



The
Montessori
School Rochester

Upper Elementary and Middle School Welcome Packet

School Year 2021-2022

Children 9-14 years old

248.453.5757
www.themsr.net

Welcome to our school

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

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 2nd.

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

Half Day Infant and Toddler	9:00 am – 12:00 pm
Half Day Primary	9:00 am – 1:00 pm
School Day Infant, Toddler and Primary	9:00 am – 3:15 pm
School Day Elementary and Middle School	8:30 am – 3:15 pm
Extended Day Infant, Toddler and Primary	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
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 Upper Elementary and Middle School Community

Dear parents and students, the Upper Elementary and Middle School program is ready to welcome each of you this year. 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

My name is Joanne Shango and I am the lead guide for the Upper Elementary and Adolescent Communities. I am also the Head of School at The MSR! I attended the University of Michigan with a Concentration of Fine Arts and a junior concentration in child psychology. I am currently in the process of obtaining my Masters of Education in Educational Leadership from the University of Michigan. I have been a Montessori guide for over 28 years and look forward to another exciting year. I received my first Montessori Certification from The Michigan Montessori Teacher Education Center which is an American Montessori Society (AMS) training center. In 2015 I traveled to Ohio to receive my Montessori Adolescent diploma from the Association Montessori Internationale (AMI). I have worked in and developed Montessori programs from birth through adolescents. I feel blessed with the opportunity to work with the upper elementary and adolescent students and share my joy in discovering and learning about new things. I learn something new every day from the students and look forward to another phenomenal year with all of you!



About the Programs

Our focus in the two programs is to create a busy, hardworking community of learners who are having fun in all of their discoveries. We will begin our year focusing on building community amongst each other. Our Adolescents (middle schoolers) will lead activities that will help foster team building, respect for oneself, others and the environment. A special family event will be planned and executed by the Adolescent community for all Elementary and Adolescent families, so please keep an eye out for it and plan accordingly.

The entire upstairs wing of the school is dedicated to the students and their discoveries. The community is made up of 4 classrooms including a science lab for student led experiments. The space also includes a maker space for art and engineering design work, and a kitchen space for the students to explore and master the science of cooking. Hands on work that stems from the cosmic curriculum will be centered throughout the entire space. The cosmic curriculum is philosophy and approach that all things are interconnected in the world and should be explored when interest, ability, and need come together.

Key academic curriculum is customized for each student while the Guide correlates lessons and work with standard grade level expectations. Math, reading, and writing will be integrated into applied learning opportunities through the cosmic curriculum and *Project Based Learning* (PBL) units. PBL and the cosmic curriculum provide applied learning opportunities that bring relevancy to the key curriculum content and leads the students towards mastery while the student tackle real world problems and seek solutions within each unit. As our projects develop we will be inviting family and community members to share their specialties with us so that the students can learn from and be inspired by masters in their fields.

The adolescent community (Middle School Students) will specifically begin building and operating their own micro economy. Their role as humans in this plane of development is to gain a deeper awareness of how communities are formed, the value of each individual role in communities and the strengths they offer in building the community they belong to. Our work/land based curriculum is inclusive of Bee Keeping, Raising Chickens, gardening, wood shop, art, music and drama.

We look forward to a wonderful year with each and every one of you,

Joanne Shango - Lead Guide/PBL

Kit Kymla - Science/Wood Shop/PBL

Andrea D'Anna - Mathematics/LA/PBL

Daily Schedule

8:15 – 8:30am	Arrival
8:30 - 11:45am	Work cycle (includes morning meeting & breakout sessions)
11:45 - 12:00pm	Prep for lunch
12:00 - 12:30pm	Recess
12:30 - 1:00pm	Lunch
1:00 - 3:00pm	Work cycle (includes middle school seminar)
3:00 - 3:15pm	Clean up
3:15 - 3:30pm	Dismissal

Going Outside

We go outside in all weather! Please dress 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 Items With Full Name.**

Snack

We dine in the classrooms and students have the option of eating in whichever classroom they choose to support the autonomy that Upper Elementary and Adolescent students need. Microwave is available for students who bring a packed lunch. We also offer Hot Lunch, please refer to page 13.

Birthdays

Students are welcome to celebrate their birthday at school and may bring a treat to share, or alternatively bake something special for one another in our community kitchen.

