences for the students. I feel fortunate to be joining a school culture focused on student learning, a commitment to high expectations, innovation and collaboration. It is my intention to carry on these important traditions and practices.

Let me share some information about my educational background and professional experience. After graduating from American Community Schools of Athens, Greece, I attended St. Francis University where I attained a Bachelor of Arts in Elementary Education. My teaching experiences were with 6<sup>th</sup> - 8<sup>th</sup> grade students both in the public and private school arena. While teaching, I attained two Master's degrees. I attended Northern Illinois University and received a Master of Science in Educational Curriculum and Instruction. I also received a Master of Arts in Educational Administration from Governors State University. I then moved from the classroom to an Assistant Principal's job. After three years as an Assistant Principal, I have spent the last ten years as an elementary Principal. I also pursued a Certificate of Advanced Study from Lewis University with a Superintendent Endorsement.

On a personal note, my husband, Ed, and I live in Chicago and have three children. Edward, 24, is a recent graduate of Iona College in New York. Pamela, 22, just graduated from the University of Illinois, and Jamie, 19, is going into her sophomore year at the University of Illinois.

I have begun meeting with staff this summer to learn more about the unique strengths, traditions and practices of HAA. These conversations are just the start in creating a roadmap for the school's future. While we look for ways to continue to improve our school, the principles that make our school special remain unchanged. We are committed to academic excellence and increasing your child's understanding of Orthodox values. Academic emphasis will focus on the areas of reading, language arts, math, science and social studies. In addition to the core content, we will provide instruction in the classical studies, second language, religion, technology, physical education and fine arts. Father Sotiri Malamis and Father George Kaloudis will continue to provide church service to commemorate important religious and school events.

I look forward to meeting the HAA families in the coming months. With my "open door" policy, I think you will find me to be open, honest and compassionate. I look forward to earning your trust and respect.

## Upcoming Events

Please refer to the enclosed School Calendar for various important dates. Note, some dates may change and things will be added to the calendar as the year progresses but this should help in you planning. In particular, please note the following upcoming events:

- The “**Classroom Ready**” Days for K-8<sup>th</sup> and preschool are listed in the enclosed calendar. This is the day when you and your child will be able to visit classrooms, briefly meet your child’s teacher, and drop off their supplies.
- We will have a **Welcome/Orientation Assembly for ALL families on Monday, August 22<sup>nd</sup> at 4:00 p.m., followed by a Meet-n-Greet Social**. Light fare will be provided by our fabulous PTO! I look forward to having an opportunity to meet everyone at this event! (*See enclosed flier.*)

## Important Information About the 2011/12 School Year

Also enclosed with this letter is a variety of important documents relating to the upcoming school year. In particular, enclosed here are the following:

- announcements re new members of our Day School staff
- a Parent Packet which includes useful information on school operation *as well as forms that need to be completed and returned to school by the first day of classes*
- 2011-2012 Socrates Day School Calendar
- a copy of our school ethics pledge, the AXIOS Pledge (*Students are asked to recite this each morning.*)
- a letter from our wonderful PTO (*Please plan on supporting the PTO. They provide wonderful events and give generously to the school to help meet the needs we have for all our students.*)
- a letter from our School Board introducing you to our Board and inviting you to join

Please review these materials carefully. Parents and school staff are partners. Working together ensures your child receives an exceptional education in a caring, loving environment.

Also please note the following re gym uniforms: all gym uniform orders and money will also be collected on your child’s Classroom Ready Day. This year we are providing everyone with three days throughout the school year to purchase gym attire. (*See enclosed gym uniform flier*)

If you have any questions, please don’t hesitate to call us. We look forward to a wonderful school year.

Sincerely,

Ms.. Angie Nonas-Gronkowski



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Orthodox Church of Chicago*

# Hellenic American Academy

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**Academic Achievement, Cultural Awareness and Pride, Spiritual Enrichment**

## **ANNOUNCEMENTS & IMPORTANT DATES 2011/12 SCHOOL YEAR**

### **Our New Teachers/ New Positions:**

- Mrs. Lynda Chronopoulos is returning to teach our fourth grade. Lynda holds a Bachelor's Degree in Education from Loyola University and also a Master's Degree in Educational Leadership from Concordia University. Lynda is very excited about joining the wonderful HAA staff.
- Ms. Anastasia Mousouli joins our staff as the music teacher. She holds a Master's in Music Education from Northwestern University. We are fortunate to have such a talented music teacher joining our staff.

We are very happy to have these outstanding educators join our teaching team at Socrates Hellenic American Day School! Please join us in welcoming them to the HAA family and community.



