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# FAQ<sup>s</sup>

Mirman School  
New Parent Orientation  
May 17, 2010

The following list of **Frequently Asked Questions** was compiled in order to help new parents prepare for the 2010-2011 school year.

### **When does the 2010-2011 school year begin?**

School formally begins on Friday, August 27<sup>th</sup> with the following events:

**First Year Upper School** students take part in an orientation in the morning.

**Students new to Upper School Two** arrive at school at 1:00 p.m. to meet their mentor classmates and tour the facilities. Following the visitation, new students and their mentors are welcome to take part in the Ice Cream Social.

**Rooms One** students and their parents take part in the Ice Cream Social at 1:00 p.m.

**Students new to Lower School** (Rooms Two, Three, Four, and Five) meet their homeroom teachers and selected classmates at 1:00 p.m. Following the visit, they take part in the Ice Cream Social.

Specific information about these events will be mailed home during the summer.

### **Academic classes start on Tuesday, August 31st.**

This is a full day for students in Rooms Two through Upper School Four.

This is a half-day for students in Rooms One. Parents of Rooms One students will receive a letter during the summer with information specific to this level.

## **What is proper parking lot etiquette?**

It is **not** possible to be careful enough when driving in the school parking lots.

For your child's safety, your child should be dropped off and picked up in the carpool lane.

Each time a child is walked through the parking lot, the chance of having a child-related parking lot injury increases. Your child's safety is worth the carpool line wait.

## **How and where do I drop my child off on August 31<sup>st</sup>?**

Parents of a child(ren) in Rooms One drive into the parking lot at the front of the school. School personnel help the child(ren) out of the car and into the classroom. Parents are welcome to park and attend a Rooms One Coffee to help ease the separation.

Parents of a child(ren) in the Lower School (Rooms 2 to 5) drive through the front parking lot. School personnel help the child(ren) out of the car. The child(ren) then walks to class.

Parents of mixed Upper School/Lower School children drive to the Back Gate. School personnel help children out of their cars. Lower School children walk to their classroom. Upper School children walk to their lockers before proceeding to class.

## **What time does school begin?**

The Front Gates open at 7:15 a.m.

Children in Rooms Two through Upper School Four have the option of going to the McDaniel Library where supervision is provided from 7:15 to 7:45 a.m.

Children in Rooms Two through Upper School Four also have the option of going to the Big Yard/basketball court/field where supervision is provided from 7:15 to 7:45 a.m.

Children in Rooms One go to the Little Yard where supervision is provided from 7:15 to 7:45 a.m.

All students proceed directly to class at 7:45 a.m.

Academic classes begin promptly at 8:00 a.m.

### **When does the school day end?**

Academic classes end in the Lower School at 3:00 p.m.

Upper School classes end at 3:15 p.m.

After School Programs, including Athletic Programs and play practices, take place on campus after the formal end of academic/elective classes.

### **How do I sign up for After School Classes?**

Celine Maullin, director of After School Programs, will provide information pertaining to After School classes to parents. Her directive will provide the date classes begin, price and method of sign up.

Once the fall schedule has been determined, parents can sign up their child(ren) for after school classes at:

[www.mirmanafterschoolclasses.com](http://www.mirmanafterschoolclasses.com)

This link is also available under the Parent section of the Mirman website.

Come September, sign up dates will be provided in the Wednesday, Mustang Gazette.

## **What is the best method of keeping abreast of school news?**

The online Mustang Gazette printed each Wednesday is the primary method by which school news is disseminated to all parents. In order to read the newsletter go to:

<http://pslnews.mirmanschool.net/>

Username: newsletter

Password: mustang

The newsletter can also be accessed at the Mirman website; see Parents; see Newsletter:

[www.mirman.org](http://www.mirman.org)

## **When does the school's Hot Lunch program, begin?**

The school's Hot Lunch Program begins on the first day of school, Tuesday, August 31st. Food is prepared by California Fresh and distributed by parent volunteers. Do be sure to volunteer with the PSL to help with this wonderful program.

Hot Lunch is served five days a week.

First semester lunch menus will be available under the Parent section of the Mirman website by late June/early July. California Fresh menus will also be emailed to all parents when they come available.

A bottle of water comes with each meal. If parents want to order milk, a Milk Order form will be located at the back of the Parent/Student Information Manual. Fill out the sheet, tear out the sheet, and send it to Mrs. Smith in the self-addressed envelope.

All children should bring a nutritious snack every day.

Mirman School is a peanut free campus. The presence of peanuts, tree nuts or nuts products is strictly prohibited.

## **What is a Trash-Free campus?**

Mirman School has been designated a Trash-Free campus. That means that all snacks and lunches must be brought to school in reusable containers. Watch for the Green Team's summer email concerning this ecologically sound concept.

## **When will I know what Lower School homeroom my child has been assigned to?**

Letters stating the placement of Lower School students will be mailed on Monday, August 16<sup>th</sup>.

## **When will I know what supplies my child is required to bring to school on the first day of classes?**

Lower School supply letters will be mailed on Wednesday, August 18th.

This information will be reviewed with First Year Upper School students at their Orientation on Friday, August 27<sup>th</sup>.

Upper School 2, 3 and 4 will be informed of supply needs on the first day of school.

## **How do I learn about the school's policies and procedures?**

The school's policies and procedures are provided in the Parent/Student Information Manual. This manual will be mailed to each family in the summer. Each family should sign the acknowledgment page signifying that the information has been read and understood.

## **When will I receive carpooling information?**

In order to carpool during the 2010-2011 school year, parents will be provided with a list of all parents by zip code. This list will make it easier to organize carpools.

A partial zip code list will be provided at the New Parent Orientation on May 17<sup>th</sup>. A finalized version will be mailed home during the summer.

### **When will I get school bus information?**

Information pertaining to school bus service will be emailed to all parents in early June.

The number of students who sign up will determine school bus service. Ms. Jocelyn Balaban will provide all information regarding bus transportation.

Ms. Balaban can be contacted at 310-775-8418 or [jbalaban@mirman.org](mailto:jbalaban@mirman.org)

### **When will I receive a copy of the School Roster?**

The School Roster is provided to Lower School parents on Curriculum Night, September 16, 2010.

The School Roster is provided to Upper School parents on Friday September 23, 2010.

In order for all addresses, phone numbers and emails to be correct, contact the school's Registrar, Mrs. Rita Ann Smith, no later than August 18<sup>th</sup>.

In order to change any School Roster information once it has been published, contact Mrs. Smith with the corrected information. Mrs. Smith will make the change in the computer system and communicate the revised information in the Wednesday Mustang Gazette, so families can update their School Roster.

The Registrar handles the following information: change of information, requests for records and daily absences/tardies.

## **What is the easiest way to contact administrators, staff members and teachers?**

The easiest way to contact any employee at Mirman School is to email them. In order to email employees, type in the first letter of his/her first name, the last name, followed by @mirman.org

Example: ssimmons@mirman.org

All administrators, staff members and teachers can be contacted by phone: 310-476-2868. All extensions are listed in the school Roster and on the school website.

Updated: Tuesday, May 18<sup>th</sup>.