

Back to School Night 2024

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.montessoripland.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.montessoripland.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 2024-2025

<u>September:</u> Theme: First Responders	<u>October:</u> Theme: Fall	<u>November:</u> Theme: Fall
-Firefighter -Police Officer	-Farm -Pumpkins	-Harvest -Nature
<u>December:</u> Theme: International Children -Cultures Around the World	<u>January:</u> Theme: Winter -Arctic -Chinese New Year	<u>February:</u> Theme: Black History -Friendships -Kindness
<u>March:</u> Theme: Outer Space -Planets -Constellations	<u>April:</u> Theme: Life Cycles -Plants -Insects	<u>May:</u> Theme: Dinosaurs -Fossils

Montessori Academy of Upland

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HEALTHY STUDENTS LEARN BEST!

MAU Health Guidelines: When To Keep Your Student Home

Maintaining a Healthy School Environment

We understand the importance of having your student regularly participate in the educational program that has been designed. However, when your student is sick, we ask that you not send him/her to school. If your student has any of the following symptoms not related to a documented chronic illness, we ask that you keep them at home. If your student has any of the below symptoms or any other sign/symptom of a potentially infectious illness you will be notified to pick him/her up.

1. **Fever:** If a student has a temperature of 100.4 degrees F or higher the student should stay home. The student may return to school when they are fever-free for 24 hours without fever reducing medication. This is to allow your child ample time to recover and stop the spread of illness to the other children and staff.
2. **Eye infection** (conjunctivitis): If a student has drainage, or redness of the conjunctiva this may be an eye infection referred to as “pink eye”. The child should be seen by a healthcare provider and may return to school after 24 hours of starting treatment or as directed by the doctor.
3. **Diarrhea:** Two or more loose, watery stools in 24 hours, especially if the student looks or acts ill. Student may return 24 hours after the last loose, watery stool if no other signs/symptoms of illness are present.
4. **Runny Nose:** Yellow, or green mucus can be a sign of infection. Student may return to school when symptom free for 24 hours. Clear mucus may be allergies and student may come to school if no other symptoms.
5. **Vomiting:** Two or more times in 24 hours. Student may return 24 hours after the last time they vomited if no other signs/symptoms of illness are present.
6. **Severe cough or cold:** Students with severe and persistent coughs should remain at home as this could indicate a more complicated problem. When the severe cough improves and student feels better or a doctor has released them, he/she may return to school.
7. **Unusual Rashes:** Any student exhibiting any unusual rash with or without fever.

Parents, please ensure that there is always a designated person available to pick up your child promptly within 30 minutes of our contact. This is especially crucial if your child has a fever and needs to be sent home due to illness.

Medication at School

There are occasions, such as following an illness, when a student may require prescription or over-the-counter medication at school. All doctor-prescribed medicine must have an appropriate pharmacy label on the container. Over-the-counter medicines **must be in their original packaging** and will be accepted only if the bottle directions for age and dosage amounts are visible and appropriate for your child and not expired. Furthermore, an authorization form must be completely filled out and signed by the parent/guardian via Transparent Classroom before we can administer any medication. All medications must be handed directly to a staff member by an adult. **Absolutely NO medication, including over-the-counter medication (even cough drops), can be given to the student or carried in lunch boxes, pockets, diaper bags, backpacks, etc.**

2024-2025

Dates to Remember for Toddlers:

August:

Monday, August 12th – Friday, August 16th – Staff In-Service Week

Monday, August 19th – First Day of School

Tuesday, August 27th – Back to School Night at 6:30pm

August 24'						
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September:

Monday, September 2nd – School Closed for Labor Day

Sunday, September 8th – Grandparent's Day

Wednesday, September 11th – Patriot Day

Wednesday, September 18th – Fire Truck Show – Infant/Toddlers

Friday, September 20th – Family International Potluck – 5:00pm-6:30pm

September 24'						
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October:

Tuesday, October 1st – Parent Ed. Night - In the home

Tuesday, October 8th – Picture Day

Monday, October 14th – Indigenous' People's Day

Thursday, October 17th – California Shake Out at 10:17am

Wednesday, October 23rd – Infant/Toddler Field Trip – Green Spot Farm

Friday, October 25th – Harvest Festival and Costume Parade – 5:00pm-7:30pm

Thursday, October 31st – Classroom Halloween Celebrations

October 24'						
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November:

Sunday, November 3rd – Daylight Savings Time Ends

Tuesday, November 5th – Election Day

Friday, November 8th – End of Progress Period

Monday, November 11th – School Closed – Veteran's Day

Tuesday, November 12th – Workshop - Montessori Math Primary

Tuesday, November 12th – Fall Make-up Picture Day

Monday, November 18th - Friday, November 22nd - Parent Teacher Conference Week

Friday, November 22nd – Classroom Thanksgiving Feasts

Thursday, November 28th and Friday, November 29th – School Closed for Thanksgiving

November 24'						
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December:

TBD – Winter Program at 5pm - MINIMUM DAY – Close at 2:30pm

Friday, December 20th – Classroom Holiday Parties

Monday, Dec 23rd and Wednesday, Dec 25th – School Closed – Holiday

Thursday, Dec 26th - Tuesday, Dec 31st - HOLIDAY DAYCARE – ADDITIONAL

December 24'						
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January:

Wednesday, Jan. 1st – School Closed – Happy New Year

Thursday, Jan. 2nd – Friday, Jan. 3rd - HOLIDAY DAYCARE – ADDITIONAL COST

Monday, Jan. 6th – School Closed – Staff In-Service – NO CHILDCARE

Monday, Jan. 20th – School Closed – Martin Luther King Jr. Holiday

Tuesday, January 28th– Workshop - Montessori Language

January 25'						
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February:

Saturday, Feb 1st – Journey and Discovery 9am-11am

Monday, Feb 10th – School Closed – Abraham Lincoln’s Day Observed

Friday, Feb 14th – Classroom Valentine’s Day Parties – Friendship Day

Monday, Feb 17th – School Closed – Presidents’ Day

Saturday, Feb 22nd – George Washington’s Birthday

February 25'						
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March:

Sunday, March 9th – Daylight Savings Time Begins

Wednesday, March 12th – Spring Pictures

Saturday, March 15th - Casino Night

Monday, March 17th – 21st – Spirit Week

Tuesday, March 18th –Infant/Toddlers STEM Field Trip to Victoria Gardens

Monday, March 24th – Friday, March 28th – Spring Break – HOLIDAY DAYCARE – ADDITIONAL COST

March 25'						
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April:

Friday, April 4th – End of Progress Period

Friday, April 11th – St. Jude Trike-a-thon

Friday, April 18th – Egg Hunt/Classroom Celebrations

Sunday, April 20th – Easter Sunday

Monday, April 21st – Friday, April 25th – Parent Teacher Conference

Tuesday, April 22nd – Earth Day

April 25'						
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May:

Friday, May 9th – Muffins with Mom

Friday, May 16th – Spring Sing Performance– MINIMUM DAY – Close at 2:30pm

Monday, May 26th – School Closed – Memorial Day

May 25'						
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June:

Thursday, June 5th – Last Day of School – End of Year Promotion

Tuesday, June 3rd – Father’s Day Classroom Celebrations

Friday, June 6th – Staff In-Service Day

Thursday, June 19th – School Closed - Juneteenth

June 25'						
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