



The  
**Montessori**  
School Rochester

# Lower Elementary Welcome Packet

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School Year 2021-2022

Juniper Room

Children 6 – 9 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>

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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 5:30 pm  
No child may arrive before 7:30 am or stay after 5:30 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>	7:30 am – 5:30 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 it on our website <https://themsr.info> under Parents & Resources / 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 the Lower Elementary Community

Whether your family is returning, moving up from the primary community, or new to The MSR this year, we are so glad to have you here and to be a part of your child's journey! The elementary years are an incredible time of growth, discovery, and imagination. Lower elementary children love to collaborate, research, create, and explore. We are looking forward to a year full of learning and joy!

I am Ms. Felicia Calabrese, Director of the Elementary and Middle School Programs. I am a certified AMS Montessori Guide with 21 years of Montessori educational leadership experience including 8 years as Director of a private school with thriving elementary and middle school programs. I have a BA from the University of Michigan-Dearborn and 2 Montessori credentials.



While in college I accepted a job as an assistant in a Montessori primary classroom. It was my first introduction to Montessori and I couldn't believe what I observed; the beautiful prepared environment rich with inviting materials and 3-6 year old children moving about peacefully with a true sense of purpose. As I learned more about the philosophy, I knew that I wanted to pursue a Montessori teaching credential. I'm grateful to be in a profession that has allowed me the privilege of working with countless dedicated Montessori educators who have no doubt changed the lives of many children.

## About the Guide, Juniper Room

### Ms. Madeline Taylor

My name is Maddy Taylor and I am so thrilled to be your child's Lead Guide this year. I have worked with children for the past decade, and this will be my fourth year as a Montessori guide. I completed my AMS Montessori Elementary training at the Michigan Montessori Teacher Education Center and I love how Montessori education follows the developmental needs of each child and fuels their natural desire to learn about the world around them. I received my bachelor's degree in elementary education from Hope College, and I am completing my master's degree in early childhood education at Oakland University.



In my free time, I enjoy reading, knitting, and travelling! See you soon!

## About the Lower Elementary Community

### The First Day of School

On the first day of school, your child should arrive at the South Boulevard entrance with the items listed on the supply list if weren't Orientation Day. They will be greeted at the gate by one of our amazing guides, and they will be shown where their classroom is and where to put away their backpack and supplies.

### The First Week

During the first week of school, we focus on community-building activities that foster confidence and trust. We work together as a community to create ground rules for the classroom, and the children set academic and personal goals for themselves. We will also practice daily routines and procedures to help the children to feel comfortable in the classroom. This sets us up for an amazing year of academic and social-emotional growth!

### Daily Schedule

**8:15 – 8:25am Arrival:** Please use carline (see Page 9) and wait in your car, and when your car reaches the front of the line, your child can get out of the car and the Guide will escort them into the building

**8:30 – 11:30am Morning Work Cycle:** During this time, the children work independently and collaboratively. The guides also present lessons in math, language, cultural studies, and science to the children in small groups and one-on-one.

**11:30 – 12:00pm Community Meeting:** This is our time to come together as a community to have get-to-know-you discussions, sing songs, and play team-building games.

**12:00 – 12:30pm Lunch:** The children eat lunch in the classroom. They have access to a microwave and a toaster oven if needed.

**12:30 – 1:00pm Recess:** Be sure to have weather-appropriate clothes, as we go outside in all weather!

**1:00 – 3:00pm Afternoon Work Cycle:** The children continue their work during this time. This is also typically the time that reading groups and special interest project groups meet.

**3:00pm Closing Circle:** After cleaning up the classroom, the children meet at the rug to discuss the day's events, adding these events to the school year timeline, and then joining together for a song or game as time allows.

**3:15pm Dismissal:** Children will be dismissed at the South Boulevard entrance, following the same system used at arrival. Dismissal ends at 3:30.

## Going Outside

We go outside in all weather! Please send your child with gear that is appropriate for the weather. Reading tomorrow's weather forecast and planning their clothing choices appropriately is a great practical life skill for elementary children to practice! **Please Label all of your Child's Items with Full Name.**

## Snack

Every week we send a snack grocery list to one family via email. This snack list has the snack for the whole class and will change week by week. We go alphabetically down our class list when sending the snack list home.

