

WELCOME to Kaleidoscope 2018! We are once again at THE PIKE SCHOOL, 34 Sunset Rock Road, Andover. This entire letter can also now be viewed on our website. (www.kaleidoscopekids.com/welcome2018.html)

IMPORTANT: Traffic must enter on Sunset Rock Road and exit onto Hidden Road. Please do not exit the way that you enter, as this is illegal and extremely hazardous. Thank you for helping us to keep everyone safe.

Dear Kaleidoscope 2018 student(s) and parents,

The Kaleidoscope teachers and aides are anxious to meet over 700 returning and first-time students who are enrolled this summer (our 38th). The enclosed card lists the classes in which your child(ren) is/are enrolled, as well as specific room numbers for each course. **If this is not correct, please contact us right away at (978) 474-6232 or at myopcorn2@aol.com.** If your child's card has an L1,2 or 3, that means he/she stays for lunch in that session. EB refers to Early Bird (7:45 AM); EC refers to Early Care (8 AM), X, Extended Day (until 5) and LC, Late Care (until 6).

Our phone number at Pike (beginning July 2) is **(978) 409- 6618**. The clinic is **(978) 409-6607**. Extended Day is **(978) 409-6603**. Before July 2 and evenings/weekends, please use our year-round phone **(978-474-6232)**.

Early Care, Early Bird, Extended Day and/or Late Care Programs: Early Care students should be taken to the Dining Room (cafeteria) to be signed in, beginning at 8:00 AM. Early Bird students can arrive at 7:45.

Students in **Extended Day** (until 5:00 PM) and **Late Care** (until 6:00 PM) must be signed out (with ID) from the Dining Room. **Note: The entrance is in the back of the school. The front doors will be locked at 3:00 PM.** Mrs. Colleen Dolan is the Extended Day Director. It is not too late to register for these programs. Weekly rates are \$40 for Early Care, \$50 for Early Bird, \$120 for Extended Day(2:30-5) and \$75 for Late Care (5-6 PM). Per diem rates are \$10 (Early), \$25 (Extended) and \$20 (Late Care).

LUNCHTIME PROCEDURES: If your child is registered for both an

AM and a PM class, please **PACK A LUNCH** that does not require refrigeration. Each lunch student will be with an aide who stays with their small group in a room supervised by teachers. The aide then takes each child to his/her afternoon class and signs him/her in with the teacher. Please be assured that we will do everything possible to guarantee a smooth transition for your child.

SEPARATION

Parents of pre-school children are asked to make good-byes as brief as possible; most children adjust very quickly once activities have begun. Arriving on time also makes separation easier. If there is anything we should know in advance to make your child comfortable, please tell us!

ALLERGIES

Please let us know IN ADVANCE of any allergies or specific medical needs. Call (978) 474-6232 to obtain forms or download them from our website. We need a doctor's order/ authorization form for each medication, which must be in the original container. Our nurse, Jan Chetelat (Room 117), will review your child's needs with you on Mondays, but paperwork should be completed well in advance so that we can notify all of your child's teachers. Our nurse will also be available on Tues. & Thurs., July 3 & 5, from 10 AM-1 PM. If you bring paperwork in at one of those times, you will not have any delays when you bring your child to class on Monday. This is HIGHLY recommended.

ROOM NUMBERS

Room numbers can be found on our website under the FORMS link. Double-digit rooms beginning with "1" (11, 12, etc.) are located on the first floor in the Lower School wing. Double-digit room numbers beginning with "2" are in the (second

floor) Middle School wing. Triple-digit rooms are located in the Dahod Center or in the Upper School (turn right once you enter the main lobby). Maps and signs will be posted.

REGISTRATION: IMPORTANT

This year we are again requiring that all pickup authorization forms be submitted by June 20. This can be done online at

<http://kaleidoscopekids.com/pickup.html>

Names can be added at any time by emailing us or by giving those names to our staff at the front desk. Having this information in advance enables us to share it with your child's teachers, as we will be sure to have everyone pre-registered. List the names of all people authorized to pick up your child (including both parents) and notify us if this changes. We CANNOT release your child to anyone whose name is not on this form. On Monday, take your child to the classroom to meet his/her teacher. There will be aides and signs in the hallways to help you find the correct locations.

