



The  
**Montessori**  
School Rochester

# Toddler Program Welcome Packet

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School Year 2021-2022

Sunflower, Lilac and Lotus Rooms

Children 18 months to 3 years old

**248.453.5757**  
[www.themsr.net](http://www.themsr.net)

# Welcome to our school

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We are happy to welcome you to The Montessori School Rochester for the School Year 2021-2022; in this document you will find information about school procedures and routine, we invite you to read through.

For detailed information, please also refer to **The Parent Handbook**, emailed to you along with this document.

Some information is also available on our website: [www.themsr.info](http://www.themsr.info)

## Welcome message from our Head of School

We invite you to see Ms. Joanne Shango in the following video: <https://youtu.be/VUSWAXuwu2U>

## Orientation Day September 2<sup>nd</sup>.

**It is mandatory** to attend an Orientation Day session on September 2nd at 10 am or 6pm. This event is to review packet information and address any questions or concerns. This is also a good opportunity to bring your completed paperwork and supplies.

**Please note:** this is an adult only event. Thank you!

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## About us

- Established in Rochester Hills, Michigan in 2010, we offer every child a safe and nurturing environment to grow and learn.
- Each classroom is led by a Montessori Guide and supported by teaching assistants. Guides are certified by the Association Montessori Internationale and /or the American Montessori Society.
- Their role is to facilitate each child's learning based on their individual needs and interests. In so doing, our guides lead each child to discover their own talents and potential while inspiring a love of learning.
- Our Guides offer stability, warmth and experience. They undergo quarterly training and development, bringing fresh ideas to their classrooms.
- By inspiring the joyful discovery of self and a passion for learning and independent thinking, we empower children to be knowledgeable and responsible citizens who contribute to their community and make an impact in the world.



### Love of Learning

### Mission Statement

In our service to others  
with the strength of community  
in contribution to our children,  
we have the peace of mind  
to support our village  
in love, creativity and purpose  
for peace and family.

## School general information

### Hours of operation

Monday through Friday, from 7:30 am to 5:45 pm  
No child may arrive before 7:30 am or stay after 5:45 pm

### Daily Schedule

<b>Half Day Infant and Toddler</b>	9:00 am – 12:00 pm
<b>Half Day Primary</b>	9:00 am – 1:00 pm
<b>School Day Infant, Toddler and Primary</b>	9:00 am – 3:15 pm
<b>School Day Elementary and Middle School</b>	8:30 am – 3:15 pm
<b>Extended Day Infant, Toddler and Primary</b>	7:00 am – 5:45 pm

### How to contact us

1. To speak with administrative personnel, please call: 248.453.5757
2. You may also send an email to: [office@themsr.net](mailto:office@themsr.net)
3. To contact a Guide / Teacher:
  - a. In an emergency, please call the office, and a Teacher will come to the phone immediately.
  - b. In all other circumstances, please leave a phone message; calls will be returned before the end of day.
  - c. Emails sent to a teacher are likely to be responded within 24 hrs.

### To report an absence

Please fill out the quick form on our website:

<https://themsr.info/report-absence>

## Required Documents

We must have the following documents on file before the first day of class.

Application for Admission

Completely filled and signed. This is the first step to be admitted.

Enrollment Contract

Completely filled and signed.

Updated Child Information Record Card (Emergency Cards)

Emergency cards must be completely filled, reviewed, initialed and dated annually. This information will help facilitate emergency treatment if it becomes necessary. It must also include parent's written permission for us to seek emergency medical care.

Health Appraisal

Fill out the form and submit to your child's Pediatrician / Health Provider for review and signature. Bring the original back to us.

You may find this form on our website <https://themsr.info/forms>

State law requires that a current and complete Health Form be on file for every child, including a list of all immunizations that your child has received.

Immunization records

All immunizations must be current and up to date with State requirements. Waiver forms must be re-submitted annually for those who have waived any immunization.

Payment information

If Automated Payment is requested, a Tuition Express form must be completed. Contact the office for more details.

All fees and payments current

Medication\*

You may download form on our website: <https://themsr.info/forms>

\*Please refer to the Parent Handbook for more details.

## Welcome to the Toddler Community

My name is Erin Mallory and I am honored to be the Program Director here at The Montessori School Rochester. I hold a B.S. in Education from Central Michigan University as well as an AMS Montessori credential. In my 11 years as a Montessori guide, I have had the privilege of working with infants, toddler, and primary students and sharing my passion of Montessori with others. In my free time I enjoy being outdoors, reading, and spending time with my husband and two daughters. I am looking forward to working with you and your student(s) this school year!

Our toddler communities have been working together to create a secure and loving environment for some of our youngest students. These children grow and change at an incredible pace. Our guides are trained to aid this rapid physical, emotional, social and academic development. Through astute observations, the Guides are able to provide developmentally appropriate opportunities for each child.

Our environment is designed to be stimulating and soothing, providing appropriate developmental opportunities. All furniture is built for the size of the child, which aids their ability to become independent. The largest work for this age is their lessons of independence. They work to change their shoes, choose their work, clean up their environment, put on their coats and use the toilet. They also work to learn the Montessori work cycle, rolling out their work rugs, selecting and returning their work while respecting the concentration of others.

This wonderful development of the toddler child is best achieved working as a family and school team. Collaboration and consistency will help each child feel comfortable and safe as they explore their new world. Please feel comfortable remaining in constant communication with the Guides. We look forward to sharing each milestone with you. Thank you for allowing us the privilege of working with your children!

