

Dear Parents,

Summer school will begin June 15<sup>th</sup> and run through July 9<sup>th</sup>, from 9:00am-2:30 pm Monday through Thursday. Below you will find information and policies for this program. Please feel free to contact Christy Wohlgemuth or Wendy Menachery with questions or praise.

**Contact Information:**

Mrs. Christy Wohlgemuth  
Program Administrator  
314-645-9600 ext. 232

[cwohlgemuth@stlcharterschool.org](mailto:cwohlgemuth@stlcharterschool.org)

Mrs. Wendy Menachery  
Administrative Assistant  
314-645-9600 ext. 131

[wmenachery@stlcharterschool.org](mailto:wmenachery@stlcharterschool.org)

**Absentee/Tardy Policy:**

The best way to ensure your child's success is regular attendance and participation. If your child will be absent from school please call and leave a message on the absentee line, extension 300. Attendance will be reviewed daily and multiple unexcused absences could result in being dropped from the program. Three tardies (after 9:15 am) will equal one unexcused absence. Whether or not an absence is excused is up to the discrimination of the administrator.

**Early Drop off Policy:**

Our school day begins at 9:00. Breakfast will be offered beginning at 8:45 am. Please do not drop off your child earlier than 8:45 am as there will not be an adult to supervise their safety until that time.

**Pick-up Policy:**

To ensure the safety of all students, parents will be required to come inside and sign their children out of their classrooms. Please be sure that you are on time to pick up your child/children from school. The school day ends at 2:30 pm each day. Arriving after 2:35 to pick up your child will be considered late. Late pick-ups will be in the primary building cafeteria. Students remaining after 2:45 will be taken to the Before/After Care program and families will be charged. After three late pick-ups your child can be dropped from the program. Thank you for helping to ensure that our teachers are able to be home on time with their families.

**Alternate Transportation:**

If you live within walking distance and wish for your child to walk home from school, please send in a note prior to the first day of summer school. We will dismiss those students at 2:30 pm.

If you would like for your child to ride home with someone other than a parent/guardian please send in a note prior to the first day of summer school. Students will not be allowed to leave with someone unless we have written parent permission.

Last minute changes to transportation should be made by calling the school office by 2:00pm.

**Before and After school Care (B.A.C.) Program:**

Please see additional information included in this packet for before and after program care.

**Discipline Policy:**

Our focus is academics; poor behavior choices will lead to alternate placement or dismissal from the program.

**Dress Code**

Students are not required to wear the normal SLCS uniform but a dress code will be enforced.

Please follow the guidelines listed below:

- ❖ No hats
- ❖ Skirts-must be past the knees
- ❖ Shorts, jeans, capris are allowed
- ❖ Shirts must have sleeves and cover the torso
- ❖ No inappropriate words or pictures on clothing
- ❖ Clothing must fit appropriately and not too baggy or too tight
- ❖ No swimsuits

**Breakfast/Lunch**

School breakfast and lunch is available similar to the regular school year. Meals can be purchased through the school for \$1.50 for breakfast and \$2.25 for lunch. You are also welcome to send a sack lunch with your child. Breakfast begins at 8:45 am.

**Facilities**

Summer school will take place in the primary building.

**Special Interests**

In addition to math, reading and writing we will be offering Science, Art, and PE, specials and regular use of the computer lab. While our focus is on improving academics we are planning creative, fun activities and projects to keep your child interested and motivated. We are excited to work with your family.

Thank you in advance for your cooperation in making this a successful program.

Sincerely,

Christy Wohlgemuth, Summer School Program Administrator