

## PRIMARY PROGRAM IMPORTANT REMINDERS

**PURPOSE:** Orientation is to acquaint NEW parents/guardians of Primary, Extended Day, and Elementary students with the Montessori approach of education and child development. This also gives new parents an insight into their child's beginning adjustment and reactions to the school, as well as a short review of the school policies and procedures. Our PRIMARY PARENT HANDBOOK will be given out at this meeting. This meeting should end by 9 p.m. Please see the School Calendar for dates of ORIENTATION. If you were unable to attend an Orientation last year, please attend this year's Orientation appropriate for your child's grade level.

**MAIL SLOT:** Located next to your child's classroom are mail slots. Always check to see if there is mail with either your name or your child's name on it. This is our way of communicating with you.

**LUNCH BOXES:** Only Extended Day, Elementary, and Day Care students will bring a lunch box every day. Each student's lunch box should contain a simple meal. We encourage drinks of milk, water, or 100% natural fruit juices; fresh fruit and vegetables; whole grain breads and crackers; and a protein choice. Our advice is to choose whole foods, containing a minimum of additives.

Please keep heatable foods to a minimum.

Please do not send chips, cookies, candy, soda, etc. in your child's lunch.

Soda, candy, and gum are not permitted in our school. Please read the labels of many popular "natural" foods and snacks -- many are loaded with sugars and additives. For environmental reasons we recommend that the children bring their lunches (and all the containers for their lunches) in reusable containers. The student's name should be placed on the lunch box in the area under the handle AND on the lid and bottom of the thermos and any containers. Use a permanent marker.

**SUPPLIES:** All school supplies for Primary and Extended Day students will be furnished by our school. We do ask each Primary and Extended Day student to provide a cube size box of tissues at the beginning of school.

**EXTRA CLOTHING:** All Primary and Extended Day students will need to have a complete change of clothing in case of an emergency or accident; shirt, pants, underpants, socks, and washcloth should be included in a zip lock bag. Please mark EACH ITEM WITH YOUR CHILD'S NAME including the tags on clothes, the tag on washcloth, and the zip lock bag. Please no backpacks. Space is limited and bags for extra clothing are provided.

**SHOES:** You probably noticed the large sand box outside on the playground. The children will be playing in the sand and outside daily. Please provide an extra pair of shoes. We recommend shoes that can be polished - lace up tennis shoes are the best. No shoes that the child cannot walk in easily (too big, no backs, etc.).

**MORNING ARRIVAL:** Please have your child at school between 8:20 and 8:30 a.m. Please say your goodbyes in the hallway. Part of the Montessori philosophy is to teach the children to become independent by being responsible for hanging up their coats and putting away lunch boxes. Making the classroom your child's special place does much to enrich their independence and self-esteem.

**TUITION BILLING:** Before the 1<sup>st</sup> day of each month, each student will have a statement put in her/his mail slot. Your payments must be made per your signed Fees Agreement or a \$25 late payment charge is applied for payments made after the 5<sup>th</sup> school day of each month.

**DAY CARE BILLING:** Your fees will be on a SEPARATE statement (a calendar) and PUT IN YOUR MAIL SLOT. Keep this statement for your IRS records. There will be a \$2 copy charge PER SHEET for duplication of these records. The Before & After School program fees are due and payable the day the statements are issued. The amount shown on your statement must be paid on or before the fifteenth day of each month or a \$25 LATE FEE IS CHARGED. For further information, please refer to your Before & After School Financial Guidelines.

**HEALTH FORMS:** The Illinois Department of Public Health requires that a Health form (completed by a physician) and an Emergency Care Form (completed by parents/guardians) be on file at our school before your child can be allowed to enter. If you received a Health Form with your registration materials, you will need to have this filled out and returned to our school upon your entrance day. If your child needs a medical or needs the current medical updated, we will mail a medical form to your home.

**SCHOOL DIRECTORY:** This listing shows all the students and their parent(s) /guardian(s) names, addresses, telephone numbers, and e-mail addresses. If a child has more than one residence, please indicate the second address and phone number. Additions, corrections, etc. will be given to you throughout the year.

**CALENDAR:** Transfer the information from the School Calendar to your own family calendar or put our School Calendar next to your home calendar for daily viewing. You will be notified of any changes. Extra calendars are available in the school office.

**FORMS:** Additional forms and school calendars can be obtained from the Business Administrator. Forms for the Before and After School Program can also be obtained from our Day Care staff.