

NEW STUDENT INFORMATION

1. *Drop off and Pick up...* Be prepared for some possible tears, but please know that a successful transition for your child is our goal. We will do our best to help your little ones (and you) make the transition. Feel free to discuss our plans and our strategies in order to achieve a smooth and successful transition. In regards to pick up, for those who are utilizing the afternoon day care, we are available until 6:00pm. If you are running later than closing time, the charge is \$1.00 per minute and is payable to the teacher on duty. Please be respectful of the staff and teachers time. Often times they have plans or families to attend to and must leave right at 6:00pm. Thank you in advance for your cooperation in this area.
2. *Check In/Out...* Social Services requires for each child to be signed in/out each day. This is a requirement of the adult who drops off / picks up every day. Village Montessori Center utilizes the Procure system. We will register the fingerprints of every parent and any other authorized person who may frequently pick up your child. Your fingerprint will be used as your signature when you drop off and pick up your child. If someone is picking up your child and they are not registered, we will need notice in writing. Additionally, please advise anyone who will be picking up your child that he/she will be asked for a photo ID.
3. *What to bring to school: Please LABEL all items with a Sharpie or a permanent marker.*

Room 1 - Infant and Toddler Programs:

- Extra diapers and wipes, ointment if needed
- Formula, cereal, baby food-per licensing requirements, all food items must be labeled and dated.
- Bottles, pacifiers, and sippy cups
- Extra clothing, including warm layers
- Burp clothes and bibs
- Two blankets for naps and five crib sheets – per licensing requirements, all sheets are changed daily. These will be sent home on Fridays to be washed and returned on Mondays.
- Sunscreen:** Please apply sunscreen in the warm months prior to arriving at school. We would be happy to reapply sunscreen before going outside in the afternoon. The bottle **MUST** be labeled and the consent form must be signed.

Room 2 - PreMontessori Room:

- Diapers and wipes if your child is not potty trained.
- Extra clothing: In a **gallon size zip lock baggie**: Please bring 4, seasonally appropriate, **EXTRA SETS** of clothes labeled with your child's name. This includes 4 shirts, 4 pants/shorts, 4 pair of underwear and 4 pairs of socks. Potty Training children should have **6 EXTRA SETS OF CLOTHES**.
- Napping:** Please bring a standard size **crib sheet and a small blanket inside a pillow case**. You may bring a **small** pillow or lovie for your child to sleep with, but keep in mind that space is limited. **PLEASE LABEL EVERYTHING WITH YOUR CHILD'S NAME**. Our storage area is limited, so please do not bring bulky bedding and do not send "precious" blankets as items can sometimes get lost.

- Sunscreen:** Please apply sunscreen in the warm months prior to arriving at school. We would be happy to reapply sunscreen in the afternoon before going outside. The bottle **MUST** be labeled and the consent form signed.

Rooms 3 and 4 – Primary Pre-School and Kindergarten Classrooms:

- Extra Clothing...In a **gallon size zip lock baggie**, please bring a complete change of seasonally appropriate, LABELLED clothes for your child. Included should be: shirt, shorts/pants, underwear and socks.
 - Napping:** Please bring a standard size **crib sheet and a small blanket inside a pillow case**. You may bring a **small** pillow or lovie for your child to sleep with, but keep in mind that space is limited. PLEASE LABEL EVERYTHING WITH YOUR CHILD’S NAME. Our storage area is limited, so please do not bring bulky bedding and do not send “precious” blankets as items can sometimes get lost.
 - Sunscreen:** Please apply sunscreen in the warm months prior to arriving at school. We would be happy to reapply sunscreen in the afternoon before going outside. The bottle **MUST** be labeled and the consent form signed.
4. **Snacks:** As a part of the children’s Practical Life Activities, we will email a monthly snack sign-up for the morning snack served each day. As the Snack Host/Hostess, your child will help prepare and serve snack on their snack day. Please plan on serving snack for 24-28 children. The school will provide afternoon snacks at approximately 2:45-3:00pm.
 5. **Lunch Program:** The school offers a hot lunch option for an additional fee. Please see the tuition schedule for pricing details. If you wish to send a lunch, please keep in mind that all lunches must follow the healthy food and low sugar policy outlined in the Parent Handbook. Uneaten food will be sent home, as well as foods not adhering to the low sugar policy. As a reminder, we are a NUT TREE School and any foods packed with nut products will be sent home as well. We are unable to heat lunches up or refrigerate any lunches. Please utilize a thermos or insulated container if needed.
 6. **Allergies:** We are a **NUT-FREE** school. Please do not send any food products to school listing nuts as an ingredient. If you child has any other special dietary requirements, please let us know immediately. We may ask for you to provide backup snacks for us to keep on hand at the school.
 7. **Need to talk to the teacher:** Drop off and Pick Up times are usually quite busy. If you need to talk to your teacher about your child or have any questions, please leave a note and your teacher will call you back as soon as possible or you can send an email. Teachers generally have prep time in the afternoon and can respond at that time.
 8. **Your child’s Friday folder:** Each child has a folder for any projects/work they have done that needs to be taken home. These folders will be brought to the front office on Fridays. Please realize that in a Montessori classroom, children are busy “doing” and aren’t necessarily interested in “paperwork”. So, if you child does not have a lot of “stuff” in their files, rest assured that they still are always doing many activities, which we would be glad to share with you. The children also receive a Portfolio of their work at the end of the year and may choose to keep their work for their “special book”.
 9. **Birthday celebration:** Children in the Primary Preschool and Kindergarten classrooms celebrate this important day with the Montessori Birthday Celebration. We invite you to join us while we celebrate

your child's special day! Please speak with your teacher to arrange a convenient time for the celebration and to learn what we need for the Celebration. We welcome you to bring a special snack in for your child's birthday, low sugar items are encouraged (sugar-free popsicles, cookie, mini-muffin, small ice cream cups). We also understand that birthday celebrations are an exciting moment for the children and they enjoy inviting their friends from school. If you are passing invitations out at school, we ask that all children in the class are invited. If you are inviting just a few, we would be happy to provide an address list for you to mail your invitations.

10. Share Days: Share day is every Friday (excluding Room 1). Each child is welcomed to bring in a favorite book, postcard, a trophy, a picture, educational item, or item pertaining to the unit of study. ***Please do not send in toys for them to share, as any toys will be set aside and will not be shared.***

11. Tuition: Tuition is prepaid and is due **either every other Friday or monthly** between the 25th and the last day of the month. For your convenience, we accept checks, cash, as well as online banking to make your tuition payments. A late fee of \$25.00 will be assessed for tuition payments received late (after 6:00pm on the day tuition is due). A payment box is located in the Front Office.

12. Holidays and Days off: Our school is closed for the major federal holidays, as well as for one week for Winter Break. Please see the school calendar for exact dates. Each family will receive a one-week vacation credit for this Winter Break. We also offer a one week summer vacation credit to be taken during the Summer Session for those children who attend the school year round (all twelve months). This week is available after the child has attended school for at least six months and is available only during the summer session.

Thank you and welcome to our school. Please refer to the Parent Handbook for any other information.