



summit schools

brilliant beginnings, bright futures

General Information

School Day

The school day will begin **promptly** at 8:30 a.m. and end at 3:30 p.m. Students not enrolled in our Extended Day program may arrive between **8:20-8:30 a.m.**

For the safety of our students and staff, the only way to enter the building between 8:45 and 3:15 will be the Regent Street or parking lot doors. Please press the intercom button and someone will buzz you in. All building doors will remain locked. Please do not knock on the playground door to enter the building. Staff will instruct you to go to one of the other two doors to enter.

Absences/Tardies

If your child will be tardy or absent from school, please call 294-2036 before 8:00 a.m. and leave a message on voicemail. Any student entering or exiting the building after 8:30 or before 3:30 is required to be signed in or out at the office.

Hot Lunch

Hot lunch is available for a cost of \$5.50 per meal. There is also a daily salad bar alternative for \$4.00 per meal. Milk will be available for 85¢. **Parents are able to order hot lunch for their student(s) via Renweb on a weekly basis (by Friday of the previous week).** Payment must be made by the 25th of the following month in order for a student to continue using the hot lunch service the first of the next month. Microwaves are available for items taking 2 minutes or less to cook for students bringing their own lunch. **Send any condiments and silverware that will be needed. Because of health department regulations, students bringing their lunch will store them in their locker.**

Weather

School may be canceled, delayed or dismissed due to inclement weather. Changes in the normal school day will be broadcast on KCRG.com, KCRG-TV, our website, on Facebook, and via Remind.com. **Please be proactive and have a back up plan in place in the event of a late start or early dismissal caused by inclement weather. Students will not be allowed to enter the building until 10:20 am on a late start morning.**

School Supplies

School supplies will be provided for all students. All students should bring a book bag or backpack, daily snack, tennis shoes for recess and PE, and a water bottle each day.

Payments

If you have signed up to pay your tuition via an automatic withdrawal, please know that tuition is the only money that will be taken out. If you incur charges for Xday, lunch, milk, or any other miscellaneous charges, those need to be paid monthly by check. Checks should be made payable to Summit Schools. All accounting inquiries should be directed to Catharine Johnson, our bookkeeper, at 294-2036 or email at catharine.johnson@summitschools.org.

Photo Policy

Summit Schools staff and management reserves the right to take photographs of students participating in school programs and events to produce promotional literature (newsletters, programs, brochures, catalogs, etc) or to educate the public on the activities and programs offered at the school. No compensation will be awarded to students or their families for the use of such photographs. If you are not comfortable with your child's photograph being used for this purpose, please let us know.

Extended Day

If you are enrolled in our Extended Day program, you will enter and exit through the playground doors. It is mandatory, per DHS requirements, that you walk your child(ren) inside the building each morning. Please sign them in with the time and your initials. The same rules apply for picking them up in the afternoon. Thank you!