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# Hellenic American Academy

Academic Achievement, Cultural Awareness and Pride, Spiritual Enrichment

## ANNOUNCEMENTS & IMPORTANT DATES 2011/12 SCHOOL YEAR

### School Times :

- **8:20 AM** – Students should be in the classroom
- **8:25 AM** – Prayer and announcements
- **8:30 AM** – Instruction begins
- **3:15 PM** - Dismissal

### School Traffic Pattern

The driveway from Pine Street leading to the school entrance will be a ONE WAY street ONLY. All cars will exit from the driveway leading to the back of the school. This measure was deemed necessary to ensure the safety of our students and avoid traffic congestion during drop-off and pick-up time. (Please refer to the attached map.)

### Important Dates for the Beginning of the School Year

- **Monday, August 22<sup>nd</sup>** at 4 p.m. -Welcome/Orientation Assembly and Meet-n-Greet Social (*light fare provided after the assembly by our wonderful PTO*)
- **Wednesday, August 24<sup>th</sup>** from 10 – 11:30 a.m. – Classroom Ready Day for K - 8<sup>th</sup> Grades
- **Thursday, August 25<sup>th</sup>** – First Day of School for K-8<sup>th</sup> Grades
- **Friday, August 26<sup>th</sup>** from 9 -10.30a.m. – Classroom Ready Day for Pre-K
- **Tuesday, September 13<sup>th</sup>** at 3.30 p.m. - 1st School Board Meeting in the library (*Open to all parents!*)
- **Friday, September 9<sup>th</sup>** at 9 a.m. - 1<sup>st</sup> PTO Meeting in the library (*the Parent Pack includes a PTO registration form*)
- **Wednesday, September 28<sup>th</sup>** – School Board Nominations Due (*We welcome new members. Help set our future!*)

*Please see our HAA Webpage for other important information and updates.*

<http://www.hellenicamericanacademy.org>

*"We are what we repeatedly do. Excellence, therefore, is not an act, but a habit."*

*---Aristotle*

**Hellenic American Academy**  
- Socrates Day School-

# **WELCOME/ORIENTATION ASSEMBLY**

FOLLOWED BY

## **MEET-N-GREET SOCIAL**

sponsored by our fabulous PTO

**Get all the HAA News for 2011/12!**

- **Meet our New Principal and School Leadership Team**
- **Learn More about School Policy & Procedures**
- **Meet Other Families & Teachers**
- **Light Fare Provided... of course!**



*Mark  
Your  
Calendar!*

**When: Monday Aug 22, 2011 @ 4pm (Social to follow)**

**Where: School Auditorium**





# Hellenic American Academy

Academic Achievement, Cultural Awareness and Pride, Spiritual Enrichment

*Affiliated with Holy Trinity Hellenic  
Orthodox Church of Chicago*

July, 2011

Dear Day School Families,

Hello! For those of you who are new, I wanted to welcome you to the Hellenic American Academy family and to introduce you to our Day School Board. My name is Chryso Sarris and I am the mother of twin 4<sup>th</sup> graders (Zoe Marika and Stephanos) and the President of our Board.

Our Board consists of an outstanding group of parents, staff members and benefactors who collaborate and share ideas with a common goal: to improve and grow our school while ensuring that we preserve the academic excellence and Orthodox values that make our school special. We address a broad range of issues and make recommendations to the Executive Committee of the Academy's Board of Trustees on topics including but not limited to school policy, tuition, facilities and fund-raising.

The School Board President is appointed by the Executive Committee and then serves as a member of the Executive Committee. Board members are nominated from the school community and may be self-nominated. Additionally, we have non-voting advisors to the Board including a teacher representative (elected by our teaching staff), an Executive Committee member, at least one administrator and our spiritual advisor, Fr. Sotiri Malamis.

Meetings are held on a monthly basis and are open to Day School parents and staff. Meeting dates are typically announced in the School's Monthly Newsletter.

Our Day School Board is fairly new but we have created a collaborative spirit that has enabled us to already tackle a number of tough issues. There is a lot more to do and we need parents with good ideas who are ready to roll-up their sleeves and get involved.

Enclosed is the nomination form for the Day School Board. The deadline for nominations is **Wednesday, September 28<sup>th</sup>**. In particular, we are looking for parents with a variety of perspectives (new, existing, preschool, upper grades, Greek, Serbian, etc.) so that we can make decisions with the interests of all our stakeholders in mind.

***PLEASE JOIN US AND HELP MAKE A DIFFERENCE IN OUR CHILDREN'S EDUCATION!***

If you have any questions or concerns about our School Board (or the school in general), please don't hesitate to e-mail me at [chryso.sarris@haamail.net](mailto:chryso.sarris@haamail.net). Here's to a fabulous 2011/12 School Year!

