

DAILY ROUTINE

For the class:

- Label all clothes especially ballet/runners/boots etc
- Add loop on jackets; easier to hang coat.
- 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 school, return it the next day, washed, in a bag marked with OMCH.
- Clothing: It is preferable to choose clothing and shoes that are easy for your child to put on and take off by him/herself.
- Children's work: Your child's class work and craft will go home on Thursday.
- Snack: Every child needs to bring their daily snack.
- Child's picture: Casa class: Send in 2 pictures of your child;
 - Bambino class: Send (5) pictures and also a family picture.
- Birthday: We do a special celebration of life on birthdays. Please send us one picture per year by email a few days before your child's birthday
- Toys from home : (cars, dolls, teddy bear,...) all these treasures should stay home.
- Peanuts, peanut butter, nut butter of any kind and nuts of any kind: These food are not permitted at school. Please refer to the yearly list of allergies for other food not permitted on the premises.
- Cross-country ski: We do cross-country skiing with all the casa children. Please provide a pair of skis by January

For the school:

- School news: By email and sometime outside on the fence bulletin board.
- Absence: Please inform us of any absence by phone or email before 9h. A sick child must stay home.
- Observation: We will inform you when observations can resume. Casa : November: Bambino : January.
- Arrival at school: Please drop off your child at the gate. Someone will be there to greet them and write down the temperature.
- Questions, messages, information: It is best to send us an email or write us a message in the agenda for the bambino children or in the lunch box for the casa children.
- Daycare: Parents who need to drop off their children before 8:45 (casa) or 8:30 (bambino) will be charged a daycare fee. There is also a fee for after school daycare 3:30 p.m. if the child is not registered for after school daycare.
- Late arrival in the morning: 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.
- Lunch time pick-up: School ends at **11h30 (bambino) or 12h (casa)**. Please be punctual.
- Late pick-up penalty: School ends at **11:30/12:00** for the half-day children at **3:30p.m.** for the full day children and **4:30p.m.** for the daycare children. A penalty of **\$20.00 will be charged for late pick-up. Please be punctual.**
- Rainy days: Please ring and wait for your child outside we'll send them out as they are ready. Do not send umbrellas with your child on rainy days to avoid accidents.
- Volunteers and volunteer teachers: We will advise parents in advance when we need volunteers for any activities. Parents will be advised by email when we have a volunteer teacher.
- 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.)
- Update child's emergency card: Please inform us immediately of any changes in phone numbers or addresses, etc...
- We require a written note or email for any change in pick-up person for your child.
- 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.
- Discussion of your child's progress: We would like you to book an appointment to talk to the directress about a specific issue. This way it preserves confidentiality and we are not "talking over the children's head".