Cell phones/tablets

Students are asked to keep personal electronics at home. The classroom provides alternative access to technology as needed for research, coding programs etc.

Direct Communication

Ms. Joanne: joanne.shango@themsr.net

Ms. Andrea: andrea.danna@themsr.net

Mr. Kit: kit.kymla@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	Class starts at 9:00am. Drop off between 8:30am and 8:55am using Carline.
Elementary and Middle School	School Day	Class starts at 8:30am. Drop off between 8:15 am and 8:25am using Carline on South Boulevard entrance.
ALL	Extended Day	Day starts at 7:00am. 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	12:00pm. Please Park your car and approach to the door.
Primary	Half Day	1:00pm. Please Park your car and approach to the door.
Toddler and Primary	School Day (full) Community	3:15pm – 3:30pm Carline is available.
Elementary and Middle School	School Day	3:15pm – 3:30pm Carline is available.
ALL	Extended Day	3:30pm - 5:45pm 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
Before and after this schedule, please park your car and approach to the door.		

*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 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/

5. Google.

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

Hot Lunch

For Toddler, Primary, Elementary and Middle School Students.

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

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

Here is a sample for your reference:

Hot Lunch Program

2021 MARCH

MONDAY COST: 54 Toddler and Primary
FIRST DAY OF WEEK: 55 Elementary and Staff

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
01 Fettuccine Alfredo w/ Chicken Fettuccine Alfredo (V)	02 Chicken Tostadas w/ Salad Potato Tostadas w/ Salad (V)	03 Chicken Vegetable Soup Vegetable Soup (V)	04 Brislet 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 Com Pasta w/ Poblano Pepper (V)	10 Atasca soup w/ Chicken Atasca Soup w/ Vegetables (V)	11 Chicken Torta w/ Salad Cheese Torta w/ Salad (V)	12 No School/No Care Professional Learning Elementary	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/ Com Vegetables (V)	19 Homemade Pepp Pizza w/ Fruit Homemade Cheese Pizza w/ Fruit (V)	20	21
22 Sloppy Joes w/ Fruit Cheese Sandwich w/ Fruit	23 Chicken Salad Sandwich w/ Cheese Sa Fruit (V)	24 Chicken & Cheese Quesadilla (V)	25 Topples w/ Salad & Chicken Pico de Gallo 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: _____

Due Date - Monday, Feb 22nd 2021. Please return hard copy to front desk Due to timing NO late turn ins
Check _____ Cash _____ Tuition Express _____

