



A GUIDE FOR PVPMS FAMILIES • 2026–2027

Staying Connected

Everything you need to know about the **BAND app** on your phone, and about finding forms and information on **pvpms.com**.

Palos Verdes Campus
31100 Hawthorne Blvd

Redondo Beach Campus
907 Knob Hill Ave

Deeply Personal. Distinctly Different.

WHAT WE WILL COVER

Two places, two jobs

Almost everything you need is in one of two places. Knowing which one saves you a phone call.



BAND ON YOUR PHONE

Day-to-day life. Announcements, classroom photos, quick questions, reminders, events, and private messages to your child's teacher or the office.

Pages 4 – 15



pvpms.com THE SCHOOL WEBSITE

Paperwork and permanent information. Enrollment forms, permission slips, supply lists, the parent handbook, uniforms, lunch, and the school calendar.

Pages 16 – 20



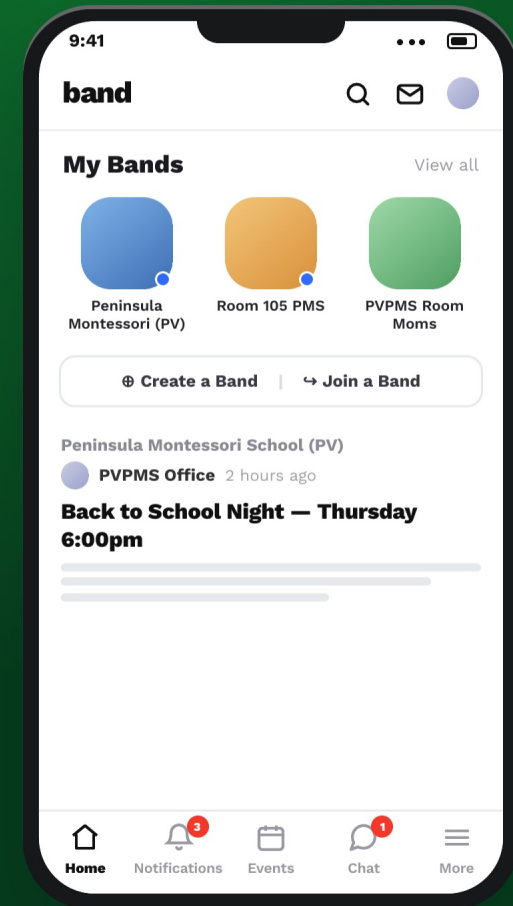
One rule to remember

Forms go home in backpacks or get posted in **BAND**. If you need a copy to print, it's always on the website under **Parents**.

PART ONE

BAND

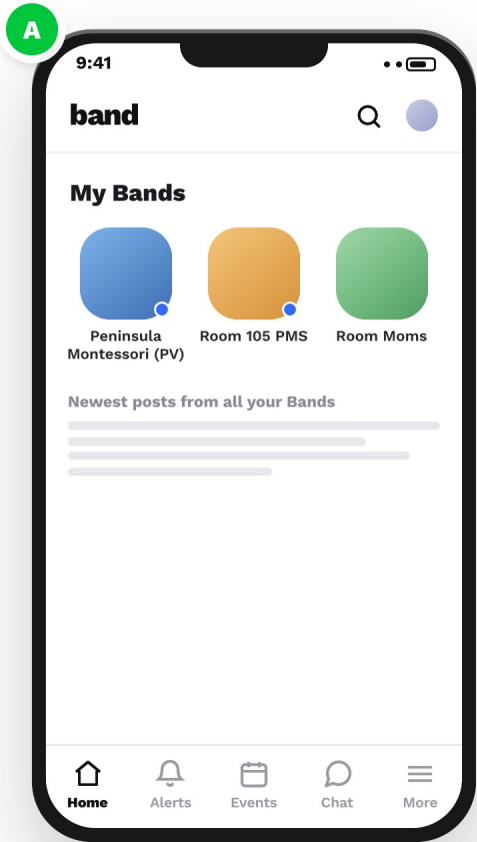
Where the school talks to you every day. It works on iPhone and Android and is the main place we post classroom news.