## About the Guides of Sunflower, Lotus and Lilac Rooms

### Sunflower Room

My name is Audrey Spencer and I am the Lead Guide of the Sunflower Room. I have worked at the MSR since February 2017, being a Lead Guide since September 2018. I have an AMS Infant-Toddler certification.

I grew up in Clarkston MI and currently live in Royal Oak with my husband and our dog, a Shiba Inu named Leon. I love gardening, exploring the outdoors, road trips, watching movies, and trying new restaurants.



**Sunflower has ages from 18 months up to 3 years old and is the "extended day" toddler room.**

School wide, we expect to see children at school by 9:00am. This limits disruptions and ensures your child is staying on schedule, getting the most out of their Montessori Education and not missing any important activities of the day. Consistency in routine makes for a happier toddler! While the times are a bit fluid, our day is scheduled as follows:

### **Classroom Schedule** (flexible times depending on the day)

7:30 - 9:00am	Arrivals, classroom work (optional breakfast from home)
9:00 - 10:00am	Outside or gym, weather depending
10:15 - 10:30am	Group snack
10:30 - 11:30am	Classroom work, circle time
11:30 - 12:00pm	Lunch
12:00 - 2:00pm	Nap
2:00 - 3:00pm	Snack, classroom work
3:00 - 4:30pm	Outside or gym, weather depending
4:30 - 5:30pm	Classroom work (optional snack from home)
3:30 - 5:30pm	Departures

How to communicate, E-mail: [Audrey.spencer@themsr.net](mailto:Audrey.spencer@themsr.net) or call the office to leave a message: 248-453-5757.

## **Lilac Room.**

My name is Kathy Reid and I am the Lead Guide in the Lilac room. I have been with the MSR since September 2019. My experience with Montessori started when I joined Austin Montessori School when I was two years old. I stayed with that Montessori community until I left Texas for high school. Montessori is a method near and dear to my heart.



I was born and raised in Texas but moved to Michigan to attend Interlochen Arts Academy for high school. I now live in West Bloomfield with my husband, Mr. Kit, and our two dogs. We love to spend time working in the yard or on home projects, watching our fish tanks, snuggling our dogs, and visiting new places in our little travel trailer.

### **Lilac has ages from 18 months up to 3 years old and is one of the full and half-day toddler rooms.**

School wide, we expect to see children at school by 9:00am. This limits disruptions and ensures your child is staying on schedule, getting the most out of their Montessori Education and not missing any important activities of the day. Consistency in routine makes for a happier toddler!



While the times are a bit fluid, our day is scheduled as follows:

**Classroom Schedule** (flexible times depending on the day)

8:30 – 9:00am	Carline arrival
9:00 - 10:00am	Classroom work
10:00 - 10:10am	Circle time
10:10 - 10:25am	Morning snack
10:35 - 11:15am	Outside time or in the gym, weather depending
11:20 - 11:50am	Lunch
12:00pm	Half-day students dismissal / full-day transition to nap
12:15 - 2:30pm	Nap
2:30 - 3:10pm	Classroom work/optional snack
3:15 - 3:30pm	Dismissal / Carline

How to communicate, E-mail: [Kathy.reid@themsr.net](mailto:Kathy.reid@themsr.net) or call the office to leave a message: 248-453-5757.

## Lotus Room.

My name is Dena Mullaly and I am the Lead Guide in the Lotus Room. I hold a Bachelor’s Degree in Elementary Education/Child Development, with a ZA Endorsement from Central Michigan University. During this time, I had the opportunity to student teach in London, England.

Throughout my Montessori teaching experience, over the past 17 years, I’ve assisted in summer camps, Primary and Toddler programs. I trained at the Michigan Montessori Teacher Education Center in Early Childhood in 2009. After this, I helped to create and develop a Toddler Program where I was the Lead Toddler Teacher for the past 12 years. I look forward to beginning my first year at MSR and getting to know each and every one of our students and their families!



I grew up in Canton, Michigan and currently live in Lake Orion with my husband, two daughters and our Chocolate Lab. I enjoy reading, spending time with my family, watching movies, exploring new places in our camper, and riding bikes!

**Lotus has ages from 18 months up to 3 years old and is one of the full and half-day toddler rooms.**

School wide, we expect to see children at school by 9:00am. This limits disruptions and ensures your child is staying

on schedule, getting the most out of their Montessori Education and not missing any important activities of the day. Consistency in routine makes for a happier toddler! While the times are a bit fluid, our day is scheduled as follows:

**Classroom Schedule** (flexible times depending on the day)

8:30 – 9:00am	Carline arrival
9:00 - 10:00am	Classroom work
10:00 - 10:10am	Circle time
10:10 - 10:25am	Morning snack
10:35 - 11:15am	Outside time or in the gym, weather depending
11:20 - 11:50am	Lunch
12:00pm	Half-day students dismissal/full-day transition to nap
12:15 - 2:30pm	Nap
2:30 - 3:10pm	Classroom work/optional snack
3:15 - 3:30pm	Dismissal / Carline

How to communicate, E-mail: [dena.mullaly@themsr.net](mailto:dena.mullaly@themsr.net) or call the office to leave a message: 248-453-5757.

## About the Toddler community

### What will our first day/week look like?

Our mission the first week is to help the children find peace and comfort in the environment. We will do our best to have the closest to a “normal” first day and week as possible so the children can start to get a feel for how our classroom works. Children may take a few days or weeks to adjust to their new schedule and surroundings. We may be outside more than normal as getting fresh air almost always helps calm nerves.

