

## LOWER ELEMENTARY INFORMATION *at a glance*

### CLASS LOGISTICS:

**Class Time:** 8:45am-3:15pm **Carline:** AM 8:30-8:45am PM 3:15-3:25pm **Childcare:** 7:30-8:15, 3:30-6:00pm

**Carline Drop Off/Pick up:** Drive up to Mural Wall - [see carline map](#). Diane will direct the students to the appropriate location once they exit the car. Carline starts the first day of school.

**Front Door Code:** Families will get the code to use to enter the main building on your child's first day.

**Health Policy regarding Illness:** Children with a contagious disease, respiratory illness or experiencing symptoms, including fever, persistent cough, or sore throat, should stay home until they are fever free for 24 hours without medication AND symptoms are mild and resolving. See the [Parent Handbook](#) for the complete policy.

### HOW TO CONTACT US:

Phone: 925-455-8021

**To email your child's classroom teachers:** Use your [classroom name](#) followed by: [Teachers@VMSchool.org](mailto:Teachers@VMSchool.org)

**Reception Desk & Registrar: Nichole Phillips x120** [nphillips@vmschool.org](mailto:nphillips@vmschool.org)  
Contact for Student Records, Immunization Updates and general questions.

**Director of Elementary and Middle School: Diane Kmetz x214** [dkmetz@vmschool.org](mailto:dkmetz@vmschool.org)

**Head of School: Patti Wilczek x225** [pwilczek@vmschool.org](mailto:pwilczek@vmschool.org)

**Tuition Questions: Jenny Quan x210** [jquan@vmschool.org](mailto:jquan@vmschool.org)

**Schedule/Childcare Changes: Tracie Scharlemann x100** [tscharlemann@vmschool.org](mailto:tscharlemann@vmschool.org)

**FACTS Family Portal Questions: Tracie Scharlemann x100** [tscharlemann@vmschool.org](mailto:tscharlemann@vmschool.org)

**Montessori Compass Set Up Questions: Nichole Phillips x120** [nphillips@vmschool.org](mailto:nphillips@vmschool.org)

**Montessori Compass Usage Questions: Sabrianna Farris x211** [sfarris@vmschool.org](mailto:sfarris@vmschool.org)

**Volunteer Opportunities / Get Connected: Jessica Kinlund** [jkinlund@vmschool.org](mailto:jkinlund@vmschool.org)

**Elementary Childcare:** To get a message to the Childcare teacher, contact the Reception Desk 925-455-8021.

### HOW WE COMMUNICATE:

**Wednesday News:** Emailed each Wednesday, **it is our primary communication for class & school information.**

**Schoolwide Text Messages:** Used for brief information, important reminders and time-sensitive messages.

**FACTS Family Portal:** [factsmgmt.com](https://factsmgmt.com). Complete forms, view parent directory & access student information. Click Parent Login then Family Portal. Enter District Code **VMS-CA** & your login/password from re-enrollment.

**Montessori Compass:** [MontessoriCompass.com](https://MontessoriCompass.com) Log in to see photos and view student progress reports. New families will receive an email invitation with login information. Check spam folder if not received.

**VMS Website:** [VMSchool.org](https://VMSchool.org) See the Programs tab to find the Lower Elementary program page.

**Social Media:** Follow us on [Instagram](#) and [Facebook](#) to see student photos and event announcements.

**School Policies & Procedures:** See [Parent Handbook](#) which includes school policies related to illness.

**Google Calendar:** Subscribe using +Google icon on your class program page for important VMS dates.

**Printable Schoolwide Calendar:** [2024-2025 Calendar](#) (Link also available in upper right corner of website.)

## LOWER ELEMENTARY SPECIALISTS

In addition to their daily lower elementary curriculum, every week students take classes in Art, Music, PE and Spanish. Meet the [Specialists](#) here.

## CHECKLIST & FORMS

- \_\_\_ **Snacks & Lunch: VMS is a NUT SAFE School.** Please send healthy, *nut-free* lunches & snacks to school. Or, order school lunches from [Choicelunch](#). Use the code **VMS** to register. Lunches can be ordered now for the first day of school. Report any **Food Allergies** to staff.
- \_\_\_ **Student Supplies** will be provided by VMS. Students only need to supply a water bottle and backpack.
- \_\_\_ **Medications:** If your child takes medication or is prescribed an EpiPen, inhaler etc., bring it to school along with this completed [Authorization Form](#). All medication must be in original container with prescription label. In addition, Food Allergies and EpiPens require a [Food Allergy Action Plan](#).
- \_\_\_ **Parent Handbook:** For important information regarding VMS policies and procedures, please read the VMS [Parent Handbook](#) paying special attention to the VMS Health Policy.
- \_\_\_ Complete the following VMS online forms by your child's first day of school:
  - [2024-25 Field Trip Driver Forms](#): If you intend to drive on fieldtrips this year, these forms need to be completed every schoolyear. Livescan is only required once.
  - [Volunteer Form](#): There are many ways to get involved at VMS! Please complete this to learn more.
  - [VMS Spirit Gear](#): Get your gear for the new school year!