GETTING YOUR BEARINGS

There are only two screens

Everything in BAND happens on one of these. Learn the difference and the rest is easy.



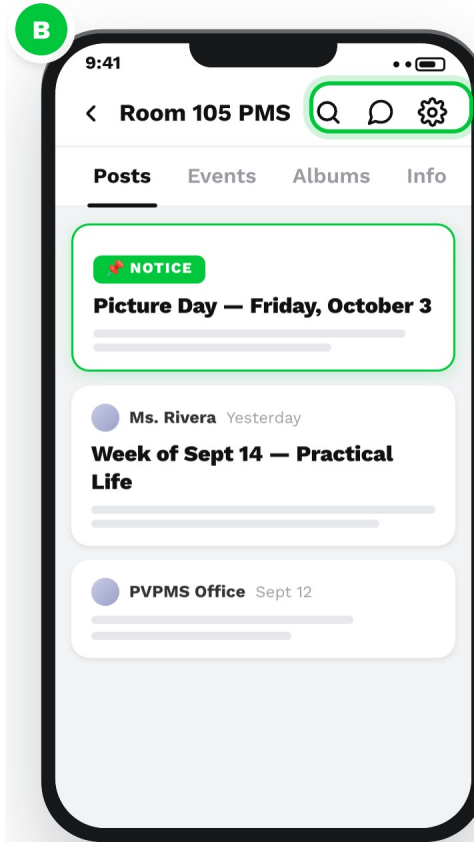
SCREEN A

The Home tab

A list of every Band you belong to, plus the newest posts from all of them mixed together.

Tap a Band tile to go inside it.

A **blue dot** on a tile means there is something new you have not read.



SCREEN B

Inside a Band

Four tabs across the top: **Posts**, **Events**, **Albums** and **Info**.

Three icons in the corner: **search**, **chat** and the **settings gear**.

Those three icons are circled on the phone. You will use all of them on the next few slides.

STEP ONE

Make sure you are in the right Bands

Most families belong to two. If you have more than one child, you belong to one classroom Band per child.

1. Your campus Band

Peninsula Montessori School (Palos Verdes)

Peninsula Montessori School (Redondo)

School-wide announcements from the office. Closures, early dismissals, Back to School Night, picture day, festivals, and anything that affects every family at your campus.

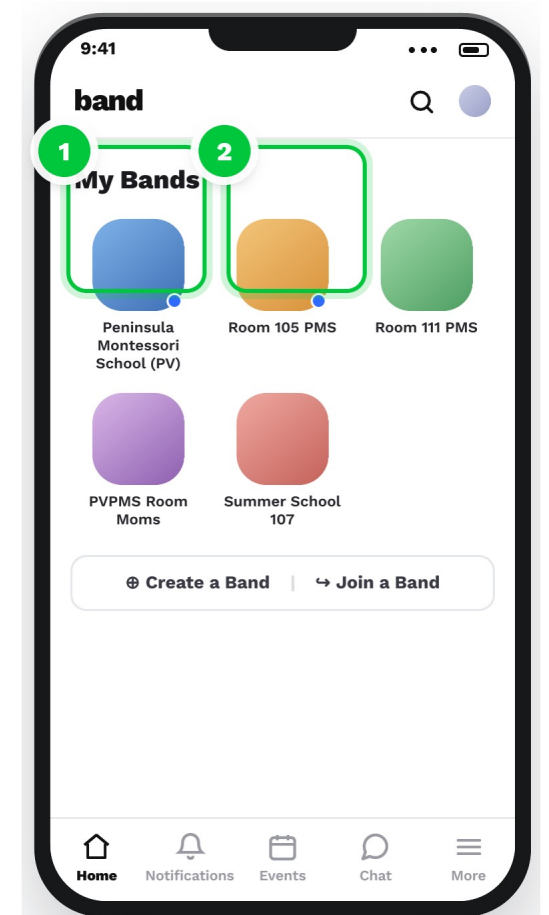
2. Your child's classroom Band

Room 101 • 102 • 104 • 105 • 106 • 107 • 111 • 113 • 118 • Lower Elementary

Your guide posts here. Weekly updates, classroom photos, what the children are working on, supplies to send in, and reminders specific to that room.