Best regards,

Chryso Sarkos Sarris  
*President, HAA Socrates Day School Board*

# HELLENIC AMERICAN ACADEMY

*Affiliated with Holy Trinity Hellenic Orthodox Church of Chicago*

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## SOCRATES HELLENIC AMERICAN DAY SCHOOL



## 2011-2012 REGISTRATION PARENT PACKET

## GENERAL INFORMATION

Table of Contents .....	1
School Calendar.....	2
Meet and Greet .....	3
Save the Dates .....	3
School Office.....	3
Tuition Statements.....	3
Health Form Requirements .....	4-5

## GENERAL PROCEDURES

First Day of School .....	6
Daily Schedule .....	6
K-8 <sup>th</sup> Grade Drop-Off & Pick-Up .....	6
Preschool Drop-Off & Pick-Up .....	6
Before and After Care Program .....	7
During the School Day.....	7
Attendance .....	7
Nutrition .....	7
Birthdays .....	8
School Correspondence .....	8
Physical Education .....	8
Health.....	8
Toys/Games/Cell phones.....	9
Recess.....	9
Supply List.....	9
Official Dress Code .....	9-10
P.E. Uniforms.....	10
Lost & Found .....	10
Visitors on Campus.....	10

## ATTACHMENTS

Grade Level Supply Lists	
State of Illinois Certificate of Child Health Examination ( <i>Preschool, Kindergarten, 6<sup>th</sup> Graders &amp; New Students</i> )	
Illinois Dept. of Public Health - Proof of School Dental Examination Form ( <i>Kindergarten, 2<sup>nd</sup> &amp; 6<sup>th</sup> Graders</i> )	
Illinois Dept. of Public Health - Dental Examination Waiver Form	
State of Illinois - Eye Examination Report ( <i>Kindergarten &amp; New Students</i> )	
State of Illinois - Eye Examination Waiver Form	
Emergency Health Information ( <i>All Students</i> ) & Emergency Allergy form ( <i>All students</i> )	
Medication Permission Form ( <i>All Students</i> )	
Agreement Authorizing Self-Administration of Asthma Medication ( <i>All Students</i> )	
Emergency Authorization Pick-Up & Information (Custody) Form ( <i>All Students</i> )	
Athletic Attire Order Form ( <i>K-8th</i> )	
Technology, PTA Directory, Press release and textbook loan form ( <i>All students</i> )	
Epinephrine Authorization form	
Before & After Care Registration Form	
PTO Letter & Membership/Volunteer Form	
New Traffic Policy * Updated School Calendar *School Board Nomination Form* Axios Pledge	

# GENERAL INFORMATION

## 2011-2012 SCHOOL CALENDAR

### AUGUST

- 22-24 Teacher Institute Days---- **Aug.22 Welcome/Orientation Assembly and Meet-n-Greet Social**  
 24 Classroom Ready Day 10:00-11:30 a.m. (Drop off your school supplies and meet your teachers) K-8th  
 25 1<sup>st</sup> Day of School K-8<sup>th</sup>  
 26 Classroom Ready Day 9:00-10:30 a.m. (Drop off your school supplies and meet your teachers)- PreK  
 29 1<sup>st</sup> Day of School

### SEPTEMBER

- 2-5 North Shore Greek Festival  
 2 Prof. Dev. Day (No School)  
 5 Labor Day (No School)  
 6 No School  
 7 Classes Resume  
 14 Curriculum Night @ TBD  
 14 Agiasmos @9 a.m.

### OCTOBER

- 10 Columbus Day (No School)  
 14 Progress reports #1  
 19 Denim Day/Wear Pink  
 26 Picture Day (tentative)

### NOVEMBER

- 11 Veterans day - (No School)  
 16 Science Fair (PreK-8<sup>th</sup>)  
 18 End of 1<sup>st</sup> Trimester  
 23 ½ Day-Dismissal @ noon  
 24-25 Thanksgiving Break (No School)  
 30 Tree trimming/PJ Day (No Uniform)

### DECEMBER

- 2 **K-8** Parent Teacher Conferences-Report Cards Distributed-(No School for sts in K-8)(Preschool is in session)  
 5 Preschool Parent Teacher Conferences (No school for Preschool sts) (K-8 students are in session)  
 21 Christmas Program @ 6:00 p.m.  
 22 Church Service @ 9 a.m./Dismissal @ noon  
 23-1/6 Christmas Break

### JANUARY

- 9 Classes Resumes  
 11 Vasilopita blessing @ 12:15 p.m.  
 16 Martin Luther King Jr. Day (No School)  
 27 Progress Reports #2  
 30 3 Hierarchs: Service & Program @ 9 a.m.

