

## **GENERAL GUIDELINES:** **PRIMARY & TODDLERS**

We have included here important information that will help us start the year on a smooth note.

PLEASE TAKE NOTE!

### **WHAT TO BRING ON THE FIRST DAY OF SCHOOL**

- Change of clothing (1 bottom, 1 top, 1 underwear, 1 pair of socks, & 1 pair of shoes). For Toddlers, make it 2 changes of clothes.
- For toddlers in diapers please send a supply of diapers, wipes, and creams/ointments.
- Toddlers ONLY: a pair of soft sole shoes (such as Robeez, Nowali, ballet shoes, etc.) to be used as indoor shoes.
- A fitted crib sheet and a small blanket (if your child stays for naps). This can be sent in a reusable bag with your child's name on the outside.
- Small hair brush or comb with their name on it.
- Toddlers ONLY: Two (2) passport-size pictures (they do not need to be "official" passport pictures, but rather that size).
- All Administrative & Licensing Forms needed for your child's file (sent with your welcome packet).
- Your Child's Yellow Immunization Card (RETURNING STUDENTS AS WELL).

**PLEASE MAKE SURE THAT EVERYTHING HAS YOUR CHILD'S NAME ON IT.**

### **APRONS AND SACKS**

As part of the morning routine we will have the children walk into their classroom, hang up their jacket and put on their apron. This is a wonderful way to help them learn to take care of themselves.

Every Friday the children will take their apron home, along with their matching sack. Please return these items washed every Monday.

Returning Students: You may return with your own apron. If you have outgrown your apron, misplaced it, or for some reason require a new one, please inform the office so that that can be arranged (Apron Replacement Fee Applies).

### SNACK & LUNCH

Snack will be brought in every Monday by the parents (on a rotating basis). When it is your turn to bring in snack, you will receive a list of what to bring.

Each child brings their own lunch. We remind you that to respect the Kosher Guidelines, it must be an ALL- DAIRY lunch. Also, due to severe Peanut/Nut Allergies the entire school is a Nut-Free environment.

Also, your child's diet should be healthy and nutritious. We have a handout available with many good suggestions.

There are microwaves in each classroom that allows us to warm food up. All food is warmed on glass plates.

We hope to instill in the children an environmental consciousness, and so we would like to ask that in order to reduce waste, all lunches come in **re-usable containers** (instead of zip-locks and foil).

### SHABBAT

Since Shabbat is a special day, on Fridays we have special traditions that help create a sense of community:

- All the children wear white shirts
- Each child brings a flower to beautify the classroom
- Each child brings a few coins for Tzedakah (Charity)

### DROP-OFF and PICK-UP PROCEDURES

Please enter the campus through the GILMAN DRIVE ENTRANCE.

We have very strict policies regarding drop-off and pick-up procedures, as these are in place for the safety of our children. Please drive to the turnaround (waiting your turn in line), where a teacher will help your child out of the back, passenger door (closest to the curb-side). For the safety of the children and the flow of the line, please remain in your car. Always keep your child buckled into the seat until one of the staff members comes to help them out of the

car. Once your child has been dropped off, you can proceed down the hill towards the GILMAN DRIVE exit. Afternoon pick-up time will work the same way as the drop-off. Please be patient as you wait for other cars and follow all instructions thoroughly to ensure that things run smoothly and safely. Your cooperation in this procedure is highly appreciated.

Additionally, for the safety of everyone, we also request that the drop-off and pick-up procedures be a phone-free zone.

Be aware that on RAINY DAYS, we will not have curbside drop-off. You will need to park and walk your child up. We recommend keeping an umbrella in your car to avoid getting stuck in the rain.

Drop-off and Pick up Schedules:

Our morning curbside drop-off is from 8:15-8:30 a.m. Those who arrive later than this time will need to park in the parking lot and walk your children up the stairs to the main gate, where they will be received (please do not walk him/her to their classroom).

We ask however that you make every effort to have your child arrive on time for school. This allows your child and the entire class to begin their day together in a much more positive way.

For the children in the Half Day program, pick-up times are:

12:00 pm SHARP for Toddlers (pick up is at the Front Gate)

1:00 pm for Primary (pick up is at the Front Gate).

Half Day pick ups MUST BE PUNCTUAL.

Children in the Full Day program get picked-up from 2:15 to 2:30 pm at the curbside/turn around.

IT IS MANDATORY TO SIGN YOUR CHILD IN AND OUT EVERY DAY.

Late pick-ups will be charged at the extended care hourly rate fee of \$12.00 per hour, charged in  $\frac{1}{4}$  hour increments.

**Drop-off and pick-up times are not the appropriate moments to have a short conference with the guide, as it may interfere with the drop-off/pick-up procedure.**

**Your concerns are significantly important to us. Please do not hesitate in setting up an appointment with your guides whenever you need.**

### **NEW STUDENTS: THEIR FIRST FEW WEEKS**

As part of the transition and adjustment process for all NEW children, we ask that during the first 1-2 weeks of school, parents keep a flexible schedule in case their child needs to be picked up early from school.

We want the children to end their first few days on a good note, so that the subsequent days go more smoothly. We may therefore ask that you pick up your child early if we feel they are having a difficult time or if the day seems too long for them. Each child adjusts at their own pace, so we will handle this on an individual level for each child.

In addition to this, those of you who have signed up for Extended Care: We ask that Extended Care NOT be used for the first week of school until we see that the child has adjusted to their new environment. We request this solely with the child's well-being in mind, so please plan accordingly.

**If you are a working parent we ask that you please make the appropriate arrangements for this first week of school.**

### **SCHOOL ROSTER**

We will be putting together a school roster. If you do not want your information shared with other parents, please inform the office. An email will be sent out at the start of each semester, as a courtesy reminder.

### **EMAIL COMMUNICATION**

Email is a very efficient method of communication, and in our attempt to save paper and foster our environmental consciousness, we will be sending out most of our reminders and important information through email. At the start of each semester, you will be receiving an email to confirm the best email to ensure continuous communication. Additionally, we suggest that you add [admin@bethmontessori.com](mailto:admin@bethmontessori.com) to your contacts to ensure you receive all our emails. Also, if you would like to update or change your current email address (or be taken off an outgoing group), please just email the administration at the address above.

## TUITION/ACCOUNTING

We would just like to remind you that tuition is due by the 1<sup>st</sup> of each month. Tuition received after the 5<sup>th</sup> will incur a \$40 late fee. Invoices are sent out by email a few days before they are due. If you have any accounting questions, you can contact Cecilia Krongold, as she handles all the accounts.

**PLEASE REFER TO YOUR PARENT HANDBOOK FOR MORE DETAILS  
ON THESE AND MANY OTHER TOPICS.**

**ALSO, OUR WEBSITE CONTAINS MANY USEFUL RESOURCES YOU  
CAN TAKE ADVANTAGE OF.**

**AND MOST IMPORTANT, PLEASE REMEMBER THAT WE ARE ALWAYS  
AVAILABLE TO ANSWER YOUR QUESTIONS OR HEAR YOUR  
CONCERNS.**

**THANK YOU AND WELCOME TO OUR BETH MONTESSORI FAMILY!!!!!!**

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