

# Toddler Parent Orientation

## Ms. Bridget • Ms. Kim • Ms. Paloma



Classrooms are closed until 8:20 am. This allows time for us to get our environment ready for the day. If you arrive before 8:20 am, for a fee your child may enjoy our morning Extended Care in Room 204 (advance notice preferred). Please call the office 281.548.1452 to reserve a space.

The best time to reach us for phone calls is between 1:50 – 2:20 pm M-F. Please keep in mind, we work the toddler & primary nap room during this time as well. Please don't hesitate to call if you have a question or would like to share a comment.

### **Morning Extended Care, Room 204 7:00 – 8:15 am**

- Advance notice preferred (drop-ins welcomed)
- Child may eat one of their snacks during this time
- Escorted to our classroom at 8:15 am

### **Arrival 8:20 – 8:40 am**

- Please utilize carpool rather than walking your child to the door, as this eases separation
- Encourage child to leave breakfast, transitional objects, jewelry, etc. in the car or at home
- Encourage child to go with any KM teacher/staff member who opens the car door (Ms. Bridget & Ms. Kim are not always available for carpool. **Please remain in your car to speed up the carpool line.**)
- Our resource classes begins promptly at 8:30/8:40 am on designated days. If you arrive at/after 8:40 am, walk with your child to our toddler class & allow your child to put away all of his/her own items (backpack, lunch box, clothes, jackets, etc.) before escorting them to join us. Allowing your child to put his/her own items away promotes self-help skills & independence. Please refrain from hurrying your child and/or putting everything away for him/her – this takes away an opportunity for independence. It doesn't help if your child can't find his/her items when he/she needs them later in the day.
- TOYS STAY IN THE CAR OR AT HOME!

### **Tardy 8:40 am**

- Sign your child in, get a pass from the office & walk your child to class

### **Individual/Small Group Work Period 8:20 – 9:30 am**

- Students work independently or may choose to work with others

### **Group Time 9:30 – 9:45 am**

- Peace bell, greetings (verbal & sign language), songs & finger plays, reading, group lessons, current topic of study, acknowledgements/thank you's
- Appropriate time for your child to show the class an item that he/she has brought that enriches our current study. Please label item(s) with your child's name.

### **Morning Snack 9:45 – 10:15 am**

- Send healthy, nutritious food choices
- Please do not permit your child to bring candy, soda, caffeinated beverages, gum & sweets
- Include necessary eating utensils
- We drink from 3 oz. cups (child may not drink from sippy cup. However, it may be used to transport a beverage only.)
- Children are encouraged (and given assistance, when needed) to open their own lunchbox, containers, plastic baggies, etc.
- Change into clean clothing, if needed



## **Prepare for Dismissal**

**2:30 – 2:45 pm**

- Visit bathroom
- Child gets his/her items ready to go home (ie. jacket, backpack, lunchbox, etc.)

## **Dismissal 2:50 – 3:00 pm**

- Full day students walk to dismissal area at 2:45 pm
- 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 pm, your child will be in the office/afternoon Extended Care room. Fees begin to incur shortly after 3:00 pm. Please call if you will be late!

## **After Care/Extended Care Program 3:00 – 6:00 pm**

- Snack is provided
- Extended Care Daily Schedule is posted by Room 216 & in Room 210
- Please hold the \* button down for 3-5 seconds to ring bell. Our doors are locked between 3:30 – 4:00 pm. The Extended Care staff will let you in after they hear the bell.

## **Monthly Calendars/Newsletters**

- Sent home each month
- Post in a visible place at home for quick & easy reference
- Current/upcoming school events & focus of study

## **Communication**

- Notes are best!
- Leave a message with the office/class voicemail
- Teachers are available for phone calls during nap/quiet time from 1:50 – 2:20 pm & after school from 3:00 – 3:50 pm daily
- Ms. Bridget can also be reached on her cell phone after 3:50 pm at 281.734.0229 or at home 281.360.2200. You may choose to email Ms. Bridget or the Director, Janet Ebach. Janet may verbally give us a message or print email & put it in Ms. Bridget's box.

Janet Ebach                      jebach@kingwoodmontessori.com

Bridget Alsobrook              alsobrook4@kingwoodcable.net (I check email every 8-10 days.)

- Please inform us of absences, early or late pick-up or arrivals, illnesses, vacation, etc.
- FOLLOW UP! DON'T WAIT! ASK US! We would hate for your needs or requests to go unmet. We need reminders, too.

## **Birthdays**

- Schedule class celebrations with teachers in advance
- It is optional to send a special birthday snack, drinks, paper goods, etc. to be shared during morning snack time
- See attached "Party Snack Suggestions" (this is also posted online)

## **Kingwood Montessori Sick Child Policy**

- See "Health Policies" in KW Family Handbook
- Do not send medications to school in your child's lunchbox or backpack. All medications must be taken to the office by the parent. A Medicine Dispensing form is available online. Print, fill out & bring to office with medication. One form must be filled out for each medication & it must be in the original packaging with age appropriate dosage for your child.

## **Volunteers**

- If you are interested in helping in our school, please sign up on our class form or notify the office. **Volunteers are always appreciated!**
- Help during parties is always needed (decorations, food preparation, activities, etc.)

### **Brown Bag Volunteers**

- Great opportunity to help your child's class from home at your convenience
- Prepare class activities (ie. tracing & cutting)
- Work will be placed in a brown bag and sent home with your child. Instructions & time frame included. Send back to school with your child when completed.

### **Friday Bags**

- Sent home on Fridays/your child's last day of the week. Please return empty on Monday/your child's first day of the week.
- Work/no work – don't worry!
- There is a zipper compartment in the bag. Please place notes/money in this section & zip it. We will check them weekly.

### **Gymtastic**

- Resource class offered every Thursday, unless otherwise noted on monthly calendar
- Appropriate clothing & SHOES

### **Music**

- Resource class offered every Wednesday, unless otherwise noted on monthly calendar
- Appropriate clothing & SHOES

### **Clothing**

- To promote self-sufficiency, please send 3 weather appropriate sets of clothing. Your child may change if they become soiled during the day (ie. spills, mud, accidents).
- Your child will need 1 pair of Velcro/slip-on shoe & 3 pairs of ankle socks
- If your child is potty learned or currently in the process, please send 3-4 pairs of underwear for your child
- We are not allowed by state guidelines to remove bowel movements left in underwear
- Jewelry is distracting to the children & can be easily lost/broken. Please leave jewelry at home
- A light-weight jacket may be kept in the class for your child to wear when needed. Please label with your child's name.

### **Diapers, Wet Wipes & Diaper Creams**

- Please send 20 diapers at a time, each labeled with your child's name on the fold (Unlabeled diapers will be assumed donations for the class.)
- We prefer & encourage parents to send diapers, not a pull-up type diaper
- We only use the wet wipes you send to school for your child on your child
- We only use diaper cream on your child, if you have sent some for your child.
- Reminders will be sent home when any of these items are almost gone

### **Small Items**

- **SEND THEM BACK!** You may find small objects in pockets, lunchboxes & backpacks. 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. Thanks for your help in keeping our materials complete by sending items back!

### **Cultural Festival**

- Thursday, December 15 beginning at 6:00 pm
- Our class focus is "Christmas in the United States through the eyes of a toddler"