

## CLASS 206 PARENT ORIENTATION

Kingwood Montessori School opens at 7:00 for morning extended care. Morning extended care is held in Class 204. **ALL CLASSROOMS OPEN AT 8:20.** If you are not enrolled in morning extended care and need to arrive before 8:20, children are welcome to drop in for extended care, for a fee. Any children dropped off before 8:20 will be charged the drop in fee. Please call the office (281-548-1452) for more info.

The best time to reach us for phone calls is between 7:45-8:15 am or after lunch 12:30-1:30 during quiet time. Each classroom has voicemail that is checked regularly. We also check email regularly and this is a great way to contact us. Theresa's email is: [tgklein4@yahoo.com](mailto:tgklein4@yahoo.com) and Becky's email is [pain925@yahoo.com](mailto:pain925@yahoo.com).

A few notes from the office:

1. Emergency backpacks are necessary for each child. Please send your child's backpack ASAP. Each kit should contain the following:  
Change of clothes, tissues, family photo, small book, small container of meat such as Vienna sausages or beef jerky, medium to large sized garbage sack or rain poncho, 3 real fruit juice boxes, 3 small boxes of dry cereal, small box of raisins or other dried fruit, and a reassuring letter from mom or dad
2. Our school-wide fundraiser has begun. Please turn in order forms with payment on September 26.
3. If you owe the office paperwork, shot records, etc., please turn them in this week.

Arrival

- 8:20 – 8:40    \*please utilize carpool rather than walking your child to the door – This eases separation  
\*encourage child to leave breakfast, toys, jewelry etc. in the car  
\*encourage child to go with any teacher who opens the car door – Theresa and Becky are not always available for carpool. Please remain in your car to speed up the carpool line.  
\*limit conversations with teachers. Please send a note or leave a message with the office.  
\*BE PATIENT!!

Tardy

- 8:40            get a pass from the office

Sound of the week

Please emphasize the letter's short sound rather than its name

## Show and Tell

- \*Wednesday morning group
- \*object should correspond to the sound of the week
- \*suggestions include photos, books, items from nature, etc.
- \*TOYS STAY AT HOME!

## Work period

8:20 – 10:15 Child may or may not record work. Work that is recorded may or may not be explainable at a later date. It is age appropriate for these very concrete learners to be dependent on the classroom materials. It is also appropriate for them to be spelling phonetically (inventive spelling). Student should be allowed to explore this very natural phase of writing.

## Group time

10:15 – 10:30 \*attendance, greeting songs, calendar, letter sounds, counting to 100, group lesson, current study

## Snack

10:30 – 11:00 Child is invited to choose a snack/drink from his/her lunchbox. Water is always available and encouraged. We encourage the children to choose a dry snack at this time as we eat together at group. Candy and soda stay at home.

## Playground

11:00 – 11:30 \*always assume that we will play outside. It is very rare that weather conditions keep us in for an entire day.  
\*appropriate clothing and shoes are important for successful play.  
\*frequent water breaks are encouraged.  
\*in inclement weather, you may send a video or DVD related to the current topic of study or sound of the week to school for viewing. The video must be rated “G” for us to watch it. Please prepare your child that other children may also bring a video on the same day and the class will vote on the video if this happens. We may or may not get to watch your child’s video.  
\*PLEASE SEND A BOTTLE OF BUG SPRAY. The mosquitoes are vicious. We will spray those children who have brought bug spray before heading out to the playground.

## Cool down – songs and stories

11:30 – 11:50 \*we welcome books from home.  
\*books should be labeled with child’s name.  
\*books should be related to the current topic of study or sound of the week.

## Noon dismissal

11:50 – 12:00 \*please limit conversations. Send a note or leave a message with the office. Please remain in your car and allow us to bring your child to you to help with a smooth, quick carpool.

## Lunch

11:50 – 12:25 \*healthy food choice  
\*1 min. warm-ups can be accommodated.  
\*please include necessary forks/spoons.  
\*candy and soda stay at home

## Nappers

12:25 – 2:30 \*School policy – children under 4 MUST rest in the nap room, if full day child. Children 4 and over are invited into the afternoon classroom once readiness has been established. (evaluated at conference times)  
\*pillows, blankets, etc. should be sent to school on Mon., remain here all week, and will be sent home weekly for laundering.

## Afternoon friends

12:25 – 1:00 \*clean up and quiet play/work time  
1:00 – 2:45 \*afternoon work period

## Clean up

2:45 – 2:50 \*children finish or save work  
\*nappers return between 2:30 – 2:45

## Dismissal

2:50 – 3:00 \*please limit conversations. Send a note or leave a message with the office. Please remain in your car and allow us to bring your child to you to help with a smooth, quick carpool. **If you arrive after 3:00, your child will be in the office. Fees begin to incur shortly after 3:00. Please call if you will be late!**

## After care

3:00 – 6:30 \*please hold the \* button down for 3-5 seconds. Our doors are locked between 3:30 and 4:00. The aftercare staff will let you in after they hear the bell.

## Communication

\*notes and email are best!  
\*leave a message with front office/class voicemail.  
\*please inform us of absences, early or late pick-up or arrivals, illness, vacation, etc.  
\*FOLLOW UP! DON'T WAIT! ASK US! We would hate for your needs or requests to go unmet. We need reminders, too.  
\*We love to text or email photos of your child to you. Please make sure we have your most updated numbers.

## Birthdays

- \*schedule class celebrations with teachers.
- \* “Earth goes around the Sun” ceremony
- \*it is optional to send a special birthday snack, drinks, paper goods, etc. to be shared during snack time

## Field Trips

- \*we try to schedule at least one monthly around our current topic of study. State Law: 8 years old and younger or 4’9” must be in a car seat. Due to state regulations, you may only drive your child unless a staff member is in your vehicle.
- \*We will need drivers/chaperones for our trips due to limited seating in our personal vehicles.  
Volunteers are appreciated!!

## Friday Bags

- Sent home on Fridays – please return empty on Monday.**
- \*work/no work – don’t worry!
- Please place notes/money in bag. We will check them weekly.

## Book Orders

Monthly – optional – no pressure or obligation. Great books, great prices, great gifts. Class 206 earns books for each book purchased.

## Clothing

- \*to promote self-sufficiency, please send a weather appropriate set (including shoes!!) for each class your child attends (morning care, Class 204, extended care). Your child may change if they become dirty during the day. (i.e. spills, mud, accidents)
- \*teachers are not permitted to wipe children. We are also not allowed, by state guidelines, to remove matter left in underwear.
- \*jewelry is distracting to the children and is easily lost or broken. Please leave jewelry at home.
- \*chap stick and/or lotion from home left in cubbies must have your Child’s name on them and must not state “Keep out of the reach of children” on them.

## Small items

**SEND THEM BACK!** You may find small unidentifiable objects in pockets and lunchboxes. Those items may or may not be pieces of expensive Montessori materials. Remember, an incomplete piece/material must be removed from our classroom until missing pieces are recovered. Let’s be safe and send them back!

## Conference times

- \*there are scheduled conference/progress report times within the School year. We are happy to meet outside these times – send a note or call to schedule a time to meet!

## Wish List

- \*Educational computer software
- \*Small cassette player
- \*Child size broom, mop & mop bucket
- \*Practical life items (glassware)
- \*Hundred board control chart
- \*If your company participates in donation matching, please let us know!

## Winter festival

- \*Our class theme this year is Mexico. If you have visited this country and have artifacts and/or souvenirs to put on display this evening, please let us know.