

INFORMATION FOR STUDENTS AND FAMILIES MADONNA LEARNING CENTER - SY 2018-2019

There will be a handbook (of policies and procedures) and a mini Directory (info on all enrolled families, staff, etc.) that will be published and distributed to each family at the start of the school year. The information in this directory should remain current at all times. If you have a change of address, phone number, or other important contact information, please let us know as soon as possible.

The Enrollment Contract for each child and family will be distributed in March. The required contract is a legal document and must be returned by the date specified. We will finalize all of the class rosters in July.

A major way for us to share information with families every week is our *Linking* distributed through Constant Contact via email. This will be sent out electronically unless you notify us that you would like a hard copy in your child's book bag. The *Linking* is usually published once a week. Please contact Keva if you need a paper copy.

Your child will need a way to carry folders, homework, messages, etc. back and forth. We have found that a backpack (age appropriate) seems to work best for the students. Please be sure to label it with his/her name and label all clothing and personal belongings too.

Madonna will supply school supplies, unless your child's teacher or supervisor indicates otherwise.

School officially starts for students and trainees on August 8, 2018. The first day will be a half day...noon dismissal. The final school day for the 2018-19 SY will be May 24, 2019...another half day dismissal. The 2018-19 calendar with the most important dates, breaks, etc. is included in this packet. Families are advised to check student backpacks daily for calendar updates. Whenever possible, calendar changes will be included in the *Linking* editions. We try our best, each year, to create a Madonna school calendar that best coordinates with the calendars of other area schools.

- Daily Arrival is between 8:00am and 8:20am. We will have staff available, please wait in line until a staff member opens the doors for your child. Doors will be closed at 8:20.
For School Age students: The Drop off for the lower school is under the portico on the west side of the school building (cafeteria doors). If you arrive after the doors are closed and not staffed, please walk your child to the front entrance and sign your child in.
For Monarch Program Trainees: Drop off for the Monarch Program(AP) will be at the West entrance. A staff member will be present at drop off. If your trainee arrives after the doors are closed and a staff member is not present, please call a supervisor in the Monarch Program to let your child in. Never drop off a trainee without a staff member present.
- Currently we cannot open our doors for students earlier than 8:00 or keep them open later than 3:20 unless you have made prior arrangements for someone to meet you at the door or have signed up for before/after school care or programs.
- Pickup at 3:00 works the same way as arrival. The students will exit, one at a time, from the doors into waiting cars to the Portico for Lower school and the West entrance for the Monarch Program and a staff member will help your child get into your car. In order to speed up the process of dismissal, please have your MLC name placard in clear view, so that the car line staff can read the name for the dismissal team in the cafeteria. Please do not pass waiting cars as this complicates the traffic flow and increases dangerous situations. If you need to discuss a child's day or conference with a teacher, please pull into a parking space and enter the building or schedule a time with the office. We can usually have the entire school dismissed within 20 minutes. The doors will be locked at 3:20, you may pick up students after 3:20 at the front office.
- Late (or tardy) drop off or early pick-up must be done by coming to the main office and signing your child in or out. You **may not** send your child in alone, or merely drop him/her at the door. A parent or responsible adult must accompany the student into and out of the building. (This is a safety issue).

Once the student is signed in, Administration will ensure safe arrival to the classroom. Parents are not allowed to accompany their child to a classroom or drop in to spend time in a classroom (without prior notice). We also ask for advance notice of late arrival or early pick-up, whenever possible. Sending a note in with your child, and/or advance calling to our office is requested.

A consistent routine and schedule are important parts of a successful day of learning for each student. Our teachers and staff have learning opportunities ready for each child as soon as he/she arrives. Late or tardy students not only miss out on these critical learning opportunities, but they also cause a disruption in the classroom for all the other students. Obviously, there are very appropriate reasons for students to arrive late to school, periodically (e.g., doctor's appointments, dental checks, etc.). Chronic tardiness, however, will be strongly discouraged in SY 2018 - 2019.

Parents and staff must also exercise great care when driving onto our grounds. From 7:45am until 3:30pm, Monday thru Friday, parents and staff are expected to follow posted signage in the parking lot, and also maintain a slow, safe speed (10mph or less). Please enter in the East driveway and exit the West driveway onto Poplar. There are 2 lanes exiting the parking lot.

***New Gates will be open from 7:30-8:30am and 2:30-5:30pm. If wanting access to the parking lot outside of these hours, you will need to press the button at the east gate and the office will open the gate. There is no entrance to the back-parking lot through the west gate. The west sliding gate has an automatic sensor that will retract as you approach to exit. Please be patient while it opens. The gate will remain open as long as cars are triggering the sensor. If the gate button and front door button are pressed at the same time, one device will override the other. Please be patient and press the button a second time until the office opens the gate/door.

