

Frequently Asked Questions About MMS

Regarding communication between MMS and parents:

- **When should I expect communication about events from the school?**

MMS sends important school notices by email. Lori Joachim, the information coordinator, compiles reminders and other announcements, and sends the email on Fridays. Lori also maintains the calendar on the MMS website, www.mmsny.org, which contains detailed information about events, dismissal times, field trips, etc. It is updated weekly throughout the year.

- **How will I know if there is an emergency school closing?**

You will receive an automated phone message and email from the school. The information will also be listed on the website.

- **Where can I find contact details for school families?**

The parent directory is available online. You must log in to the school's website, and click on the "325" door icon. If you have any difficulty logging into the website, or do not know your user name and password, please contact Alicia Abel, the receptionist, at aabel@mmsny.org. Please note that the school directory contains private contact information that is for MMS families only and should be used only for school-related communication. This information may not be given out by the school or a parent to another non-profit institution or commercial enterprise.

- **How will I know about field trips?**

All field trips will be noted on the MMS website calendar, and reminders will be listed in the weekly email. A blanket permission slip will be distributed at the beginning of the school year; classroom teachers will handle special permission slips and information sheets for overnight trips.

- **What information is available on the website?**

The login portion of the website contains valuable information for parents, and is updated continuously. There are a comprehensive calendar, lunch menus, and information about school policies, curriculum, etc. Information about the Board of Trustees, their roles, Board policies, and fiduciary responsibilities may be viewed here.

- **How should my child and I address the faculty and administration?**

Children should address adults using their preferred honorific (Mr., Mrs., Ms., Miss) as a way of showing respect. In the presence of children, parents should do the same to model this behavior. Parents may address the faculty and administration informally when the children are not present.

- **Can I call or email my child's teacher if I have a question or concern?**

Absolutely. MMS strongly encourages an open line of communication between parents and teachers. We make every effort to acknowledge phone or email messages within 24 hours. Significant issues or concerns will be addressed in scheduled meetings. You may email teachers by using their first initial and last name (example: bsmith@mmsny.org). The receptionist will forward telephone calls to the individual's voice mail during school hours.

- **When and how often are parent/teacher conferences?**

Parent/teacher conferences are held twice a year. You will have one conference in the fall and one in the spring. Parents

or teachers may request additional meetings if needed.

• **When may I visit my child's classroom to observe?**

Primary parents will have the opportunity to observe their child in the classroom twice a year before their fall and spring conferences. Primary parents are encouraged to arrange observations for their caregivers. Lower Elementary classroom observations will take place in the winter of each year. Lori Joachim will notify you of your scheduled observation and conference. Upper Elementary does not have scheduled classroom observations, but teachers are open to requests for observations at any time.

• **Who else can I contact if I have a question, concern or problem?**

If you have a classroom-related question, please contact your child's teacher. If Primary parents have a larger concern, they should contact Bertica Spencer, the Primary division coordinator. Lower and Upper Elementary parents should follow up with Bob Reveri, the associate head of school. If you have a question about school procedures, contact Lori Joachim, the information coordinator. If you have a question about tuition or billing, contact Fred Antonoff, the business manager. Brenda Mizel is always available to talk with parents on any issue. Parents may email Brenda at bmizel@mmsny.org. If you need to speak with her, call 212-579-5525, ext. 0.

• **Who handles the school forms for children who are applying to other schools?**

Bob Reveri oversees the exmissions process in Upper Elementary. Heidi Morrison, the admissions director, oversees the process in Primary and Lower Elementary. All forms should be directed to Lori Joachim.

• **What are the school's business hours?**

The school's office hours are 8 a.m. to 4:30 p.m.; information may be left at the front desk with the receptionist between 8 a.m. and 6 p.m.

Regarding school policies:

• **How are children's birthdays celebrated?**

In Primary, the teachers will invite you into the classroom to celebrate your child's birthday. The tradition is described in the Primary Guide for Parents.

• **What happens if my child forgets his/her lunch?**

If you are able to drop off your child's lunch before lunchtime, please do. Otherwise, your child will be served a school lunch and you will be billed.

• **During warmer weather months, can my child wear flip-flops to school?**

No. Flip-flops, or other shoes without a back strap, are difficult for children to walk in and are particularly dangerous on the stairways. Please make sure your child wears either closed toe shoes or sandals with a back strap that are fastened securely to the feet. Heels should be flat. This policy is essential for the safety of all children.

• **Is it appropriate for my child to give a gift to his/her teacher at the holidays?**

We encourage children and parents to express their appreciation with cards, letters, or simple homemade gifts. Another way for parents to show their appreciation is through a donation to the school to defray the cost of professional development. At the end of the school year, room parents organize a gift for the classroom teachers from all of the children. Please do not ask the school staff to work on these gifts.

Regarding illness, attendance, and snow days:

• **What happens if my child becomes sick at school?**

If your child suddenly becomes ill, we will notify you or your emergency contact so that your child can be picked up immediately. If we believe your child needs emergency treatment, we will notify you or your emergency contact and arrange for transport to Roosevelt Hospital. A staff member will accompany the child to the hospital.

• **My child is ill. When can he or she return to school?**

Your child should be fever-free for 24 hours (without medicine) before returning to school. Similarly, a child who has been vomiting, coughing, or exhibiting flu-like symptoms should be symptom-free for 24 hours before returning to school. A child who is taking antibiotics may return to school 24 hours after the first dose. If your child is out for more than three consecutive days, a note from the parent or physician explaining the reason for the absence is appreciated.

• **My child needs to take medication during school hours. What should I do?**

Please complete and return the MMS Medication Release Form, which is available on the website. A member of the MMS staff will administer medication as directed. It is against New York State Law for children to self-medicate at school.

• **My child has been diagnosed with a contagious illness or ailment. What should I do?**

Contact the school immediately so that other classroom parents can be notified and look for symptoms in their child. Examples: lice, strep throat, pink eye.

• **May I take my child out of school when it is in session?**

Absences for reasons other than illness are strongly discouraged. Regular attendance is important for your child's performance in school. Parents should schedule their vacations to coincide with school closings. Doctor appointments should be scheduled in the late afternoon or on no-school days.

• **What is the arrival time for my child?**

Upper Elementary arrival time is 7:55 a.m. Lower Elementary arrival time is 8:30 to 8:45 a.m. Primary arrival time is 8:45 to 9 a.m. Prompt arrival is necessary in order to give your child time to get settled and ready for the school day. Upper Elementary students will be marked tardy after 8 a.m. Parents of Primary and Lower Elementary parents arriving after 9 should bring their child to the front desk so that we can record their late arrival and accompany them to class.

• **What happens if I am late for pickup?**

Dismissal is managed by faculty and staff at the specified time for your program. It is important that your child be picked up on time because the teachers have other duties. Also, children become anxious if their parents are late. If you know you are going to be late, call the receptionist. Children who are not picked up on time in the afternoon are sent to Clubhouse and parents will be billed accordingly. A **previously authorized** parent/or caregiver may be identified to pick up your child if you are not able to get to school.

• **Is my child eligible for a MetroCard? How do I get one?** MetroCard eligibility is determined by grade and distance from school. This is decided solely by the New York City Department of Education. Please see Alicia Abel, the MMS receptionist, or the Downloads section of the website for more information.

• **Whom do I contact if I want to get more involved in the school as a volunteer?**

There is a plethora of volunteer opportunities at MMS. If you'd like to volunteer for a Parents Association event, please email PA Chair Mary Krensavage at marykrensavage@gmail.com. The PA conducts an annual parent interest survey and provides information on how to volunteer or take part in its events.