



**Ancillae - Assumpta Academy ~ Montessori Unit ~ General Fact Sheet**  
**\* Stepping Stones into Montessori (SSM)\* Preschool (PS) \* Kindergarten (K)\***  
**Located in the Sacred Heart Center**

**ARRIVAL**— Children should arrive between 7:45 am – 8:10 am. Enter the property from Church Road. Cars dropping off children for only PS and K are asked to make the first left after entering the property. Your child will enter at the ramp of the Sacred Heart Center. Cars dropping off with graders and all SSM children should turn at the second left (child safety zone) for drop off and form a single line along the curbside. Please stay in your car and wait for teachers and assistants to help your child from the car. Should you or your child need a few moments when dropping off, please let the teachers on duty know and follow directions to park your car. Traffic is one way in these areas and all traffic exits onto Church Rd. **For the safety of your child, after 8:10 am, you will need to walk your child inside. Please enter by the front door facing the McCoy center for PS and K so as not to interrupt PS activities. SSM can enter at the entrance to SSM area. Children should be connected with a teacher and not left to enter the building or classroom on their own. If arriving after 8:10 am, you will need to check in at the main lobby to pick-up a fob to enter the Sacred Heart Center.**

**DISMISSAL**- *SSM 12:30 dismissal* –Children will be come to the SSM lobby at 12:20 for pick-up. Parents meet at SSM lobby entrance. *½ day PS dismiss at 12:30* at the ramp to the PS. Teachers will bring the children to the car. Please form a double line by pulling forward past the ramp with a middle lane for cars to get through. ***Please do not enter the property until 12:20 pm. Place a sign with family name in the windshield.***

*Full day dismissal for SSM, PS, and K begins at 3:00 pm.* All cars are asked to arrive by 3:20 pm. Pick-up is at the ramp of the Sacred Heart Center. Cars picking up children only in SSM, PS, and K are asked to enter the property at 2:45 pm. ***If picking up older siblings, please do not enter the property until 3:10 pm. Graders do not dismiss until this time, and it will allow for the older children to cross over while keeping our transportation line moving. Please place a sign with family name in the windshield.*** Please put in writing any changes in your child's dismissal. If an unforeseen change is necessary, you should contact school by phone to leave a message at ext.182. Messages are checked daily at 2:30 p.m. Children riding the bus or attending the extended day program should put in writing all dismissal information for your child's teacher. In the event that your child in the Montessori Unit is not present, it is important to keep the cross-over routine for your grader. This avoids any confusion for your child and keeps the transportation line moving. Cross-over dismissal will continue for the graders through their last day of school.

**SECURITY** – All doors to the Sacred Heart Center are locked. To gain access to the building for late arrival, early pick-up, volunteer time, or music lessons, please go to the receptionist in the McCoy center lobby to sign in and receive a pass to enter the Sacred Heart Center. The pass must be returned to the receptionist desk after your visit.

**COMMUNICATIONS** – Each child should bring the AAA tote bag to school every day. School bags will be checked each morning for any written communications for the office or for teachers. School and teacher communications will also be sent home in your child's bag so please check and empty your child's bag daily. School tote bags are available through the school store. To speak with your child's teacher, please drop a note in your child's tote with the time frames and numbers where you can be reached. Each teacher has a voice mailbox and e-mail address where you can leave a message. Teachers will return your call as soon as possible but are unable to leave your children to come to the phone. If you want a return call before the end of the day or your message is of a timely importance, please ask for the Montessori Unit coordinator voicemail at ext. 182. Voicemail extensions and email addresses are available on the school's web page.

**CALENDAR**-Important school dates are listed on the school calendar (i.e. picture day, fieldtrips, conferences, holidays, and end of year picnic). The calendar also contains school policies, faculty/staff listings, and explanations of many programs. Please take the time to read the calendar and keep it to refer to throughout the year.

**COMMUNICATION ENVELOPE**- Weekly, an on-line communication envelope (OCE) is sent to families via e-mail. You may also access this through the school web site parent page.

**CLASS PAGES** - Class pages located on the web site will highlight classroom happenings, curriculum skills and themes and other important information regarding SSM, PS and K. It is updated weekly.

**CONFERENCES** –Parent –Teacher Conferences are scheduled twice a year. Conferences are scheduled in October and February. Children do not attend school on these days. Childcare will be available during your scheduled conference. A progress report is sent home in December and at the end of the school year. You are encouraged to contact your child's teacher if you have any questions concerning your child's progress at any point during the year. (see Communications)

**SSM EXTENDED OPTIONS-** Children enrolled in SSM have the option to extend their day to 3:00pm which includes a rest period. This is a full year option that is made at the time of registration.

**FULL DAY PS** – The PS full day option extends the morning curriculum until 3:00 p.m. The afternoon offers a comfortable rest and story time for children under the age of four and an option for those four year olds still in need of a rest. For four and five year olds who no longer rest, a curriculum of enrichment activities and extended individual work with the Montessori materials unfolds throughout the week. Any child enrolled half day has the option offered at mid-year to switch to full day. Please contact Margaret Trottnow in December to change your child's enrollment status that will take effect on the first day back from Christmas break in January. This option is only available at this time. Our full day curriculum is a five-day program. There is not an option for per diem or partial afternoon weeks.

**RESTERS** – Children that rest from both the extended Stepping Stones into Montessori and full day Preschool will be provided with a rest mat. Families are asked to provide a labeled toddler or crib size sheet that will be kept at school to cover the rest mat. Children are also invited to bring in a "snuggle" for rest time. Please avoid any toys that make noises or have hard edges. Snuggles should be a soft toy or blanket that will assist your child in resting comfortably. Snuggles will return home daily in your child's school bag. Please remember to label items for a safe return.