### FEBRUARY

- 3 Open House for new families  
 14 Valentine's Day (Out of Uniform)  
 17 Professional Development Day- (No School)  
 20 President's Day (No School)

### MARCH

- 2 End of 1<sup>st</sup> Trimester-½ Day - Dismissal @ Noon  
 9 K-8 Parent Teacher Conferences-Report Cards Distributed-(No School for sts in K-8) (Preschool is in session)  
 12 Preschool Parent Teacher Conferences (No school for Preschool sts) (K-8 students are in session)  
 21 Greek Independence Day Program@ 6:30 p.m

### APRIL

- 2-10 TerraNova 3 Testing  
 11 Holy Unction @ 12:15 p.m.  
 12 Holy Thursday-Divine Liturgy @ 8:30 a.m.- Dismissal @ Noon  
 13 Good Friday-(No School)

### MAY

- 11 Talent Show @6 p.m.  
 28 Memorial Day (No School)

### JUNE

- 1 Field Day @ 12-2 p.m.  
 2 8<sup>th</sup> Grade Graduation  
 5 Kindergarten Graduation & Preschool Celebrations @10:00 a.m.  
 7 Last Day of School  
 8 Records Day (No School)

## GENERAL INFORMATION

### CLASSROOM READY DAY

The Annual “back to school” Classroom Ready Day will be held on Wednesday, August 24<sup>th</sup> from 10-11:30 a.m for K-8<sup>th</sup> and Friday, August 26<sup>th</sup> 9-10:30a.m. for PreK. We encourage all of our parents and students to attend this event as you will have the opportunity to meet teachers and the staff members as well as visiting the classrooms. Teachers will be available throughout the event so feel free to come at a time that works best for you.

Parents are strongly encouraged to drop off their child(ren)’s school forms and classroom supplies during this event.

### SAVE THE DATE

North Shore Greek Festival -- September 2 - 5, 2011  
Volunteers are needed!!

Please contact John Giourdas at 773-858-3637 or Stanley Andreakis at 874-671-2829 if you would like to volunteer.

### SCHOOL OFFICE

For the safety of our students and staff, parents are asked to please drop off their children for school pursuant to the Drop-Off Procedures outlined later in this document. Parents or visitors who wish to enter into the school instructional area for any reason must first sign in at the School Office. The office is open from 8:00 a.m. to 4:00 p.m. Monday through Friday during the school year.

If you need to contact the school during the summer, the hours of operation are between 8 a.m. - 4 p.m. Monday thru Friday.

### TUITION STATEMENTS

Tuition statements will be mailed beginning in August and are due in September and January unless a family has registered electing the monthly payment option. In order to ensure the smooth operation of our school, families are urged to make every effort to pay their tuition promptly. If for some reason you are unable to make a payment on time, please notify the Accounting Office at 847 317 1063 ext. 204 or email:

[accounting@haamail.net](mailto:accounting@haamail.net) as soon as possible so that we can work with you to arrange a mutually acceptable timetable for such payment.

The Academy endeavors to help families in need as much as possible. However, families recognize that the responsibility for tuition payments is ultimately theirs. In the event that a family is more than 90 days in arrears, the Executive Committee of the Academy reserves the right to withhold student report cards or other school documents until such time as payment is received.

# GENERAL INFORMATION

## HEALTH FORMS REQUIREMENTS

According to the Illinois State Board of Education School Code - please find listed below the necessary health forms that are to be **completed and returned to the school office on the first day of school or prior.**

### HEALTH EXAMINATION - PRESCHOOL, KINDERGARTEN, 6<sup>TH</sup> GRADERS & NEW STUDENTS

Is required for entrance into: ***Preschool, Kindergarten and 6<sup>th</sup> grade and for all new students*** to Socrates Hellenic American Day School. It must be reported on the Illinois Certificate of Child Health or comparable form. **The medical history section of the form must be completed and signed by the parent or legal guardian of the student. The exam must be dated within 1 year prior to the first day of the school year.** The health history portion of the physical examination form must be completed and signed by the parent in order for the physical to be valid. Please be advised to keep a copy of the examination form for your records. These are available from your child's school, health provider's office, or on the Web at [www.idph.state.il.us](http://www.idph.state.il.us). If the form is not completed and returned to the school by September 10, your child will not be permitted to attend classes.

### DIABETIC SCREENING NOW REQUIRED

Recent changes to the State law required diabetic screening as part of each child's health examination. Diabetes test, however, is **NOT** required.

### DENTAL EXAM REQUIRED FOR KINDERGARTEN - 2<sup>ND</sup> & 6<sup>TH</sup> GRADERS

An oral health exam is required for ***all incoming Kindergarten, 2<sup>nd</sup> graders and 6<sup>th</sup> graders.*** Parents will be required to obtain a signed report on a state form by a licensed dentist. School dental examinations must have been completed within 10 months of the September 10 deadline. If the form is not completed and returned to the school by September 10, your child will not be permitted to attend classes.

