



Center Montessori School

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 school experience for parent and child.

Please send the following with your child on the first day of school, or, if you wish you may bring these items in during our beginning of the year conference or the day of our Ice Cream Social:

- Two complete changes of clothes (shirt, shorts/pants, underwear, and socks) in a large Ziploc bag with your child's name on everything.
- If your child is wearing diapers, please send in 1 package of diapers 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 along with your child's extra clothes.
- One bag of wipes (150+count)

Our Daily Schedule

Arrival Time at 8:20am. We start our day on the toddler playground. You have the choice of dropping your child off in the drop off line or walking him or her 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 one's environment, help prepare the classroom and to approach the day in sync with his/her friends. I cannot emphasize enough that a routine will enable your child to be successful each day.

If there is an occasion that 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.

On the occasion that you might be late, please go to the office where one of the office staff will call me to come and receive your child. This is especially important at the beginning of our school year. When the children see a parent not in the normal routine it can be confusing and upsetting to them.

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| 8:20am | Drop off at Toddler playground |
| 8:45am | Work cycle |
| 9:30am | Snack |
| 10:15am | Playground |
| 11:00am | Lunch |
| 12:00pm | Playground and Dismissal (Half-day children are picked up by 12:15pm) |
| 12:15pm | Nap |
| 2:40pm -2:55pm | Pick-up |

Note: There is a per-minute late fee which arises each time a child is picked up past his or her enrolled pick up time. Due to the age of our toddlers and monitoring by DCF, we are unable to take them to siblings to wait with them. Our end of the day pick up time is staggered for our school levels to avoid backed up pick-up lines and enable a smoother dismissal.

Music: Tuesdays and Thursdays include music with Ms. Alicia, 9:00am in our classroom.

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

Thursday, August 15 ~ 9:00-10:00am: Child and one parent attending.

Friday, August 16 ~ 9:00-10:00am: Child without parent, pick-up will be on our playground.

Naps: Please provide your child with the items he/she will need to be comfortable during nap time. These will include: one fitted crib sheet, one 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. Please label all items with your child's name. 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. There will be a fee for your child's nap mat. I will be able to give you a price when we get closer to the beginning of our year, they will be stocked as we near August.

Snack Bag: Our classroom participates in a weekly Community Snack Bag that is rotated throughout the Nest families during the school year. You have the opportunity to go shop with your child to choose healthy snacks for each day of our week for the classroom. **We do have peanut allergies in our school, please see the additional insert for a detailed listing of snack suggestions.** A snack schedule will be on hand to sign up during our beginning of the year conference.

Items from home: Toys, jewelry, and other "treasures" should be left at home. They tend to be distracting and loss or breakage of these items is upsetting to the children. It is sometimes challenging to say no to a child when they want to bring these items to school. I am happy to help with this during our drop off transition if needed.

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 important for your child to be safe on the playground.

Diapers: Please send in one package at a time, 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 to identify his or her 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 large packages of the refill wipes during our school year. Please bring your first package on our first day. I will communicate our need for more 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 get to see the work cycle and 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, being a weekly garden volunteer, manning our Art Festival craft booth, preparing 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 by singing to the child and if the child would like, he or she 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 can alter a child's day and we want to ensure the day is smooth. If your child has an allergy, there is special paperwork that I will need from you and your pediatrician.

Envelopes/Communication: You 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 conference with me before our first day of school. We use this time to learn about your child and get to know each other and it also serves as your parent orientation for the Nest. Children are not in attendance. Conference times are available August 12th-16th, 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 their time of choice.

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; they are very messy and encourage children to play with their food. Candy, soda, cookies, chocolate items, and iced tea are not allowed.

When packing your child's lunch, please include a cloth placemat, and cloth napkin. These items should be placed on top of your child's lunch. When your child opens the lunch box, he/she will first take out the placemat and napkin and will 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 their 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 its 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 early years of your child's life. We invite you to share your talents.

We look forward to seeing you at the Ice Cream Social on Sunday, August 18th, from 2-4pm .

Have a wonderful summer.....

Ms. Christine Wood and Ms. Rosa Chafloque