

Adelphi Academy of Brooklyn

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From the Desk of Ms. Iphigenia Romanos, Assistant Head of School

August 1st, 2011

Hello everyone!

I have prepared this “Back to School” packet to provide you with some important information about this exciting school year. Included in the packet are notices regarding

- Student Orientation and Calendar Information
- 2011-2012 Dress Code/Uniform Packet
- 2011-2012 Health Packet
- Physical Education Uniform Information
- Emergency Contact Form

We have outlined below some important points of information for this school year. Please read this summary carefully as well as all the other information we have included in this “Back to School” packet.

- **Adelphi Academy’s Orientation Program is scheduled as follows:**

NEW STUDENT/PARENT BREAKFAST – Thursday, September 8th, 2011:
All NEW students and their families are invited and expected to attend a meet and greet breakfast with the Administration, Faculty and Staff.

Lockwood Auditorium – 10:30am-11:30am

ALL STUDENT/PARENT ORIENTATION – Thursday, September 8th, 2011:
*All students and their families **MUST** be present for this orientation as noted below. Please be advised that this orientation is mandatory for all students and parents. Please also be advised that students are not permitted to attend without a parent.*

Lockwood Auditorium – 11:30am-1:30pm

All Middle and Upper School Students will receive their schedule of classes at this orientation session.

- **The first day of classes is Monday, September 12th, 2011.** (Our AM/PM Program will be available beginning that same day from 7:00am to 8:20am and 3:20pm to 6:00pm for all students from Pre-Kindergarten through 5th Grade. **Please register in advance as students cannot be admitted to the program without a fully executed registration form.**
- *Classes begin promptly at 8:20am. Students should arrive at the Academy no earlier than 8:00am unless enrolled in the AM/PM Program. Please be advised, students will NOT be*

permitted access to the building during the school year before 8:00am. Dismissal for all students is at 3:20pm.

All Middle and Upper School Students arrive and dismiss at the Ridge Boulevard Main Entrance atop the stairs only. Please be advised that any Middle or Upper School student arriving in the building after 8:20am is considered to be late will not be admitted into class without first reporting to the Main Office and obtaining a late pass. Please be reminded that excessive lateness and absence can affect your child's grade and promotion.

All Lower School Students arrive and dismiss at the Lower School Ridge Boulevard entrance on the street level only. Please be advised that the Lower School doors are locked promptly at 8:20am and will not be delayed or opened under any circumstances. Any Lower School student arriving after that time is considered to be late and must enter through the Main Entrance and report directly to the Main Office.

No other exits or entrances are to be used by students at any time of day, under any circumstances unless otherwise directed and accompanied by Academy Personnel (please see published policy posted at Main Entrance).

- ***PLEASE NOTE: This "Back to School" Packet as well as the information packet which will be presented to parents only at student orientation on Thursday, September 8th 2011, will contain a large amount of important student forms, information and paperwork that will need to be carefully reviewed, executed and returned to the Academy. All signed Enrollment Contracts, student forms, information and paperwork due from Academy families, MUST be returned to the Academy NO LATER THAN Monday, September 12th, 2011 and should be provided to your child's homeroom teacher. Additionally, all payment of any outstanding balances, tuition deposits, tuition and/or fees MUST be current and up to date according to the terms of the Enrollment Contract. The first tuition payment along with all fees is due by August 1st, 2011.***
- ***PLEASE BE ADVISED: No student will be permitted to begin classes at Adelphi Academy on September 12th unless the signed Enrollment Contract, including all student forms, information and paperwork are received and all financial obligations are current. UNFORTUNATLY, ACADEMY POLICY PERMITS NO EXCEPTIONS TO THIS RULE UNDER ANY CIRCUMSTANCES.***

All of us at Adelphi Academy of Brooklyn are so very excited about all the wonderful plans we have for your children this school year. We look forward to seeing you and them on September 8th, 2011!

Warm regards.