

**IMPORTANT DATES:**

Early August- Orientation Schedule sent home

**August 19**

Parent Orientation  
7:00-8:00pm

**August 23-27**

Early Childhood Orientation Week, hours vary  
Mon and Tue, one-hour sessions  
Wed and Thu, one hour and 15 min sessions  
Fri, full day children attend 11-3:15 (half day children do not attend Fri)  
An Orientation Schedule will be sent to you when class lists are finalized.

**August 30**

**Regular Schedule**

**Full Day students' schedule:**

Drop off: 8:30-8:40am  
Pick Up: 3:05-3:15pm

**Morning students' schedule:**

Drop off: 8:30-8:40am  
Pick Up: 11:05-11:15am

**Afternoon students' schedule:**

Drop off: 12:30-12:40pm  
Pick Up: 3:05-3:15pm

**\*Careful adherence to these hours is required. Parents who do not pick up their children by the appropriate time will be assessed a late pick up fee of \$10.**

**\*Extended care hours begin at 7:30am and end at 5:30pm.**

**VOLUNTEERS**

Please see the volunteer sign up list. We love you and always need you! Thank you!

**PLEASE REMEMBER**

**Due to severe allergies, we CANNOT allow nuts or food with**

**It's already time to begin preparations for the school year! We are eager to begin the 2010-11 school year and are excited to build our classroom community.**

**EARLY CHILDHOOD AT A GLANCE**

**Walk into our classrooms and see a loving environment. Observe in our classrooms and experience the wonder of learning.**

Every person has a unique learning style, including your child. At their early age, they are absorbing everything in their environment; whether it is emotional, social, or academic. In our school, we understand the importance of following the individual child's development and allowing the child to satisfy his/her learning needs through experience. Our teachers structure the classroom so that students can be independent and confident. Through observation and authentic assessment, our teachers gain knowledge of how your child learns best, (is your child a visual learner, an auditory learner, a kinesthetic learner) then organize the environment to meet each child's needs. Rather than construct the knowledge for your child, our caring staff, help facilitate and guide the learning/skills your child needs to become a life-long learner.

**How do we do that?** Each classroom is filled with materials children love. The beauty of the materials and the classroom environment, appeals to all of the child's senses. The Early Childhood classrooms contain six main content areas; Everyday Living, Sensorial, Math, Language, Science/Culture and Peace.

**ORIENTATION WEEK**

Thank you for your cooperation! We know the short hours can be inconvenient for some, but this experience has proven to be invaluable as it helps ease the children into the classroom comfortably. New children see how quickly their parent comes back for them and it provides them with feelings of trust and safety. Orientation week also helps us establish our routines and ground rules early, which really enables the classrooms to run smoothly the rest of the year.

**PROCEDURES FOR ENTERING, DROP OFF, PICK UP**

To drop off your child:

1. Please enter the building through the main front door. If the classroom door is closed at the **beginning** of the session, please wait until a teacher opens it. During the session or at the close, please enter at any time.
2. Bring your child into the classroom. (Please make sure that the child has been delivered into the care of a staff person.) Have the child hang up his/her jacket, remove shoes and put on his/her indoor slippers. Please encourage the child to do as much on his/her, as independence fosters positive self esteem. Cubbies are for storage, not bodies—please have your child sit on the floor. You child's cubby may be shared with another child in the opposite session, so it's important that your child takes all papers, projects, etc. home each day so nothing gets lost or misplaced.
3. When your child has his/her indoor shoes on, please bring the child to the large teal circle and say goodbye. If there are tears, they almost always end as soon as you leave, but we will call you if needed. Your own tears, we understand! Please try to hide them from your child. They can be contagious!

**nuts into the building.**

#### **SUPPLIES LIST:**

- Sturdy backpack or book bag (all children but especially the older children)
- Extra clothes to leave at school.
- 2 boxes of tissues
- 1 pack of 100 snack size paper plates
- 1 pack of 100 lunch size paper plates
- plastic spoons and forks
- 3 or 6 pack paper towels
- napkins
- straws
- A daily, ready-to-eat, nutritious snack
- For 3 and 4 year olds who are full-day need a pillow, blanket, and one stuffed animal (see FAQs)

Please, no styrofoam

**CONTACT US** at any time about questions, concerns, clarifications, or any information you feel we should know.

(419) 352-4203 between the hours of 7:45am-4:00pm

Please never hesitate to speak to us. Let's all work together for our children! The best time to catch a teacher alone is during the last half hour of the session, or by appointment.

#### **READ MORE ABOUT THE MONTESSORI METHOD**

We encourage you to gain as much of your knowledge about Montessori philosophy as you can. Doing so will add so much to your understanding of your child's learning and experiences in the classroom. We have many excellent resources in our Parent Library.

#### **ILLNESS POLICY**

Please follow the policy in the Parent Handbook. You must wait 24 hours after a fever is gone and/or after the last incidence of vomiting or diarrhea before allowing your child to return to school. Otherwise, the child is still considered contagious and we are required by law to send him/her home

To pick up your child:

1. Please come through our classroom. Children will usually be on the playground. Take any belongings from the cubby each day, come out to the playground and exit through the side gate. You can re-enter the school through the side door on the left, next to the labyrinth, with your fob.
2. For safety reasons, please sign your name next to your child's name each day before you leave. The sign out sheets are located on the bulletin boards by the classroom doors.

\*Early Childhood students are never allowed to cross our parking lot alone, or to be outside without an adult. When parking the car, please park only in marked parking spaces to avoid blocking buses and other traffic. Please ensure that no children are ever left unsupervised in the car and that your childcare providers and car pool drivers know these rules.

#### **FREQUENTLY ASKED QUESTIONS**

**What clothing should my child wear to school?** Comfortable, washable. Socks for the playground, midribs covered. We will assume that all outdoor clothing you send with your child is what you want the child to wear, unless you tell us otherwise. Bees are attracted to bright-colored clothing so you may want your child to wear lighter-colored clothing, especially in the fall.

**What clothing should I leave at school?** Please leave a complete change of clothing in your child's storage box (one has been provided). Please remember to change the clothing as the weather changes.

**When can I come observe in the classroom?** You are always welcome to observe your child—we encourage it! However, we ask you to not observe in the classroom until October so that the children have a chance to get adjusted and feel comfortable. You may observe through the one-way glass when it's available.

**What snacks should I send with my child?** Your child needs to bring his/her own snack daily. This will include: crackers, fruit, yogurt, or cheese. If your child attends either half-day session, there is an opportunity to purchase milk for their snack. If your child attends full day, please be aware that he/she may wish to have one snack in the morning and one in the afternoon.

**What about lunch?** If your child attends full day, he/she will need to bring a lunch. Each classroom has a microwave to warm up food. Please send items that take no longer than one minute to heat. We will be giving you more information at orientation concerning the State Licensing Day Care requirements concerning a balanced lunch.

**What happens when my child has a birthday?** We have a special ceremony for the children's birthday and celebrate ½ birthdays with children who have summer birthdays. Please schedule in advance so we can avoid conflicts and let you know what to bring or send. Many parents have asked that birthday treats be nutritional.

#### **What about naptime?**

If your child is a full day student who is a 3 or 4 year old, he/she is required to have rest time. We will provide the cot and ask that you provide a pillow (with pillow case), blanket, and one stuffed animal (that does not make any noise). The pillow case and blanket will be sent home each Friday.