The Illinois Department of Public Health (*IDPH*) has established a waiver system for children who show undue burden or lack of access to a dentist.

Parents who object to the dental examinations on religious grounds shall present to the school a signed detailed statement of the objection. Please note that exempting a child from a health or dental examination does not exempt the child from participation in physical education.

### EYE EXAM NOW REQUIRED FOR KINDERGARTEN & NEW STUDENTS

Public Act 95-671, effective January 1, 2008, requires that all children enrolling in ***Kindergarten*** in a public, private or parochial school and any ***student enrolling for the first time*** in a public, private or parochial school shall have an eye examination. Each such child is to present proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year before September 10, of the school year. If the form is not completed and returned to the school by September 10, your child will not be permitted to attend classes.

Grade Level Medical Requirements	Health Examination	Dental Exam	Eye Exam
New Student at HAA	X		X
Pre-School	X		
Kindergarten	X	X	X
Second Grade		X	
Sixth Grade	X	X	

# GENERAL INFORMATION

## EMERGENCY HEALTH INFORMATION FORM

Each child must have an emergency health information form on file in the school's office, which is updated annually. This information helps to identify and assist student(s) regarding any significant health problems. It is imperative that the office staff be informed of any significant changes in your child's health in order to ensure appropriate care as needed. This form also identifies other adults, authorized by you, who may take your child from school. This includes normal pick-up days, illness or any disaster situation. Your child will not be allowed to leave school with anyone other than you, the parent or legal guardian, unless you have listed them on the Emergency Form. This release may be changed and updated by the parent or guardian at any time during the school year. Forms **MUST** be filled out on both sides, and signed and dated in order to be accepted for registration. Please list two additional emergency contacts that live close to the school, other than the parent/guardian. If there are changes during the year please immediately notify the school's office. Forms are due in the schools office one week prior to the first day of school.

## MEDICATION PERMISSION FORM

Written consent from the parents and a signed written consent from the physician indicating the name of the medication, reason for the medication, side effects, dosage, frequency and time to be given at school, must be on file in the school's office.

The medication must be in the container labeled by the pharmacy with the student's name, name of medication and instructions for administration from the prescribing physician. This includes any and all over-the-counter medications such as pain medication, cough preparations, and ear, eye, nose or throat medications. Forms must be renewed every school year.

## SELF-ADMINISTRATION OF ASTHMA/EPIPEN MEDICATION FORMS

Students with inhalers and/or EpiPens are allowed to carry such, as long as the signed consents from the parents' and physician are on file in the school office. If a student has an inhaler and/or EpiPen in the school's office for use during regular school hours, it will be necessary for the student to carry a second one for before or after school activities when the school office may be closed. Forms must be renewed every school year.

**ALL COMPLETED PHYSICAL, DENTAL, EYE EXAM, EMERGENCY HEALTH,  
MEDICATION PERMISSION AND SELF-ADMINISTRATION OF ASTHMA/EPI PENS FORMS *MUST* BE  
SUBMITTED TO THE SCHOOLS OFFICE ONE WEEK PRIOR TO THE FIRST DAY OF SCHOOL.**

## PROOF OF HEALTH EXAMINATION FORM

*Only Preschool, Kindergarten, 6<sup>th</sup> and new students are required to complete this form*

## PROOF OF DENTAL EXAMINATION FORM OR DENTAL EXAM WAIVER FORM

*Only Kindergarten, 2<sup>nd</sup> and 6<sup>th</sup> and new students are required to complete this form*

## PROOF OF EYE EXAMINATION FORM OR EYE EXAMINATION WAIVER FORM

*Only Kindergarten and new students are required to complete this form*

## \*EMERGENCY HEALTH INFORMATION

## \*ANNUAL MEDICATION PERMISSION FORM

## \*SELF-ADMINISTRATION OF ASTHMA MEDICATION

## \*EMERGENCY AUTHORIZATION PICK-UP

*(\*Must be completed and signed annually for ALL students)*

*If you have any questions, please call the school Secretary, at: 847-317-1063*

**\*\* All new parents should provide the office with a copy of their child(ren) birth certificates.**

# GENERAL PROCEDURES

## FIRST DAY OF SCHOOL PROCEDURES

- Students in grades Kindergarten thru 8<sup>th</sup> should not arrive prior to 8:15 a.m. since supervision cannot be provided until then.
- Preschool students should arrive between 8:45 and 9:00 a.m. and be walked to their classrooms
- Students in Preschool should use the North East entrance (preschool door) of the building.
- Students in grades K-8 should enter through the main entrance and proceed directly to their classrooms.
- Students will receive a letter from their homeroom teacher that will notify them of their classroom assignment by mid-August.
- Agiasmo Service (Blessing of the Waters) will take place the first day of school at 9:30 AM. *Parents are invited for coffee and fellowship before the Agiasmo service is scheduled to begin in the school library.*

## DAILY SCHEDULE

### Grades K-8

- First bell - 8:20 a.m. (please note the time change)
- Tardy bell – 8:25 a.m. (*students arriving after the second bell will need to report to the office for a tardy slip*). *Instruction begins promptly at 8:30 a.m.!*
- Dismissal - 3:15 p.m.

