



Center Montessori School

Dear Primary 2 Parents,

Welcome, or welcome back to Center Montessori School! We are looking forward to a wonderful year, working with you and your child. We thought the following information would be helpful to you as our year begins.

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 1-2 pm. 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 9-11 am. These two days are only for students new to the Primary classroom and I strongly recommend that your child attends this orientation before the first day of school to facilitate his/her transition to the Montessori environment.

Your child's daily schedule will usually follow this routine:

Arrival/Greetings 8:20-9:00am

Work cycle 9:00 am

Playground 10:00am

Work Cycle 11:00-12:00 pm

Lunch 12:00pm

Rest Time 12:45

Work cycle 1:00pm

Playground 2:15pm

Dismissal 2:50pm

Aftercare 3:00

Tuesday and Thursday Mornings: Music for 3 and 4-year olds, Music and PE for Kindergarteners

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

Lunches. Our goal is for your child to enjoy a nutritious, filling lunch in a calm and pleasant atmosphere. We encourage packing fresh fruit and vegetables with an ice pack to keep the food fresh rather than prepackaged and processed foods. Please pack lunch items in reusable containers that your child can open, including drink containers that do not leak or squirt when opened. We ask that you please avoid **Go-gurt and fruit roll-ups** as they are messy and encourage children to play with their food. **We also ask that candy, chocolate puddings, sodas and iced tea** be consumed at home. Please be sure to mark the lunch box with your child's name. Please pack the following in your child's lunch box:

- cloth placemat
- cloth napkin
- spoon or fork, if necessary
- ice pack

Clothing. Please send a complete change of clothes in a Ziploc bag and mark all belongings with your child's name. Close-toed shoes with non- skid bottoms are important for safety on the playground.

Items from home. Toys, jewelry, make-up and other "treasures" should be left at home. They can be a distraction and loss, or breakage of these items is upsetting to the children.

Sharing. The first Fridays of each month will be our sharing days. More details will be communicated later.

Celebration of Life. We have a special tradition of marking the children's birthdays with a Celebration of Life ceremony. If you wish to celebrate your child's birthday during the school year, we will be delighted to host a ceremony on a scheduled day. Please bring one picture for the day of birth and one for each successive year. If you would like to provide a birthday treat, we request non-edible treats. For ease of distribution, please do not label the treat/goody bag. Please use U.S. Mail to distribute any other party invitations and thank-you notes. This is out of consideration for the children who may not be invited.

Envelopes: Your child's weekly work along with notes from the school office will be sent home on Fridays. We ask that you return these envelopes empty to school the following Monday. There will be no folders on short weeks.

Conferences: We have two parent-teacher conferences per year, fall and spring. If you need to speak with me personally, I am always available after school. You can leave a message in the office. I will call you back after school.

Scheduled observations: Observations begin in October, after the first six weeks of school. We encourage 20-minute classroom observations. If you would like to observe the classroom dynamic, we ask that you schedule a time in advance. This will ensure that you get to see the work cycle and avoid scheduling conflicts.

Volunteer hours: Throughout the year there are many opportunities to fulfill your 15-hour volunteer commitment to the classroom. These would include our holiday parties, work preparation for crafts (these items can be taken home), and several more opportunities that arise during our school year. Credit will also be given for providing an extra week of snack.

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. 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 educational experience. Each week there is 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.

We will host a New Parent Orientation before our Ice Cream Social on August 18, from 1-2pm, during which time you can ask questions and meet the other families in our class.

Again, welcome to the Center Montessori School. We look forward to our days with your child and your family.

Sincerely,

Crystal and Tammy