(Short-term parking in a single lane in front of this entrance is permitted on Monday AM only.)

DRIVE-THROUGH DROP-OFF available from 8:40-9:00 AM on Tuesdays through Fridays only for students entering Grades 2 and higher. Drive as far up to the front door as possible; signs will be posted and our staff will take your child to his/her class. PLEASE DO NOT drop your child off before the front doors, as our staff may not be able to see them. There is no drive-through drop-off for PM classes or for younger children. Those children must be taken to their classrooms every day. Please see the Parking Policy link on our website for more details and any updates.

SIGN-OUT PROCEDURES

Adults (with ID) must sign each child out from the classrooms. Because teachers also need to have lunch (11:35-11:55), we ask that you pick your child(ren) up promptly at 11:30 (or 2:30). If someone else is dropping off or picking up, please be sure that they know the room number(s). That will enable us to better assist them.

Children can be dismissed early if the office (or front desk) receives a note and has notified your child's teacher. Notify us in writing if your child will walk or ride a bike. We appreciate your cooperation, as your child's safety is our mutual concern.

CANCELLATION POLICY

Our cancellation policy (listed in our brochure and on our website) provides for a refund, less \$50 per course cancellation fee, prior to June 1. There are no refunds beyond that date. Course changes after June 10 involve a \$25 fee. After June 20, change fee is \$50.

***Please: No cell phone use in the driveway or parking lot. It is congested and this could cause an accident. Please also follow any instructions from our parking attendants. Thank you.**

IMPORTANT INFORMATION:

- * On Monday, if your child's nametag has a red dot on it, that means he/she is staying for lunch.
- * If the nametag has a blue dot on it, that means your child is part of the Extended Day group. An aide will sign him/her in with the Extended Day teachers each day.
- * It is very important to pick your child up promptly. However, if there is an emergency, we will do everything possible to accommodate your child. If your child is not picked up, we will take him/her to the cafeteria to join the Extended Day group. You will find your child there. **Please do not worry or rush to get here;** we will make sure your child is happy and safe until you arrive.
- * Each class takes a supervised ten minute snack break midway through the morning/afternoon; children should bring a snack (or two). **We sell bags of freshly-popped popcorn for \$1.50 at snack time and lunch (no peanut oil), as well as cold "juice boxes" and water bottles (\$1.00). On Fridays, July 13, 20 and 27, Richie's Slush will be sold for \$4.00.** Popcorn/ slush proceeds benefit our scholarship fund.

* We are once again selling our very popular **Kaleidoscope T-shirts** in a choice of vibrant tie-dyed colors. They can be purchased in the front lobby anytime during the program for **\$15** each.

* **Check the special requests on page 3 to see if there is anything that teachers have requested that you bring to class.**

CHECK HERE FOR THE DATES AND TIMES OF YOUR COURSES!!!

AM courses: 9:00-11:30 AM daily
PM courses: 12:00-2:30 PM daily

<i>Codes</i>	<i>AM/PM</i>	<i>Dates</i>
01	12:00-2:30	July 2
05-09	9:00-2:30	July 2,3,5,6
10-15	9:00-2:30	July 9-13
16-43	AM	July 9-13
44-69	PM	July 9-13
70-75	9:00-2:30	July 16-20
76-100	AM	July 16-20
101-125	PM	July 16-20
126-127	9:00-2:30	July 23-27
128-155	AM	July 23-27
156-179	PM	July 23-27

Many courses still have limited openings. There are also some openings in the KITE program. You can find the complete list on our website.

Summary of Special Events 2018:

July 18 & 19: Usborne Books Fair

July 20: "Emperor & Nightingale" (2:45)

"The Emperor & the Nightingale", presented by Kaleidoscope's Musical Theater class, will be performed in the theater on Friday, July 20, at 2:45 PM. Tickets are only \$5 at the front desk or at the door. Don't miss this! See our website for more information.