Medications. If your child requires medications administered during the school hours, it will be done according to an established procedure we have. (We are most fortunate to have a nurse on our staff.) All medications are maintained in a safe place and must be in the correct, prescribed container.

Uniform dress code. Uniforms are REQUIRED FOR ALL STUDENTS BY August 13, 2018. Students may wear appropriate comfortable

summer clothing the first week, when school re-opens. Whenever we relax the uniform requirement for a given day or time, you will receive notice. Participants in our Monarch Program are exempt from wearing the Madonna uniform with the exception of the Adult Program trainee polo. However, they are expected to wear appropriate clothing at all times that coordinates with their work/learning schedule. No spaghetti straps (bare shoulders), open-toed shoes or flip flops. They will need MLC trainee polo shirt for any all-school events.

Dennis Uniform Manufacturing Co. is our contracted uniform supplier. All uniform clothing should be purchased from Dennis. The sales staff at Dennis should be knowledgeable about the Madonna uniform. When in doubt, please call us at the school.

Please remember that all students need:

A red polo MLC logo shirt for special school events

Uniform pieces that are required for chapel each week or other "dress uniform" activities

PE uniform

Please refer to the enclosed brochure for information regarding the required/optional uniforms. The brochure is somewhat confusing so below you will find a brief summary of what is the required uniform:

Boys

Daily uniform is khaki or navy pants or shorts with red, white, navy, or MLC logo shirt. Chapel uniform is khaki pants (no shorts), a white oxford cloth shirt and if desired a navy sweater vest.

Girls

Daily uniform is plaid jumper with choice of jumper blouse, plaid skort with choice of blouse, khaki/navy pants with red, white, navy, or MLC logo shirt. Chapel uniform is the plaid jumper with peter pan blouse with red or blue piping.

PE Uniform (both boys and girls)

Red Madonna Learning Center PE shirt, which is only sold at Dennis uniform and is different than the MLC logo shirt. Navy blue exercise shorts or long pants

Groups 1, 2, 3 and 4 can wear their PE uniforms on their designated PE days. Students in Jr. High, Sr. High and the Adult Program must bring their uniforms from home and change at school.

For Group students who are toilet training- Students in Group 1 can wear elastic waist pants year-round. Girls can wear either the jumper or elastic waist pants. Uniform pants and skorts are not required. Exceptions for other students require approval from Mrs. Gilbert or Mrs. Bruce.

It is also very important that your child wear **comfortable, appropriate, and supportive shoes**. Many of our students have physical challenges with muscle tone, balance, and overall stability. Shoes with good support are essential to their well-being. No open toed or flip-flop type shoes allowed.

Our school size prohibits our ability to serve a hot lunch at the present time. Students must bring their lunches daily, including something to drink. They also will need to bring their own snack. We encourage students to open containers and manage their own lunch but are **always** available to assist as needed. We ask that the lunches be nutritious and low in fat. Physical well-being is part of important learning for all of our students. Please include a cold pack if the lunch needs to be kept cold.

Periodically, students are treated to special lunches (e.g. special parties throughout the year, special events, etc.). Notes from the classroom teacher and/or the *Linkings*, will keep you informed on lunch changes.

If your child has special dietary needs, you must bring them to our attention. Before school starts in August, the school nurse will be asking for some medical/health history updated information. She alerts all staff to special information we need to know about students.

TUITION and FEES

A \$400.00 non-refundable registration fee is required of all "new" students. Every "new" student is accepted on a "probationary" basis, for approximately 6 weeks. A \$300 re-enrollment fee is due from all "returning" students.

A \$200.00 activity fee. This fee is used for all of our field trips, yearbook, supplies and special events. You will receive an invoice for this fee in late August.

Tuition for the 2018 - 2019 School Year is **\$13,400.00** (The Monarch CEC class has the option of $\frac{1}{2}$ days or full days up to 5 days a week. The tuition is \$1340 for $\frac{1}{2}$ day, \$2680 full day. You will choose $\frac{1}{2}$ days or full days and specify the number of days you would like to attend)

Payments for the School and Monarch Programs may be paid in any of the following ways:

1. One Time payment of the total amount on or before June 1, 2018
2. Two installments, 50% due June 1, 2018 and the remaining 50% due November 1, 2018
3. Ten equal installments beginning June 1, 2018 and ending March 1, 2019

We will maintain the "envelope" system for transmitting tuition payments for the 2018-19 school year. Credit Card payments will include an additional amount of 3.5% to cover processing fees. Payments can be set up on an ACH draft (see the finance manager for details).