**EXTENDED DAY-** *Before school* – Children arriving before 7:45 am should go to our morning care program. Please enter with your child by the Student Dining Room door and check in with the teacher supervising. Door opens at 7:15 a.m. *After School* – Montessori unit children attending Extended Day move to the Stepping Stones into Montessori room for after school activities. To pick-up your child at the end of the day, turn at the Child Safe Zone (CSZ) which is the second left as you enter the property. As you pass the SSM lobby, there will be several parking spaces reserved with cones for Extended Day. To pick up a child from the Montessori unit, please go to the SSM lobby double doors and ring the doorbell located on the right. A staff member will open the doors at each location. Children will use the Lau Playground for outdoor activities weather permitting. A sign will be posted at the SSM lobby door to indicate if children have headed to the playground. Children will bring their bags with them to the playground for an easy pick-up. Please park your car by the main entrance of the McCoy Center and follow the path that runs along the left side of the building to the playground. For more detailed information on Extended Day, please visit the school website.

**MEDICATIONS/ ILLNESS** – School policy does not allow children to carry any medications (prescription or over the counter) in their school bag. All medications must be handed to an adult. Medications cannot be sent home in school bags but will be returned to the parent at pick-up. A doctor's note and parental instructions for administering need to accompany all medications. You may wish to have your doctor fill out the medication form for any medications (i.e. Tylenol, Benadryl) that your child may need to take during the year and have it on file at school. All medications must be sent to school in original containers. Parents will be contacted to pick-up a child that has a fever. Children must be fever free without medication for 24 hours before returning to school. For further health care needs and forms please check the website or for individual needs contact the nurse at ext. 109.

**LUNCH-** K children eat in the student dining room. SSM and PS lunch is served in the classrooms. If your child has any individual dietary needs or restrictions, please contact the Health Office at ext.109. Lunch menus are posted on the web page monthly.

**VOLUNTEERS** – Parents are welcome to share their interests and talents within our school program. If you have an idea for a presentation, please contact your child's teacher. Other opportunities to assist with preparation work and classroom activities are available. Please return the volunteer form to school if interested. *All volunteers are expected to complete mandated paperwork before coming into school to volunteer.* Please see parent page website for more detailed information.

**TISSUES/WET ONES** – Each family is asked to send in a box of tissues and Wet Ones wipes for classroom use.

**GYM**- Children must wear sneakers and pants on gym days for their comfort and safety during gym activities.

**ATTIRE**- Each day the children have recess outside weather permitting. Children should wear shoes appropriate for running, climbing and playing. Children wearing clogs, sandals, and open back shoes will be asked not to use the playground equipment for their own safety. Children will also be involved in activities with paint, playdough, and glue. Please consider this when your child dresses in the morning.

**CHANGE OF CLOTHES**- Every child should bring in a change of clothes consisting of underwear, socks, pants, and a shirt in a labeled gallon Ziploc bag. Each item should be clearly labeled with your child's name. Seasonally, we ask that you send in clothes appropriate to the temperature. Please return a new set of clothes the next day after your child may have used the spare set. Children attending Extended Day are asked to bring in a second set of clothes that will be stored in the Extended Day area. Please label this bag with Extended Day on the front along with your child's name.

**LOST AND FOUND** – Crates for lost and found items are located under the benches in the PS cubby area. Please check these crates periodically for lost items. All items entering school should be labeled with your child's name for a safe return home. This includes clothes, books, coats and most especially mittens, hats and scarves.

**BIRTHDAYS**- To make your child's birthday special, you are invited to donate a class book or music cd that is your child's favorite. Time will be given during the day to share this gift and it will be marked in honor of your child's birthday. *Any treats sent in for children must be non-edible trinkets such as stickers or pencils.* Your child will be recognized in a special way on his/her birthday.

**BOOK CLUB ORDERS** – Scholastic book club orders will be sent home and you will be notified when new catalogs are available on line. Please note the return date for orders. Orders should be placed on-line with a credit card at [www.scholastic.com](http://www.scholastic.com) or returned in an envelope marked BOOK ORDER with a check made out to Scholastic Books. The Montessori unit class code is GMDDQ. Each order earns the Montessori Unit bonus points that provide free books, games, and other learning materials for our classrooms. On-line orders earn additional dollars to purchase books. Your support is greatly appreciated.

**HALLOWEEN**- Children will visit the 8<sup>th</sup> grade Halloween Bazaar to celebrate this holiday. K children will create costumes in school connected with the curriculum. SSM and PS children wear their costumes from home to school. This information is given to help you in your planning. More detailed information will be sent home in October. Parents wishing to attend the Halloween activities must have clearances on file at school.

**CHRISTMAS CELEBRATIONS** – Please check your calendar for dates and times and plan to join us in celebration. SSM performs the Nativity in the Sacred Heart Center Chapel. PS celebrates with a family sing-a-long in the auditorium. K rings in Christmas with a performance for parents in the auditorium. Due to the interactive nature of these events, volunteer clearances are needed to attend.

**FIELD TRIPS** – SSM visits the Merrymead Farm in October. PS will visit the Please Touch Museum and K explores the Elmwood Park Zoo in the spring. Please check dates in the school calendar. Transportation provided by parents. More detailed information will be sent home closer to each trip. Mark your calendars to join us for these fun trips. Volunteer clearances are required to attend.

**END OF YEAR PICNIC** – Our last day of school is celebrated with our families at Alvethorpe Park. Children do not come to school on this day. Check your calendar for the date and plan to join us for a picnic and fun activities to celebrate our year together. Information will be sent home in May. Volunteer clearances are required to attend.

