

ORIENTATION INFORMATION

<u>Name Tags</u>	<ul style="list-style-type: none"> • Please have your child continue to wear their name tag to school. We will keep them once we learn their names.
<u>Book Bags</u>	<ul style="list-style-type: none"> • Make sure the book bag is big enough to hold all mail, artwork and a complete change of clothes. • Make sure to check it daily in case teachers have put important information in it. • Please label the book bag clearly with your child's name on the outside.
<u>Change of Clothes</u>	<ul style="list-style-type: none"> • Please make sure that your child's book bag contains a complete change of clothes (underwear, socks, pants and a shirt). • Put the change of clothes in a large zip-lock bag and label it in case it falls out of the book bag. • If your child is in pull-ups, please put wet wipes in the book bag along with at least two pull-ups. Also, remember to replenish the supply regularly. Practice with your child so they may handle this independently. • As the weather changes, remember to change the type of clothing in the book bag (switch from shorts to long pants, etc.). • If your child has a bathroom accident or a spill, we will put the soiled clothing in a plastic bag and send it home in their book bag.
<u>Clothing</u>	<ul style="list-style-type: none"> • When buying boots, coats, etc., please be sure that your child can "operate" everything on the items you buy (difficult buckles, buttons, straps, etc., can frustrate your child). • When winter comes, please get waterproof MITTENS, not gloves. These are not only much easier for your child to put on, but they keep little hands substantially warmer.
<u>Outdoor Time</u>	<ul style="list-style-type: none"> • We go out to play EVERY DAY that we can, even in the winter, unless the temperature is below 20 degrees (factoring in the wind chill). • Always send your child appropriately dressed for the weather (boots, mittens, hat, no bare legs for the girls, etc.). • If your child is well enough to come to school, then they are well enough to play outside. We do not have an extra staff member who can sit inside with children who can't or don't want to go outside.
<u>Labeling</u>	<ul style="list-style-type: none"> • Please label everything that you can. It will save you time trying to track down your child's shoes, boots or coat from another parent.
<u>Correspondence</u>	<ul style="list-style-type: none"> • Notes, tuition, or any other correspondence should be handed to one of the teachers at arrival. If left in the book bag, we may not receive the information. • A monthly newsletter will be sent to your e-mail address the third week of each month. Please check this regularly to inform you of what has been going on in your child's class. • "MMC Parent E-mail" will now enable you to receive timely school information such as reminders, school closings, field trip information, conferences, etc., directly to your e-mail box. If you have registered for this service, please remember to check your email regularly.
<u>Arrival</u>	<ul style="list-style-type: none"> • Arrival is from 8:30 – 8:40 a.m. • Please stay in your car and follow the carpool line around to the walkway. A greeting teacher will assist your child out of the car. Please make sure that your child's car seat is in the rear, passenger side of the car. It is unsafe for both the teacher and your child to get out on the driver's side. • If you do not want to do this, then please park your car in the lot and walk your child up to the door where a greeting teacher will welcome them in. • Arrival ends at 8:40 and the door is promptly locked. This is because the teachers need to get down to their rooms to work with the children. It is unfair to the rest of the children if they have to continue to wait for late arrivals. • WHEN YOU ARE LATE, please DO NOT ring the front doorbell. Instead, drive around to the back of the parking lot adjacent to the playground. Then follow the path down to our back door and knock LOUDLY. Make sure that you escort your child to their appropriate classrooms. • The front and back doors are always locked for security purposes.

