

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. Regarding pick up, for those who are utilizing the afternoon day care, we are available until 5:30pm. If you are running later than closing time, the charge is \$1.00 per minute and is due at pick up. Please be respectful of the staff and teachers time. Thank you in advance for your cooperation in this area.
2. Sign In/Out...Social Services requires each child to be signed in/out daily and it is the responsibility of the adult who drops off or picks up. Village Montessori Center utilizes the Brightwheel App for checking in/out, billing, messaging, and other various features. Parents will need to download the Brightwheel app on their phone/tablet and will digitally check in your child each morning and check out your child when you pick up your child. Your code 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. Tuition: Tuition is prepaid and is due **monthly** between the 25th and the last day of the month. For your convenience, we accept checks, cash, online banking, or via the Brightwheel App (a service fee may be assessed and is payable to Brightwheel) 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). The tuition box is located in the Front Office.
4. 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. We offer a two-week summer vacation credit to be taken during the Summer Session for those children who attend the school year-round (all twelve months). These weeks are available after the child has attended school for at least six months and is available only during the summer months (June, July, August).

5. What to bring to school: Please LABEL all items with a Sharpie or a permanent marker.

Room 1 - Toddler Programs (10mos-24mos):

- Completed Enrollment Paperwork, including the Physician's Report and copy of the immunization record
- Completed Needs and Service Plan
- Extra diapers and wipes, ointment if needed
- Formula, bottles, milk cup and food, all must be labeled and dated.
- Pacifiers and sippy cups
- Extra clothing, including warm layers
- Two blankets for naps and five crib sheets. These will be sent home on Fridays to be washed and returned on Mondays.
- Please apply sunscreen prior to arriving at school. We would be happy to reapply before going outside in the afternoon. Spray bottles are the most convenient at school. The bottle MUST be labeled, and the consent form signed.

Room 2 – PreMontessori Room (2-3.5 yrs old):

- Completed Enrollment Paperwork, including the Physician's Report and copy of the immunization record
- 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 ADDITIONAL SETS OF CLOTHES (for a total of 10 sets)**.
- Please bring a standard size **crib sheet and a small blanket inside a pillowcase**. 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 misplaced.
- Please apply sunscreen prior to arriving at school. We are happy to reapply after naptime before going outside. Spray bottles are the most convenient for us to use. The bottle MUST be labeled, and the consent form signed.

Rooms 3 and 4 – Primary and Kindergarten Montessori Classrooms:

- Extra Clothing...In a **gallon size zip lock baggie**, please bring a complete change of seasonally appropriate, LABELED clothes for your child. Included should be: shirt, shorts/pants, underwear and socks.
- Please bring a standard size **crib sheet and a small blanket inside a pillowcase**. 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 misplaced. Kindergarten do not nap but do have a quiet time. Kindergarten children may bring just a small blanket or towel for their rest period.
- Please apply sunscreen prior to arriving at school. We are happy to reapply sunscreen after naptime before going outside. Spray Bottles are the most convenient for us to use. The bottle MUST be labeled, and the consent form signed.