Should tuition become delinquent, Madonna reserves the right to exclude your child from further services until the past due amount is paid in full. ***(We are flexible and supportive as long as we are in communication with one another)***. As I am sure you are aware, we are highly dependent on our tuition payments for operating the school...it costs over \$23,000.00 per year to educate each Madonna student; your tuition supports approximately 60% of that expense. Therefore, we must be vigilant about revenue so that we can continue to operate Madonna Learning Center.

There is a returned check fee of \$50.00 that we impose for each instance.

There are numerous ways that parents (and other family members) can help our school raise funds.

Red Birds Club - Madonna Learning Center has a "Red Birds" Club. Being a member of this club means that you agree to pay annual dues each year that are based on the "games won" by the Red Birds team at the end of each regular season. We have over 200 members in this club...your "dues" are tax deductible. We would love to have more members...this is a great way to have grandparents, neighbors, and special friends be part of our Madonna family. Just ask us for a membership form...and WELCOME!

Kroger Plus Card - A percentage of your overall purchase, when using these cards is sent to Madonna. We typically realized over \$300.00 per month from this campaign and hope that this number increases each year. You can make Madonna Learning Center the beneficiary of your account at any Kroger store or online at Kroger.com

SchoolMall - Shop through "SchoolMall" at <https://www.schoolmall.com> and earn money for Madonna. SchoolMall.com is an online shopping mall where over 400 nationally-known online merchants have agreed to give a percentage of sales to our school. Companies like Walmart.com, Sears, Target, DisneyStore.com, and Oriental Trading Company participate. SchoolMall is a great way to support our school when you shop at your favorite online merchants. It's simple. Just go to the schoolmall website and choose Madonna Learning Center as your school. Then shop like usual. It is that simple.

Smile.Amazon.com is the same concept as School mall. Log on, choose Madonna and shop as you always do. 5% will be donated to us.

We will present various activities throughout the school year that will help with our fundraising. THE MAJOR FUNDRAISING EVENT OF OUR SCHOOL YEAR, AND ONE IN WHICH ALL Madonna families **must** participate, is OUR ANNUAL GALA. The Gala will be held on February 23, 2019 at Hilton of Memphis. Last year, the gala raised over \$300,000.00 for our school. This event brings everyone together, because it helps all of our students. Each family is required to purchase 4 tickets (and/or sell them), supply (1) \$100 or (2) \$50 auction items, work on a committee, setup, break down at the venue and/or work during the Gala evening ...this is a MADONNA EVENT FOR EVERYONE. More information about our 2019 Gala will be forthcoming from the Gala Committee but keep in mind that **EVERY** MADONNA FAMILY IS REQUIRED TO HELP WITH THIS EVENT! **Everyone** is needed to continue making it the "Best Party in Town" and the most successful event we host!

When you receive your Madonna Directory, you will see that we include the phone numbers for our staff. Our staff believes in communication and will contact you often. If you need to speak with a teacher, therapist, specialist or teacher assistant, you may call and leave a message with the office. Your call will be returned as soon as his/her schedule permits. Please be mindful

of their personal phone numbers and not share this information with your child. Please instruct them to not text or call their teachers on their personal numbers.

"Informational" PTO meetings will be held throughout the school year... often a guest speaker presenting on an important topic. We welcome your suggestions for topics and presenters. These meetings are **for you, please make every effort to attend!** Families outside of the Madonna are welcome to attend as well.

Alumni Association is an organization for Madonna's former students that have attended or graduated from MLC's High school program. The ages are 19 and older. The Association hosts several events throughout the year at various locations in the city. Communication is sent via email unless a hard copy is requested. If you or someone you know is not receiving the information for these events, please notify the office.

Madonna Learning Center is governed by a dedicated Board of Directors who each serve three-year terms as a Board member. A number of the Directors are parents of children currently (or previously) enrolled in our school, and many are volunteers from the greater community. The Board meets monthly. The Executive Director (Jo Gilbert) for the school reports directly to the Board of Directors and is the principal administrator for the school and organization. The Program Director (Rebekah Bruce) reports to the Executive Director and specifically directs matters pertaining to school instruction and behavior. Additionally, the Administrative "office" has an Administrative Assistant (Keva Ford), Finance Manager (Cynthia Salem), Development Director (Carrie Roberts), Media & PR Coordinator (Lisa Abart) and Plant Manager (Greg Strawn).

PLEASE keep us informed about your son or daughter. Incidents and behaviors that happen at home are frequently reflected in behaviors and conversations at school. When we work together on a challenging issue, there is a much better chance for change. The Behavior Specialist (Kate McDonald) works with several students and their families in managing positive behaviors. Our students know our rules and they respond well to the structure we have at school. We ask you to also have those rules ...about respect, following directions, kindness, and doing one's best...in your home. **TOGETHER WE CAN!**

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