### Preschool

- Arrival: 8:45-9:00 (*Drop off*)
- 9:00 a.m.-12:50 p.m. (*Instruction*)
- 12:50 p.m.-1:00 p.m. (*Pick Up*)
- 1:00 p.m. -3:00 p.m. (*Nap Time & Instruction*)
- 3:10 – (*Dismissal*) Preschool children will be dismissed using North East (preschool) door.

## DROP OFF / PICK UP (*SEE ATTACHED MAPS 1 & 2*)

### (Grades K - 8) South/East Door

- We ask that you be aware of the safety of all children when driving in the vicinity of the school.
- **DO NOT DOUBLE PARK OR BLOCK** the road/entrance to the building.
- **PLEASE ADHERE TO THE TRAFFIC PATTERN:** The driveway from Pine Street leading to the school entrance will be a ONE WAY street ONLY. All cars will exit from the driveway leading to the back of the school. This measure was deemed necessary to ensure the safety of our students and avoid traffic congestion during drop-off and pick-up time. (Please refer to the attached map)
- If you have any questions about parking, please contact the School office.  
**(DO NOT PARK OR BLOCK THE SCHOOL MAIN ENTRANCE UNDER ANY CIRCUMSTANCE)**

## PRESCHOOL DROP OFF / PICK UP (*SEE ATTACHED MAP 3*)

### *Drop Off & Pick Up at the North/East Door to begin the 2<sup>nd</sup> day of School*

- Students should use the designated preschool entrance at the North East corner of the building (*i.e. next to the preschool playground*).
- You are asked to drive up parallel to the preschool door and wait for a staff member to pick-up your child/children from the car. You are welcome to also walk your child to the preschool entrance where a teacher will greet and him/her to the classroom.
- Preschool entrance will be locked at 9:00am. Please use the main entrance of the building if you arrive after 9:00am. A teacher will come to the office to pick up your child. (Non-employees are not allowed to walk through the building during school hours.)
- Every Friday, parents and/or guardians are asked to visit classrooms and meet teachers when picking up your child/ren. When picking up your child please park and use the **preschool doors to enter and leave the building. Doors open at 12:45 p.m. and are locked at 1:00 p.m.**
- Please use the main entrance of the building if you arrive after 1 p.m. for pick up. Your child will be brought to the office.
- Children who are enrolled for extended day preschool will be dismissed at 3:10pm. Please use the preschool entrance to pick up your child/children.

***Parents should please make every effort to pick up your child/ren promptly. Children who are not registered for extended day preschool and are not picked up by 1:00pm will be assessed an aftercare fee of \$5.00 for every 15 minutes of aftercare provided.***

## **BEFORE AND AFTER-SCHOOL CARE PROGRAM (SEE ATTACHED REGISTRATION FORM)**

The Hellenic American Academy Before and After-School Care program provides a safe, stimulating environment for students whose family situations require student supervision before and/or after school. Students who attend the regular day program are eligible for enrollment in the before and after-school program if they are three years or older. Please be aware that if a child's classroom teacher feels that he or she is not yet ready for such a long day the school reserves the right to postpone enrollment in the After School Program.

We cannot provide adequate supervision for students who choose to arrive at school prior to 8:15. All students arriving prior to this time will be immediately directed to the morning care program and will be charged a fee of \$6.00

Details regarding the cost are explained on the attached registration form. Parents are required to sign out their child at pick up. ***Parents should please make every effort to pick up your child/ren promptly. Children who are not picked up by 5.30pm will be assessed an aftercare fee of \$6.00 for every 15 minutes of aftercare provided.***