Please be aware that drop off and pick up will be new to many children and parents so it may be hard for both. It is important to stay positive and give a quick, cheerful goodbye as this sets them up to trust us and have a great day. It takes a different amount of time for each child, so we thank you for your patience and trust during this transition period. Parents are not allowed inside the school. The classroom/ school is the child's space, and they need a clear boundary of where/ when they say goodbye.

If you have questions or notes for your child's guide or the office, please email or request an appointment or return call to avoid disruptions during arrival and dismissal.

### Outside time

We have an amazing outdoor space that we utilize almost every day. There is a saying, "there is no such thing as bad weather, only bad clothing". The children love to run around the grass, go up and down the hill, work in the garden

and sandbox, jump in puddles, and explore the woods. Please make sure they have season appropriate clothing that you don't mind them getting dirty, but we will let you know when we think it is time to switch up snow boots and coats. We do not go out if it is under 20F degrees and at that time we will play in the gym instead.

## Snack

Every week we send a snack list home (via Transparent Classroom and the Red Folders sent out every Friday) for one family to supply for the week. The list is for our daily group snacks, food prep, and baking. It will change week by week depending on the needs for each class. Expect to have a turn every couple of months and if you ever have a question about what is being requested, please don't hesitate to ask. Depending on the day, children may help prepare snack for themselves or the rest of the class. We facilitate group snack both in the morning and after nap. In the extended room we also offer optional snack times, both provided by the parent- you may send breakfast to be eaten by 9:00, and/or evening snack to be eaten around 5:00pm.

## Lunch

Lunch is an integral part of your student's school day. You may choose to sign your child up for the Hot Lunch program or pack your own daily. We are committed to doing what is best for the child and this includes teaching healthy eating habits. Please avoid sending the following items as they will not be offered to your child: juice boxes, chocolate milk, candy, gummy snacks, chocolate chip baked goods, mini muffins, other items with added sugars. Help your child fill up on fruits, vegetables, and proteins.

Lunch begins in the toddler classrooms around 11:30am. Your child chooses a placemat, glass of water, their lunch box or a plate for hot lunch, and the appropriate utensils. We are able to reheat pre-cooked food, but we cannot store any cold items (you may include a reusable ice pack inside their lunchbox).

Lunch ends before 12:00pm (half-day dismissal/ nap) and your student will pack up and put away all their items.

## Toileting process

We help facilitate standing diaper changes in the toddler community. This fosters the student's independence and allows them as much autonomy as possible. Each student is developing the skills to toilet on their own. Help your child be successful by eliminating difficult to manage clothing items. Please do not use onesies or buttoned pants, too-tight jeans, long dresses, rompers/overalls. While cute, these items hinder your child's ability to manage themselves in the bathroom and might end up in a potty.

When it is time to use the toilet, they pull down their own pants, help remove and dispose of dirty diapers, and each student sits down on the toilet to "try" (boys and girls). We have both small training-toilets and full-sized. Your toddler may choose what is familiar and comfortable for them.

When they have finished, the Guides help them to replace the diaper and the student pulls up their own pants. A thorough hand washing happens after each trip to the bathroom. If you have any questions as to why we choose a standing diaper change don't hesitate to ask.

## Daily routine communication

Transparent Classroom App is where we input your child's daily information of toileting, what they ate, nap, photos, etc. We try to input into the app in the moment; please be patient as the needs of the children are our utmost priority. [Please refer to page 14 for more information about Transparent Classroom.](#)

Your child will bring home a **Red Folder** every Friday that contains any papers, coloring, or work they've done during the week, snack list and/or notifications from the office. Please return the folder the following Monday.

## School Arrival, Dismissal and Carline Procedures

*For detailed information, please refer to The Parent Handbook.*

### Arrival and Dismissal Procedure for [Infant Students](#)

We kindly ask parents of infants to drop off and pick up their infant every day using the Livernois Rd entrance.

Please Park your car and approach to the door. Your child is escorted to/from the Nest Room with the help of one of his/her guides. For Infants 2-5 months of age, you may bring your child in their car seat.

### Arrival Procedure for [Toddler through Middle School Students](#)

Community	Schedule	Arrival Time
Toddlers and Primary	Half Day and School (full) Day	<b>Class starts at 9:00am.</b> Drop off between 8:30am and 8:55am. Carline is available on the East entrance, Livernois Rd.
Elementary and Middle School	School Day	<b>Class starts at 8:30am.</b> Drop off between 8:15 am and 8:25am. Carline is available on the South entrance. South Boulevard Parking Lot.
ALL	Extended Day	<b>Day starts at 7:30am.</b> Drop off between 7:30am and 8:55am.

Tardiness is strongly discouraged. The daily schedule in each class begins with a welcome greeting at the door. It is a disruption to the entire class if children are arriving at varying times during the morning. Your children, and the class as a whole will benefit from your dedication to prompt arrivals.

## Dismissal Procedure for Toddler through Middle School Students

Community	Schedule	Departure Time
Toddler	Half Day	<b>12:00pm.</b> Please Park your car and approach to the door.
Primary	Half Day	<b>1:00pm.</b> Please Park your car and approach to the door.
Toddler and Primary	School Day (full) Community	<b>3:15pm – 3:30pm</b> Carline is available on the East entrances, Livernois Rd.
Elementary and Middle School	School Day	<b>3:15pm – 3:30pm</b> Carline is available on the South entrance. South Boulevard Parking Lot.
ALL	Extended Day	<b>3:30pm - 5:30pm</b> No Carline Please Park your car and approach to the door.