Enrichment Programs

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

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

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

Music

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

Middlecmusiced@gmail.com

After School Enrichment



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



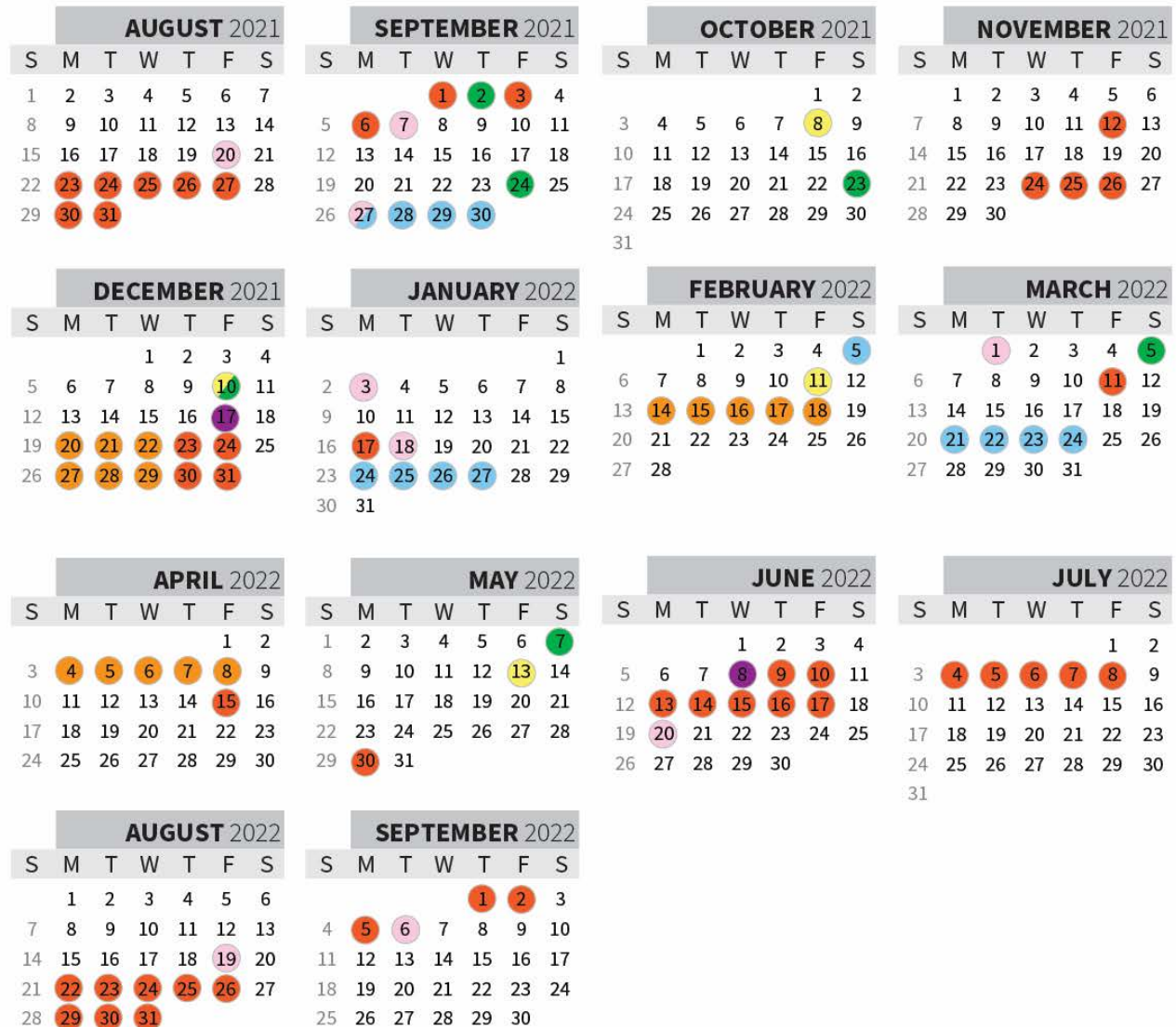
2021-2022 School Calendar

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.



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).

Upper Elementary and Middle School Supply List

*We request for items 1, 2 and 3 be the exact items in the attached link. Items 4-19 can be purchased anywhere, although a link to Amazon is included for your convenience. Thank you!

1. Student Organizational Planner – [Buy here](#) -
2. Big life Journal: Growth Mindset Journal (specifically) MiddleSchool – buy here -
Upper Elementary - buy here -
3. Writing/sketching journal – buy here -
4. Refillable lined pages for journal – buy here -
5. Ticonderoga pencils: 1 pack of 12 pencils
6. Ticonderoga erasers: 1 pack of 2 erasers
7. Lined loose-leaf paper
8. 3” binder
9. Sheet protectors for binder
10. Avery 8 tab plastic Pocket dividers, clear tabs
11. Dual tip brush markers – buy here -
12. Watercolor set – buy here -
13. 6 pack multicolored Mead notebooks (*please note specific colors) – buy here -
14. Elmer’s glue (5oz)
15. Correction tape
16. PaperMate assorted colors pens – buy here -
17. Acrylic paint set – buy here -
18. Oil Pastels – buy here -
19. Soft Pastels – buy here -

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)
- Weather appropriate clothing.

Uniforms

- Daily school uniform:
 - Collared shirts: white, burgundy, black or gray with school logo.

- Slacks: corduroy, pleated or flat dress pants
- Girls may choose to wear pants as stated above or 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 black slacks or plaid skirt or jumper.
 - 1 collared logo white shirt
 - Shoes: black loafers or Mary-Jane shoes.

Visit our website for options to buy or create your own: <https://themsr.info/uniforms>

- To Buy Embroidered: Land's End. School number: 900168311.
- To create your own we offer iron-on embroidered patches.

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.

Support

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

Enhance

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

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

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

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.

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
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Any questions or concerns please contact us at PTO@themsr.net