



The  
**Montessori**  
School Rochester

# Primary Program Welcome Packet

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School Year 2021-2022

Redbud, Magnolia, Maple and Wisteria Rooms

Children 3 – 6 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 10:00 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 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 to the Primary 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 primary communities have been working hard to create a nurturing and safe environment for our students. We as a teaching team want to graciously welcome you to our community. Those of you that have been here for a while we call you, “the older friends” and ask you to help the new parents out.

We ask you to be an advocate for your child; communicate your needs at home as well in the school; have an open mind and trust in your new teacher. We invite/implore you to educate us on your child’s needs and then step back and witness the wonder of Montessori. We say every year it is not the teacher; it is the work... It speaks volumes to your child’s needs. Gross motor, refinement, socialization, peace keeping, order, grace and courtesy, strong academics, abstraction... and in the end they come out whole. Isn’t that what we all want? Your child will learn to work hard and play hard. They will learn to respect adults with courtesy because they are treated with respect by every adult. Most importantly they will love to learn and strive for greatness, independent of the adult, whose job is only to show them how. It will not be the teacher, it will not be the parent, it will be the child following a very old methodology that transcends countries and continents.

This year, our methodology, as always will stay authentically Montessori. We will follow the lead of the child, connecting their interests and abilities with new experiences offered by the guide within the environment. The first step of their independent exploration is walking down the hall and entering their classroom independently beginning on their first day of school. As the year progresses your children will embark on a social, emotional, and academic journey steeped in cultural, scientific and artistic explorations of our world. Know your child will bond and love what school has to offer.

## About the Guides. Maple, Magnolia, Redbud and Wisteria Rooms.

### Ms. Emily Troutman, Maple Room

From my first moments in a Montessori classroom in the summer of 2018, I knew I had found my calling. I have since completed my AMI diploma at the Southwest Institute of Montessori Studies in Arizona, and a Master of Education in Montessori Education at Loyola University Maryland. Combined with a B.A. in Psychology and Interpersonal Communication from Michigan State University.



I love the joy and independence Montessori offers the child. Montessori provides children with the freedom and opportunity to make discoveries about the world around them and their place in it. There is so much “magic” that comes from this method, but really, it’s not magic at all...it is a pedagogy that truly is centered on the child and follows the child’s natural way of learning.”

**Maple Room has ages from 3 to 6 years old and is the "extended day" Primary room.**

### Ms. Sarah Craine, Magnolia Room

I have been a Montessorian Lead Guide for 19 years. I studied human growth and development at the Michigan State University and obtained my certificate at the Montessori Centre of Minnesota AMI training under Molly O'Shaughnessy. I have 2 sons ages 10 and 13 years of age that attended Montessori primary and elementary school.



I really enjoy helping/ coaching families with Montessori in the home, like bedtime routines, toilet training, eating habits... helping them understand their child's development better, making life easier. I am devoted to the community and enjoy embracing new families and helping them feel better with their first school experience.

I am passionate about reading and helping children fall in love with education. I hike every Sunday and swim every chance I get. I grew up on the West side of the state on Lake Michigan and love being in the water!

**Magnolia Room has ages from 3 to 6 years old and is one of the "half day and school day" Primary rooms.**



## Ms. Kayla Uren (Lawrence), Redbud Room

I am Kayla Uren. I have been teaching in early childhood for almost 10 years. When I was introduced to Montessori 4 years ago, I feel in love, and I knew it was where I wanted to be. To me, Montessori just made sense to how children truly learn. And after becoming certified it is not only the way I teach but the way I live my life. And as a new mom I'm so excited to guide my own son in Montessori as well. I will be guiding as the lead teacher in the Redbud classroom.



**Redbud Room has ages from 3 to 6 years old and is one of the "half day and school day" Primary rooms.**

## Ms. Judy Goral, Wisteria Room

I've been a Lead Primary Guide for 13 years. I joined The Montessori School Rochester in 2018 and feel blessed and honored to be working with a dynamic team of Guides who dedicate themselves to creating an enriching, educational experience led by the philosophy of Maria Montessori.

