



The  
**Montessori**  
School Rochester

# Infant Program Welcome Packet

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School Year 2021-2022

The Nest Room

Children 2 months - 18 months 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 10:00 AM OR 6:00 PM.

This event is to an opportunity for you and your the child(ren) to meet the guides, drop off supplies and completed paperwork and address any questions you may have.

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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 7:00 am to 5:45 pm  
No child may arrive before 7:00 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 Infant Community

In our Montessori Infant environment, your child will be with Guides who are loving, nurturing, and rigorously trained in child development. We have created a peaceful, supportive, and safe environment for our youngest students where their natural passion for wonder, curiosity, discovery, exploration and independence are fostered. We follow the child's lead and adhere to an on demand eating and sleeping schedule to assist in meeting the ever-changing needs of each individual infant. With an emphasis on language development and independence, your child can freely discover how the world works and how he/she works within the world while developing a strong foundation for self-worth and future education. Communication with parents allows us to work as a team to help each child reach their potential.

## About the Guide

My name is Erin Mallory and I am the Lead Guide for the Infant Community, “The Nest Room”, as well as the Program Director at The Montessori School Rochester. This is my third year working with this amazing school and 12th year as an AMS trained Montessori Guide. I have 2 beautiful daughters who are lucky enough to attend MSR as well.



I feel so blessed to work with the most prepared, loving and creative team to create a warm and nurturing home-like Montessori Environment for your child. We feel it is an honor to get to know your child and aide them in their development while having fun along the way.

Communication is key so please never hesitate to reach out with any questions or concerns, or share stories from home. We look forward to working with you and your student.

E-mail: [erin.mallory@themsr.net](mailto:erin.mallory@themsr.net) or call the office: 248-453-5757.

## About the Infant community

### What to expect the 1<sup>st</sup> week of school:

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 “normal” first day and week as possible so the children can start to get a feel for the classroom routines.

Children may take a few days or weeks to adjust as we get to know each other. Communication between parents and guides is key to making this transition easy. Please share with us your typical day/routine at home so that we may better understand your child’s needs/wants as we learn how they communicate.

### Tips to do at home

Establish routines at home and share what they are with the guides. Let us know any particular needs your child has and keep in close communication. We love hearing about your child! As they grow, allow them more and more independence at home. We can help guide you in what is appropriate for their specific age and development.

### Label everything

Please label all clothing, bibs, burp cloths, blankets, coats, hats, mittens, sunscreen, rash cream, wipes, shoes, etc. Things often get shuffled around with our curious explorers and we would like to be able to make sure all your items are returned to their rightful owner. Thank you!

### Weather/Outside time

We try to go outside as much as possible. Please send appropriate outdoor weather gear for your child’s needs. Please label everything.

Season	Sent home daily	Stays at school
Warmer months <span style="color: red;">●</span>	Outdoor shoes for walking children	Sunscreen, sun hat, boots
Colder months <span style="color: blue;">●</span>	Jacket <u>safe for car seat</u> and hat	Snowsuit, mittens, warm boots

### First day of school process/separation issues

Please be aware that drop off and pick up will be new to children and parents, so it may be hard at first. It is important to stay positive and give a quick cheerful goodbye as this sets them up to trust and have a great day. We thank you for your patience and trust during this transition period.



## Snack/lunch process

Children at this age are fed on demand. We will work alongside parents to establish an eating routine that is appropriate for your child and their needs. Older students are typically offered 2 snacks and lunch throughout the day (breakfast if they arrive early).

We invite you to bring liquids in a thermos rather than sippy cups, as drinks will be poured into small glasses aiding in the development of drinking from an open cup. Water bottles (provided by parent) are also available throughout the school day for those who are drinking water. All foods for infants eating solids should be presented in a way that encourages independent feeding, both finger foods and foods needing utensils are encouraged. We will be doing extensive work in care of self for these little friends.

Each bottle/food container must be labeled with your child's first and last name, the date of preparation and contents; per licensing requirement (you may use any "daycare food labels"). If you have a child who eats multiple times while in our care, it is also helpful to specify which item you'd like them to eat when (Ex. Morning snack, lunch, afternoon snack) otherwise we will use our best judgement.

## How the day flows/schedule/importance of being on time

At this age, students are able to eat and sleep on demand. We do try to establish routines which often bring comfort to our students as they know what to expect next. Knowing your child's current schedule/routine at home is very helpful as we begin to get to know them better.

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 12 for more information about Transparent Classroom.](#)

Please utilize the tool of Transparent Classroom to leave a note including when your child last ate/ had a diaper/ woke so that we can better know their needs upon arrival.

