Welcome to the IPS/Butler Lab School #60. We are excited to have your family join us as we look forward to another great year at the Lab School. As you prepare for the upcoming school year, we would like to share with you some important information to help with your planning.

Mark these important dates on your calendar!
- **School-wide Play Day:** Meet new and old friends at the informal Lab School’s School-wide Play Day on **Sunday, July 14th, from 1:00-3:00 pm** at Tarkington Park & Splash Park (44 W. 40th Street, Indianapolis, IN 46208). Join current and incoming families for a fun afternoon at the park!
- **Back-to-School Night & Welcome Picnic:** The Lab School will host its Back-to-School Night and Welcome Picnic on **Thursday, August 1st, from 6:00-7:30 pm**. The classrooms will be open from 6:00-7:00 pm. This is an excellent time to familiarize yourself and your student with the building, meet other families and check out your student’s classroom. Head to the playground after meeting your child’s teacher for a Welcome Picnic. Bring a blanket and food for your family to enjoy. The Uniform Exchange will be open where you can buy gently used items for $1. Lab School logo gear will also be available for purchase (please bring cash or check only).
- **First Day of School:** The 2019-2020 school year begins on **Monday, August 5th**. Doors open at 9:05am.
- **Prek-4th Grade Curriculum Nights & New Family Orientation:** August 26 from 6:00-7:30pm (adults only). Go to the classroom from 6-7pm and then new families head to the gym at 7:00-7:30 for an orientation.
- **5th-8th Grade Curriculum Nights:** August 27 from 6:00-7:30pm. The athletics and music programming informational meeting is from 6:00-6:30 and then go to your classroom at 6:30-7:30pm (adults only).
- A detailed **school calendar** for the year will be available at the Back-to-School Night.
- For the **district calendar** that lists breaks, holidays, etc. please visit [http://bit.ly/2Mwedq4](http://bit.ly/2Mwedq4)
- If you are new to the Lab School #60, please turn in your **new student documents** by Aug 9th. Documents can be brought in over the summer, faxed (317-226-4201), emailed (lucasa@myips.org) or turned in the first week of school. Documents include; 1. Updated shot records, 2. Birth certificate, 3. Parent ID, and 4. Proof of residency (copy of recent bill or lease).

**When will my child’s teacher make a family visit, and what should we expect?**
Lab School teachers make a family visit to all of their students. This is an informal meeting and a perfect time for your child’s teacher and your family to get to know each other better. During the visit, your child’s teacher will provide you with important information and answer any questions you may have about the upcoming school year. Your child’s teacher will contact you towards the end of the summer to set up a date and time to meet your family. Family visits can take place in your home, at a public library, a park, the Lab School or another alternate location. Our teachers’ schedules vary during the summer, so please be aware that family visits are sometimes scheduled as late as the first few weeks of the school year.

**What time does school start and end?**
Drop-off begins at 9:05am. Students may not be dropped off before 9:05am as there is no supervision. Students must be to their classrooms by 9:20am. School ends at 3:45pm. If you need to pick your child up early, call school before 3pm to notify them. For early pick-up, park your car, come in and sign your child out.
ACTIVITIES

Will my child participate in special classes during the school day?
Throughout the week, your child will participate in a variety of related arts classes, including Music, Movement Studio (gym), Library, Drama and Studio (art). Your child will participate in one of the related arts classes daily, Mon-Fri. Please note on the days your child participates in Movement Studio, it is best if your child wears active shoes. Also, if your child wears a dress or skirt on Movement Studio days, please be sure shorts or leggings are worn underneath.

Does the Lab School offer after-school clubs, sports or activities for my child?
Before and after school clubs, sports and activities are a valuable way for children to expand their learning and explore new interests. All clubs will begin after Labor Day. More information and forms will be sent home in your child’s classroom folder in the middle of August. Eligibility requirements and fees (if applicable) vary by club. Here is a list of the clubs offered last year to give you an idea of the possibilities (clubs vary each year): https://www.myips.org/butlerlabschool60/clubs/. You can also see our sports offered here: https://www.myips.org/butlerlabschool60/sports-offerings/

Does the Lab School offer before-and after-care options for my child?
Before-and after-care is currently provided by AYS at our school. Please contact AYS directly for more information, including rates. Before-care begins at 6:30am, and your child will go to his/her classroom at 9:05am. After-care is available until 6:00pm (317-283-3817/ www.ayskids.org). AYS may reach capacity. Please contact them ASAP to reserve your space.

TRANSPORTATION

How do I pick my student up at the end of the day if he/she is a car rider?
Please see the attached map to get a better understanding of the traffic flow at pick up (Map: https://tinyurl.com/y2ke4mvc). Students will be lined up outside. Teachers walk to the same area in the parking lot each day so after a couple of pickups you will know the general area where your student will be waiting for you for the rest of the year. During inclement weather is the only time you will need to walk into the building to pick up your student. If your student is a car rider you MUST pick them up in the car rider line. You may not park on the street and walk up to get your student. The parking lot is a no idle zone. While you are in line waiting please turn your engine off. If you need to change your child from a car rider to a bus rider or walker or vice versa, you must call school BEFORE 3pm to notify the office. Unfortunately, requests made after 3pm cannot be honored.

Can I walk my child into school?
Yes, of course! Parents are always welcome at the Lab School. You can walk your child to their classroom every day. Please be advised that parking will be very tricky the first week or two of school as everyone adjusts to our drop-off procedure. Please be patient and allow extra time in the morning to find a parking spot in the lot.