? Not in one of them, or in last year's Band?

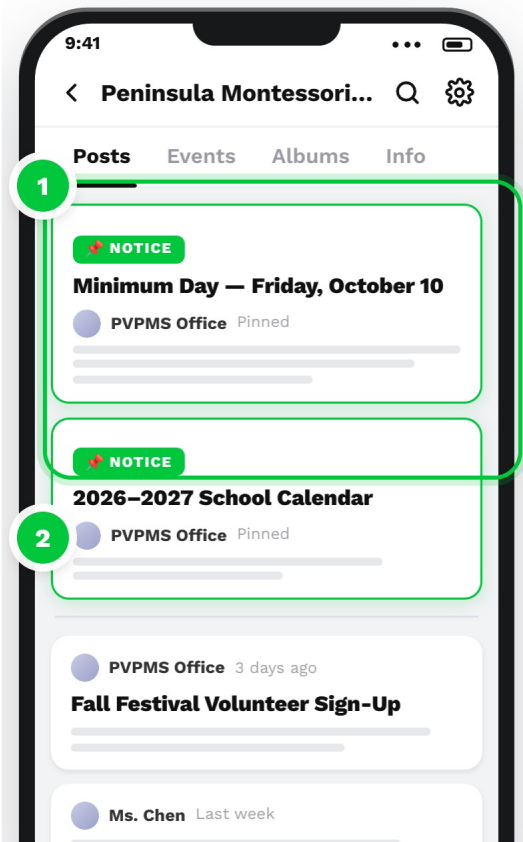
Email the office or stop by. We will send you a fresh invite link. Please do not ask another parent to add you.



WHERE TO LOOK FIRST

Notices sit at the very top

When something really matters, we pin it as a **Notice**. Pinned posts stay at the top of the Posts tab until we unpin them, no matter how many other posts come after.



1 The pinned zone

Everything with a green **Notice** tag is pinned. These are the announcements we most need you to read. Check this strip first, every time you open a Band.

2 Below the line is the normal feed

Regular posts run newest first, the same way as any social feed. They scroll away as new posts arrive, which is exactly why the important things get pinned instead.

✓ Build the habit

Open your campus Band and your classroom Band once a day, look at the pinned strip, and you will not miss anything that matters.

! The Home tab is not the same thing

The Home tab mixes posts from all your Bands and does not show pinned Notices at the top. To see Notices you must **go inside the Band**.

Let BAND reach your phone

If you tapped "Don't Allow" when you first installed the app, nothing else you change inside BAND will help. Start here.

ON IPHONE

- 1 Open **Settings**
- 2 Scroll down and tap **BAND**
- 3 Tap **Notifications**
- 4 Turn on **Allow Notifications**, then turn on **Lock Screen**, **Banners** and **Sounds**

