

Back to School Night 2023

Parent Handbook

Mrs. Shivika's Classroom

"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

Door Code... Please do not hand out the door code to anyone who is not picking up regularly. If someone is picking up on a rare occurrence or even occasionally from the approved pick-up list, they should first head to the office to have ID checked and be escorted to the classroom. We appreciate your cooperation in keeping the students and staff safe!

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!** Your child's temperature will be taken outside of the classroom door and a visual health check will be completed. 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. Your child will need to change his/her shoes before entering the classroom. 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).

The child who arrives late could disrupt the class and misses the important socialization process that naturally occurs at the start of the day. Children that arrive past 8:30 a.m. will need to enter the classroom peacefully and independently.

Departures... Your child must be signed in/out! Full day students that will not be staying for after school daycare are to be picked up at 2:30 pm. Children leaving early 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.

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 Shivika. You can also feel free to

schedule a brief conference, if necessary. Communication is a very important element of the parent 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 Shivika who has an understanding of your child's progress in each area of development.

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 poses a safety problem as well.

Share time/ Public Speaking... Educational objects from nature, books, photos, etc. make great share items. Children are also welcome to share something verbally about their lives. Through this the child learns to speak in front of their peers. This is an excellent way of gaining self-esteem at an early age. Share Day will be every Wednesday. Items brought in must be placed in the "share basket" located on top of the student work drawers.

Children's Drawers... Each child has a drawer for any project they have done to be sent home. It is located by the door inside the classroom. If your child doesn't have a lot of work in their drawer, rest assured that they are still always busy doing many activities, which we would be glad to share with you.

Extra Clothing... We ask that every child have a set of extra clothes at school at all times. We will check these clothes occasionally to make sure they are the right size and weather appropriate. All clothes should be labeled so that they are not misplaced or sent home with another child.

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. 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)

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 snack for their

celebration. Be creative... we have a low sugar policy. *In an attempt to avoid competition- we will not be allowing any treat or goodie bags to be handed out. Please save this for your private celebrations. We would be glad to help you distribute invitations to your child's friends. These can be handed to Shivika, one of her assistants or with someone in the office.

Low Sugar Policy... We will be implementing 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, 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 sent back home.

Snack... Each month your child will have the opportunity to host their own snack day. Snack must be brought to school before 8:30 am on your designated day. If you are unable to bring the snack on time for any reason, please bring in the day prior to make sure it gets here. We prepare snack before school daily. This helps our mornings go smoothly. Please let Shivika 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.

Lunch... All lunches require a bag and an ice pack. Lunch should consist of 4 food groups. 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.

Allergies... 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. Please also help us by sending in a small photo and list of your child's allergies so that we may post it in our snack cabinet.

Nap/Rest time... Each child is offered a time of rest between 12:30pm 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. If for any reason your bedding is sent home during the week, please return a clean sheet and blanket for the following day.

Observations... Due to COVID-19 we are continuing to limit the amount of people entering the classrooms. As restrictions are lifted, we invite and encourage you to observe our class any time. This is the best way to see what goes on in our unique Montessori environment on a daily basis. You can schedule an observation with me or the office.

Classroom Rules

In our classroom the children are expected to treat each other, the staff, and the materials with respect. Children learn behavior from adult guidance and observation of other children. Teachers are continuously modeling appropriate behavior and intervene only when necessary. It is our responsibility as adults to foster healthy and happy interactions.

Here are the rules that we as a class have decided we will follow this school year:

- We use our walking feet inside
- Be respectful to friends and teachers
- We keep our hands and feet to ourselves
- We use our inside voices
- If we spill, we clean it up
- We always raise our hands to share ideas with the class
- We may only choose work that we've had a lesson on
- We put the work back in its place when we are finished
- We use kind words
- We say "please stop" when friends are doing things we don't like
- We are gentle with the materials
- You may not disturb another person's work

"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

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| <p><u>September:</u> Themes: My Friend's and me</p> <p>Values: Friendship Respect</p> | <p><u>October:</u> Themes: Parts of the Body</p> <p>Values: Honesty</p> | <p><u>November:</u> Themes: Native Americans Thanksgiving</p> <p>Values: Tolerance</p> | <p><u>December:</u> Themes: Holidays Around the world</p> <p>Values: Sharing</p> |
| <p><u>January:</u> Themes: Marsupial Animals</p> <p>Values: Loyalty</p> | <p><u>February:</u> Themes: American Symbols Black History Month</p> <p>Values: Courage</p> | <p><u>March:</u> Themes: Seed to Plant Nutrition</p> <p>Values: Cooperation</p> | <p><u>April:</u> Themes: Influential Women around the World</p> <p>Values: Self-Control</p> |
| <p><u>May:</u> Themes: Community workers</p> <p>Values: Kindness</p> | | | |

Mrs. Shivika's Classroom 2023-2024 Unit Study:

Sounds of the Week 2023-2024

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| <u>Fall</u> | 10/16 – k | <u>Spring</u> | 2/19 – y |
| 9/5 – s | 10/23 – q | 1 /9 – z | 2/26 – x |
| 9/11 – m | 10/30 – j | 1/16 – g | 3/4 - o |
| 9/18 – t | 11/6 – h | 1/23 – v | 3/11– n |
| 9/25 – a | 11/13 – i | 1/29 – u | 3/15 – d |
| 10/2 – c | 11/20 – f | 2/5 – w | 3/25 – r |
| 10/9 – e | 12/4 - p | 2/12 - b | 4/5 - l |