



June 2021

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 McClerman 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. Enclosed you will find our school calendar for holidays, conference days, and other special school events. We will do our best to adhere to the calendar dates, but some may be affected by staff availability. Please visit our website, [www.OneFamilyMontessori.com](http://www.OneFamilyMontessori.com), periodically for school updates and information.

**Mid summer evening playdate**

Our Primary Teachers will be planning individual class playdates at the school. Please watch for emails from your child's teacher for dates and time.

Our Toddler Teacher, Michelle, will be reaching out about a meeting time for toddlers.

**Thursday, September 9 Classroom Drop In Visit**

A brief time to visit the classroom and drop off your supplies. Times will be scheduled by your child's teacher. Please check your emails for your assigned time.

**Monday, September 13 First Day of School**

Our first week will be a "Phase In" week for our new students (toddler and primary). On their scheduled days, dismissal times will be 10:15am for Toddler and 10:30am for Primary. This "phase in" schedule is optional for our full day students who utilize our before and/or after care programs. Please contact Jodi if you need to make special arrangements.

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

**A Proof of physical AND immunization record from your child's doctor (All Students)**

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

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

**Parent Contact Form (New Students only unless there are changes)**

**Photo Release Form (New Students only unless there are changes)**

**School Field Trip Permission Form (New Students only)**

**Sunscreen Permission Form (New Students only unless there are changes)**

**NYS Attestation Form (Required by NYS and must be on file on 1st day of school; New students)**

**Special Health Care Needs Form (If applicable)**

**Toilet Training Notice (New Students only)**

**A tote bag (tote bags 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  
(2 complete changes for Toddler)**

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

**2 packages of baby wipes (Toddler only)**

**1 package of Pull-Up brand pull ups (Toddler only)**

**\*\*Please clearly label everything with your child's name or initials, as many kids have similar shoes, bags, jackets, hats, etc.\*\***

The following items are suggested supplies and are not required, however, they are greatly appreciated.

**Last names beginning A-J**

Ziplock bags (large or small)

Baby wipes

Paper towels

**Last name beginning K-Z**

Disinfecting wipes

Tissues

Paper plates (large or small)

If at any time you have questions or concerns please contact Jodi McClernan, Head of School at 384-0074 or via email at [Montessori.Schenectady@gmail.com](mailto:Montessori.Schenectady@gmail.com). If your concern is timely in nature please feel free to call my cell at 518-533-8724.

Sincerely,

Jodi L. McClernan  
Head of School