



PRIMARY CLASSROOM PROCEDURES

1. Labeling Clothes – Please label all articles of clothing – jackets, hats, sweaters, etc. This reduces loss and facilitates an orderly and relaxed dismissal. Comfortable, loose-fitting clothing is highly recommended since the children need to be able to bend and stretch as they participate in various classroom activities. We recommend pants with elastic bands (please avoid belts) and shoes with Velcro straps. This will make the transition from one activity to the next easier for your child.
2. Change of Clothes – If you haven't already done so, please provide a complete change of clothing for your child (five year olds, too) inside a plastic bag with the name prominently labeled on all items, including the bag. These will be kept in your child's cubby and used in the event of a mishap. Please include shirt, pants, underpants, and socks. All children should bring a pair of slippers that they will change into each morning upon arrival. The slippers should have non-skid (rubberized) soles and backs (shoe-like) or should be sock slippers that have rubberized soles. PLEASE talk with us if you need help with providing appropriate slippers that will ensure safety.
3. Dismissal – Our morning dismissal is at 12:15 p.m. and our Extended Day and Afternoon Program dismissal is at 2:45 p.m. We are ready and waiting at these times. Some children become anxious if they are the only ones waiting to be picked up every day, so please make every effort to arrive at the appropriate time. Please direct all notes regarding any changes in the normal dismissal procedure to your child's classroom teacher. We cannot release a child to anyone not officially designated unless we are authorized to do so in writing.
4. Communication – between home and school is very important. Please call us if you have any question or concerns, and we will do the same. Since we are focused on your children at arrival and dismissal times, we are unable to speak with you then. We do want to hear from you, however, so please write a note or call and leave a message. Your call will be returned in a timely fashion.
5. Lunch – If your child brings lunch, please use reusable containers or thermoses and silverware whenever possible in order to help them become more environmentally conscious. We will provide plates, napkins, and cups. If you need to provide a placemat, your teachers or room parents will contact you. All of our efforts will help to reduce trash. Nuts and products containing nuts are strictly forbidden at MMS because they can cause life-threatening allergies in some children.
6. Birthday Celebrations – Your child's birthday is a special time. We would like to celebrate with him or her in the traditional Montessori way. We suggest that you and your child create a personal time line. This can be in the form of a book or display panel. Attach a photo and description representing each year of your child's life (newborn, one, two, etc.) and send it on the day of the birthday celebration. It is fun for the children to see how much their classmate has grown. The time line will be returned to you so that you may add a photo each year. Your teacher will be in touch with you to discuss the details of the celebration.
7. Classroom Involvement – Room parents will assign you a week to bring a bouquet of flowers for the classroom. Flowers should be brought on Mondays, and some classrooms may request food for the classroom pets on that day as well. Each family will have at least one turn during the year. Consider taking the classroom pets home during winter, spring or summer vacations. Please let us know if you are interested. During the year, we would be happy if you or your

child wants to share a favorite song, a piece of music, a favorite painting, a book, a photograph, an experience such as a trip or special family occasion, or a special person in your lives. If your child would like to donate a gift to the classroom, please contact the room parents for appropriate class gifts.

8. Physical Education Classes – Please make sure your child remembers to wear sneakers and comfortable, loose-fitting clothing on gym days.

9. Library – Extended Day children will be selecting and checking out library books to bring home. These should be enjoyed and returned the following week so a new selection may be made. It is helpful to have a special place at home where library books are kept. This reduces the chance of loss and establishes personal responsibility, care and respect for library books.

10. Children's Work – Children's work will be sent home periodically throughout the school year. The children engage in many concrete, experiential activities that do not involve paper and pencil, especially during their first two years in a Montessori classroom. In the child's third year, many outward manifestations of inner development occur that result in more visible work to send home.

11. Snacks – Nutritious snacks will be served daily in the classroom by our kitchen staff.

12. Oops! – Children really love many of the items in the classrooms, and sometimes the top to the pink tower, a puzzle piece, or other small, attractive things go home in a coat or pants pocket. If you should come across some of these treasured items, we thank you in advance for sending them back to school.

13. Toys – Please leave all toys at home as they could get misplaced or lost at school. Half-day children do not need a backpack and should not bring one to school.

Revised September 2009