

Dear Center Nest Parents,

Welcome, or welcome back to Center Montessori School! We are excited to share in your child's growth and development throughout the coming year. Please read the following guidelines and procedures provided to assist you and your child. Our goal is to provide a comfortable and peaceful transition for parent and child.

Please send the following with your child on the first day of school or, if you wish you can bring these items to the Nest Orientation:

- Two complete changes of clothes (plain shirt, shorts/pants, underwear & socks) in a large Ziploc bag with your child's name on everything.
- If your child is wearing diapers, please send in 1 package with your child's name clearly marked. We will store them and let you know when your child needs more.
- If your child is wearing training pants, please send in three pairs of training underwear/training pants included in your child's extra clothes. Please supply two changes of clothes.
- One bag of wipes (150+count)

**Nest Orientation:** We have two days of orientation for the children before our first day of school. This helps with the transition so that they will be familiar with the environment before their first day.

Thursday, August 16 <sup>th</sup>	9am-10am with one parent attending with the child
Friday, August 17 <sup>th</sup> :	9am-10am without parents, pick-up will be on our playground

**Our Daily Schedule:**

8:20am	Drop off at Toddler Playground
8:45am	Work Cycle (Tuesdays & Thursdays: Music with Ms. Alicia in our class at 9am)
9:30am	Snack
10:15am	Playground
11am	Lunch
12pm	Playground and Dismissal (Half-day children picked up promptly by 12:15pm)
12:15pm	Nap
2:40pm -2:55pm	Pick-up

**We start our day on the toddler playground.** You have the choice of dropping your child off in the car drop off line that circles the main school building or walking them to the toddler playground. The prompt arrival of your child at school has a tremendous impact on his/her day. Arriving on time gives your child time to connect with peers and the environment, helps prepare him/her for the classroom and allows the child to approach the day in sync with his/her friends. I cannot emphasize enough that a regular routine will enable your child to be successful each day.

On the occasion that you might be late, you will go **to the office** where one of the office staff will call me to come and receive your child. We have safety protocols in place on our campus that require parents to check in with the office if arriving at school at a time other than a regular drop off or pick up time. If there is an occasion that after checking in with the office, you walk your child to the classroom door, **it is very important to say goodbye outside the door.** If there is a separation anxiety issue, please call me the week before school starts so we may discuss ways in which to help your child's transition into the classroom. It can be upsetting to the children to see another child's parent not in the normal routine of our day, sometimes causing a chain reaction among the children. Especially in the beginning of the year when children may be missing their Mom and Dad we make every effort to minimize or prevent any upset.

**Pick-up:** Half-day pick up is on our playground. You will need to park in one of the parking spaces in our alleyway and be buzzed in by the office. Children need to be picked up no later than 12:15pm. Full-day pick up is no later than 2:45pm. You can either utilize our drive through and stop by the toddler fence/flag pole at which time your child will be walked to your car or you can park in one of our alleyway parking spaces and walk to the classroom to collect your child. Please note, there is a late fee that is assessed each time a child is picked up past the enrolled pick up time. Additionally, due to the age of our toddlers and monitoring by the Department of Children and Families, we are unable to take the Nest children at the end of the school day to older siblings to wait with them for their later pick up time. Our school's end of the day pick up times are staggered for our different classes to avoid backed up pick up lines and enable a smoother in and out for our families.

**List of persons authorized to pick up your child:** The Department of Children and Families has recently amended the guidelines for our registration paperwork addressing the list of individuals authorized to pick up a child. We will have an additional page which will need to be completed before our first day of school as they have requested more information be provided. In addition to listing the name of each person you are authorizing to pick up your child, we will now also need their contact phone numbers and their physical address. We need to have prior notice if an authorized individual on your list will be picking up your child. Please let that person know that if they are not personally known to Christine, they will have to present photo identification at the time of pick up.

**Naps:** Please provide your child with the items they will need to be comfortable during their naptime. These will include: one fitted crib sheet, one crib-size blanket, small pillow, and security blanket or animal. Please make sure the blanket is large enough to cover your child's full body. Please place these items in a large bag, with handles, labeled with your child's name. Please label all items. We will send home the bag with your child every Friday. Please replenish with clean items the following Monday. We will begin our nap transition at 12:15pm each day.

**Snack Bag:** We take turns through rotation bringing home the weekly snack bag during the school year. You will have the opportunity on your week to go shopping with your child to choose healthy snacks for each day of your week for the classroom. **We do have peanut allergies in our school. Please see the additional insert for a detailed listing of ideas for snack.** We will have a snack bag schedule distributed for sign up on August 23<sup>rd</sup> during our Parent Orientation.