## **DURING THE SCHOOL DAY**

### **Releasing Children during the School Day**

- **DOORS ARE LOCKED AT ALL TIMES OTHER THEN ARRIVAL AND DISMISSAL TIMES.**
- **ALL VISITORS MUST ENTER THE BUILDING THROUGH THE MAIN ENTRANCE AND SIGN IN.**
- **NO PERSON MAY AT ANY TIME GO TO A CLASSROOM TO PICK UP A CHILD.** If you need to have your child leave school before the regular dismissal time, you must come to the office and sign your child out. **ONLY THEN WILL THE OFFICE CALL THE CLASSROOM FOR THE CHILD TO COME TO THE OFFICE.**
- No teacher may dismiss a child from his/her classroom at any time without first receiving the appropriate notice from the office.
- **For the safety of all our children, school personnel have been instructed to ask to see identification of any person who is not known to the staff.**
- NO child is permitted to leave the school grounds at any time during the day, including lunch time, without a designated adult signature listed on the emergency card.
- Please have your child sign back in at the office if he/she returns to school that day.
- If a child is to be picked up during a time when he/she may be on the playground for recess, the responsible parent or caregiver must sign the child out at the office & wait for them to come to the office. **Under no circumstances may an adult who is not a staff member approach the playground area.**

## **ATTENDANCE**

If your child is sick and unable to attend school, we request that you call us by 8:15. If ever your child needs to arrive later than there start time please instruct him/her to stop by the office upon arrival to have their attendance recorded

## **NUTRITION**

This year Socrates Day school has set a goal to educate our children, staff and families in making healthy, sound nutritional food choices during the school day. Our goal is to use whole grain, low sugar and low fat products, for lunches and snacks We ask that when you send a snack with your child that it follow our health eating goal. Children will only be allowed to eat their snack if it is deemed healthy by their teacher.

Snack Suggestions: fruits, vegetables, whole grain cereal, yogurt, low fat muffin, gram crackers, cheese & crackers, oatmeal cookie, apple sauce

A lunch menu for the first month of school is attached. A monthly menu will be sent home with your child at the end of each month.

- We are a **NUT FREE** school. Please be conscious of what you pack your child/children for lunch.

## **BIRTHDAYS**

This year the birthday tradition at Socrates Day School is that rather than celebrating with cupcakes or sugary treats, each child chooses a small gift for the school as a way of sharing his/her special day with his/her classmates. The gift can be a book, a plant, or anything the class can use. We feel this is better for everyone's nutrition.

Check with your child's teacher for ideas. Our hope is that this will make your child's birthday a more meaningful event. We ask that birthday party invitations not be distributed at school unless everyone in the class is invited.

Birthdays will be celebrated the last Friday of every month and the school will provide a small treat during the lunch period.

## **SCHOOL CORRESPONDENCE**

Information about school events, classroom news and parent meetings could be found in the Day school newsletter which is published the last Friday of every month. You will receive it via email and can also access it through our website at [www.hellenicamericanacademy.org](http://www.hellenicamericanacademy.org). Locate the schools link, click on Day school, scroll down to Day school newsletter, click on the current week and you will be able to view the newsletter. If you prefer to have your child bring home a hard copy of the Monthly News Letter each month, we will be happy to provide it in that way. Please contact the school office and they will put it in your child's backpack. In addition, classroom list serves will be established at the beginning of the school year and you will receive correspondence from your child's teacher via email.

Please take the time to read through the correspondence.

## **PHYSICAL EDUCATION**

Physical Education is an important part of our school program and is required by law. A child may be excused from gym with a doctor's order if they are injured or when a medical condition could be exacerbated by physical activity. The order should include the reason and, when possible, the length of time for exclusion. No student may return to gym after such an exclusion until the School Office has received a return to physical education order from the physician. Students who are excluded from gym may not participate in after school athletics, recess or physical activity. Sneakers only are considered proper footwear for PE class.

## **HEALTH**

Children with colds, coughs, flu symptoms or temperature elevations of greater than or equal to 100F should be kept home until symptoms subside. This means waiting until the child is not infectious and has been fever free and/or diarrhea or vomiting free for 24 hours WITHOUT medication to reduce a fever. It is certainly unfair to children and staff who are well if children are sent to school in an infectious state. Sick children are uncomfortable at school and unable to utilize the teaching materials. If in doubt, please keep your child home an extra day! If your child is not well enough to participate in outdoor recess, he/she is not well enough to be at school. Working parents need to have an alternative solution, as we are not equipped to care for sick children except in an emergency. If your child needs to take any medicine while at school, please have an adult hand deliver the medication in its original container to our school office. We can only administer medicine accompanied by a prescription or written permission from a doctor. This includes over-the-counter medicines as well as homeopathic remedies, alternative medicines and supplements. State regulations require that every child have a medical form on file in order to attend school. All children must be fully immunized.

## TOYS/GAMES/CELL PHONES

We request that children come to school without electronic toys, games and cell phones. We encourage the bringing of objects of interest related to ongoing projects in the classroom, and recognize the importance of the link between home and school. Weapons, play or real, are definitely not permitted. Families who choose to allow their children cell phones must instruct them that they are to remain in the child's backpack and may not be used while the child is at school.