## Birthdays

In many Montessori classrooms we do something called a Sun Celebration, or sometimes called the walk around the sun, to celebrate the child's birthday and journey they have had so far on the earth. We ask that you send in a photo of your child from every year of their life. At the end of the child's sun celebration, their classmates will share birthday wishes with them!

## Montessori at Home

Here are a few practical life activities that your child can practice at home to build their independence and confidence:

- Shoe tying
- Care of houseplants and/or pets
- Daily chores like washing the dishes, bringing in the mail, or making their bed
- Mealtime: Opening thermoses and other tricky containers, putting the straw in a juice box, heating up leftovers in the microwave, etc.
- Food preparation (scrambled eggs, cereal, sandwiches, etc.)
- Folding and putting away laundry
- Gardening outdoors

We are looking forward to an amazing school year!

If you have questions or concerns, please reach out to us through an email, phone call to the school, or personal note and we'll respond to you as soon as possible. You can contact us via email or you may call the school to leave a message.

Ms. Maddy: [madeline.taylor@themsr.net](mailto:madeline.taylor@themsr.net)

**School Phone number:** (248) 453-5757

Your child will bring home a **Red Folder** every Friday that contains any papers, 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 7:30am.</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 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 - 5:30pm</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



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/)

## Google.

Please review us on Google:

<https://g.page/TheMSR/review?gm>



## 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 "Begining Fall 2021". In the center, the Montessori School Rochester logo is displayed above the text "After School ENRICHMENT" in a stylized font. To the right of this text are three wavy lines. Below the main title is a list of activities: GYMNASTICS, NINJA DANCE, 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 activity list. At the bottom of the poster, it states "AND EVEN MORE FUN & CREATIVE ENRICHMENT CLASSES COMING SOON" and "Class offerings change every 3 months".

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

	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.

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



## 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.

#### 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						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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29	30	31				

SEPTEMBER 2021						
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OCTOBER 2021						
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NOVEMBER 2021						
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DECEMBER 2021						
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MARCH 2022						
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APRIL 2022						
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JUNE 2022						
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JULY 2022						
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AUGUST 2022						
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SEPTEMBER 2022						
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## 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).

## Lower Elementary Supply List

### Community Items:

- 8-color watercolor set
- Pack of sharpened Ticonderoga wooden pencils
- Pack of Prismacolor colored pencils
- 1 package of 8.5x11" blank paper
- 1 package of loose leaf lined paper
- 1 package of Fiskars children's scissors
- 1 package of wet wipes
- 1 box of child-sized face masks
- 1 pack of Clorox wipes
- 2 boxes of Kleenex
- 1 bottle of Lysol spray
- 1 box of Band-Aids

### Personal Items:

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

- 2-inch white plastic binder
- Backpack
- Refillable water bottle
- Pair of mud / rain boots
- Indoor shoes (closed-toed)

### Uniforms

- Daily school uniform:
  - Collared logo shirts: white, burgundy, black or gray
  - Slacks: corduroy, pleated or flat dress pants
  - Burgundy plaid jumpers or skirts (biker shorts must be worn under all skirts)
  - Knit sweaters: white, burgundy, black or gray.
- Gym uniform (gym days only):
  - T-shirt with logo (sold in office), black or gray sweat-pants or shorts, tennis shoes
- Field trip dress uniform:
  - 1 burgundy knit sweater vest with logo
  - 1 black slacks or plaid skirt or jumper.
  - 1 collared logo white shirt
  - Shoes: black loafers or Mary-Jane shoes.

-continue to next page -

**Please visit our website for options to buy or create your own uniforms:**

- <https://themsr.info/uniforms>
- To Buy Embroidered: Land's End. School number: 900168311.
- To create your own we offer iron-on embroidered patches.

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

## 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
- Heading or joining a PTO Committee
- Volunteer to help in your child's teacher
- 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)**