**Items from home:** Toys, jewelry, and other "treasures" should be left at home. They tend to be distracting, unhygienic, or hazardous; loss or breakage of these items is upsetting to the children.

**Clothing:** Please mark all outerwear. Many jackets and sweaters are not claimed during the year because they don't have names on them. When clothing is marked we are able to return them. **Close-toed shoes with non-skid bottoms** are a **must** in order for your child to be safe on the playground.

**Diapers:** If your child is still in diapers, please send in one package with your child's name. We are happy to store them and let you know when your child is getting low.

**Toileting:** When your child is ready to start using the toilet, we encourage training pants. This helps the child's sensory of identifying their own bodily signals. Pull-ups wick away any moisture and the child does not receive the essential sensory communication. I am available to work with each family individually as we understand there may be other needs. A wonderful book I recommend is *Diaper Free Before Three* by Jill M. Lekovic.

**Wipes:** Each child will be required to bring two full packages of the refill wipes during our school year. Please bring your first package on our first day. We will communicate when our classroom supply is low.

**Scheduled Observations:** We encourage classroom observations after our first 10 weeks of school. In order for you to get the most out of your observation, we ask that you schedule a time in advance. This will ensure that you do get to see an actual work cycle and we will avoid scheduling conflicts.

**Volunteer hours:** Throughout the year there are many opportunities to fulfill your 15-hour family volunteer commitment to the classroom/school. These would include making play dough for our classroom, manning our class Art Festival craft booth, work preparation for crafts (these items can be taken home) and several more opportunities that arise during our school year. Volunteer hours are also accumulated by attending parent education workshops and CEPA events.

**Celebration of Life:** (Birthdays) - If your child's birthday falls during the school year, it can be a special day for all of us. We celebrate singing to the child and if they wish they may bring a special fruit or vegetable snack to share.

**Medication:** There will be paperwork for you to complete before medication can be given. When a child is taking medication at home, please let us know. Medication highly alters a child's day and with prior communication we can ensure their day is smooth. If your child has an allergy, there is special paperwork that I will need from you and your pediatrician.

**Envelopes/Communication:** Your child's work and general school communications will be sent home on a regular basis in a large envelope with your child's name on it. Please empty and return the envelope to the classroom the following school day.

**Conferences:** We have three Parent/Teacher conferences per year: one before our first day of school, one in the fall and one in the spring. This does not limit my availability to you. If at any time you feel the need to meet, please let me know. I am always available.

*I will be contacting you to schedule your first Parent/Teacher conference which will be held before our first day of school. We use this time to learn about your child and get to know each other as well as conduct our Parent Orientation for the Nest. Children are not in attendance. Conference times are available August 13-17, throughout the day at 60 minute intervals for new Nest parents and 30 minutes for existing Nest parents. I will email a schedule and ask everyone to get back to me with his or her choice of time.*

**Lunches:** Please pay particular attention to your child's lunch. Our goal is for your child to enjoy a nutritious, filling lunch in a calm and pleasant atmosphere. We encourage packing **high protein foods and fresh fruit and vegetables** rather than prepackaged and processed foods. Please pack lunch items in reusable containers that your child can easily open, including drink containers that do not leak or squirt when opened. **We ask that you avoid Go-gurt and fruit roll-ups** as they are very messy and encourage children to play with their food. **Candy, soda, chocolate items, and iced tea are not allowed.**

*When packing your child's lunch, please include a cloth placemat and a cloth napkin. These items should be placed on top of your child's lunch. When your child opens his or her lunch box, he or she will take out the place mat and napkin first then place the lunch on top. No silverware is needed as we use our classroom set.* Please remember to label your child's lunchbox with his or her name on the exterior where it can easily be identified.

**\*\*Extra Note of Caution for Lunches\*\* - Peanut butter or any kind of nuts are not allowed. Nuts are an airborne allergen.** We have several children in our school who are highly allergic to these foods. To protect these children we must ask that these items not be sent for lunch. Our goal is to make the classroom a safe environment for everyone. An alternative to peanut butter is sun butter. This is made of sunflower seeds and you will be very surprised how closely the taste is to peanut butter. If your child is one whose staple is peanut butter, I encourage you to try the sun butter and begin a transition to this new peanut replacement. Please note that coconut is also not allowed as it falls into this allergen category.

Again, welcome to our Center family. We will all enjoy learning and growing together as we travel through these magical years of your child's life.

We look forward to seeing you at the Ice Cream Social on Sunday, August 19th, from 2-4pm .

Enjoy the rest of your summer!

Ms. Christine Wood and Ms. Rosa Chafloque