I love spending time with my husband Ron, as we have discovered that doing home improvement projects together is very gratifying. As the parents of two adult children, we finally get to enjoy the fruits of our labor. They are fabulous people! Since childhood, I've enjoyed creating, collecting, making, and discovering. My interests lie in gardening, knitting, collecting vintage and antique treasures (love the history), cooking (a little), yoga, northern Michigan travel, and doing puzzles.



**Wisteria Room has ages from 3 to 6 years old and is a "half day" Primary room.**

## About the Primary Community

### What to expect the first week

During our first week of school, we establish and review classroom rules, introduce Montessori materials and show the children how to care for their personal belongings and the classroom environment. The children take part in the group experience through activities such as songs, story time, and outdoor play. By establishing our routine during the first days and weeks of class, it provides the children with a sense of security and trust in knowing what to expect at school.

Please be aware that drop off and pick up will be new to many children and parents so it may be hard. It is important to stay positive and give a quick, cheerful goodbye, reassuring your child at drop-off that you'll be back to pick them up at the end of the morning/day and that may help alleviate the anxious jitters some children may feel. We thank you for your patience and trust during this transition period.

If you feel concerned about how your child is doing after you have dropped them off, you can always call the office for reassurance. Establish a routine in the morning that allows plenty of time for your child to be independent and successful with dressing, eating, and personal care.

## Snack List

A snack list is sent once per week to one of the Community families starting alphabetically. You should receive the list of items to purchase on Thursday or Friday of the previous week that you are scheduled. Please bring the items in on Monday when you bring your child to school.

**For Extended Day Children. Morning/Afternoon snack** - We ask that if your child gets to school before 8:15 that they be sent with a snack to eat before 9am. The same goes for children who stay at school past 3:15, they will need a snack of their own to eat in the afternoon. Part of our classroom is dedicated to food preparation, so in addition to lunch and snacks from home, from the classroom snack your child will have the option to prepare their own throughout the school day (8:30 AM - 3:00 PM). We just ask for snacks to be provided for the early morning and late afternoon while our food preparation shelves are closed.

## Sun Celebrations (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 on the earth. Parents are welcome to come in and participate during the celebration and we ask that you bring in a photo of your child from every year of their life. Contact your lead teacher before your child's birthday to setup a time (either 9am or 11am), they will also give you a form that will give you more of an idea of what we will do.

## Birthday treat

You may bring in a healthy birthday treat for your child to share with their friends at lunch. Or you can give a present to the class such as, your child's favorite book, a culture item from a trip, or a décor item to beautify the classroom. If you choose to bring an edible birthday treat, please contact your lead teacher first to see if there are any food allergies.

## Communications

We love sharing what your children do at school every day, however during drop off or pick up times my comments may be brief due to the constraints of time and the task at hand (getting your child safely to you.) 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 your lead teacher by their email. Or you may call the school to leave a message.

Ms. Kayla Uren (Redbud Room): [kayla.lawrence@themsr.net](mailto:kayla.lawrence@themsr.net)

Ms. Judy Goral (Wisteria Room): [judy.goral@themsr.net](mailto:judy.goral@themsr.net)

Ms. Sarah Craine (Magnolia Room): [sarah.craine@themsr.net](mailto:sarah.craine@themsr.net)

Ms. Emily Troutman (Maple Room): [Emily.troutman@themsr.net](mailto:Emily.troutman@themsr.net)

**School Phone number:** (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.

## Primary Community Schedule

Punctuality is very important to our environment as we begin lessons and presentations at 9:00. Please be on time when dropping off or picking up your child. This limits disruptions and ensures your child is staying on schedule, getting the most out of their Montessori Education. Consistency in routine makes for a happier child!

We play outside every day, so please help your child dress appropriately for the weather. In the colder, winter months, we'll be playing outside unless the temperature is below 20.F including the windchill, in this case, we play indoors.