If you need to pick up your child before dismissal time, please call the office and email your child's Guide at least 2 hours ahead. Make sure all adults who will pick up your child have been added to their Record card/Emergency card, as we are required by law to check for IDs if we don't recognize the adult who is picking up your child/ren (Please refer to the Parent Handbook for more information).

## Carline Procedure

**Please note: Carline is NOT available for the Infant Community.**

Community*	Location	Schedule
Toddler and Primary	Livernois Rd Main Entrance (Toddler Pick Up, use office door, right before the Main Entrance)	AM: 8:30am - 9:00am PM: 3:15pm - 3:30pm
Elementary and Middle School	South Boulevard entrance	AM: 8:15am - 8:25am PM: 3:15pm - 3:30pm
<b>Before and after this schedule, please park your car and approach to the door.</b>		

\*If you have children Elementary and Infant/Toddler/Primary communities, you may arrive between 8:20 and 8:25 using the Elementary entrance on South Boulevard.

Staying in your car ensures a quicker arrival/dismissal for all and won't block traffic. Please pull up directly in front of the building and wait in your car for a member of our Faculty to approach to your car and escort your child to the building. Thank you for your patience and courtesy to others.

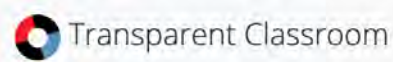
## School Communication

To keep you informed of school happenings, upcoming events and other news, you will receive weekly news from The MSR office (please add [office@themsr.net](mailto:office@themsr.net) to your contact list). Occasionally, your child's Guide might send an email about weekly themes and classroom happenings, too. Stay tuned!

### School-Parent Communication Tools

In the event of an emergency specific to your child, we will call you.

#### 1. Transparent Classroom



This is our new School-Parent communication tool School-wide. You will be getting messages from the school through Transparent Classroom such as weekly updates and photos of your child and the curriculum progress. You will also have access to paperwork, such as lunch forms, permission slips, and enrollment information.

**You will get an invitation from The Montessori School Rochester's email to make a username.** Use your most checked email, as Transparent Classroom will be contacting you through your email.

You can check Transparent Classroom through the online portal (internet on a computer) or the app.

#### 2. Remind App



We use this App for school-wide emergencies, closings, upcoming deadlines or events and to easily pass on important information to our families. Please take the time to be added to our list so you can stay informed and up to date.

By signing up, you allow us to alert you to any Emergencies, School Closings, or Upcoming Events through the convenience of your phone. \*REMIND is a School to Parent (one way) Communication App\*

**To sign up, click the following link from your phone:** <https://www.remind.com/join/f8249g>

#### 3. Facebook

Please join the private group "Montessori School Rochester Families Only", created as a way to collaborate and form our Parent Community, establishing the connection between home and The MSR.

<https://www.facebook.com/groups/1192323147458772>

Please Note: Classroom pictures will no longer be published on this group. We will be utilizing Transparent Classroom to share pictures of your children at school.

Please Like our Facebook page and leave a review: <https://www.facebook.com/themontessorischoolrochester>

#### 4. Instagram

Another way to follow! @themsr\_michigan [https://www.instagram.com/themsr\\_michigan/](https://www.instagram.com/themsr_michigan/)

#### 5. Google.

Please review us on Google: <https://g.page/TheMSR/review?gm>

## Hot Lunch

For Toddler, Primary, Elementary and Middle School Students.

We offer a nutritious and delicious meal every day for your child to enjoy the day of your choice. Every meal is prepared from scratch in our fully equipped kitchen by our Cook.

We send out monthly printed and emailed menus (also available at <https://themsr.info/forms>). You may choose the days you wish your child to enjoy a hot lunch. Payment options are monthly or in full for the year. Forms are due the third Monday of the month. Here is a sample for your reference:

**Hot Lunch Program**

2021 MARCH

CALENDAR YEAR CALENDAR MONTH

MONDAY  
FIRST DAY OF WEEK

COST: \$4 Toddler and Primary  
\$5 Elementary and Staff

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
01 Fettuccine Alfredo w/ Chicken Fettuccine Alfredo (V)	02 Chicken Tostadas w/ Salad Potato Tostadas w/ Salad (V)	03 Chicken Vegetable Soup Vegetable Soup (V)	04 Brisket w/ Sweet Potato Vegetables w/ sweet Potato(V)	05 Homemade Pepperoni Pizza w/ Fruit Homemade Cheese Pizza w/ Fruit (V)	06	07
08 Spaghetti w/ Meat sauce Spaghetti w/ Marinara sauce (V)	09 Creamy Chicken w/ Poblano pepper & Corn Corn Pasta w/ Poblano Pepper (V)	10 Azteca soup w/ Chicken Azteca Soup w/ Vegetables (V)	11 Chicken Torta w/ Salad Cheese Torta w/ Salad (V)	12 No School/No Child Care Professional Development	13	14
15 Mac & Cheese w/ Potato soup (V)	16 Fish Sticks w/ Pasta Cheese sticks w/ Pasta (V)	17 Meatball Stew w/ Pasta Potato Stew w/ Pasta (V)	18 Pasta Zucchini & Zucchini w/ Corn (V)	19 Homemade Pepperoni Pizza w/ Fruit Homemade Cheese Pizza w/ Fruit (V)	20	21
22 Sloppy Joes w/ Fruit Cheese Sandwich w/ Fruit (V)	23 Chicken Salad Sandwich w/ Fruit Cheese Sandwich w/ Fruit (V)	24 Chicken & Cheese Cheese Quesadilla (V)	25 Pozole Chicken Pozole Greens w/ Salad (V)	26 Homemade Pepperoni Pizza w/ Fruit Homemade Cheese Pizza w/ Fruit (V)	27	28
29	30	31	01	02	03	04
05	06	07	08	09	10	11

