

Ancillae - Assumpta Academy ~ Montessori Unit Quick Fact Sheet 2020- 2021



Stepping Stones into Montessori (SSM)
Preschool (PS) Kindergarten (K)

For more detailed information, routines and calendar refer to the 2020-2021 School year webpage, Family Handbook and Health and Safety Plan www.ancillae.org.

SECURITY

All doors to the Sacred heart Center are locked. Visitors must first go to receptionist at McCoy Center to sign in. Pre-screening is necessary before entry into building.

COMMUNICATIONS

- *Child's AAA school bag* each day will be checked daily for communication for office or for teachers
- *The voice mailbox and e-mail address* are posted on web site for each teacher. Teachers will return calls as soon as possible but are unable to leave your children to come to the phone. If requiring a return call before the end of the day or your message is of timely importance, please call the Montessori Coordinator's office at ext. 182.
- *A weekly email* communication will be sent to families on Thursdays with important happenings, updates and announcements for the AAA community. Also available on website parent portal
- *Montessori unit pages* are located through the quick-links on web page to highlight class happenings, curriculum, skills and themes, home resource pages and other information specific to SSM, PS & K
- *Virtual Parent Teacher Conferences* are scheduled in October and February this year.
- *Progress reports* are sent home in December and June
- *You are encouraged to contact your child's teacher if you have any question concerning your child's progress at any point during the year.*

VOLUNTEERS

- Assist from home in preparation of materials for classroom and take-home packets
- Contact your child's teacher if interested in helping



DAILY CHECK

Submitted health pre-screening
AAA tote schoolbag packed with:
2 masks paper lunch bag
water bottle sit-upon for outdoors
crib size rest sheet (Resters only)
Please check bags daily at the end of day for communications and to wash needed items

SEND into SCHOOL

Box of tissues Wet Ones Wipes
Change of Clothes Headphones for iPad
*AAA tote schoolbag and headphones available to purchase at school store. Earbuds are acceptable. Headphones or earbuds can be sent from home.

ARRIVAL- **PLACE FAMILY NAME IN WINDSHIELD**

- Follow assigned drop off times between 7:30 a.m-8:15 a.m.
- Enter property from Church Rd.
- Only PS drop off- turn at first left and drop at ramp
- PS with siblings in other grades and all K, SSM - turn at second left between buildings
- Stay in car and wait for teachers to verify pre-screening submitted and to help your child from the car
- Should your child need a few moments when dropping off, please let the teachers on duty know and follow directions to park your car
- If you miss your arrival window, follow protocols for late arrivals in handbook

DISMISSAL- **PLACE FAMILY NAME IN WINDSHIELD**

Stay in your car and your child will be brought to you

- Half Day pick-up 12:20-12:30 p.m.
 - SSM at SSM lobby, PS at ramp
- Full Day – starts at 2:45 p.m.
 - Come at assigned time
 - All PS and siblings pick-up at PS ramp
 - SSM and K without PS siblings, pickup at 2nd left between buildings
- *Changes in dismissal*
 - *Put in writing in your child's bag
 - *Contact school by phone leaving a message at ext182 no later than 2:00 p.m.
 - *After 2:00, call receptionist
- If *PS child is absent*, continue the cross-over routine for your grader to avoid confusion and keep transportation line moving

CHANGE OF CLOTHES

- Send in a labeled zip-lock bag
- Include underwear, socks, pants, shirt
- Label each item
- Return a new set the next day if your child has used the spare set
- Will be stored at school
- Send in a new set as seasons change

LUNCH

- Parents fill out selection form monthly
- Boxed lunch will be delivered to the classrooms
- Half day children will not have lunch at school
- Individual dietary needs or restrictions, please contact the Health Office at ext109

ATTIRE

- Shoes-Wear shoes appropriate for running, climbing, and playing. Children wearing clogs, sandals, and open back shoes will be asked not to use playground equipment for their own safety
- Clothes- consider when dressing in the morning:
 - Outside recess each day
 - Activities involve paint, playdough and glue
- Gym Day – must wear sneakers and pants for comfort and safety, day will be posted on class page

LOST AND FOUND

Label all items entering school with your child's name. This includes clothes, books, snuggles, coats and especially mittens, hats, and scarves. Please contact your child's teacher with a description if missing a specific item and our lost and found collection will be checked.

Please label for safe returns of personal items.

BOOK ORDERS

Scholastic book orders are available on-line at www.scholastic.com

Montessori class code is GMDDQ

Orders placed earn bonus points that provide free books, games and learning materials to our classrooms.

CELEBRATIONS

We look forward to celebrating your child's birthday. You are invited to donate a class book or music cd to mark your child's special day to share with the class. For birthdays and holidays, only non-edible trinkets such as stickers or pencils are permitted to be sent in as treats for your child's classmates.

MEDICATIONS / HEALTH

- Please read the updated Family Handbook and Health and Safety Plan
- If your child has any allergies or individual health concerns, please contact the nurse at ext. 109
- Parents called to pick-up their child with signs of illness are expected to pick-up in a timely manner
- School policy does not allow children to carry any medications (prescription or over the counter) in their school bag. Must be handed to an adult.
- A doctor's note and parental instructions for administering must accompany all medications.
- In advance of need, you may wish to have your doctor fill out the medication form for any medications (Tylenol, Benadryl) your child may need to take during the year so it is on file if needed.
- All medications must be sent in original containers.
- Children must be fever free without medication for 72 hours before returning to school
- For further health care needs and forms please visit Parent Portal

FULL DAY PS

- Any child enrolled half day has the option offered at mid-year to switch to full day.
- To change your child's enrollment status, contact the business office by December
- Full day will take effect first school day in January
- Five-day curriculum. No option for per diem or partial afternoon weeks.

RESTERS

- Children are provided with a rest mat.
- Please send in a labeled crib size sheet to cover this mat.
- Your child may bring in a "snuggle" for rest time. Please avoid any toys that make noise or have hard edges. A blanket or soft toy to assist in resting comfortably.
- Sheets and snuggles will come home daily