### Half Day and School Day Classroom schedule:

8:30 – 9:00am	Arrival/ Hanging up belongings/Self care
9:00 - 11:30am	Presentations/Work cycle/Small and large group lessons
11:30 – 12:15pm	Outdoor recess (dress for weather) or indoors, weather permitting
12:15 – 1:00pm	Lunch and Clean-up
1:00pm	Dismissal for Half Day Students
1:00 – 1:30pm	Storytime
1:30 – 2:30pm	Nap for full day students as appropriate
1:00 – 3:15pm	Afternoon work cycle/ Care of environment
3:15 – 3:30pm	Dismissal School Day Students

## Extended Day Classroom schedule:

7:00 – 9:00am	Arrival/ Hanging up belongings/Morning Snack/Work Cycle
9:00 – 11:00am	Work Cycle/New work presentations
11:00 - 11:20am	Circle time/Small and large group lessons
11:20 – 12:00pm	Wash hands / Lunch and Clean-up
12:00 – 1:00pm	Outdoor recess (dress for weather) or indoors, weather permitting
1:00 – 1:15pm	Wash hands/use bathroom/get water/return to the classroom
1:15 – 2:45pm	Nap time for younger children
1:15 – 2:45pm	Calm time/Older children gather for a short story/chapter of a book /Work cycle
2:45 – 3:00pm	Wake up nappers, use the bathroom / Older children care of environment
3:00 - 3:15pm	Afternoon group/circle time
3:15 – 5:45pm	Outside time / Work Cycle / Dismissals

## 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 using Carline.
Elementary	School Day	<b>Class starts at 8:30am.</b> Drop off between 8:15am and 8:25am using Carline.
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.
Elementary and Middle School	School Day	<b>3:15pm – 3:30pm</b> Carline is available.
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>

## 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**

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

2021 MARCH  
CALENDAR YEAR CALENDAR MONTH

MONDAY  
FIRST DAY OF WEEK

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 Brisquet 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, tuna & 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 Quesadilla Cheese Quesadilla (V)	25 Pozole Greens w/ Salad & 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 de 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



Beginning  
Fall  
2021

The  
Montessori  
School Rochester

**After School  
ENRICHMENT**

GYMNASTICS  
DANCE  
NINJA  
WARRIOR  
TODDLER AND ME  
SKI CLUB  
SPORTS  
CLUBS CODING  
CHESS CLUB  
MAD SCIENCE

AND EVEN MORE FUN & CREATIVE ENRICHMENT CLASSES COMING SOON  
Class offerings change every 3 months

For more information:





## 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
	F	<b>September 24</b> Welcome Back Open House		F	<b>March 11</b> School Closed – No Camp Care Teacher Professional Development
	T	<b>September 27</b> Picture Day		M	<b>March 21 - 24</b> Parent/Teacher Conferences
	M	<b>September 27– 30</b> Parent Teacher Conferences (Evening, Virtual)		M	<b>April 4 - 8</b> No School - Camp Care Available Spring Break
	F	<b>October 8</b> Delayed Start (school starts at 9 am for all ages)		F	<b>April 15</b> School Closed - No Camp Care Good Friday
	S	<b>October 23</b> Trunk or Treat - Halloween		S	<b>May 7</b> Family Formal: Dancing for the whole family - TBD
	F	<b>November 12</b> School Closed - No Camp Care Teacher Professional Development		F	<b>May 13</b> Delayed Start (school starts at 9am for all ages)
	M	<b>November 24- 26</b> School Closed - No Camp Care Thanksgiving Break		M	<b>May 30</b> School Closed- No Camp Care Memorial Day
		<b>November TBD</b> Make-up Picture Day		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 10</b> Delayed Start (school starts at 9am for all ages). You are Invited to The Annual Multicultural Holiday Celebration		Th	<b>June 9 – 17</b> School Closed – No Camp Care
	F	<b>December 17</b> Early Dismissal at 3:15 pm - No Extended Day		M	<b>June 20</b> Summer Camp Begins
	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>July 4 - 8</b> School Closed – No Camp Care
	M	<b>January 3</b> School Resumes		F	<b>August 19</b> Last day of Summer Camp
	M	<b>January 17</b> MLK: School Closed- No camp Care Teacher Professional Development		M	<b>August 22 - Sept 2</b> School Closed – No Camp Care. Teacher Professional Development
	T	<b>January 18</b> Re-enrollment for Current Families Begins		M	<b>September 5</b> School Closed – No Camp Care Labor Day
	M	<b>January 24 - 27</b> Parent/Teacher Conferences		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							
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							
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							
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	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.