What should we know about walking or biking to school?
Walking and biking are encouraged! Bike racks are located at the southeast corner of the building near the playground. If your student is a walker, bike rider, or car rider, please enter through the main entrance off the parking lot on the west side of the building during morning drop-off. During afternoon dismissal, walkers and
bike riders should be picked up at the southeast corner of the building inside the playground gate located on Pennsylvania Street.

**How do we know which bus my child will ride?**
Everyone who qualifies for transportation will receive a bus assignment through the mail prior to the first day of school, regardless of whether you plan on having your child ride the bus or not. It will list the assigned bus stop location, as well as pick-up and drop-off times. For additional information, please visit the IPS Transportation website at [www.myips.org/buses](http://www.myips.org/buses) or contact the Communications Center at 317-226-4500. We understand that sending your child on the bus for the first time can feel overwhelming, however, most families find their bus experiences are very positive! If you would like to speak with other families who choose bus transportation for their children, please ask your teacher to connect you with a bus riding family.

**WHAT DO I NEED TO BUY/PAY FOR?**

**What meal options are available at the Lab School?**
Free breakfast and lunch service is automatically available to all Lab School students! You do not need to sign up to receive free meals. The menu is posted on our website under the “Student Resources” tab. Breakfast service begins at 9:05am and lunch times vary by classroom and run for 20-30 minutes. You are welcome to send a packed lunch, including a drink from home if you prefer. In addition, a free, healthy snack is provided to every student each day.

While one complete meal is provided for free every day to each child, you may choose to allow your child to purchase additional drinks or food items beyond what is provided. The cost of these items ranges from $.40 for milk to $3.75 for a complete lunch. If you think your child will purchase additional items regularly, we encourage you to open a prepaid account to cover the costs. For further information regarding food services, please contact the Food Center at 317-226-4772.

**What are the school uniform requirements?**
Our preferred colors are khaki, navy and white. Navy or khaki on the bottom, white or navy on the top. Uniform tops should have a collar. Hoodies and denim are not allowed. Closed toe shoes are required.
- The Lab School uniform exchange will be open for exchanging at Back-to-School Night. You may exchange gently-used, outgrown uniforms or purchase individual items for $1 each. Otherwise, you can access the uniform exchange anytime the school is open.
- We also ask that you send an extra set of uniform clothes, including underwear, to be kept in your child’s backpack, cubby, or locker, in case of an accident or other messes.

**When will we receive a school supply list?**
Your teacher will provide the 2019-2020 supply list for your classroom at the family visit. Supply lists will also be accessible on the Lab School website under the “Student Resources” tab. Stay tuned for a Facebook and website update when this is complete.

**Do we pay textbook rental fees?**
Yes. Textbook rental fees are collected for every student. These fees vary by grade and will be announced towards the beginning of the school year. Previous years’ fees have ranged from $110-$155 per student. Free and reduced-fee assistance is available for families who qualify; applications for assistance will be available late summer. Please ask the Parent Involvement Educators, Laura and Jessica, for an application by calling 317-226-4260 or check the “District Resources” tab of our website for an application ([https://www.myips.org/butlerlabschool60/textbooks/](http://https://www.myips.org/butlerlabschool60/textbooks/)).
**PARENT INVOLVEMENT**

**Can I volunteer in my child’s classroom?**
We love our volunteers and encourage you to be active both at the school and in your child’s classroom! Before volunteering in any manner (including field trip chaperone, in-class helper, etc.), we ask you to submit an online Volunteer Application at [https://www.myips.org/get-involved/volunteer/](https://www.myips.org/get-involved/volunteer/). **Please complete this application annually!** You will be informed when your volunteer status is active. If you are volunteering for a specific event, please allow at least 2 weeks for your volunteer application to be processed. In the interest of allowing each of our classes time to establish their community and routine, we kindly ask that you wait until after Labor Day before volunteering in the classroom.

**Does the Lab School have a parent group?**
Yes we do. We have a parent run booster called the Lab School #60 Parent Teacher Collaborative (Lab Collab). The Lab Collab is organized and operated to foster a collaborative community which enriches and supports the Lab School #60 to inspire children to change the world.

**What resources are available to me as a parent of the Lab School?**
The Lab School’s Parent Involvement Educators (P.I.E.), Laura Dandelet ([dandeletl@myips.org](mailto:dandeletl@myips.org)) and Jessica McNiel ([mcnielj@myips.org](mailto:mcnielj@myips.org)), are excellent resources for families. Please reach out to them with questions or concerns once school begins in August. They are happy to help you find answers and connect you to further resources! The “Student Resources” and “Families Resources” tab of our website have a lot of helpful information and resources. Check it out: [https://www.myips.org/butlerlabschool60/](https://www.myips.org/butlerlabschool60/)

**How can we stay connected?**
Get connected now with our various social media networks!

- **School Facebook page:** Search for *The IPS/Butler University Laboratory School #60*, where we post official school updates. [https://www.facebook.com/ButlerLabSchool/](https://www.facebook.com/ButlerLabSchool/)
- **Lab Collab Facebook page (parent page):** Search for #60 “Lab Collab” *IPS/Butler University Lab School Collaborative* to connect with other Lab School families. [https://www.facebook.com/groups/676821749078475/](https://www.facebook.com/groups/676821749078475/)
- Follow us on Instagram at butlerlabschool
- Check out our website at [https://www.myips.org/butlerlabschool60/](https://www.myips.org/butlerlabschool60/).

If you have further questions after reviewing the FAQ sheets, please be sure to follow up with your teacher at your scheduled family visit. We also encourage you to reach out to other Lab School families through our Lab Collab Facebook page. They are eager to help answer questions and share knowledge from their own experiences. We look forward to seeing you soon!