

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

Each child brings their own lunch. As well as their own snack. 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 to reduce waste, all lunches come in **re-usable containers** (instead of zip-locks and foil).

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.

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 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.

All Drop-offs and Pick-ups will take place up at the School's Front Gate.

Drop-off is between 8:15am and 8:30am.

We ask 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.

Once you park, please come up to our Front Gate, where we will greet and welcome your child. We will have them sanitize their hands before coming in, and their teacher (or staff member) will help guide them towards their classroom.

IT IS MANDATORY TO SIGN-IN AND SIGN-OUT YOUR CHILD WHEN YOU LEAVE THEM AT SCHOOL AND WHEN YOU PICK THEM UP. There will be a table near our front gate with a Sign-In Sheet for each classroom. Please find your child's name and sign them in/out with both the time and your legal signature.

We kindly ask that everyone over the age of 2 (including adults) wear a mask during the drop-off/pick-up procedures. You can find more details about this in our COVID Policies.

Pick-up Procedures

Departure time varies according to your program of choice:

12:00pm SHARP for Toddler Half Day (at the Front Gate)

1:00pm SHARP for Primary Half Day (at the Front Gate)

2:15pm- 2:30pm for Full Day (at the Front Gate)

Children will only be released to those authorized in the Pick-up Authorization Form.

Our Extended Care program schedule:

Morning EC: 7:45am - 8:15am

Afternoon EC: 2:30pm - 5:00pm

Late pick-ups will be charged at the extended care hourly rate fee of \$12.00 per hour, charged in ¼ 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.

Please know that your concerns are significantly important to us. 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 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 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 1st of each month, September through June. Tuition received after the 5th 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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