

## **GENERAL GUIDELINES:** **INFANT COMMUNITY**

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**

- 2 Changes of clothing (2 bottoms, 2 tops, 2 pairs of socks, & 1 pair of shoes).
- Please send a supply of diapers, wipes, and creams/ointments.
- A pair of soft sole shoes (such as Robeez, Nowali, ballet shoes, etc.) to be used as indoor shoes.
- A crib sheet and small blanket (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.
- 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

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

### **SNACK/LUNCH/DRINKS**

Each child brings their own Food and Milk. Snack will be served from food in their lunch box (in case you want to specifically provide an additional snack). All bottles (and/or anything requiring refrigeration) must have your child's name on them.

Each child is to bring their own Thermos/water bottle, clearly labeled with their name. Filtered water is available if they need to refill it.

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. There is also a bottle warmer if necessary.

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

locks and foil). We will return uneaten food in order to give you feedback as to what your child is eating.

### **DROP-OFF and PICK-UP PROCEDURES**

Please enter and exit the campus through the GILMAN DRIVE ENTRANCE.

Please park in a designated parking spot. PLEASE DO NOT PARK IN THE TURN AROUND, FIRE ZONE, OR HANDICAPPED PARKING.

In the case of the Infants, drop-off and Pick-up will be at the front gate of their classroom. So you will be able to walk through the courtyard. Drop-off is at 8:15am, pick-up is at 2:30pm.

### **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, if it is in fact available: 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 few weeks of school.**

### **OBSERVATION WINDOWS**

Just a friendly reminder that you are welcome to come and observe your children through our observation windows anytime you want, just check in before you come to make sure there is not already another family observing or that your child is out on the playground where they can see you! Also, in general mornings are the best time to come observe, as you get to see the typical Montessori Routine and Work Cycle. We love seeing parents here, and this is often a wonderful opportunity to help you understand your child's process here at 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.

## **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, September through June. 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. OUR WEBSITE ALSO 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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