Student name: \_\_\_\_\_ Classroom: \_\_\_\_\_  
 Number of meals: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
 Due Date : Monday, Feb 22nd 2021. Please return hard copy to front desk Due to timing NO late turn ins  
 Check \_\_\_\_\_ Cash \_\_\_\_\_ Tuition Express \_\_\_\_\_



## Enrichment Programs

At the MSR we educate the whole child. We value extra-curricular activities such as the arts, music, physical education and cultural studies as much as the curricular and are part of our daily schedule. These open children's learning faculties and support their education in other areas. For more information, please visit:

<https://themsr.info/enrichment-programs>

In addition to our daily specials, enrichment classes will be available for an additional fee depending upon the student's interests.

### Music

We offer individual lessons through Middle C, LLC, a music education company that specializes in private instruction. Instruction is currently available on the following instruments: Piano (age 4 and up), Ukulele (age 4 and up), Guitar, bass guitar and drums (age 8 and up). Please contact Tommy Sklut for more information:

[Middlecmusiced@gmail.com](mailto:Middlecmusiced@gmail.com)

### After School Enrichment



The poster features a blue circular graphic on the left with the text "Beginning Fall 2021". To the right is the Montessori School Rochester logo. The main title "After School ENRICHMENT" is written in a large, stylized font, with "After School" in yellow and "ENRICHMENT" in red. Below the title is a list of activities: GYMNASTICS, DANCE, NINJA WARRIOR, TODDLER AND ME, SKI CLUB, SPORTS CLUBS, CODING, CHESS CLUB, and MAD SCIENCE. An illustration of five diverse children is positioned to the right of the list. At the bottom, it says "AND EVEN MORE FUN & CREATIVE ENRICHMENT CLASSES COMING SOON" and "Class offerings change every 3 months". To the right of the poster, there is a link for more information: <https://themsr.info/enrichment-programs>.



## School Calendar

Also available on our website, under Parents & Resources / Forms. It consists of 2 pages: the calendar and the description of events.



## 2021-2022 School Calendar

### COLOR CODES

<span style="color: pink;">■</span>	Normal day / Informative
<span style="color: yellow;">■</span>	Delayed Start
<span style="color: purple;">■</span>	Early dismissal / No Extended Day
<span style="color: orange;">■</span>	No School / Camp Care Available
<span style="color: red;">■</span>	School Closed / No Camp Care
<span style="color: green;">■</span>	All Invited
<span style="color: blue;">■</span>	Virtual Event. You are invited.
	Monday (M), Tuesday (T), Wednesday (W), Thursday (Th), Friday (F), Saturday (S) Sunday (Su)

### To keep in mind:

1. 2nd Friday of each month we will have delayed start at 9 am for Professional Development Day.
2. PTO Meetings: First Thursday of each month from 6-7pm.
3. Dates and events are subject to change.