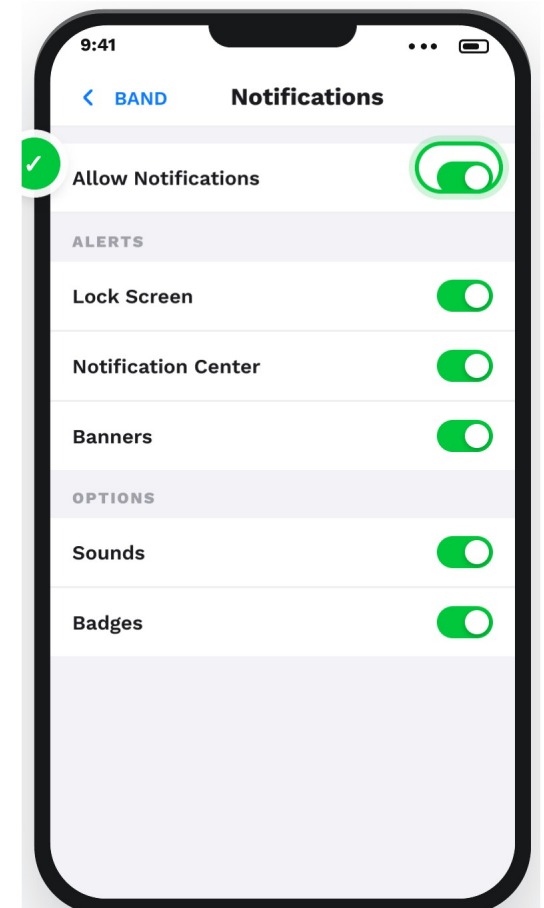
ON ANDROID

- 1 Open **Settings**
- 2 Tap **Apps**, then **BAND**
- 3 Tap **Notifications**
- 4 Turn on **Allow notifications** and make sure the categories below it are on



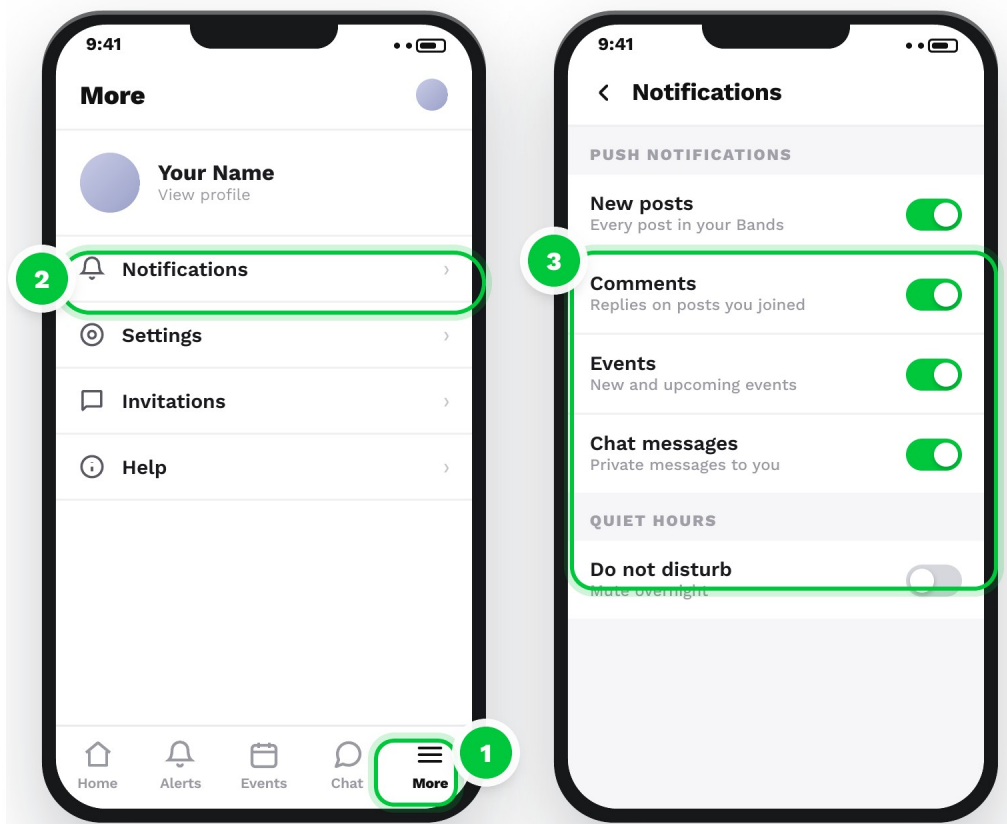
Two settings people forget

Focus / Do Not Disturb can silence BAND all day. And on Android, **Battery optimization** can delay notifications by hours. If alerts arrive late, check both.



Now set them inside BAND

BAND has its own notification switches, separate from your phone's. This is where you choose what you get told about.



