

# School Policies

All children at IDMS are expected to attend school for a full day, five days a week.

## **School hours:**

### **Full Session Day:**

8:40 - 3:00

### **One Session Day:**

8:40 - 1:20

## **Arrival and Dismissal**

All Pre-K students must be walked down to their classroom by a parent no earlier than 8:30 AM. Children must be signed in at their respective classrooms. We do not assume responsibility for children until they are signed in. Breakfast service is from 8:30 - 8:45. If children arrive later than 8:45 the option of having breakfast is no longer available.

All Pre-K students must be picked up by **an adult over the age of 18** by 3:00. Children will only be dismissed to those adults authorized in writing by their parents or guardians. All unfamiliar adults will be asked to show a picture ID prior to child being released to their care. Children must be signed out at the end of the day.

If you wish to pick up your child earlier than 3:00, please send a note to the teacher requesting early dismissal. Please go to the office to sign your child out. If you do not sign your child out first, you will be directed back to the office before being able to pick up your child.

## **Absences**

IDMS abides by all Bridgeport Public Schools policies regarding attendance. It is important that your child attend school regularly. If your child has an excessive amount of absences, you will receive a letter requesting a meeting to discuss attendance concerns.

Students returning after an absence must submit a written excuse for the absence, signed by a parent or legal guardian, to the teacher. The note should include the date and the reason for the absence. When a student is absent, please call 203-275-1802 and select "Attendance Line" to report the absence.

## **Visitors**

IDMS welcomes all parents. All visitors are required to use the front entrance when coming to and leaving our school. Please do not go to a classroom without reporting to the office first. Visitors must sign in. This is to ensure the safety of our students and staff.

## **Telephone Numbers & Addresses**

The school must always have the correct address, telephone number, and/or emergency number for your child. If you move or change your telephone number, please provide this information immediately. If your telephone number is out of service, please send in the phone number of a relative or neighbor who can contact you in case of an emergency. The school will periodically ask for updated addresses and phone numbers.

# Field Trips

Field trips within our city and to nearby points of interest are scheduled throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notice of field trips in advance and will be asked to sign permission forms. Sometimes money may be requested from each student for transportation and admission costs.

# Fire Drills

Please make sure that your child wears appropriate footwear to school each day that allows him/her to walk long distances.

During fire drills students are expected to:

- Obey the adults in charge
- Line up quickly and quietly
- Leave the building through the closest exit

# Property

Pre-K students should bring the following items to school:

- Full sized backpack (big enough to hold a 9"x12" folder)
- Healthy snack (including a small bottle of water)
- Sleep gear (crib sheet, small blanket - these items will be sent home to be laundered every week)
- Change of clothing (to be left in school; please replace when needed)

Students should not bring their personal property to school such as toys. **All students' belongings including lunchboxes, backpacks, and clothing should be labeled.**