

# Back to School Night 2024

## Parent Handbook

### Ms. Lenette'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 Lenette. 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, touch reports, etc.... However, most questions and concerns are best addressed directly with Lenette 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 Friday. 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 Ms. Lenette, one of her teacher 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 Lenette 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

# Montessori Academy of Upland

934 N. Mountain Ave Unit E-I • Upland, CA 91786 • main: (909) 931-0511

*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 CH:

### **August:**

Monday, August 12<sup>th</sup> – Friday, August 16<sup>th</sup> – Staff In-Service Week

Monday, August 19<sup>th</sup> – First Day of School

Tuesday, August 27<sup>th</sup> & 28<sup>th</sup> – Back to School Night at 6:30pm

August 24'						
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### **September:**

Monday, September 2<sup>nd</sup> – School Closed for Labor Day

Sunday, September 8<sup>th</sup> – Grandparent's Day

Wednesday, September 11<sup>th</sup> – Patriot Day

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

September 24'						
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### **October:**

Tuesday, October 1<sup>st</sup> – Parent Ed. Night - In the home

Tuesday, October 8<sup>th</sup> – Picture Day

Monday, October 14<sup>th</sup> – Indigenous' People's Day

Thursday, October 17<sup>th</sup> – California Shake Out at 10:17am

Friday, October 18<sup>th</sup> – Tanaka Farms at 9:30am – C.H.

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

Thursday, October 31<sup>st</sup> – Classroom Halloween Celebrations

October 24'						
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### **November:**

Sunday, November 3<sup>rd</sup> – Daylight Savings Time Ends

Tuesday, November 5<sup>th</sup> – Election Day

Friday, November 8<sup>th</sup> – End of Progress Period

Monday, November 11<sup>th</sup> – School Closed – Veteran's Day

Tuesday, November 12<sup>th</sup> – Workshop - Montessori Math Primary

Tuesday, November 12<sup>th</sup> – Fall Make-up Picture Day

Thursday, November 14<sup>th</sup> – Elementary Open House

Monday, November 18<sup>th</sup> - Friday, November 22<sup>nd</sup> - Parent Teacher Conference Week

Friday, November 22<sup>nd</sup> – Classroom Thanksgiving Feasts

Thursday, November 28<sup>th</sup> and Friday, November 29<sup>th</sup> – School Closed for Thanksgiving

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### **December:**

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

Friday, December 20<sup>th</sup> – Classroom Holiday Parties

Monday, Dec 23<sup>rd</sup> and Wednesday, Dec 25<sup>th</sup> – School Closed – Holiday

Thursday, Dec 26<sup>th</sup> - Tuesday, Dec 31<sup>st</sup> - HOLIDAY DAYCARE – ADDITIONAL COST

December 24'						
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**January:**

Wednesday, Jan. 1<sup>st</sup> – School Closed – Happy New Year  
Thursday, Jan. 2<sup>nd</sup> – Friday, Jan. 3<sup>rd</sup> - HOLIDAY DAYCARE –  
ADDITIONAL COST

Monday, Jan. 6<sup>th</sup> – School Closed – Staff In-Service – NO CHILDCARE  
Monday, Jan. 20<sup>th</sup> – School Closed – Martin Luther King Jr. Holiday  
Tuesday, January 28<sup>th</sup>– Workshop - Montessori Language

January 25'						
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**February:**

Saturday, Feb 1<sup>st</sup> – Journey and Discovery 9am-11am  
Monday, Feb 10<sup>th</sup> – School Closed – Abraham Lincoln's Day Observed  
Friday, Feb 14<sup>th</sup> – Classroom Valentine's Day Parties – Friendship Day  
Monday, Feb 17<sup>th</sup> – School Closed – Presidents' Day  
Saturday, Feb 22<sup>nd</sup> – George Washington's Birthday

February 25'						
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**March:**

Sunday, March 9<sup>th</sup> – Daylight Savings Time Begins  
Wednesday, March 12<sup>th</sup> – Spring Pictures  
Saturday, March 15<sup>th</sup> - Casino Night  
Monday, March 17<sup>th</sup> – 21<sup>st</sup> – Spirit Week  
Thursday, March 20<sup>th</sup> – Aquarium of the Pacific at 10:00am – Kristina & Lenette  
Monday, March 24<sup>th</sup> – Friday, March 28<sup>th</sup> – Spring Break – HOLIDAY DAYCARE – ADDITIONAL COST

March 25'						
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**April:**

Friday, April 4<sup>th</sup> – End of Progress Period  
Friday, April 11<sup>th</sup> – St. Jude Trike-a-thon  
Friday, April 18<sup>th</sup> – Egg Hunt/Classroom Celebrations  
Sunday, April 20<sup>th</sup> – Easter Sunday  
Monday, April 21<sup>st</sup> – Friday, April 25<sup>th</sup> – Parent Teacher Conference  
Tuesday, April 22<sup>nd</sup> – Earth Day

April 25'						
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**May:**

Friday, May 9<sup>th</sup> – Muffins with Mom  
Friday, May 16<sup>th</sup> – Spring Sing Performance– MINIMUM DAY –  
Close at 2:30pm  
Monday, May 26<sup>th</sup> – School Closed – Memorial Day

May 25'						
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**June:**

Thursday, June 5<sup>th</sup> – Last Day of School – End of Year Promotion  
Tuesday, June 3<sup>rd</sup> – Father's Day Classroom Celebrations  
Friday, June 6<sup>th</sup> – Staff In-Service Day – No School  
Thursday, June 19<sup>th</sup> – School Closed - Juneteenth

June 25'						
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