



**GreatHearts**<sup>®</sup>  
Lakeside

## **Lakeside 101: Family Orientation Sessions**

Session 2: Academy Operations

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# Breakfast and Lunch

Great Hearts Lakeside partners with [Preferred Meals](#) for the [Breakfast and Lunch](#) program. All meals are paid for through [Mealtime Online](#). Funds must be loaded onto the student's account for him or her to receive a meal. Students are always welcome to bring their own lunches in leak-proof lunch boxes or containers. Lunches are stored in the classroom; students will not have access to refrigeration or microwaves.

More information will be coming on how to set-up your Mealtime account in early August. Families in need of financial assistance will need to fill out the annual Free & Reduced Lunch Application. It becomes available in July and will be emailed to every family.

**Breakfast: \$2.00**

**Lunch: \$4.00**

*Breakfast is served 7:20 a.m. – 7:45 a.m.*

*Meal prices reflect projected costs.*

# Snacks

All students in grades K-4 are permitted to bring one healthy snack to school each day. Snacks will be eaten during the snack time established by his or her classroom teacher. Snacks are not available for purchase on campus.

Teachers will provide more information about snack requirements, but generally we ask that snacks are easy to eat and use minimal packaging.

# Morning Drop-Off

Great Hearts does not provide transportation to families. We implement a carefully coordinated drop-off and pick-up system. Each morning families will follow the official traffic plan to arrive at the front of the school. Parents are asked to remain in their vehicles while staff assist with unloading students and walking them into the school building. In order to ensure a safe and efficient drop-off, parents are not permitted to park unless they have a scheduled meeting.

**Late Arrival:** Families are expected to arrive and unload their students BEFORE the 7:45 AM start time. Families who arrive at or after 7:45 AM will be required to park and sign in their students in the main lobby. Students arriving on or after 7:45 AM will be marked as tardy.

# Afternoon Pick-Up

During afternoon pick-up, parents will follow the official traffic plan and remain in their vehicles as staff assist with loading. Parents will be provided a placard which **MUST** be displayed on the windshield during pick-up. Failure to bring this placard in the afternoon may result in being asked to wait until the end of pick-up so that we may verify your identification. Families will be provided with multiple placards in order to facilitate carpooling.

Carpooling is enthusiastically encouraged! If carpooling with another family, please make sure the pick-up vehicle has the appropriate placards.

# After School Care

Our K-5 after-school program, called [Athenaeum](#), (ath-uh-nay-um) is focused on the liberal arts and promotes learning by providing students dedicated homework time in addition to a diverse array of culturally enriching, academically oriented activities. Our activities are aimed at improving students' scholastic performance by reinforcing the lessons, virtues and curriculum of the classroom.

But it's not all academics! Athenaeum scholars also enjoy time for recreation, games, socializing and just plain fun. Athenaeum runs daily from the dismissal bell (including Early Release days) until 6:00 p.m.

# After-School Care Contact Information

For more information or to enroll your student in [Athenaeum](#) (K-5), please contact our Co-Curricular Campus Coordinator, Kayley Walker, at [programs@greatheartslakeside.org](mailto:programs@greatheartslakeside.org).

Flexible and affordable options are available to fit any family's after-school needs, and tuition assistance is offered for families who qualify. Please contact [Ms. Sande](#) for assistance.



# The Academic Calendar



## LAKESIDE

### 2020-2021 ACADEMIC CALENDAR - APPROVED

July '20							August '20							September '20						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4	2	3	4	5	6	7	8	6	7	8	9	10	11	12
5	6	7	8	9	10	11	9	10	11	12	13	14	15	13	14	15	16	17	18	19
12	13	14	15	16	17	18	16	17	18	19	20	21	22	20	21	22	23	24	25	26
19	20	21	22	23	24	25	23	24	25	26	27	28	29	27	28	29	30			
26	27	28	29	30	31		30	31												

  

October '20							November '20							December '20						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3		1	2	3	4	5	6	7	1	2	3	4	5		
4	5	6	7	8	9	10	11	12	13	14	15	16	6	7	8	9	10	11	12	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

  

January '21							February '21							March '21						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	1	2	3	4	5	6	1	2	3	4	5	6		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	31				28	29	30	31			
31																				

  

April '21							May '21							June '21						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3	1	2	3	4	5	6	1	2	3	4	5			
4	5	6	7	8	9	10	9	10	11	12	13	14	15	13	14	15	16	17	18	19
11	12	13	14	15	16	17	16	17	18	19	20	21	22	20	21	22	23	24	25	26
18	19	20	21	22	23	24	23	24	25	26	27	28	29	27	28	29	30			
25	26	27	28	29	30		30	31												

