

Ancillae - Assumpta Academy ~ Montessori Unit Quick Fact Sheet 2021-2022



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

For more detailed information, routines, and calendar, refer to the 2021-2022 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.
- 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 quicklinks on website to provide information specific to SSM, PS & K.
- *Parent Teacher Conferences* are scheduled in October and February.
- *Progress reports* will be sent home in December and June.
- *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.*

LUNCH for Montessori Unit

- Each month, a link will be sent with menu selections for parents to place their child's order.
- Bagged lunch will be delivered to the classrooms.
- For individual dietary needs or restrictions, please contact the Health Office at ext. 109.

SEND into SCHOOL for 1st Day

Box of tissues
Change of clothes
Wet Ones wipes
*Headphones for iPad
(Earbuds are acceptable.)
Small bath mat

BRING TO SCHOOL EACH DAY

*AAA School tote bag
2 Masks- cloth or disposable
Water bottle
Paper bag for masks

*AAA tote schoolbag and headphones available to purchase at school.

email forrest@ancillae.org

Subject line: student order

ARRIVAL- *PLACE FAMILY NAME IN WINDSHIELD*

- Follow assigned drop off times between 7:40 a.m - 8:15 a.m.
- Enter property from Church Rd.
- Only PS/K drop off- turn at first left and drop at ramp.
All SSM - turn at second left between buildings.
- Stay in car and wait for teachers to verify submitted pre-screening 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 pick-up- starts at 2:50 p.m. at assigned times
Come at assigned time
*All PS/K and siblings pick-up at PS ramp
*SSM without PS/K 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 ext. 182 no later than 2:00 p.m.
*After 2:00, call receptionist.
- If *Montessori child is absent*, continue the cross-over routine for your grader to avoid confusion and keep transportation line moving.

VOLUNTEERS

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

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.

CHANGE OF CLOTHES

- Send in a labeled zip-lock bag to be stored at school.
- Include underwear, socks, pants, shirt.
- Label each item.
- Return a new set the next day if your child has used the spare set.
- If your child has a frequent need to change, please send in additional sets to have on hand.
- Send in a new set as seasons change.

RESTERS

- Children are provided with a rest mat.
- Please send in a labeled crib size sheet to cover 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.

EXTENDED DAY

- Please register for the year if using consistently.
- Drop-ins are available this year at a daily rate charge.
- SSM/PS/K will use SSM room.
- New protocols for pickup will be sent to registered families before the first day and posted on website.
- Hours: Early care opens 7:15 a.m.
After care closes 5:45 p.m.

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/SSM

- 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.
(mtrottnow@ancillae.org by December)
- Full day will take effect first school day in January after holiday break.
- PS is a five-day curriculum. No option for per diem or partial afternoon weeks.



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

Books will be delivered to school and sent home with your child.

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

VIRTUAL DAYS

When a virtual day is scheduled, Montessori students will be provided activities you can do at home.

SSM will schedule a morning meeting and book bunch through Google Meets.

PS will bring home iPads to meet on TEAMS.

K will bring home iPads to meet on TEAMS

and will use CANVAS for schedule

Teachers will communicate through email any additional need information for virtual days.

PLEASE PREPARE AN AT-HOME TOOL KIT

Please make a box with the following items so your child will be ready to participate in activities from home. These supplies will not be sent home for virtual days.

- * pencil * crayons *colored pencils
- *markers * scissors * glue stick * water colors
- paints and paintbrush * ruler
- * playdoh

CELEBRATIONS

Birthdays- Children will enjoy special recognition to celebrate their birthdays here at school. You are welcome to send in a book donation in honor of your child's birthday which will have a dedication placed in the front cover with your child's picture and birthday. It is not expected, but if you wish to send in something for classmates, only non-edible treats can be sent such as a pencil or sticker.

Birthday party invitations are not allowed to be delivered at school. Addresses and emails of classmates are provided through the school directory.

Additional celebrations for holidays and special activities will be scheduled throughout our year. All food for these celebrations will be provided by school to follow our food policy. Teachers will reach out if any additional non-edible supplies are needed. We request that no party bags for classmates be sent to school.

Halloween- Children in Montessori unit will be invited to wear their Halloween costumes to school

Christmas Celebrations -Plans are in the works to resume our annual Christmas celebrations. See calendar for tentative dates.

Class Trips

Our plan is to offer a spring class trip at each level. Information will be shared later in the year.

