

## *Welcome to the Montessori Ivy League Academy*

Dear parents,

We are very happy to have you as part of the Montessori family. This letter, and the following documents, have important information regarding our school. We are excited to work together to help our children achieve their full potential. In order to do so, **we ask you to please keep in mind our school policies, procedures, and parent responsibilities.**

**First Day of School:** Beginning a new school is very exciting but comes with anxiety and nervousness for some parents and children. We will do our best to ensure a seamless transition and to ensure that each child feels loved, respected, and safe.

### *Important Notes:*

- We request all parents to make sure our happy & healthy children walk to school from the parking lot, never carried in the arms.
- Children must be dropped off and picked up in the reception area, so they can independently be escorted to their classrooms and back, respecting our Montessori way. Parents are welcome to observe their children from the camera TV screen placed in the front lobby.
- **Jewelry (of any kind) is not allowed due to safety reasons.** Please, do not bring any kinds of toy or book to school; they may not come back home.
- Please be understanding with items that might get lost. We do our best, but since our focus is our children, things get lost. Please do not send items to school that have a special value for you.
- For the safety of our children, the staff will ONLY perform administrative duties after 9:30AM.
- Our children drop off time ends at 9:30AM in the morning.
- Effective communication is important between our teachers and parents. Please always contact your child's teacher, if you have any questions or concerns via our **ProCare online platform** (**leaving messages at the front reception desk is not effective**). This includes phone conference,

# Toddler Class #1 & #2 Need List

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in-person conference, or any questions that you may have, for example about snacks, birthdays, missing stuff, etc.

## → Steps for ProCare Online:

- 1- VISIT: [www.TheMontessori.com](http://www.TheMontessori.com)
- 2- SELECT: Our School
- 3- SELECT: Current Parent
- 4- SELECT: ProCare Online for payments and parent-teacher communications
- 5- Create account (for first time users only)
- 6- Pay Online & connect, enjoy photos, report card, teachers lesson plan and much more...

**Dress Code:** All Children must come in full uniform (Fridays can be without uniform), closed shoes (no sandals or crocs).

Each child must bring 2 sets of clothing to keep at school for change of clothes.

**Change of Clothing:** Label all individual items in big letters, including labeling the Ziploc bags. Put the following items in the Ziploc bags.

T-Shirt	Underwear	Adult Oversize T-shirt for Art projects
Paints	Socks	Pull over water resistant Aprons

Please note that students must wear shoes without cartoons and/or lights. Thank you.

2 individual photos of your child and a family photo (size: 4X6).

# Toddler Class #1 & #2 Need List

**Weekly snacks list** is included with this package. Please contact the teachers via Procure online if you need more clarifications.

**Happy Birthday Celebrations!** For birthdays, please ask for a birthday form at the front desk and submit the completed form at least 4 days in advance, so the teachers can prepare a nice celebration.

**Nap Time:** For classrooms #1 & #2, naptime is mandatory. please send **one twin size fitted sheet** with matching cover every Monday. These items will go home on Fridays for washing.

*Please label all items with the child's name with large letters with a sharpie marker.*



**Snacks:** Each family is responsible for classroom snacks 3 times a year. Each week, one child will be assigned to bring a snack, for the whole class, for the *following* week. The list of items will go home on **Thursdays**. Please email us if you have any questions on Friday. Please bring the snack items requested on **Mondays**.

*Please keep in mind that we serve snacks three times a day.*

**Lunch:** We teach healthy eating habits, manners, grace, and courtesy.

Each child must bring a healthy well-balanced lunch (**no sugary food items, such as gummy bears, cookies, etc....**). If it is home lunch, then please bring it in a thermos; **we do not warm up food**. Sippy cups/bottles can be only used in class #1. Also, please ensure that there are no cartoon characters on the lunch boxes or sippy cups, shoes etc. Please pack everything in the **Montessori School Bag** (the one given at the time of registration).

**Diapers (weekly):** Hygiene is important so that our kids are free of rashes & and other health issues. Please consider this chart & ProCare online reports to bring the diapers and wipes every Mondays.

<p>Diapers / Velcro pullup weekly count) <i>Please put your child's name on each</i></p>		<p>One Box of baby wipes weekly</p>	
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- 20 diapers/ Velcro pullup weekly: Part time schedule
- 30 diapers / Velcro pullup weekly: Full time schedule till 3pm
- 40 diapers / Velcro pullup weekly: Full time PLUS after care

# Toddler Class #1 & #2 Need List

This year we are asking parents to send only the following six items at the beginning of the school. Rest will be requested as needed:

1. Pullover Water-Resistant Apron		2. Two plastic presentation folders for organization, with 2 pockets	
3. Four boxes of gallon Ziplock bags		4. One pack of safety baby scissors	
5. Disposable bibs		6. My first finger paint	

## Reminders:

- Velcro shoes, without cartoons and/or lights
- No backpacks
- No baby bottles (except for one year old)
- No toys or jewelries of any kind
- No sleeping bags or sleeping toys
- No onesies
- No thick comforter or blankets. TWIN size fitted sheet with matching cover only.

Looking Forward to a Great School Year!