1 Tap the More tab
Bottom right corner of the app, the three-line icon.

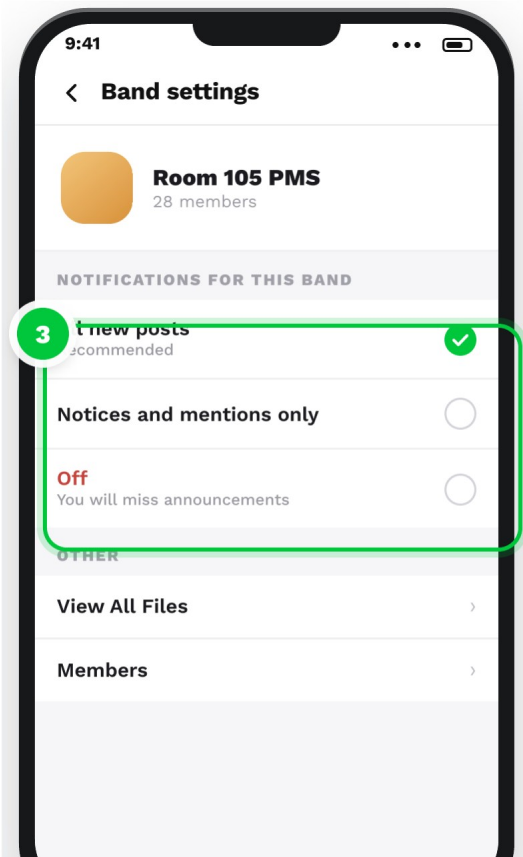
2 Tap Notifications
Near the top of the More menu. This controls all of BAND.

3 Turn on all four
At a minimum, keep **new posts** and **chat messages** on. Posts are how we share announcements, and chat is how we reach you one-on-one or in a group.

✓ **Too many alerts?**
Do not turn everything off. Turn off **comments** first. You will still get every post and every message from us.

Check that no Band is muted

Each Band has its own alert switch. A Band muted months ago stays muted, even with everything else turned on. This is the most common reason a parent misses an announcement.



- 1 Open the Band**
Tap its tile on the Home tab.
- 2 Tap the settings gear**
Top right corner, next to the search and chat icons.
- 3 Choose "All new posts"**
If it currently says **Off**, that is why you have been missing things. Change it.
- 4 Repeat for every school Band**
Your campus Band and each of your children's classroom Bands.

✓ You are done
Phone allows BAND, BAND alerts are on, and no school Band is muted. Announcements will now reach your lock screen.

HOW WE WRITE POSTS

Every post starts with a bold title

We put a short title in **bold on the very first line** of every post. That title is what you type into the search bar later. It is the whole reason you can find a two-month-old post in five seconds.

TITLES YOU WILL SEE FROM US

Minimum Day — Friday, October 10

Search: **minimum day**

Field Trip Permission Slip — Aquarium

Search: **field trip**

Picture Day — Friday, October 3

Search: **picture day**

Week of Sept 14 — Classroom Update

Search: **classroom update**



You do not need the exact wording

Two or three words from the title are plenty. Searching **picture** will find "Picture Day — Friday, October 3."



Search looks inside the whole post too

Not just the title. If you remember a word from anywhere in the post, or the name of the teacher who wrote it, try that.

