

## PARENT HOMEWORK ASSIGNMENT

Please follow due dates.

July 30, 2010

Dear IDS Parents,

On behalf of the IDS Board of Trustees, Teachers and Staff, we are excited to welcome you to a great 2010 – 2011 academic year. This packet signals to new and returning families your **HOMEWORK ASSIGNMENT** to prepare for a smooth school opening.

The back of this letter lists the contents that are included in this packet and those required documents to complete that you can find online at <http://idsyes.com/heads-letter.htm> and easily download from our website. Enclosed is the **CHECKLIST THAT REQUIRES A SIGNATURE**, letting us know that all information is up-to-date and in the office (Please see #4 below).

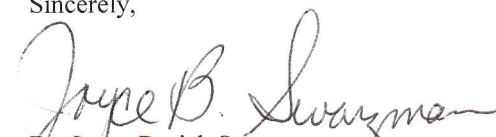
Our hardworking and dedicated office staff will appreciate your **prompt** follow-through by returning all forms along with the checklist. For those who would prefer a complete paper packet, please call our office and we will be happy to mail it or have it ready for you to pick up.


In the Student/Parent Handbook, you will find IDS policies that are worth emphasizing again. Please remember the following key points:

1. **ARRIVAL:** School begins promptly at 8:00 A.M. for everyone. Use **right turns only** to exit IDS allowing traffic to move smoothly off campus. On opening day, we will have deputies here to guide us through a smooth traffic flow.
2. **DISMISSAL:**
  - Sixth through Eighth Grade - 3:00 P.M.
  - Pre-K through Fifth Grade - 2:50 P.M.
  - Wednesday & Thursday, August 25 & 26, Pre-K & K dismissal at 12:00 P.M.
3. **ALL** students are required to wear an IDS field trip polo shirt on **ALL** field trips for off campus activities and for school special events. The shirts provide easy recognition and increase safety, making it easier to monitor students. The shirts are also another symbol of pride in our school.
4. The enclosed **Student/Parent Handbook** is **required** reading so that everyone is well informed about policies and expectations. Please sign the enclosed checklist confirming that you have read the handbook and return **on or before Wednesday, August 25** (Please be sure to read and honor the dress code on page 18).
5. **Parent Orientation for All New Students:** We count on your 100% attendance at the **Parent Orientation on August 19 at 7:00 P.M. in the Grand Room on the 2<sup>nd</sup> floor of the "New Building"**. See you there!
6. We want to give a huge thanks to the PFA for always organizing a dynamic, vibrant and very effective volunteer program. We encourage everyone to participate as much as possible. Please e-mail [info@idsyes.com](mailto:info@idsyes.com) if you are interested in being contacted by a PFA representative to volunteer. (See Volunteer Handbook in mailing)

We hope you enjoy the discovery of all the important enclosures accompanying this letter. Please respond promptly where appropriate, so that we may serve you well. We look forward to opening day on Wednesday, August 25. See you soon to once again **CATCH THE SPIRIT AT IDS-CC!!**

Sincerely,

  
Dr. Joyce Burick Swartzman  
Headmaster

  
Pam Ripple  
Associate Headmaster

# **BACK TO SCHOOL KEY DOCUMENTS**

## **2010 - 2011**

Please read all of the enclosures thoroughly. This mailing is packed full of important information, which is key to a successful school year and to building a healthy and vibrant learning community. For your convenience, many documents are available at the following link <http://idsyes.com/heads-letter.htm>

### **Key Information and Welcome to a Great New School Year!**

1. Welcome Back Letter/Parent Homework Assignment (*enclosed and online*)
2. Parent Orientation for New Students, on Thursday, August 19, 2010 – Invitation (*enclosed and online*)
3. Welcome Back Party on Friday, August 27, 2010 – Invitation (*enclosed and online*) (“Adult Only” Evening)

### **Forms to be Returned on or before Wednesday, August 25:**

4. Back To School Checklist to be signed (*enclosed and online*)
5. Student Emergency Data (**NOTARIZATION required**) NOTE: Fill out both front and back of form (*only online*)
6. Authorization for administering medication (**NOTARIZATION required**) (*only online*)
7. Immunization Guidelines and Sample Forms for Pre-K, K, 7<sup>th</sup> grade and new student(s) only (*only online*)
8. Health Physical Guidelines & Health Form Sample for Pre-K, K, 7<sup>th</sup> grade & all new students (*only online*)
9. Family Photos Update: **VERY IMPORTANT** for safety, emergencies, & “getting to know you” (*only online*)
10. Grandparent Address Update Form (*only online*)
11. Information on IDS Bus Transportation and Attached Bus Registration (*only online*)
12. Information on IDS Extended Day Program (After School Care) (*only online*)
13. Parent Chaperone Guideline Form (*only online*)
14. Technology Agreement *grades 3-8* (*only online*)

### **Student/Parent Handbook, Key Events, Activities, and PFA:**

15. Student/Parent Handbook (also includes calendar of key events) (*enclosed*)
16. August and September Calendars (*only online*)
17. Explanation of Five Day Rotation Schedule (see Student/Parent Handbook page 10 & IDS webpage – introduction to calendar)
18. Support the IDS-CC PFA: At Work for You in 2010-2011 (*enclosed and online*)
19. PFA Volunteer Handbook (*enclosed*)
20. Afterschool Activities Brochure (*only online*) Check for a variety of new and returning terrific activities.
21. IDS Kids Golf Classic Early Bird SPECIAL!!! (*enclosed and online*)

### **Key Purchases to Start School:**

22. Lunch Program Order Form (*enclosed and online*)
23. Required Apparel Order Form for IDS Field Trip Shirts, Middle School P.E. Uniforms and Dress Code (*only online*)
24. School Supply List - Grades 3 through 8 (*only online*)

### **Who’s Who and Where to Go?**

25. Teacher Welcome Letters (PK3 – 5<sup>th</sup>) and Middle School Chatter (6<sup>th</sup> – 8<sup>th</sup>) (*enclosed*)
26. Athletic Requirements and Tryouts (*enclosed for M.S. only*)
27. Arrival and Dismissal Information (See Student/Parent Handbook page 9 & *enclosed for new families only*)
28. Map of IDS (see map for directions to classroom) (*enclosed*)
29. 2010 – 2011 Faculty and Staff List (*enclosed*)