Once settled in, it is encouraged to try to mimic the school routines as much as possible at home on the weekends in order to make the transition back to school easier on the child. We thank you so much for the team effort it takes in aiding for the development of these amazing little people.

## Direct Communication

Feel free to check in during the day and we will try our best to communicate with you as well especially during the first few days/weeks. Be patient as the needs of the children come before answering any calls or e-mails. We will always get back to you when we can. E-mail: [erin.mallory@themsr.net](mailto:erin.mallory@themsr.net) or call the office: 248-453-5757.

Your child will bring home a **Red Folder** every Friday that contains any papers, coloring, or work they've done during the week 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 7:00am.</b> Drop off between 7:00am 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 entrance, 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 - 5:45pm</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 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 in 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



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>

## Infant Community Supply List 2021-2022

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

### Personal Items.

#### All Personal Items Must Be Labeled with Child's First and Last Name.

- 1 package of diapers (you will be notified when these need to be replenished)
- 1 package of wipes (you will be notified when these need to be replenished)
- Diaper rash cream (if desired)
- Sunscreen (Labeled with child's name)
- Nap mat or blanket (for children 1 year and older)
- Sleep sack (if desired)
- Blanket for tummy time (pre-mobile infants)
- Comfort items such as lovey or pacifier
- 5 complete changes of clothing including socks
- Wet bag for returning soiled items (may want to purchase a few extras)
- Outside clothing (Sun hat for warm months / coat, hat, snowsuit and mittens for colder months)
- Lunch box
- Ziploc "big bag" size XL (for transporting/storing items to be laundered/bedding)

#### Eating essentials:

- **Younger infants**
  - 3 bibs
  - 3 burp cloths
  - Daily pre-mixed bottles of breastmilk or formula\*
- **Infants eating solids**
  - 2 silicone type bibs
  - 2 snacks and one lunch daily\*
  - Water bottle if your child is able to drink from independently

If you would like to donate additional items, please use the link below to access our Amazon Wishlist:  
[https://www.amazon.com/hz/wishlist/ls/1A2H0GKM71VUZ?ref=wl\\_share](https://www.amazon.com/hz/wishlist/ls/1A2H0GKM71VUZ?ref=wl_share)  
 Thank You!

\*All food containers and bottles must be labeled with First and Last name, Date of preparation and Contents. (You may use any "daycare food labels").

### Community Items:

- 1 bottle multi-purpose spray
- 4 boxes of tissue
- 1 bottle liquid hand soap
- 1 Pack of 4 cans of Play-Doh
- 1 package of Washcloths for help in cleaning spills

### Ongoing Wish List Items:

- Grocery bags
- Board books
- Puzzles
- House plants

# 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

- Normal day / Informative
  - Delayed Start
  - Early dismissal / No Extended Day
  - No School / Camp Care Available
  - School Closed / No Camp Care
  - All Invited
  - 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.