<p><u>Dismissal</u></p>	<ul style="list-style-type: none"> • Dismissal is from 11:30 – 11:40 a.m. Extended day dismissal is 2:00 p.m. • During dismissal, please stay in your car and follow the carpool line around to the walk way where a dismissing teacher will assist your child in the back seat (passenger side) of your car. Please pull forward to buckle your child in. • If you do not want to do this, then park your car in the lot and walk up to the door where a teacher will send your child out to you. • Whatever your choice (carpool line or walking up), you must always have your blue I.D. number with you. When in the car, you need to hold it up so that the teacher at the door can see it. When walking up, please show it to the teacher at the door. • We will NEVER dismiss your child to someone other than you unless you have told us otherwise, either on your authorized list, or by written permission. • In the event that you are sending someone else to pick up your child, we will need their driver's license to verify who they are.
<p><u>Problems, Questions or Concerns</u></p>	<ul style="list-style-type: none"> • Sometimes children find our Montessori materials so attractive that you may notice them coming home. This is not uncommon and is NOT a big deal! Just discreetly send it back in a baggie and hand it to a teacher. • Please do not hesitate to call us if there is something on your mind (630) 369-2326. It is better for everyone involved to take care of things when they first come up, rather than waiting and allowing it to build up over time. • If you are unable to speak to your child's teacher at that particular moment, just leave a message and she will call you back as soon as possible. • We do not feel that it is respectful to your child to talk about them in front of them (unless it's something that you want them to hear). So please call, send a note, or set up a meeting at the school to discuss any concerns that you may have.
<p><u>Parental Involvement</u></p>	<ul style="list-style-type: none"> • We have an open door policy. Please feel free to stop in when your schedule allows. • But please keep in mind that September is a crucial time in a preschooler's life. They are still getting acclimated to their environment. They are learning to trust people other than their parents. But most importantly, they are learning to trust themselves as they gain their independence, so please try to wait until this adjustment period ends to come to school with them. • The BEST time to come to visit is on an ordinary day (not a holiday, or pajama party day, etc.). This way you get to see what really goes on in the classroom. You can see how your child functions in his environment, what the normal daily activities are, and what type of schedule we follow. • The TEACHERS love to have parent volunteers for things like picture day, vision and hearing screening, etc. (those are activities that are fixed on the calendar). • The CHILDREN love to have parent volunteers for things like crafts, no-bake cooking projects, and having a favorite book read to them, etc. (these are activities that you can schedule directly with your child's teacher).
<p><u>Illness</u></p>	<ul style="list-style-type: none"> • If you are keeping your child home due to illness, please call and let us know. • Please do not send a sick child to school. Many times the child is miserable and lethargic. In the event that your child was sent to school sick, or becomes sick at school, we will call you to come pick up early. • DO NOT send a child to school if within the past 24 hours they've had diarrhea, vomiting, or a fever. • Some illnesses require your child to be on an antibiotic for 24-48 hours before they can return to school (strep throat, pink eye, etc.).

<p><u>Snack</u></p>	<ul style="list-style-type: none"> • Daily snacks are provided by MMC families. Please send your monthly box of crackers with your child at the first of each month. Juice will be provided by MMC. • You are welcome to send in “just because” snacks if you like. You may want to call ahead so that your child’s class doesn’t wind up with four special snacks in one day. • You can send in a birthday snack if you like, but it is not required. We will celebrate your child’s birthday with or without a special snack. • Please find out the number of children that will be in attendance and send a few extra servings in case we have a couple of “drops” when the children are serving. • Whether store bought or home made, we need to have a list of ingredients sent with due to the many food allergies that our children have. There are only a few foods that we WILL NOT serve: NUTS or NUT PRODUCTS of any kind, CAKE, CUPCAKES, CANDY AND POPCORN. We ask that you make sure that the crackers or snacks are <u>nut-free</u>. Please check the sides of the box and make sure it <u>does not</u> say “may contain traces of peanuts and tree nuts” or manufactured on equipment that processes nuts.” Thank you for your help in this matter. Here are a few suggestions for crackers that most children enjoy: Sunshine Cheeze-it, Nabisco Ritz, Wheat Thins, and Pepperidge Farm Goldfish. • Please remember to think SIMPLE, SMALL and SAFE when choosing a snack to send. Preferred: fruit (cut up), veggies and dip, applesauce, cheese.
<p><u>Separation Anxiety</u></p>	<ul style="list-style-type: none"> • Regardless of whether this is your first or last child going to school, separation can be difficult. Often it can be as much of a problem for the parent as it is for the child. • Parents need to be “actors” and “actresses”. You need to hide your own anxieties and worries that are often shown in your words, voice and face. Your child can pick up on that immediately. • Here are some tips: <ul style="list-style-type: none"> • “Practice by leaving your child with family and friends, then gradually lengthen the period of time that you are away. • Act calm and “matter of fact”, as though you completely assume there will be no difficulties. • If separation does become a problem, say a short goodbye and leave quickly, even if your child is crying, hitting, etc. The teaches will make certain that the child is tenderly cared for. Most of the time the child’s tears stop as soon as you are out of sight. • Your public library is a great resource. There are many books, videos and audio tapes about going to school for the first time. A favorite one of many parents is an audio tape by Raffi, “Your mommy comes back”. • Your child may bring a special object, blanket or stuffed animal with them in the beginning to make them feel secure. • After you drop off your reluctant child, YOU may need some reassuring. Please feel free to call us to check on how your child is doing. • You need to give your child a chance. Give it some time before you decide that “this isn’t going to work”. • Call your child’s teacher. See if between the two of you there is something else that can be done.
<p><u>Share your Information</u></p>	<ul style="list-style-type: none"> • NO ONE knows your child as well as you. So please inform us about these items, or any other pertinent information that will help us to care for your child: <ul style="list-style-type: none"> • Do they have a preferred nickname? • Are there any food allergies? • Are there any medical conditions? • Is there a language barrier? • Has your child developed any new “fears” lately? • Are that any bathroom issues?