

MONTESSORI LEARNING FOR LIVING PRESCHOOL & KINDERGARTEN
16900 DEWITT AVE/P.O. BOX 1594, MORGAN HILL CA. 95038
(408)779-6488 www.montessorimorganhill.com

GENERAL IMPORTANT INFORMATION

ABSENSES

Please give us a call if your child will not be attending school. This is especially important when he/she is unwell. Be aware of the State's Exclusion Policy and keep your child at home until he/she has not had a fever for at least 24 hours.

NEW BEGINNINGS

The beginning of the school year can be a time of adjustment, even for returning students. Please be assured that we are sensitive to your child's feelings as well as yours, and will make every effort to make everyone feel comfortable.

If your child has never attended our school, you may both feel more comfortable if you walk in together upon arrival the first day. It would be helpful to show your child where to find her cubby, coat hook, and the bathroom, and introduce her to the teachers. Then help her choose an activity from the shelf in one of the work areas.

Let your child know this school is just for teachers and children, and mommies and daddies don't stay. Be sure to say good-bye to your child. If she is still clinging to you, ask (or signal) a teacher for assistance. A teacher may take your child's hand and involve her in a project. Often a child will cry upon this separation, so the *faster you leave the shorter this transition takes*. Smile with assurance when you leave so your child does not pick up on *your* separation anxiety.

DRIVEWAY RULES

The driveway in front of the school is a **student loading and unloading zone ONLY**. When entering the circular driveway, please enter so your **passenger door is facing the school**. For safety reasons, please have your child's car seat on the right side of the car: ***we need to have your child exiting and entering from the passenger side of the vehicle so he isn't walking between the cars***. Also, it is very important for **you** to remain in your car. If you need to get out of your vehicle for any reason, please use the parking lot beside the school. A teacher will be available to open car doors during the following times:

8:50-9:10 AM	Morning arrivals
12:50-1:10 PM	Half-day dismissals
3:20-3:40 PM	Afternoon dismissals

Please be patient with us as we learn your cars. To make it easier, it would be helpful if new families place a large sign with your child's name in the lower right-hand corner of the windshield.

SIGN IN & OUT

State law requires that an authorized adult using a full signature signs your child in and out each day of attendance. During arrival and dismissal times the primary sign-in/out sheet will be with the teacher who is helping with the driveway service. If you walk in or out with your child, there is an alternate sign-in/out sheet which will be either at the "waiting station" or hanging by the Cottage door. Only persons whose names appear on the Emergency Information form may pick up a child. If you wish your child to be picked up by someone other than those listed on the Emergency Information form, please provide the school with written authorization to do so.

DRESS CODE

Be sure your child comes to school in clothes he can easily manage by himself. While we are happy to help, we encourage independence. PLEASE be sure your child wears sensible, rubber-soled shoes only - sandals, clogs, party shoes and cowboy boots are NOT appropriate for climbing and playing on the playground. **PLEASE PUT FIRST AND LAST NAMES ON COATS AND SWEATERS.**

Send in a change of clothes (socks, too) in a Ziploc bag, marked with first and last name. If your child should need to change clothes for any reason, he would much rather wear his own clothes instead of borrowing from someone else.

We ask that House children not bring backpacks to school. Work bags will be provided to the children. Cottage children may bring a small, non-rolling backpack.

TUITION

Monthly payments are based on an annual tuition, divided into ten installments. Each installment is of an equal amount and not reduced for holidays, illness, vacations or school closures.

Tuition payments are due on the first day of the month. Tuition envelopes are issued prior to the beginning of the month for your convenience. Tuition can either be mailed or placed in the tuition box on the counter in the Practical Life room. Tuition payments have a FIVE-DAY grace period. If payment is received after the FIFTH of the month, a \$20 late fee will be applied. If payment has not been received by the 15th of the month AND there is no communication to the school as to when payment is to be expected, the school reserves the right to refuse admission to the child after the 20th of the month.

Your first month's tuition, a non-refundable Commitment Deposit (equal to one month's tuition), and the materials fee are due at the time of admission. The Commitment Deposit and materials fee are past due after August 1. September's tuition is late after September 1. The Commitment Deposit represents your commitment to the school for the entire year, and will be applied to your June tuition at the end of the year. If for any reason you withdraw your child from the school mid-year, the Commitment Deposit will be forfeited.

LOST AND FOUND

The school is not responsible for lost or broken articles. Lost & found items will be periodically donated to a charitable organization. In order to prevent issuing articles, ***please label EVERYTHING!***

LUNCHES

If your child has dietary restrictions, you must notify the school, even if your child is capable of monitoring him/herself.

Pack a healthy lunch. If your child stays past 11:30 AM, please provide a lunch of nutritious foods your child enjoys. Lunches should be brought in a lunch box or bag with the child's name well-marked. Also, be sure to label all parts and containers, including lids, eating utensils, thermos' water bottles, etc. We also recommend little plastic containers with lids as an alternative to pre-packaged items (i.e. applesauce, yogurt, pudding or Lunchables), as these cannot be resealed and the child seldom finishes these larger portions.

Please pack a lunch with ALL HEALTHY CHOICES. Refer to our HEALTHY LUNCHES handout for more information. We are sorry, but we cannot heat or refrigerate lunches, so please utilize thermoses and/or ice packs and heat packs.

BIRTHDAYS

We like to focus on the child and how much he has grown when celebrating birthdays. We ask you to send in a poster board or small album containing one photo for each year of his life. It is also nice to include a short story or series of events that happened—one for each picture. **Please do not bring edible treats to celebrate birthdays. We have several children with food allergies.**

PLEASE DO NOT BRING INVITATIONS TO SCHOOL. Uninvited children may feel left out when not receiving one. With advance notice, we will be happy to provide you with the addresses of your child's playmates if you furnish us with a list.

SHARING

We begin "sharing" in January. Examples of an item for sharing might be a book, photograph, or objects from nature, such as rocks, plants, shells, insects, etc. Other sharing items can be related to the subjects currently being studied. **PLEASE NO TOYS!**