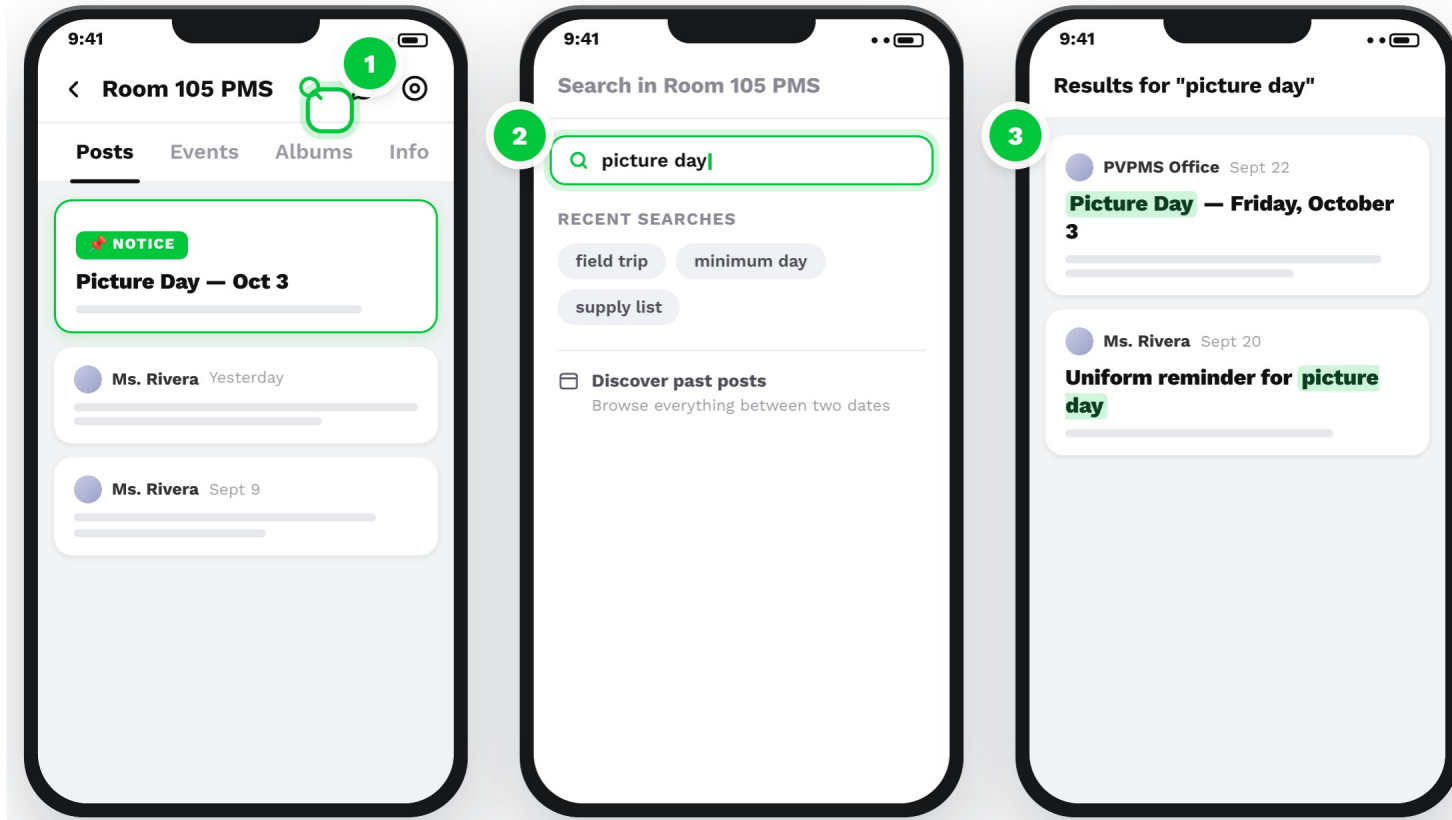


Screenshot the important ones

For dates you will need again, take a screenshot. It is faster than searching, and it works with no signal.

FINDING AN OLD POST

Search, in four taps



- 1 Open the Band, tap the magnifying glass**
Top right, inside the Band. Not the one on the Home screen.
- 2 Type two or three words**
From the bold title, or a teacher's name.
- 3 Tap the result**
Your words are highlighted so you can spot the right one.
- 4 Cannot remember any words?**
Tap **Discover past posts** and pick a date range instead.

THE ONE RULE ABOUT SEARCH

Search only looks inside the Band you are in

This trips up almost everyone. BAND does not search all of your groups at once. If the post was written in your classroom Band, you have to be standing inside that classroom Band when you search.

× THIS WILL NOT WORK

HOME TAB › SEARCH ICON

field trip

Searches Bands, people and public groups, not the posts in your classroom.

