

ARRIVAL: The arrival time is between 8:45 and 9:00 a.m. Please bring your child in through the front door. Please walk with your child to his/her classroom, have them change from their outdoor shoes to their indoor shoes. When finished changing shoes please have your child ring the bells on the outside of the door. Your child's teacher will greet you and your child and welcome them into the classroom.

SCHEDULE: The typical morning work cycle for a child begins as soon as they secured their belongings. They can now spend the morning working on their lessons, interacting with their friends, having snack and engaging in new lessons with the teacher. This work continues until about 11:00, then children proceed outside, weather permitting. Some children will be dismissed to go home at 12:00, while others will eat lunch in the classroom and then go to the nap room. Afternoon dismissal is at 3:15, followed by a snack for the children who stay for the 4:30 dismissal.

GOODBYES: Brief, reassuring good-byes work well. Let your child know that you want him/her to stay with us. Pay close attention to your facial expressions. Tears are common at the beginning of the school year. We are prepared to comfort and help your child. Short good-byes with tears are easier for the child than long good-byes with tears.

PICK-UPS: If you need to pick up your child before 12:00 or the 3:15 p.m. dismissal, please go to the office first. An office staff member will notify the teacher that you are here to pick up early. It is best to call ahead so we can have the child ready for you when you arrive. We find that this method is less disruptive to the children's community.

BACKPACKS OR BAGS: Your child needs a backpack every day. Backpacks or bags with zippers work best. Please check the bag daily even though there will not always be papers or work brought home. We will also send home any soiled clothing in a bag inside the backpack.

INDOOR CLOTHING: Please send your child to school with clothing that they can put on or take off for themselves, as much as possible. For example, if your child cannot yet tie shoes, please choose shoes that slip on or have Velcro fasteners. If your child cannot unfasten a belt, please do not include that in their wardrobe. Pants with elastic waistbands are easiest for the child. **Label all indoor clothes with your child's name.**

OUTDOOR CLOTHING: Time outside is important for a child's development and connection with their environment. Weather permitting, we go outdoors each day. Please dress your child accordingly. As with indoor clothing, please encourage independence with coats, boots, etc. The more practice your child has the better they will be at it. **Label all outdoor wear with your child's name.** Hats, mittens, snow pants, boots and especially felt boot liners are easily confused.

TOYS/JEWELRY/WATCHES/HATS: Toys from home are not allowed in class. We have many activities to engage the children. They can play with toys at home.

- Jewelry is also to remain at home. Jewelry is a distraction and the children often remove their jewelry and misplace it. We want to avoid the ensuing distress.

- Hats are fine on the playground. They can become a distraction indoors.

SNACK: The toddler teachers prepare the snack schedule for the month with a different child bringing snack each week. We will post this schedule outside of our classroom doors on the bulletin board. Each family will also receive a copy of the schedule when it's their child's turn to bring snack. Each family will bring snack approximately 3 times for the entire school year. It is important that your child be a part of the shopping process because they take pride in bringing snack to share with friends. A list of specific food items will be requested by the teacher.

LUNCH: Lunch follows the same nutrition guidelines as snack, and is served at 11:30. If your child brings lunch from home uneaten and re-packable portions will be returned home so that you can know how much your child is eating. Foods high in sugar are discouraged. Please make sure your child's lunch container is labeled with their name. If you order hot lunch for your child, please look over the menu and consider sending a supplement for the occasional day when you know that your child will say, "no thank you." The toddler children that stay for lunch will need to bring a toothbrush for use after eating each day. We will use the same toothpaste for each child, unless you prefer to bring your own.

Also, be sure that the following foods stay at home: Raisins, Nuts, Peanut Butter and Gummy Fruit Snacks. Some of these things pose a choking hazard and nut products are not allowed in the school environment due to nut allergies.

BIRTHDAY CELEBRATIONS: Toddlers thrive on consistency. All celebrations are low key and made to fit smoothly into the work day. A birthday is the child's special day, so try to help him/her feel the importance of the day. The birthday child should bring their favorite fruit to share, so we are consistent in having a nutritious birthday snack. The birthday child is featured by placing a few pictures showing various stages of his/her growth on the toddler's entrance door. **Please be sure only replaceable pictures are shared. It is too risky to bring pictures that could get damaged.**

MEDICATION: All medication to be given at school must be in its original container, whether it is prescription or over-the-counter, including cough drops. The container must be given to an adult in the office, accompanied by a medication form; if you use early child care, please give these items to the adult there. We encourage you to read our entire healthy child policy in the **Montessori Radmoor Parent Handbook** which you can find on our website. **Please DO NOT put medication, Epi-Pen, sunscreen/insect repellent, Chapstick, etc. in your child's backpack.**

NAP ITEMS: If your child naps at school please bring the following items:

- Nap items should be small and compact so your child can pack it up and carry it.
- It is kept at school for the week, sent home on Fridays to be washed and needs to be returned on Mondays.
- It should be labeled with your child's name on each piece.

COMMUNITY NEWS/INFORMATION CENTER: Please be sure to check your family mailbox daily, as individual correspondence from the office and classroom community may be placed there. Messages to teachers may be left via voice mail or e-mail. A written message may also be left with Jamie at the front desk. **In an effort to become a more “green” community we will be sending our classroom information via e-mail.** We encourage you to use this form of communication as well. Each classroom has its own e-mail address.

WRITTEN NOTIFICATION: All messages concerning changes in schedule or who is picking up your child need to be in writing (email preferably) and sent to Jamie at the front desk. We cannot promise that we will remember any oral communication.

COMMUNICATION: The connection between home and school is very important and we are happy to talk to you about anything that concerns your child. Therefore, if you have any concerns, please leave a message via voice mail or e-mail us. Please indicate the topic you wish to discuss (e.g. “My child keeps telling me he didn’t get snack”, “My child said that she was in a time out”.) This allows us to check with assistants or other school personnel, if necessary, before calling you.

MONTESSORI PHILOSOPHY AND OBSERVATION: Home and school can best work together for the child’s benefit when parents understand the process of their child’s development and how Montessori philosophy and curriculum support that development. To help parents learn about the Montessori program, we plan several parent and parent/child meetings during the school year; please plan to attend these meetings. Various books by Maria Montessori and her work along with other parenting support materials are available through the Parent Lending Library, located in the lobby.

MONTESSORI RADMOOR TODDLER HANDBOOK 2019-2020



“Children will discover their unique potential by living the Montessori lifestyle hand in hand with parents and staff.”

T1– Kristy Drachman – Lead Teacher–drachman@montessoriradmoor.org

Dilsia Santana – T1 Assistant

Chandrani Basak - T1 Assistant

Anna Wright – T1 & T2 Assistant

T2 – Erin Thomson – Lead Teacher–ethomson@montessoriradmoor.org

Tania Plantegenest – T2 Assistant

Choo Lee – T2 Assistant