SAVE JULY 18 and 19 BOOK FAIR!

Usborne Books will visit Kaleidoscope on July 18 and 19. Outstanding books, puzzles, and more will be available for purchase. Don't miss the opportunity to explore these materials and to speak with a representative. Fair will be in the front lobby. Note: You can also view these products on the company's website directly linked to www.kaleidoscopekids.com. **(Proceeds benefit our Scholarship Fund.)**

Special Requests

Children should wear comfortable "older" clothing; most courses are "hands on."

Adventures in Science: A detailed letter will be mailed in June. Please bring the permission form in that letter on the first day.

Blast Off: Please bring a shoebox with a cover.

Dance Explosion: Bring a plain white T-shirt to class on **Monday**.

Extreme Survivor: Please wear sneakers (no open shoes)

Hip Hop Dance: Bring a plain white T-shirt (old or new) on **Monday**.

Kid Concoctions: Please bring a full change of clothes in a Ziploc bag with child's name.

Kitchen Chemistry: If you have any large or medium baby food jars, please bring them in.

Painting: Bring a smock (an old T-shirt or long-sleeved shirt) as we will work with acrylic paints.

Pets & Pet Care: Bring a clear **plastic** container with a lid (size of a mayonnaise jar) on the first day, as well as 2-4 pictures of your pet(s) or, if you do not have a pet, bring a picture of one you would **like** to have.

Rocket Launch: Wear sunscreen and/or a hat for protection. A smock or old shirt protects clothing from paint. Rocket launches take place on **Thursday**, about 45 minutes after the class begins, weather permitting. *If you want to watch the launch, stop at the front desk; we will direct you to the launch site.*

Science or Wizardry: Bring a plain white T-shirt on **Monday**.

T-Shirt Madness: Please bring three (3) **plain pre-washed white T-shirts to class on Monday**. A smock or old shirt will protect your clothes.

Video Live: Bring in your favorite book.

Young Chefs and Intl. Young Chefs: It is **very important** to notify us **IN ADVANCE** of any allergies.

NOTE: All classes that meet in the **GYM** (Soccer, Hoop Stars, Ultimate Sports, All-Star Sports, Circus Acrobatics, Fencing) **require** athletic shoes only.

Staff Additions and Changes:

All-Star Sports: Allie Morgenstern

Doctors in Training: Jamie McClelland

Hip Hop Dance: Molly Dowell

Invention Convention: Allie Morgenstern

Jedi Training Camp: Jaime Street

Soccer Savvy: Allie Morgenstern

Please Note: If your child is taking any of the following classes, you will find a detailed letter on our website at the Forms link. Just click "Specific Course Information":

Adventures in Science

Extreme Survivor **Animal Studies**

Fairy Houses

Golf Club

House & Building Design

Invention Convention

Kitchen Chemistry

T-Shirt Madness

Ultimate Sports

Understanding Animals

***For those who come from a distance and would like to spend time in the Andover area while your children are at Kaleidoscope, check our website for suggestions. A list of activities can also be found at the reception desk in our front lobby.**

Directions to Pike School

34 Sunset Rock Road, Andover

Please go to the Directions Link on our website where you can enter your address to find the most direct route to the Pike School. The entrance to the school is on **Sunset Rock Road**. This is a **one-way** entrance. You will exit onto Hidden Road, which will lead to Main Street (Route 28) in Andover (south if you head right and north if you head left once you exit the school grounds).NOTE: If you are lost, call us at (978) 409-6618 and we will help you!

PIKE SCHOOL INFORMATIONAL OPPORTUNITIES:

Pike School Admissions Officers will be outside at a tent on each **Tuesday** at drop-off and pick-up so that interested Kaleidoscope parents can meet them and ask questions about the school and admission policies. Refreshments will also be available. This will occur on **July 10, July 17, and July 24**.