



Southern Ute Indian Tribe

DEPARTMENT OF EDUCATION

February 8, 2019

Dear SUIMA Families:

The Southern Ute Indian Montessori Academy has a few updates regarding morning drop offs, breakfast times, and tardy/early sign out. The following updates will be enforced **February 11th, 2019**.

Please be aware that breakfast hours are still 7:30am to 8:00am for primary, lower elementary, and upper elementary students. If you would like your child to eat breakfast, they may do so during the breakfast time frame. If they chose to not eat, they will be directed towards the dining hall and can be walked to their classrooms.

If you are using carline for your morning drop off, please be aware that all primary, lower elementary, and upper elementary children will be directed towards the dining hall. Carline still ends at 8:00am, so if you arrive after 8:00am you will need to walk your child to their classroom.

If you choose to walk your child to their classroom between 7:30am and 8:00am, we would like to invite you to have some hot herbal tea when you arrive at their classroom. We would like to create more opportunities for face to face communication with your child's teachers, and we are hoping this will create an ongoing opportunity for you.

One of our main priorities is the children's safety, and to help SUIMA accomplish this important task, we would like to remind you of our tardy/early pickup policy. **If you are arriving after 8:10am**, you will need to go to the Administration Building, located towards the North end of the school near the Leonard C. Burch Building, to sign your child in and we will give you a tardy slip. You may then walk your child to their classroom and hand the tardy slip to the teacher. The teachers will not allow you to drop off your child at the classrooms after 8:10am without a tardy slip.

If you are picking your child up early, please be aware that we need you to sign them out at the administration building. The following times for early pick up are listed below for all levels:

Infant/Toddler: Early pickup is any time before 3:00pm.

Primary: Early pickup is any time before 3:15pm.

Lower/Upper: Early pickup is any time before 3:15pm.

Wednesday Early Release: Early pickup is any time before 2:00pm.

Lastly, please don't forget to sign up for **parent teacher conferences**. We are aiming for 100% attendance and we look forward to seeing you during your conference times to discuss the progress of your child's education.

If you have any questions or concerns, please feel free to contact us.

Sincerely,

The Southern Ute Department of Education