<span style="color: pink;">■</span> F <b>August 20</b> Last day of Summer Camp	<span style="color: blue;">■</span> S <b>February 5</b> State of School Address (Virtual)
<span style="color: red;">■</span> M <b>August 23 - Sept 5</b> School Closed – No Camp Care Teacher Professional Development	<span style="color: yellow;">■</span> F <b>February 11</b> Delayed Start (School Starts at 9am for all ages)
<span style="color: green;">■</span> T <b>September 2:</b> Fall Orientation Day Options: 10 am and 6 pm. All communities	<span style="color: orange;">■</span> M <b>February 14 – 18</b> No School - Camp care Available. Mid-Winter Break.
<span style="color: red;">■</span> M <b>September 6</b> School Closed – No Camp Care Labor Day	<span style="color: pink;">■</span> T <b>March 1</b> Open Enrollment begins
<span style="color: pink;">■</span> T <b>September 7</b> First Day of School. Fall 2021.	<span style="color: green;">■</span> S <b>March 5</b> Public Open House
<span style="color: pink;">■</span> T <b>September 27</b> Picture Day All Day from 9am	<span style="color: red;">■</span> F <b>March 11</b> School Closed – No Camp Care Teacher Professional Development
<span style="color: blue;">■</span> M <b>September 27– 30</b> Parent Teacher Conferences (Evening, Virtual)	<span style="color: blue;">■</span> M <b>March 21 - 24</b> Parent/Teacher Conferences
<span style="color: yellow;">■</span> F <b>October 8</b> Delayed Start (school starts at 9 am for all ages)	<span style="color: orange;">■</span> M <b>April 4 - 8</b> No School - Camp Care Available Spring Break
<span style="color: green;">■</span> S <b>October 23</b> Trunk or Treat - Halloween	<span style="color: red;">■</span> F <b>April 15</b> School Closed - No Camp Care Good Friday
<span style="color: red;">■</span> F <b>November 12</b> School Closed - No Camp Care Teacher Professional Development	<span style="color: green;">■</span> S <b>May 7</b> Family Formal: Dancing for the whole family - TBD
<span style="color: red;">■</span> M <b>November 24- 26</b> School Closed - No Camp Care Thanksgiving Break	<span style="color: yellow;">■</span> F <b>May 13</b> Delayed Start (school starts at 9am for all ages)
<span style="color: pink;">■</span> <b>November TBD</b> Make-up Picture Day	<span style="color: red;">■</span> M <b>May 30</b> School Closed- No Camp Care Memorial Day
<span style="color: yellow;">■</span> F <b>December 10</b> Delayed Start (school starts at 9am for all ages). You are Invited to The Annual Multicultural Holiday Celebration	<span style="color: purple;">■</span> W <b>June 8</b> Last Day of School 12pm Dismissal - No Extended Day. Annual Family Field Trip at 1pm, meet at the Zoo.
<span style="color: purple;">■</span> F <b>December 17</b> Early Dismissal at 3:15 pm - No Extended Day	<span style="color: red;">■</span> Th <b>June 9 – 17</b> School Closed – No Camp Care
<span style="color: red;">■</span> M <b>December 20 – 31</b> No School - Winter Break Select Camp Care Dates Available: · Dec 20, 21, 22 · Dec 27, 28, 29	<span style="color: pink;">■</span> M <b>June 20</b> Summer Camp Begins
<span style="color: pink;">■</span> M <b>January 3</b> School Resumes	<span style="color: red;">■</span> M <b>July 4 - 8</b> School Closed – No Camp Care
<span style="color: red;">■</span> M <b>January 17</b> MLK: School Closed- No camp Care Teacher Professional Development	<span style="color: pink;">■</span> F <b>August 19</b> Last day of Summer Camp
<span style="color: pink;">■</span> T <b>January 18</b> Re-enrollment for Current Families Begins	<span style="color: red;">■</span> M <b>August 22 - Sept 2</b> School Closed – No Camp Care. Teacher Professional Development
<span style="color: blue;">■</span> M <b>January 24 - 27</b> Parent/Teacher Conferences	<span style="color: red;">■</span> M <b>September 5</b> School Closed – No Camp Care Labor Day
	<span style="color: pink;">■</span> T <b>September 6</b> First Day of School. Fall 2022



## 2021-2022 School Calendar

### COLOR CODES

<span style="background-color: #FFC0CB; border: 1px solid black; border-radius: 50%; padding: 2px;"> </span>	Normal day / Informative
<span style="background-color: #FFFF00; border: 1px solid black; border-radius: 50%; padding: 2px;"> </span>	Delayed Start
<span style="background-color: #FF00FF; border: 1px solid black; border-radius: 50%; padding: 2px;"> </span>	Early dismissal / No Extended Day
<span style="background-color: #FFA500; border: 1px solid black; border-radius: 50%; padding: 2px;"> </span>	No School / Camp Care Available
<span style="background-color: #FF4500; border: 1px solid black; border-radius: 50%; padding: 2px;"> </span>	School Closed / No Camp Care
<span style="background-color: #00FF00; border: 1px solid black; border-radius: 50%; padding: 2px;"> </span>	All Invited
<span style="background-color: #ADD8E6; border: 1px solid black; border-radius: 50%; padding: 2px;"> </span>	Virtual Event. You are invited.

#### To keep in mind:

1. 2nd Friday of each month we will have delayed start at 9 am for Professional Development Day.
2. PTO Meetings: First Thursday of each month from 6-7pm.
3. Dates and events are subject to change.
4. Please refer to Page 1 for event descriptions.

AUGUST 2021							SEPTEMBER 2021							OCTOBER 2021							NOVEMBER 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2		1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
														31													

DECEMBER 2021							JANUARY 2022							FEBRUARY 2022							MARCH 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1		1	2	3	4	5			1	2	3	4	5		
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28						27	28	29	30	31		
							30	31																			

APRIL 2022							MAY 2022							JUNE 2022							JULY 2022								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					1	2						3	4						1	2	3	4						1	2
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9		
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16		
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23		
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30		
																					31								

AUGUST 2022							SEPTEMBER 2022							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2						1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	
28	29	30	31				25	26	27	28	29	30		



## Illness Policies and Safety Precautions

The Montessori School Rochester will take the necessary precautions to contain and prevent the spread of contagious illnesses or diseases.

- a. Parents must recognize that, while in care, it is possible that your child may be exposed to a contagious illness or disease. To help reduce the risk of spreading illnesses please keep your child at home if he or she is ill. Your child will rest more comfortably at home and the chances of a contagious illness spreading to other children in the school will be lessened.
- b. Under the following circumstances, your child **MUST NOT** come to school:
  1. He/she has a temperature above normal (100.4 F). A child who has had a fever must remain home at least 24 hours after the fever has broken.
  2. She/he has a rash, unless accompanied with a doctor's note.
  3. She/he has a discharge from eyes or ears.
  4. She/he has a colored discharge from nose.
  5. She/he has vomited within 24 hours.
  6. She/he has diarrhea.
  7. She/he is not well enough to play outside, weather permitting, outside recess is daily.
  8. She/he shows any signs or symptoms associated with COVID-19. (Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea)
  9. If somebody in your household or in close proximity to the child has had a positive diagnosis of COVID-19. If traveled internationally and/or out of state or combined households; in this case your child MUST self-quarantine for 14 days.
- c. All accidents and suspected illnesses will be reported directly to you.
- d. In instances of communicable diseases that have contaminated the school, parents will receive written notification. To aid in this communication, please notify the school immediately if your child has contracted any illness that could be perceived as contagious.
- e. Any child to arrive at school with noticeable symptoms will be sent home immediately.
- f. If symptoms develop during the course of the day, a parent will be notified, and the child should be picked up within 1 hour of notification.
- g. In the event that you cannot be reached, the emergency contacts should be listed on your Child Information Record Card (a required form).
- h. Any bedding, classroom items, toilet and lavatory used by a sick child will be appropriately cleaned and sanitized before being used by another child.

