

DAILY ROUTINE

1. Label all clothes especially ballet/runners/boots etc...
2. Loop on jackets; easier to hang coat.
3. Message board for parents' use and the school news.
4. Miscellaneous things from home will be kept in the child's cubby.
5. Please advise us in the morning if your child will be absent for the day.
6. Observation: Casa starting in November for 1 hour: please make an appointment. Bambino will start January 1st.
7. In the morning you may leave your child with our assistant, who will help with coats, boots, etc...
8. To better supervise your children on the play structure at 9h00, 12h00 and 3h30, we ask that you do not disturb the teacher on yard duty. If you have any questions please see another teacher or write us a memo.
9. Babysitting: Parents who need to drop off their children before 8:45 will be charged a babysitting fee (see sheet attached "daycare fees"). There is also a fee for after school daycare 3:30 p.m. to 5:00 p.m.
10. Arrival at school: We want the children to arrive between 8:45 and 9:00. For, security reasons, the door will be locked and alarm turned on after 9:15. If you have to arrive after this time (due to appointment, etc...), please notify us in advance. Please ring doorbell so we can let you in. From the point of view of greeting children properly before presentations begin, punctuality is important.
11. Noon-hour pick up: Half day children who have had a busy morning often become anxious if their parents pick them up later than the other children. The lunch staff are only responsible for the all-day children, not the half day children, after twelve noon. You may supervise your child in the playground for a short while, if you wish. Please remember this is the teacher's lunch break!
12. Late pick-up penalty: School ends at **12:00** for the half-day children at **3:30p.m.** for the full day children and **5:00p.m.** for the daycare children. A penalty of **\$20.00 will be charged for late pick-up. Please be punctual.**
13. Due to lack of space in the cloakroom, we would appreciate it if you could wait for your child outside we'll send them out as they are ready, regardless of the weather. If we are outside when you arrive, remember to say goodbye so we can register the child's departure.
14. Volunteer form: Please return this form before the end of September.

15. **Parent Education Evenings: Part of our responsibility as Montessori preschool teachers is to keep our parents informed about the Montessori philosophy and specific applications. This is why we ask that parents attend all parent evenings. (Please refer to school calendar for the specific dates and time.)**
16. Folders: Your child's folder goes home on Thursday and should be returned on Friday mornings so they can put away their own work daily. Any notice from the school will go home in the child's folder on Thursday therefore, **always check your child's folder.**
17. Weekly snack schedule: Please sign up for 2 snack weeks that best suits your schedule; the week of your child's birthday if possible. It is posted on the bulletin board. (Fruits and/or vegetables only) **Casa children only**
18. Update child's emergency card: Please inform us immediately of any changes in phone numbers or addresses, etc...
19. We require a written note for any change in pick-up person for your child.
20. Memo: If you have a message for us in the morning please write it on a "memo" paper you can find on the bulletin board and give it to the assistant.
21. Discussion of your child's progress: We would like you to make an appointment before 8:30 a.m. in the morning or after 3:30 p.m. in the afternoon to talk to the directress about a specific issue. This way it preserves confidentiality and we are not "talking over the children's head".
22. Change of clothing: Check your child's change of clothing bag periodically to make sure items are complete or still suit the season. If an item had to be borrowed from another child, return it the next day, washed, in a bag marked with that child's name.
23. Child's picture: Send in 2 pictures of your child; one to identify the cubby and another for a naming exercise. **(Bambino class: also need a family picture.)**
24. Be sure to close tightly the outside gate when entering or leaving the school yard.
25. Do not send umbrellas with your child on rainy days to avoid accidents.
26. Clothing: It is preferable to choose clothing and shoes that are easy for your child to put on and take off by him/herself.
27. Children will be able to borrow one book a week from our library as long as they return the book the following week in its bag.
28. We do not answer the phone in the mornings please leave us a message. In case of an emergency call, hang-up and call again this will signal to us an emergency and we will pick-up.