

Back to School Night 2023

Parent Handbook

Toddler Class

“We discovered that education is not something which the teacher does, but that it is a natural process which develops spontaneously in the human being. It is not acquired by listening to words, but in virtue of experiences in which the child acts on in his environment.” - Maria Montessori, The Absorbent Mind

Signing In/Out... Please sign in and out every day. QR codes are at every entrance, unfortunately we will not accept or release your child without proper authorization. Please remember to bring your phone in or ask for the tablet for sign in. There is a \$15 fee that will be applied to your account for not signing in/out. Your child's folder should be checked on a daily basis and your child's cubby should be checked every Friday. We kindly ask that parents do not enter the classrooms during drop off or pick up, please knock and wait for a teacher to assist you.

Morning Arrival... Please be on time! **School starts promptly at 8:30 a.m.** Your child must be signed in! A visual health check will be completed on your child upon arrival. If your child is showing any signs of illness such as a cough, runny nose, fever they will be asked to leave and return when they are symptom free or a doctor's note is provided stating that the child is not contagious and can return to school on a specified date. Please have your child place all of their items on his/her hook and should enter with only his/her water bottle (which should be labeled with his/her name and filled with water).

Children who arrive late could disrupt the other children in the class and routines are very important to a young child. A peaceful start to each day helps the child adjust to their surroundings and become at ease and confident with this important transition. Children that arrive past 8:30 a.m. will need to enter the classroom peacefully and a member of our Toddler team will greet your child and help you with any communication. Children who arrive before 8:00am can bring their own breakfast. The breakfast should consist of 3 food groups and come in the child's lunch box. Please be sure to label all containers in addition to other items handed to teachers.

Departures... Transition times occur at 12:30 pm and 2:30 pm. Your child must be signed out! After school program begins after that time. Please help us make this a peaceful and joyful transition by arriving on time. We will have your child prepared for pick up while some of us will be helping other children with going to rest, waking up or preparing for the rest of their day. Children leaving early or staying later for any reason must contact the office and leave a note for the teacher with the time they are being picked up. This will ensure the children will be ready at the requested time and will cause the least amount of disruption.

Nap/Rest time... Each toddler is offered a time of rest between 12:00pm and 2:30pm. It is very important that your child has everything he/she needs to make this time

peaceful and restful. Please be sure to bring your child's bedding in on Mondays and take it home on Fridays.

Need to talk to the teacher... Morning drop-off time is usually quite busy. If you need to talk to the teacher about your child or have any questions, please speak with the office so that they may facilitate or schedule a time to speak with the teacher. You can also feel free to schedule a brief conference, if necessary. Communication is a very important element of the parent, child and teacher relationship, please feel free to come to us with any concerns you may have. Some questions can be addressed with an assistant, how your child ate, potty training successes, ouch reports, etc.... However, most questions and concerns are best addressed directly with the teacher who has an understanding of your child's progress in each area of development.

Field Trips... We generally will have the opportunity to go on 3-4 field trips away from the school. On these trips we will require parent volunteers. Transportation for these trips is usually being provided in vehicles of parents or guardians of the children enrolled in the school. We encourage you to participate in these trips. There may be times that the number of volunteers will have to be limited. If that is the case a sign-up sheet will be emailed out to all of the parents. To be a parent volunteer you will need to provide the following items to the office prior to the field trip:

- Show proof of valid driver's license
- Show proof of insurance (if driving)
- Show proof of immunizations:
 - Measles - MMR
 - **YEARLY** Influenza (Flu Shot or declination)
 - Pertussis (Whooping Cough) - DTap
 - TB Clearance (within the last year)

Toys and jewelry... Please do not allow your children to bring toys or jewelry to school. The special-ness of an item may be too tempting for other children, or the item may be lost or broken and cause hurt feelings. Jewelry, small items, costumes hats, tiaras, and props pose a safety problem as well. Please be sure to part with these items in your car.

Children's Belongings ... Each child has a container to store extra clothing, a container for storing diapers and a bag for storing bedding. The youngest children also have a container for storing extra food. **We ask that all clothing, bottles, jackets and bedding are clearly labeled.** We need 2-3 extra sets of clothing at school at all times. If we send items of soiled clothing home, please send back equal clothing the next day. We offer an orange bag to transport soiled clothing. Please return the bag with your clean clothing the next day.

Birthdays... Celebrating the day of your child's birth is very important and special. Our birthday celebration allows every child the joy of sharing some of the more meaningful/exciting events in the child's life. You may bring in a special fruit and mini

cupcakes for their celebration. We will also send you a picture as a memento of the celebration.

Allergies... Please check our board for any food restrictions for the classroom. If your child has any 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. We will place a list of your child's allergies in our snack cabinet to take precautions with all foods offered.

Low Sugar Policy... We support a healthier approach to snack and lunch again this year. We are asking that no high sugar products be sent to school with your child at any time except for special parties and celebrations. This includes cookies, cupcakes, fruit punch/high sugar juice, candy, syrup, cake, donuts, chips, fruit snacks, and gummies etc. These foods have been found to alter behavior of children in many ways and lead to an unhealthy lifestyle. Please help us in keeping our children happy and healthy. Any items we feel do not observe our low sugar policy will be saved and replaced with a healthy alternative and given back to you at the end of the day. There will be a nominal fee for this service.

Snack... Each month your child will have the opportunity to host their own snack day. Snack must be brought to school the day before your designated day. If you are unable to bring the snack on time for any reason, please let us know as soon as possible so we can alter your snack day or provide a snack with food on hand. Please let the teacher know if you are not sure about an item or amount and she can clarify it for you. We are always open to new ideas or foods from different cultures, etc. Snack menus are available on our website at <https://www.montessoriupland.com/snack-schedules> for your reference. Snack will be offered at 9:15 AM.

Lunch... Lunch must consist of 4 food groups. Food items that pose a choking hazard such as hot dogs, mini carrots, grapes etc should be cut, so they are no longer in a circle. Please pack the appropriate portion for your child. Please pack healthy items for your child's lunch. Chips, chocolate milk, cookies, pudding and other similar items should not be brought to school. If you would rather not pack a lunch, the school does offer a hot lunch option which is an additional cost. The hot lunch order form and schedules are posted on our website <https://www.montessoriupland.com/hot-lunch> for your reference.

"If education recognizes the intrinsic value of the child's personality and provides an environment suited to spiritual growth, we have the revelation of an entirely new child, whose astonishing characteristics can eventually contribute to the betterment of the world." - Maria Montessori, Peaceful Children, Peaceful World

Unit Study 2023-2024

<u>September:</u> Theme: Careers	<u>October:</u> Theme: Fall Harvest	<u>November:</u> Theme: Native American Culture
<u>December:</u> Theme: International Children	<u>January:</u> Theme: Arctic	<u>February:</u> Theme: Black History
<u>March:</u> Theme: Outer Space	<u>April:</u> Theme: Life Cycles	<u>May:</u> Theme: Pets