## Toddler Community Supply List 2021-2022

Here is the list of **Personal and Community** items listed per Room

Please bring all items to school on September 2<sup>nd</sup> at Orientation Day.

### **PLEASE LABEL ALL OF YOUR CHILD'S ITEMS WITH FIRST AND LAST NAME**

If belongings are not labeled, we will do our best to write names on them, however, we can't guarantee that unlabeled items won't be misplaced.

### **Individual items All Rooms:**

#### To remain at school:

- 5 complete changes of clothing that include: Tops, Bottoms and Socks.
  - Please No onesies, rompers, long dresses, or pants that are too tight. Please only send your child in clothes they can manipulate independently to help aid in the toileting process.
- Diapers and diaper rash cream (if needed)
- 10 pairs of underwear (After discussing potty training with your child's Lead Guide so that we can work as a team to set your child up for success)
- 1 pack of baby wipes
- Wet bag to bring home soiled clothing
- Sunscreen (labeled with first and last name)
- 4x6 Unframed family photo
- Inside shoes (Crocs or clog-like shoes, that the child can put on by themselves for easier transitions and ability to clean)
- Rain boots
- Outdoor seasonal clothing (Sunhat, water shoes or snow boots, coat, snow pants, hat, and mittens)
- Nap bedding (For full and extended children) "Urban Infant tot cot mat" is a strong recommendation, however they can use any nap roll or crib size sheet and blanket on their cot. Bedding needs to be sent/stored in a bag.

#### Send Daily:

- Lunch box with reusable ice pack when needed
- Weather appropriate outside clothing (raincoat / winter jacket, hat, gloves or mittens, boots)

-Continue to next page-

## Community items per Room:

### Sunflower room:

- 4 Boxes of tissues
- 1 Bottle of multipurpose cleaning spray
- 2 Containers of disinfectant wipes
- 1 Pack of 4 cans of playdough
- 1 Pack of washcloths
- 1 Pack of cardstock paper

### Lilac room:

- 4 Boxes of tissues
- 1 Bottle of multipurpose cleaning spray
- 2 Containers of disinfectant wipes
- 1 Pack of 4 cans of playdough
- 1 Pack of washcloths
- 1 set of washable bingo dabbers

### Lotus room:

- 4 Boxes of tissues
- 1 Bottle of multipurpose cleaning spray
- 2 Containers of disinfectant wipes
- 3 packs of seasonal stickers (Autumn or Winter)
- 1 Pack of washcloths
- 1 pack of colored tissue paper

## Ongoing **Wishlist** items

- Bouquets of flowers
- House plants
- Board books
- Bird seeds
- Seasonal stickers on a roll
- Paper Plates 8in

Please consider contributing other individual items by checking out our Amazon  
wishlist: [https://www.amazon.com/hz/wishlist/ls/3SB1ZMOF3YB4?ref\\_=wl\\_share](https://www.amazon.com/hz/wishlist/ls/3SB1ZMOF3YB4?ref_=wl_share)

*Thank you!*

## Back to school, tips for Parents.

We hope that the following tips are helpful to you as we return to school and make the entire experience easier, filled with joy and happiness.

### 1. Be Patient

Have empathy for your child. Acknowledge that it is a new and different place. Do this with confidence. Remember how you felt on the first day of your new job? The first week? How long did it take for you to feel comfortable? Your child has less experience than you in handling emotions. Support them and encourage them.

*“It is a new place. It felt so comfortable when we visited. There are so many people waiting to be your friends”*

### 2. Encourage independence

Prepare your child for independence. Develop within him a “you can do this all by yourself” feeling. All children, regardless of age, seek independence. They want to be in control. Give them control over this new situation. Let them choose their clothes, get dressed independently, pack their lunch with you. Give them time.

### 3. Be well rested

Start the school year bedtime routine early. Set the school year bedtime a week or two before school starts. Practice the morning routine as well. Wake up, dress, have breakfast and brush your teeth. The order is up to you, but set the stage early, so that you establish the morning routine to ease their comfort.

### 4. Establish a routine

Keep it simple. Engage your child in the process. And give yourselves time. No morning rush to increase your own stress level.

### 5. Remain calm

Your child will feed off of your emotions. Remember, you chose this school, you met the teachers, you liked the environment. You chose to entrust your most valuable possession to educators dedicated to care for your child. Therefore, give this confidence to your children. Emotion is the first language children learn.

“A peaceful parent encourages a peaceful child”



## 6. Be understanding

Remember that your child's cries are most likely saying "I will miss you or I'm nervous." Reassure them that you are coming back and that they are staying with people you trust.

## 7. Positive Goodbyes

Give yourself a 1,2,3 on saying goodbye. Make it quick and keep it consistent.

