



Welcome to Sego Lily School! We are so excited that your family has decided to join us. In order to make your transition into our community go as smoothly as possible, we would like to share some basic information with you. More details and policies can be found in the attached Family Handbook. The Sego Lily School staff welcomes your questions, and we look forward to getting to know your children!

- **Self-Directed Learning.** When we say that students are free to learn by following their own passions, we really mean it! The staff members are here to act as role models and mentors, and can assist the students with learning when we are asked. As long as students are following the school's rules, they are free to engage in any learning activity of their choice. This includes taking or creating classes, reading or learning independently, engaging in play, and simply observing.
- **Morning and Closing Meeting.** We begin the day with a morning meeting at 10:30 am to 10:45 am. Morning meeting provides an opportunity for the community to come together and provides a platform to make announcements, share interests and projects, discuss concerns, plan activities, and resolve issues quickly and efficiently. Closing meeting is at 3:00 pm to 3:15 pm and is a time of connection and daily reflection.
- **Democracy and the School Meeting.** Our School Meeting (SM) meets weekly at 11am. All students and staff are invited to participate. This is where school-wide decisions are made, such as how to spend our budget, what new rules need to be made, and whether to take field trips or invite guests into the school. We encourage all students to attend, and occasionally they are required to do so.
- **Culture Committee and Rule Infractions.** Our primary method of solving problems is communication – talking with one another to come to solutions that work for everyone. However, in cases of serious rule infractions, or an unwillingness to be involved in problem solving, complaints can be written to the Culture Committee (CC). The CC meets as needed, to hear complaints and collaborates with the school community to find solutions.
- **Tuition.** Tuition is collected through an outside source called FACTS. Once your child is registered, you will receive an email from FACTS that will allow you to sign up for tuition payment. There is an annual fee of \$46 per family to use this service. You can use credit cards or bank accounts to pay tuition, which is withdrawn on the 5<sup>th</sup> of each month.
- **Chores.** All SMMs are responsible for participating in cleaning the school. Each student is assigned to a chore team and participates in a daily cleaning of a designated room. Chore time is after Closing Meeting, 3:15 pm. Chores range in difficulty, so even our youngest students can be successful.
- **Certifications.** In order to keep the school and school property in good order, and sometimes in order to ensure safety, many items and areas of the school require a school meeting member to become “certified” in order to use them. A student can see

any staff member for certification. Certifications can be revoked if the item or area is misused or is used in an unsafe manner.

- **Calendars and Keeping in Touch.** Sego Lily School utilizes three main communication methods. In the main room is a calendar that is the most up-to-date list of upcoming events. Many students will check this daily in order to plan their day, and we recommend that parents check this calendar often. Our website includes a calendar that lists important events such as Open Houses, Fundraiser nights, and holidays. Our most often used method of communication is our weekly email, Friday Footnotes. Here you will find announcements of upcoming field trips, important reminders, and general news about our school. Please be sure to read these every week! You can also find Sego Lily School on Facebook, Instagram, and You Tube.
- **Attendance and Late Fees.** School hours are 8:30-4:30. Students must sign in when they arrive, and sign out when they leave. There is a fine assessed any time a student neglects to sign in or out. If you are going to be late for pick-up, please call us. Parents who are late may be charged late fees of \$1/minute after 4:30.
- **Open Campus.** Each family must indicate, on the Permissions Form, whether or not their child(ren) is allowed to leave campus during the day, and under what circumstances. All students, whether leaving alone or with a staff member, must sign in and out on the Open Campus form when leaving during the day.

Thank you for taking the time to review these policies. Please ask a staff member if you have any questions. We are here to help!