

# Ancillae-Assumpta Academy ~ Montessori Unit Quick Fact Sheet 2022-2023



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

For more detailed information, routines, and calendar, refer to the 2022-2023 Family Handbook and the Parents page of the school's website:  
[www.ancillae.org](http://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. You will receive a name tag which must be worn while on campus.

## 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 (Weekly News and Updates) will be sent to families on Thursdays with important happenings, updates, and announcements for the AAA community- also available on website parent portal.
- *The Montessori unit page* are located through the quicklinks on website to provide unit specific information.
- *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.*



## SEND into SCHOOL for 1st Day

Box of tissues                      Wet Ones wipes  
Change of clothes                Small bath mat

## BRING TO SCHOOL EACH DAY

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

## PURCHASE BY FIRST DAY OF SCHOOL

\*AAA tote schoolbag              \*Headphones

To purchase for Back to School:  
<https://www.ancillae.org/parents/school-store-b2s>

## ARRIVAL- PLACE FAMILY NAME IN WINDSHIELD

- Follow assigned drop off times between 7:40 a.m - 8:10 a.m.
  - Enter property from Church Rd.
  - All SSM - turn at second left between buildings.
- PS/K without SSM siblings- should turn at first left and move up to ramp
- Stay in car and wait for teachers to come to assist your child out of 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.

## 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- children not picked up by 3:30 p.m. will be sent to extended day  
\*All PS/K and siblings pick-up at PS ramp  
\*SSM without PS/K siblings, pickup at 2<sup>nd</sup> 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

## LUNCH for Montessori Unit

- Each month, a link will be sent with menu selections for parents to place their child's order in SSM & PS. Bagged lunch will be delivered to the classrooms. To update a menu selection, please contact Sarah Wade by email [swade@ancillae.org](mailto:swade@ancillae.org).
- K will eat in the student dining hall and will make selections from the food line, supervised by their teachers and food staff.
- For individual dietary needs or restrictions, please contact the Health Office at ext. 109.

## VOLUNTEERS

- Assist from home in preparation of materials for classroom and take-home packets
- Opportunities to help in-person will be organized through cluster teacher. In-person volunteers must have clearances on file.  
Links: <https://www.ancillae.org/participate/volunteer>
- Contact your child's teacher if interested in helping
- School wide opportunities will be posted in weekly email communication

## 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.; A blanket or soft toy to assist in resting comfortably.
- Please avoid any toys that make noise or have hard edges.
- Sheets and snuggles will come home daily.

## 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 24 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](mailto: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.

## EXTENDED DAY

- Please register for the year if using consistently.
- Drop-ins are available at a daily rate charge.
- SSM/PS/K will use SSM room.
- Protocols for pickup will be sent to registered families before the first day and posted on website.



### **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](http://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.

#### *Holidays and Special Events:*

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 class trip at each level. Information will be shared later in the year.



# **CONNECTED**