



July, 2014

Dear Parents,

Welcome to the Montessori School of Schenectady. We are pleased you have chosen us to be one of your child's first teachers. Enclosed you will find information regarding your child's class and a letter from their program outlining specific contact information and your child's program days. If for any reason you have a discrepancy please contact Jodi McCleman as soon as possible. Although we try to accommodate each family's specific requests we must also balance each classroom with regard to peers and the needs of the children.

We have many exciting things planned for the coming year. I have listed below the summer activities planned, as well as, the first days of school. A detailed school calendar will be distributed at Parent Orientation. Please visit our website, www.OnefamilyMontessori.com periodically for school updates and information.

Wednesday, August 20 Dinner in the Park, Shenantaha Park, Malta 6 PM-7 PM

Bring a picnic dinner for your family if you like or just come play and get to know some of our school families.

Tuesday, August 26 Parent Orientation, Burnt Hills Library 7 PM - 9 PM (Adults Only Please)

We are asking all families new and returning to attend.

Thursday, September 4 Classroom Drop In Visit

Feel free to drop in to visit the classroom and bring your supplies

Toddlers: 9:30 AM - 10:30 AM

Primary 9 AM -9:45 AM (Last names ending A-M)

Primary 10 AM -10:45 AM (Last names O-Z)

Monday, September 8 First Day of Classes begin

Phase in will begin for most new students.

Each student will need the following items for the first day of school. All forms can be downloaded on our website under the Admissions Tab. Individual classrooms may request additional items. Please check your enclosed letter from your teacher.

375B Saratoga Road Glenville, NY (518) 384-0074

A Medical form from your doctor dated within the year and their immunization record

Authorized Child Dismissal Form (New students only unless there are changes)

Emergency Contact and Emergency Medical Consent form (New Students only unless there are changes)

Photo Release Form

Toilet Training Policy Form (Toddlers)

A tote bag (tote bags with and open top are preferred as they are easier for your child to handle independently)

Bags should be able to fit a standard sized folder and a pair of snow pants

A complete change of weather appropriate clothes (labeled) in a ZipLock bag to be kept at school

A small photo of your child (unless otherwise noted by your teacher)

A pair of indoor shoes (slippers, crocs etc.) to be left at school

The following items are wishlist items. Donations of these items are appreciated but not required.

Ziplock bags (large and small)

Clorox/Lysol Wipes

Baby Wipes

Paper towels

Paper plates (small and large)

Tissues

If at any time you have questions or concerns please contact Jodi McCleman, Head of School at 384-0074 or via email at Montessori.Schenectady@gmail.com. If your concern is timely in nature please feel free to call my cell at 533-8724.

Sincerely,



Jodi L. McCleman
Head of School

375B Saratoga Road Glensville, NY (518) 384-0074

Dear Families,

It's hard to believe, but it's time to think about the start of a new school year in September! Michelle and I have been busy with the Summer Program while planning for the up coming year. We are looking forward to seeing familiar faces and welcoming new ones!

The first day of school is Monday, September 8th. The Toddler class will have a phase in period for the first two weeks of school. Classes will be shortened to 2 hours. Arrival will be at 9am and dismissal will be at 11am. During the week of September 22nd, we will begin our regular class day of 3 hours. I have found in the past that this helps ease with the transition and separation from parents and caregivers. Michelle and I have many years of experience creating a warm and inviting environment and are confident that your children will have a successful start to the year.

There is a classroom visitation scheduled for Thursday, September 4th from 9:30-10:30. You do not need to come right at 9:30 or stay the entire time. This will be a great opportunity to meet other classmates and bring in the supplies needed to begin the following week. Here is the list:

- *1 package of baby wipes
- *1 package of VELCRO TABBED pull ups(please no Dora or Diego) if not potty trained
- *1 pair of slippers or Crock type shoes for inside use
- *1 tote bag/backpack that the child can easily open(for the first day of school)
- *2 changes of clothing, including socks(PLEASE label with child's name)
- *3 photos of your child for classroom use, candid are fine

Throughout the year we also share with the families a "Wish List" of items that would be helpful to have in the classroom. You are not obligated to purchase these items. But if you do, please bring them to the visitation day or during the first two weeks of school. Here is the list:

- *Play-dough
- *paper towels
- *tissues
- *Clorox/Lysol wipes
- *small house plant

If you have any questions or concerns, please don't hesitate to e-mail me at montessori.schenectady@gmail.com

Have a safe and fun rest of the summer! I will be seeing you soon!

Aimee Munro
Head Toddler Teacher