



Parent Orientation

August 14, 2017

# Communication

- Email
- Raven Report
- Facebook
- Teacher blogs
- Text alerts
  - Sign-up now: text “Raven” to 25827

# Carline Procedures

- Drop off is from 8:30-8:45 am
  - Class begins at 8:45
- Pick Up at 3:30 pm
  - Half day Early Learners at 1:00 pm
- Beg-2<sup>nd</sup> Grade in LEFT lane
- 3<sup>rd</sup> & up in RIGHT lane

# Carline Procedures



# Tardies & Absences

- If your student is tardy:
  - Walk them into the lobby
  - Sign them in at front desk
- If your student is absent:
  - Email student's teacher
  - Notify the front desk via phone/email
    - 417-869-8077
    - [frontdesk@thesummitprep.org](mailto:frontdesk@thesummitprep.org)

# Fun Zone

- Before and after school care
  - From 7:30 am to as late as 5:30 pm
  - Charges:
    - Mornings from 7:30-8:30
      - Drop in \$10/day, Unlimited \$100/month
    - Afternoons from 3:30-5:30
      - Drop in \$15/day, Unlimited \$150/month

Sign up through the link in the Raven Report or on the website

# Lunch Program

- Summit Provides Hot Lunch:
  - Mon-Thurs catered by Infused Catering
  - Fridays are Domino's Pizza
- Ordering
  - Same day order is \$5 (orders are taken with attendance)
  - Advanced orders are \$4/day
    - Placed on Thursday the week prior
- More information:
  - [www.thesummitprep.org/lunch](http://www.thesummitprep.org/lunch)

# Billing

- All families have an account to bill charges
- You will receive a monthly invoice via email detailing current charges due (tuition, fun zone, lunches, field trips, etc.)
- Statements will be emailed for past due amounts
- Payment methods:
  - cash or check brought to the payment box at front desk
  - credit card - fee applies, must contact Kristin
  - one time or recurring ACH bank draft - fill out form at front desk
- On-hand Scrip purchases must be made separately

# Dress Code

- B-8:
  - Students must wear khaki or navy bottoms, purchased from any vendor.
  - Skirts and shorts may be worn, but shorts must have at least a 5" inseam and skirts must be knee length.
  - Each Summit student will need a red Summit polo to wear for field trips and concerts.

# Dress Code

- High School:
  - Students may wear Summit Uniform described previously
  - Students may wear official school spirit and event wear, including that related to athletic events
  - Student may wear conservative cut blue jeans (excludes leggings as outer-wear, jeans/pants with tears, jeans/pants that are excessively baggy/tight).

# Dress Code

- Fridays—Spirit Wear
  - Students may wear jeans with uniform top or spirit wear shirt
  - If no school on Friday, Thursday will be Spirit Wear day
- Uniform Buyout Days: \$2
  - Optional days to dress out of uniform

# Visitors & Security

- All doors are to remain locked
- Visitors must sign in at front desk & get visitor badge
- Security cameras at doors and on playground

# Fundraising

- Meet Vince Currao, our new **full time** Development Officer!
- Upcoming events:
  - Art to Remember - September 1-30
  - Fall Flower Sale - September 15
  - Run for the Summit - September 16
  - Yearbook photos - September 27
  - Annual Gala/ Auction - October 13
  - Annual Appeal Campaign Launch - November 1
  - Fall Book Fair - November 6-14
  - Daddy Daughter Dance - January 19, 2018
  - Mom/ Son Bowling - February 2
  - Upper School Mixer - January 19
  - Spring Flower Sale - TBD April
  - Yearbook release - April 4
  - Golf Tournament - April 7
  - Book fair - April 30-May 4

# SCRIP

- Families purchase gift cards at full face value
- A percentage (determined by the retailer) is donated back to the Summit SCRIP program
- The Summit SCRIP program keeps 10% of the rebate for operating expenses
- 90% of the rebate goes to the family's account to pay for Growth Fund

# SCRIPT

- Enroll at [shopwithscrip.com](http://shopwithscrip.com)
  - Enrollment Code: 146AAC2814925
- Fill out an Agreement Form at the front desk
- Place orders online ([shopwithscrip.com](http://shopwithscrip.com)) or purchase cards at the front desk
- SCRIP Informational Meeting:
  - Friday, August 25 at 8:45 am
  - RSVP: [vgm\\_822@yahoo.com](mailto:vgm_822@yahoo.com)

# Volunteering

- Volunteer 4 times per year
- School needs:
  - Clerical, lunchroom, field trips, classroom aids
- SPO needs:
  - Events and activities including, Run for The Summit, book fair, gala, mini golf tournament, community events

# Volunteering

- Volunteer Training
  - August 22 at 2:45pm
  - August 31 at 10:00am
- Contact Becky Breckner
  - [bbreckner@thesummitprep.org](mailto:bbreckner@thesummitprep.org)

# Administrative Staff

- Rob Gronniger, Head of School
  - [rgronniger@thesummitprep.org](mailto:rgronniger@thesummitprep.org)
- Kristin Walker, Head of Operations & Finance
  - [kwalker@thesummitprep.org](mailto:kwalker@thesummitprep.org)
- Amy Maas, Communications & Admissions Officer
  - [amaas@thesummitprep.org](mailto:amaas@thesummitprep.org)
- Vince Currao, Development Officer
  - [vcurrao@thesummitprep.org](mailto:vcurrao@thesummitprep.org)
- Mike Albert, Facilities Coordinator
  - [malbert@thesummitprep.org](mailto:malbert@thesummitprep.org)

# SPO Executive Committee

- Veronica Richardson, President
  - vgm\_822@yahoo.com
- Ellen Chindlund, VP of Finance
  - chindlunds@mchsi.com
- Melissa Miller, VP of Communication
  - millermelissam1@gmail.com
- Lisa Montileone-Jones, VP of Upper School
  - lisamontileone@gmail.com
- Phil Isley, VP of Lower School
  - peisley07@hotmail.com



# SPO Class Representatives

- Beg: Crystal Zoellner & Stevie Flottman
- Pre-K: Jessica Schippert
- K: Mariana Zamora & Katelyn Barnett
- 1<sup>st</sup>: Megan & Justin Sierk
- 2<sup>nd</sup>: Nikki Keiper
- 3<sup>rd</sup>: Laura Nickle
- 4<sup>th</sup>: Alice Nelson & Sarah Martin
- 5<sup>th</sup>: Penny Scroggs
- MS: Andrea Johnson
- HS: Leah Blakey