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><span style="color: #FFC0CB;">■</span> F <b>August 20</b> Last day of Summer Camp</li> <li><span style="color: #FF4500;">■</span> M <b>August 23 - Sept 5</b> School Closed – No Camp Care Teacher Professional Development</li> <li><span style="color: #008000;">■</span> T <b>September 2:</b> Fall Orientation Day<br/>Options: 10 am and 6 pm. All communities</li> <li><span style="color: #FF4500;">■</span> M <b>September 6</b> School Closed – No Camp Care Labor Day</li> <li><span style="color: #FFC0CB;">■</span> T <b>September 7</b> First Day of School. Fall 2021.</li> <li><span style="color: #008000;">■</span> F <b>September 24</b> Welcome Back Open House</li> <li><span style="color: #FFC0CB;">■</span> T <b>September 27</b> Picture Day</li> <li><span style="color: #ADD8E6;">■</span> M <b>September 27– 30</b> Parent Teacher Conferences (Evening, Virtual)</li> <li><span style="color: #FFFF00;">■</span> F <b>October 8</b> Delayed Start (school starts at 9 am for all ages)</li> <li><span style="color: #008000;">■</span> S <b>October 23</b> Trunk or Treat - Halloween</li> <li><span style="color: #FF4500;">■</span> F <b>November 12</b> School Closed - No Camp Care Teacher Professional Development</li> <li><span style="color: #FF4500;">■</span> M <b>November 24- 26</b> School Closed - No Camp Care Thanksgiving Break</li> <li><span style="color: #FFC0CB;">■</span> <b>November TBD</b> Make-up Picture Day</li> <li><span style="color: #FFFF00;">■</span> F <b>December 10</b> Delayed Start (school starts at 9am for all ages). You are Invited to The Annual Multicultural Holiday Celebration</li> <li><span style="color: #800080;">■</span> F <b>December 17</b> Early Dismissal at 3:15 pm - No Extended Day</li> <li><span style="color: #FF4500;">■</span> M <b>December 20 – 31</b> No School - Winter Break<br/>Select Camp Care Dates Available:<br/>· Dec 20, 21, 22<br/>· Dec 27, 28, 29</li> <li><span style="color: #FFC0CB;">■</span> M <b>January 3</b> School Resumes</li> <li><span style="color: #FF4500;">■</span> M <b>January 17</b> MLK: School Closed- No camp Care Teacher Professional Development</li> <li><span style="color: #FFC0CB;">■</span> T <b>January 18</b> Re-enrollment for Current Families Begins</li> <li><span style="color: #ADD8E6;">■</span> M <b>January 24 - 27</b> Parent/Teacher Conferences</li> </ul> | <ul style="list-style-type: none"> <li><span style="color: #ADD8E6;">■</span> S <b>February 5</b> State of School Address (Virtual)</li> <li><span style="color: #FFFF00;">■</span> F <b>February 11</b> Delayed Start (School Starts at 9am for all ages)</li> <li><span style="color: #FFA500;">■</span> M <b>February 14 – 18</b> No School - Camp care Available. Mid-Winter Break.</li> <li><span style="color: #FFC0CB;">■</span> T <b>March 1</b> Open Enrollment begins</li> <li><span style="color: #008000;">■</span> S <b>March 5</b> Public Open House</li> <li><span style="color: #FF4500;">■</span> F <b>March 11</b> School Closed – No Camp Care Teacher Professional Development</li> <li><span style="color: #ADD8E6;">■</span> M <b>March 21 - 24</b> Parent/Teacher Conferences</li> <li><span style="color: #FFA500;">■</span> M <b>April 4 - 8</b> No School - Camp Care Available Spring Break</li> <li><span style="color: #FF4500;">■</span> F <b>April 15</b> School Closed - No Camp Care Good Friday</li> <li><span style="color: #008000;">■</span> S <b>May 7</b> Family Formal: Dancing for the whole family - TBD</li> <li><span style="color: #FFFF00;">■</span> F <b>May 13</b> Delayed Start (school starts at 9am for all ages)</li> <li><span style="color: #FF4500;">■</span> M <b>May 30</b> School Closed- No Camp Care Memorial Day</li> <li><span style="color: #800080;">■</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.</li> <li><span style="color: #FF4500;">■</span> Th <b>June 9 – 17</b> School Closed – No Camp Care</li> <li><span style="color: #FFC0CB;">■</span> M <b>June 20</b> Summer Camp Begins</li> <li><span style="color: #FF4500;">■</span> M <b>July 4 - 8</b> School Closed – No Camp Care</li> <li><span style="color: #FFC0CB;">■</span> F <b>August 19</b> Last day of Summer Camp</li> <li><span style="color: #FF4500;">■</span> M <b>August 22 - Sept 2</b> School Closed – No Camp Care. Teacher Professional Development</li> <li><span style="color: #FF4500;">■</span> M <b>September 5</b> School Closed – No Camp Care Labor Day</li> <li><span style="color: #FFC0CB;">■</span> T <b>September 6</b> First Day of School. Fall 2022</li> </ul> |
|--|---|



## 2021-2022 School Calendar

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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						1					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.



## 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.

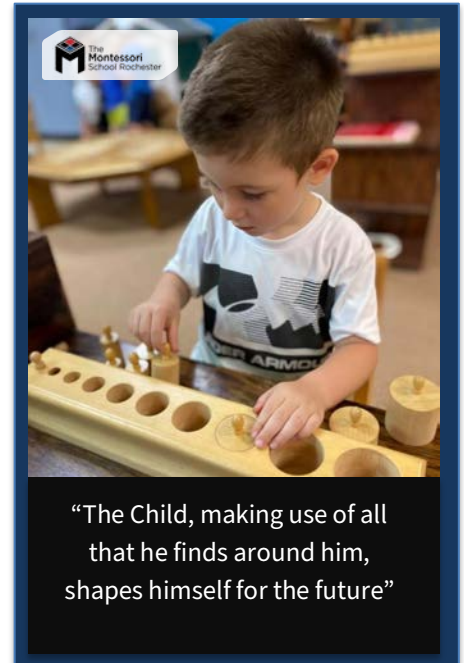
## 9. Engage in conversation

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 picking up.

**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 picking 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)**