## Primary 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 for ALL Rooms

#### Send Daily:

- Backpack that fits a letter size folder and the lunchbox
- Lunch box containing healthy food. (Nut/peanut free). We recommend reusable containers to reduce waste. Your Guide will let you know if there are any other allergies in the classroom. Please also label with Full Name ALL containers including water bottles.
- Water bottle (drinking water is also available in the classroom)
- Weather appropriate outside clothing (raincoat / winter jacket, hat, gloves or mittens, boots)

#### To remain at school:

- 2 extra sets of clothes (Season appropriate: tops, bottoms, underwear and socks)
  - *Please do not send your child in any clothing that they cannot do on their own*
- Indoor/inside shoes (We recommend the Crocs / clog style shoes as they waterproof, easy to wear and clean)
- Outside shoes to play
- Rainboots/snow boots, season appropriate
- Sunscreen, labeled with your child's First and Last Name
- If napping, a crib-size sheet, small blanket, small pillow or nap roll in a large re-closable ziploc bag (sent home on Fridays for laundering).

### Community items **ALL Rooms:**

- 4 boxes of tissue
- Hand sanitizer
- 2 bottles multi-purpose cleaner
- 1 pack printer paper
- 1 pack of colored pencils
- 1 pack pony beads any color
- 3 bottles of paint (secondary colors, or white/black preferred)

-Continue to next page-

- 1 pack Watercolor paint
- 1 pack chalk (colored or white)
- Pom-poms (any size)
- 1 roll of parchment paper
- 1 watercolor paper pad (any brand, any size)
- Community rotation items, community Snack and Flowers (You will be notified of your week)

## Community items per Room:

### Maple Room community items:

- 1 pack Scotch tape
- 1 pack writing yellow pencils
- 1 pack sandwich size re-closable bags, any brand
- 1 pack of glue sticks

### Wisteria Room community items:

- 1 pack of food coloring
- 1 pack of cotton swabs (q-tips)
- 1 pair children's scissors
- 1 pack bar soap

### Magnolia Room community items:

- 1 pack Gallon size re-closable bags, any brand
- 1 pack cotton balls
- 1 bottle of liquid dish soap
- 1 pack highlighters any color

### Redbud Room community items:

- 1 pack post-it notes, any color
- 1 pack cotton pads
- 1 pack dry erase markers of any color
- 4 Microfiber washclothes

### Ongoing Wishlist Items:

- Misc. craft items
- Uncooked rice, beans or pasta of various sizes
- Plastic grocery bags
- Cultural items to lend or donate to our cultural studies
- Books
- Baskets with no handles and wooden trays
- House plants
- Seasonal stickers
- Watercolor Pan Set by Artist's Loft from Michaels stores

If you would like to contribute additional items, please use the link below to access our Amazon Wishlist:

[https://www.amazon.com/hz/wishlist/ls/LFWE1X3AWKVX?ref\\_=wl\\_share](https://www.amazon.com/hz/wishlist/ls/LFWE1X3AWKVX?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.

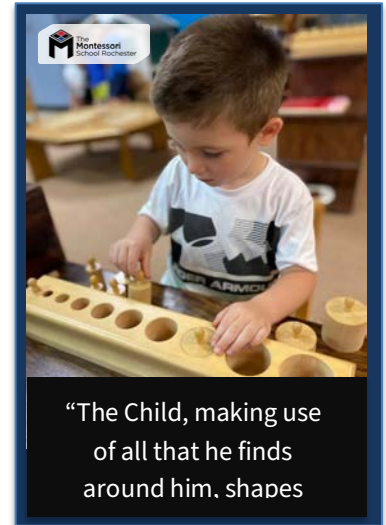
## 8. Be Punctual

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?"*



# Frequent Asked Questions

### 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
- Volunteering 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)**