



Dear Parents:

Welcome, or welcome back to the Center Montessori School – Primary 1 Class! I am looking forward to working with you and your child this school year.

If you are new to our classroom, we hope that you will be able to attend the New Parent Orientation on Sunday, August 18, from 1:00 p.m. to 2:00 p.m. This is a chance to meet with me and my other fellow teachers for an informative session regarding our procedures and specific classroom guidelines to assist you and your child. Please also mark your calendars for your child's orientation days scheduled on Thursday, August 15 and Friday, August 16, at 9:00 a.m. These two days are only for students new to the Primary classroom and I strongly recommend that your child attend this orientation before the first day of school as a way to facilitate his/her transition to the Montessori environment.

**Our Daily Schedule:**

Arrival 8:20am

Group time 8:30am

Work cycle 9am

Playground 11:20am

Lunch 12pm

12:30pm Dismissal of half-day children /Nap for younger children /Story & Quiet Time

Playground/ Work Cycle 1pm

Dismissal 2:50pm

After Care 3pm

**Arrival time:** On the occasion that you might be late (arriving after 8:45 a.m.), please go to the office where one of the office staff will escort your child to the class so as not to interrupt lessons in progress.

**Music and P.E.:** Tuesday and Thursday Mornings: Music for three and four-year olds followed by Music and then P.E. for the kindergarteners

**Envelopes/Communication:** Envelopes with your child's weekly work along with notes from the school office will be sent home on Fridays. We ask that these envelopes be returned empty to school the following Monday. If you wish to speak with me about your child's progress, I am usually available half an hour before school starts or after 3pm to answer any of your questions.

**Clothing:** Please send in a full set of change of clothes for your child. Please bring it in a large Ziploc bag with your child's name printed on it. We appreciate that you label all the items belonging to your child.

In the Primary classroom, younger children's ability at using the restroom independently should not be hindered by tight clothing or those that are hard to manage. Please make sure that your child's clothes are easy for him/her to put on and off. Children are expected to be wearing underwear (not pull-ups or diapers) and please let us know if they need more reminders to use the restroom, we will be happy to help with that.

We are sensitive to the potential for sun exposure at school. As a result, we kindly ask that you apply sunscreen to your child prior to morning drop off and that you please send in a hat for your child to wear during outside play.

**Lunches:** Our goal is for your child to eat a filling, nutritious lunch in a peaceful, relaxing atmosphere. Please include a cloth placemat and napkin as well as any utensils your child may need, plus a small ice pack to help keep the food fresh. Please label these items with your child's name. We encourage packing high protein foods, and fresh fruit and vegetables rather than prepackaged and processed. 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. Our school is a nut-free zone. We also ask that candy, chocolates, and soda be consumed outside of school.

**Snack Bag:** Snack is provided for the children each day through our classroom community snack program. Your child will receive two turns to bring home the community snack bag and it is your responsibility to provide snack to the class community those two weeks. You will have the opportunity to go shopping with your child to choose healthy snacks for each day of that week for the classroom and your child will be involved in snack preparation that week. Please look for the signup sheet that will be available on the first week of school. A note will be sent with food items to choose from and the ones that need to be avoided.

**Flower arranging:** Care of the environment is a part of the Montessori experience for the child. Each week there will be an opportunity for a child to bring in fresh flowers to arrange for the classroom. If you are interested in sending in a small bouquet, please ask for the signup sheet. A reminder will be sent home prior to the week you selected for your child.

**Items from home/Sharing Basket:** We ask that toys, jewelry, and other "treasures" be left each day at home and not be brought to school with your child. They tend to be distracting and loss or breakage of these items is upsetting to the children. Your child will have a chance to share a selection of items from home when it is his/her turn to take the "Sharing Basket" for Friday. A note will be sent home with more details.

**Celebration of Life (Birthdays):** Your child's birthday is a special day for all of us. If you wish to celebrate it here at school, we will be delighted to host a Celebration of Life on the appropriate day; just check with me to schedule a time. Summer birthdays are celebrated upon request of the parents. Family members are invited to participate in these celebrations. Please let me know if you want to bring something to share with the class. Please use U.S. mail to distribute birthday party invitations, gifts or thank-you notes. This is out of consideration for the children who may not be invited. You may request an updated address list from the office.

**Medication:** If your child needs any type of medication during the school day, please contact the office as there is an authorization form for you to sign and complete before medication can be given. When a child is taking medication at home, please let us know as some medications can alter a child's day and we want to ensure the day is smooth.

**Volunteer hours:** If you are interested in volunteering in our classroom, there will be opportunities to help throughout the year. I will have a note sent in your child's envelope by the second week of school for you to view and select the volunteer opportunities that you would like to take part of in the classroom.

Again, welcome to the Center. We are looking forward to our days with you, your child, and your family.

Sincerely,

Ms. Saleha (Primary 1 Teacher)

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