## RECESS

All temperature determinations take wind chill into account Required Recess Clothing • Below 20 F: Indoor recess • Over 20 F: Outdoor recess for everyone

## Conferences/Report Cards & Progress Reports (please note change in reporting system)

**Kind. – 8<sup>th</sup> Grade:** Formal reporting for students in grades Kindergarten through 8<sup>th</sup> will consist of three written progress reports, and 3 report cards. In addition, parents will have two conferences. The first on December 2<sup>nd</sup> and the 2<sup>nd</sup> on March 9<sup>th</sup>. School will not be in session for students in grades Kindi – 8<sup>th</sup>.

**Preschool:** Preschool students will be assessed throughout the school year using various age appropriate assessments. Parent-teacher conferences will be held on December 5<sup>th</sup> and March 12<sup>th</sup>. Students will not be in session on these days.

## SUPPLY LIST

- A letter & supply list from your child's teacher is attached. (*Teachers will distribute supply lists on the first day of school to students who have not received them.*)
- Each grade level class has identified specific needs for each student to bring to school for organizational and programming purposes.
- Please make sure that names are clearly marked on anything personal (*excluding tissues, towels, soap...to be shared by all*) so that we can eliminate mix ups. Each student will be responsible for replacing any item that is lost or used during the year. Make sure to ask if your child still has pencils and crayons all year. It is important that each student come prepared each day.

## UNIFORM DRESS CODE

The Hellenic American Academy has established a uniform dress code for the Kindergarten through 8<sup>th</sup> grades in which all students are required to comply.

### GIRLS

#### ➤ K-2 UNIFORM

Daily: *Jumper with Maroon short or long sleeve knit shirt with school monogram*

Formal: *Jumper with white short sleeve round collar blouse with school monogram*

#### ➤ 3-8 UNIFORM

Daily: *Either 2-Kick pleat or Wrap Kilt skirts with Maroon short/long sleeve knit shirt with monogram*

Formal: *Either 2-Kick pleat or Wrap Kilt skirts with white short sleeve round collar blouse with school monogram.*

➤ Shoes: *Black shoes must be neatly laced*

➤ Socks: *Navy or white*

➤ Sweater: *Navy cardigan*

### BOYS

#### ➤ K-8 UNIFORM

Daily: *Navy blue trouser with Maroon short or long sleeve knit shirt with school monogram*

Formal: *Navy blue trouser with white long sleeve oxford shirt with school monogram & maroon tie*

➤ Shoes: *Black shoes must be neatly laced*

➤ Socks: *Navy*

➤ Sweater: *Navy cardigan*

Student dress, grooming and cleanliness are important to the growth and development of a child and learning to dress appropriately is a life skill. Parents have the responsibility of teaching and guiding their children on the importance of dressing, grooming, and cleanliness. Schools are responsible for maintaining a safe and orderly environment and a unified dress code policy is just one of many policies that help create an environment that promotes safety, order, and a constructive learning atmosphere. Students must arrive at school dressed according to the uniform dress code policy. **The uniform dress code policy is strictly enforced.**

**Students who do not comply with the uniform dress code will be sent home to change into appropriate uniform attire.**

**Note: Uniforms must be purchased through: [www.schoolbelles.com](http://www.schoolbelles.com)**

**OR**

**Schoolbelles**

**Oaks Shopping Center**

**1527 Lee Street, Des Plaines**

**Ph.: (847) 375-1394**

## **P.E. UNIFORMS**

All students must wear the official school gym uniform on gym days(s) only. T-shirts, shorts, and or sweat pants are available for purchase through the school. Please complete the P.E. uniform order form and submit it to the office on the due dates specified on the form.



## **GENERAL PROCEDURES**

### **LOST AND FOUND *(We urge you to label your children's belonging for easy identification)***

A lost and found cart is typically located in the front entrance of the school. Parents and students are welcome to check it at any time for lost items. Office personnel will be happy to help you further. Lost glasses, retainers, jewelry, etc. are kept in the office.

### **VISITORS ON CAMPUS**

Parents are welcome on campus. However all visitors are asked to observe the following procedures:

- **All persons who visit the school must sign in at the school office. A daily log which shows the time of arrival and reason for visiting the school will be maintained by the office. In respect for the learning environment, all cell phones & pagers should be muted. Cell phone use is not permitted in the building during school hours. Anyone needing to use a cell phone is asked to do so outside.**
- Passes will be issued to all visitors who visit any area of the school. The pass will be a name tag that is to be worn so that it is visible to all staff members. This is an important component in our overall safety plan and will be strictly enforced.
- For the protection of the children, and in respect for the teacher's instructional responsibilities, please schedule your classroom visit in advance and always sign in with the office personnel.

Thank you for your cooperation. Any parent without a name badge will be asked to return to the office to sign in.