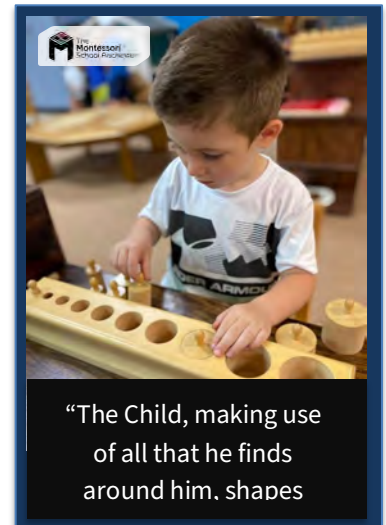
## 8. Be Punctual

Pick up your child on time. It doesn't feel good to be the last child picked up. This can increase their anxiety and falsely confirm their doubts of your coming back to pick them up. Give yourself time to be on time.

## 9. Engage in conversation

When you pick your child up, engage them in positive conversation:

*"What happened that made you laugh? Which friend did you enjoy today? What was the most interesting thing you learned?"*



## FAQ's

### Q: What is Camp Care?

**A:** Camp Care is for infant, toddler and primary students who need day care during MSR breaks such as end of year, mid-winter and spring breaks as well as snow days (per the Avondale school district). Camp care runs from 8 am to 5 pm and is only guaranteed for those families who enroll for the year. Camp care tuition may be paid in installments with tuition.

### Q: What are Volunteer Hours?

**A:** Volunteer Hours are occasions for parents to support activities that enrich the student community. The PTO offers many opportunities to complete Volunteer Hours – you can help organize PTO fundraiser events (e.g. Halloween Trunk or Treat, Christmas Parade etc.), join in Spring and Fall yard clean-up, Teacher Appreciation day, and so on. Look out for Sign-Up emails from the PTO to do your part. The commitment is 12 Volunteer Hours or \$25 per hour accrued annually at \$300. This may be paid upfront with the first tuition payment if preferred. Any uncompleted Volunteer Hours will be billed at the end of the school year.

### Q: Can I pick up my child earlier than the daily scheduled time?

**A:** Yes, please email your child's teacher ahead and call the office preferably 2 hours before pick up time.

### Q: How do I inform of an absence?

**A:** Please visit our website and fill out the form online: <https://themsr.info/report-absence>

### Q: Can someone else pick up my child?

**A:** We will only release your child to persons listed on the Child Information Record Card.

Please let us know in advance who is picking up your child/ren by emailing the teacher and giving us a call preferably 2 hours before pick up/dismissal time.

## Parent – Teacher – Organization, PTO



### What does the PTO do?

#### **Organize**

Organizing school events, family activities, and fundraising is a key part of our PTO.

#### **Enhance**

Through fundraising efforts, we will help provide student and teacher necessities, funding for field trips, and other enriching student activities.

#### **Support**

We aim to provide support of our students, staff and The MSR families.

#### **Involve**

We help to plan community events, during and outside of school hours, that bring us together in meaningful ways.

The PTO holds monthly meetings the first Thursday of every month at 5pm. This year we will be hosting a hybrid meeting option (in-person at MSR & via Zoom). Your involvement is welcomed at any time. We are excited that your child will be part of this school, and we look forward to getting to know your family!

At this time, we are looking for parents who want to become Committee leaders and/or Team members. If you would have any interest in helping with one of the in the following areas, please contact us:

- Welcome Committee – help welcome new families
- Teacher Appreciation Committee – help plan teacher appreciation month
- Yearbook Committee – create the yearbook
- Garden Club Committee – keep our schools grounds looking amazing
- Science Committee – host science events for the students
- Fundraising/Events Committee – help plan fun activities for our students and families

### Volunteer Hours

According to the Enrollment Contract / Terms and Conditions / Financial Obligations: Each family must contribute 12 volunteer hours or \$25 per hour (a total of \$300) will accrue annually\*. You can fulfill these hours in a number of ways:

- Volunteer at a PTO or school event
- Volunteer to help in your child's teacher
- Heading or joining a PTO Committee
- Help with spring and fall yard clean up

There are a number of ways to gain your 12 hours throughout the school year. Please see the next page for the Volunteer tracking sheet, this form will help track and explain the options you have for volunteer hours.

\*Please refer to your School Year Enrollment Contract for more information.



## VOLUNTEER HOURS TRACKING FORM

Family Name: \_\_\_\_\_ School Year: \_\_\_\_\_

### HOW TO USE THIS FORM:

According to the Enrollment Contract / Terms and Conditions / Financial Obligations: Each family must contribute 12 volunteer hours or \$25 per hour (a total of \$300) will accrue annually. This form is intended to help you keep track of your volunteered hours. Each family is responsible to keep this Form. Every time you do volunteer work for the school, bring in this sheet to get signed off by a PTO board member per hour volunteered. Before the school year ends, please turn it in fully filled out. If is empty or partially completed, calculate the difference and turn in with a check or a request to pay through Tuition Express.

Event 1 · Signature \$25	Event 1 · Signature \$25
Event 1 · Signature \$25	Event 1 · Signature \$25
Event 1 · Signature \$25	Event 1 · Signature \$25
Event 1 · Signature \$25	Event 1 · Signature \$25
Event 1 · Signature \$25	Event 1 · Signature \$25
Event 1 · Signature \$25	Event 1 · Signature \$25

**Any questions or concerns please contact us at [PTO@themsr.net](mailto:PTO@themsr.net)**