Fall Break/Parent Teacher Conferences
First/Last Day of School
Bad Weather Days
Teacher Work Days & Independent Study
Professional Development
Early Release Days
Holidays

Labor Day 9/7
Fall Break/Conferences 10/19-23
Thanksgiving 11/23-27
Winter Break 12/21- 1/1
M.L. King Jr. Day 1/18
Presidents Day 2/15
Spring Break 3/15-19
Good Friday 4/2
Easter Monday/Inclement Weather
Make-Up Day 4/5
Memorial Day 5/31

End of Quarter
First Quarter 10/16
Second Quarter 1/15
Third Quarter 3/28
Fourth Quarter 5/28

School Day Start / End Times
Lower School
Full Day 7:45 a.m. - 3:30 p.m.
Half Day 7:45 a.m. - 1:30 p.m.

## 2020-2021 Academic Calendar

**Fall Break/Teacher Conferences:** Oct. 19-23. During this time parents are invited to meet one on one for parent/teacher conferences with their child's teacher.

**Early Release:** Most Fridays are early release days with dismissal at 1:30 PM. Early release afternoons are used to conduct professional development and training for our staff. *(Athenaeum is available.)*

**Professional Development Days:** Oct. 12 and January 19 are PD days. No students on campus.

# Daily Schedule

The daily bell schedule is listed below. Dismissal times reflect when the instructional day ends; however, dismissal may take roughly 30-40 minutes to complete.

Also note that students will not be released early from school (e.g., for a scheduled doctor's appointment) any later than 30 minutes **before** dismissal. Please account for this time when planning your appointments and after school activities. More details regarding pick-up will be announced in July.

School Day	Morning -- Dismissal Bells	Last time to check out early
Full Day	7:45 AM – 3:30 PM	2:59
Early Release Day	7:45 AM – 1:30 PM	12:59

# Attendance

Regular attendance and prompt arrival at school are vital to a student's attitude and subsequent success as a serious scholar. The first few minutes of every school day are especially important in establishing the conditions for a joyful day of learning. Students who are not in their classroom by 7:45 AM will be counted as tardy.

It is vital to communicate student absences for effective parent-academy partnership. Email the Registrar, [nyree.preston@greatheartslakeside.org](mailto:nyree.preston@greatheartslakeside.org), by 8:00 AM when your student will be absent or significantly late (due to a doctor's appointment, emergency, illness, or any other reason).

# Student Records & Documents

Keeping accurate records is necessary for your student's success and safety at Lakeside. If any of the following changes, immediately contact the Registrar, [Ms. Nyree Preston](#), and provide any necessary documents:

Guardian contact information	e.g., phone, email, address
Custody arrangements	e.g., divorce, adoption, new custody orders
Emergency contact information	e.g., names, phone
Authorized pick up	e.g., names, phone
Protection issues	e.g., restraining order, prohibited visit/pick up
Changes to the media authorization	

# Safety and Security

Student safety is always the top priority at Great Hearts. Our team takes a variety of measures to ensure that our students are safe on campus. These measures always include having locked doors to the campus, ensuring all staff and volunteers have passed a criminal background check, and requiring all persons signing out students to be on that student's approved list of contacts.

Only those family members and emergency contacts listed on your student's file will be permitted to pick them up or sign them out. Anyone signing a student out before dismissal will be required to show identification.

# Nurse's Office

Our campus nurse is on campus daily to care for our students and to administer medications. Parents and guardians will be able to drop off medications to the nurse during summer office hours starting in August. ***Never*** send medications (prescribed or over-the-counter) with your student, ***not even to deliver to the nurse.***

Medication Administration Forms (for both prescription and/or over-the-counter medication) will need to be completed at the time of medication drop off. All prescription medication must have a doctor's order attached.

If your student has asthma, epilepsy, or food allergies requiring EpiPen administration, further documentation will need to be provided by the primary physician (FARE Action Plan, Asthma Action Plan and Seizure Action Plan).

# Questions?

Thank you for taking the time to learn more about Great Hearts Lakeside! While we have endeavored to provide meaningful information about **basic academy operations**, we recognize that there may be unanswered questions.

Please email questions to [info@greatheartslakeside.org](mailto:info@greatheartslakeside.org).

In partnership,

Great Hearts Lakeside