- × Searching from the Home tab
- × Searching your campus Band for something your guide posted in the classroom Band
- × Searching last year's classroom Band

✓ THIS WILL WORK

ROOM 105 PMS › SEARCH ICON

field trip

Searches every post and comment ever written in that one Band.

- ✓ Open the Band first, then tap search
- ✓ School-wide or office news? Search the campus Band
- ✓ Classroom news? Search the classroom Band

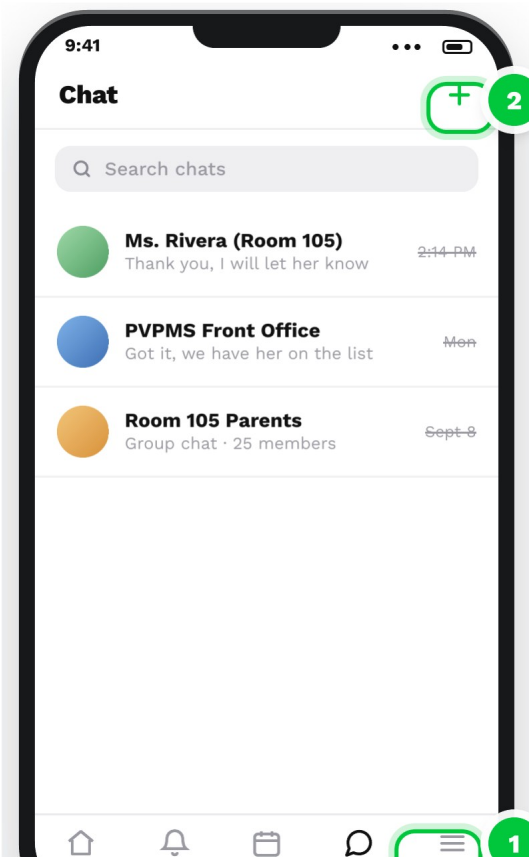


Still cannot find it

Try the other Band. Nine times out of ten the post is there. If it is genuinely gone, message the office in BAND chat and we will resend it.

Private chat only, please

Comments on a post are visible to every family in the Band. For anything about your own child, use a private chat. It keeps your family's business private and it gets to the right person faster.



1 Tap the Chat tab

Bottom of the app.

2 Tap the + in the top corner

Then choose **Private chat**.

3 Pick who you need

Your child's guide for anything classroom-related. The front office for absences, pickup changes, billing and forms.

4 Say who your child is

Start with your child's first name and room number. We have a lot of families, and your BAND profile name may not match.

✓ A good first message

"Hi, this is Dana, Mia's mom in Room 105. Mia has a dentist appointment Thursday and will be picked up at 1:30. Thank you."

GOOD HABITS

A few things that help everyone

✓ PLEASE DO

- ✓ Use private chat for anything about your own child
- ✓ Open your Bands once a day and check the pinned Notices
- ✓ Give your child's name and room number in your first message
- ✓ Use the reaction button instead of a "thank you" comment, so the thread stays short
- ✓ Keep your BAND profile name as your real name, so we know who we are talking to
- ✓ Call the office for anything urgent or same-day

✗ PLEASE DO NOT

- ✗ Post questions about your child in the comments, where all families can see
- ✗ Report an absence or a late pickup only in BAND. Call the office as well
- ✗ Share classroom photos from Albums outside the Band, since not every family has given photo permission
- ✗ Add other parents to the school Bands yourself. Send them to the office
- ✗ Expect a reply during class hours. Guides are with the children

WHEN TO EXPECT A REPLY

Private chat

Within one school day. Guides read messages before and after class, not during.

Comments on a post

When we can. Comments are for the group, not for questions that need an answer.

Anything urgent

Call the campus office. Absences, illness, early pickup and schedule changes need a phone call, not a message.

Two more places worth knowing

🕒 Events

WHERE

Second tab inside any Band, or the Events tab at the bottom of the app for all Bands at once.

WHAT IS THERE

Back to School Night, festivals, field trips, minimum days and holidays.

Events is our calendar. The same calendar is also on the website.

☆ Albums

WHERE

Third tab inside a Band.

WHAT IS THERE

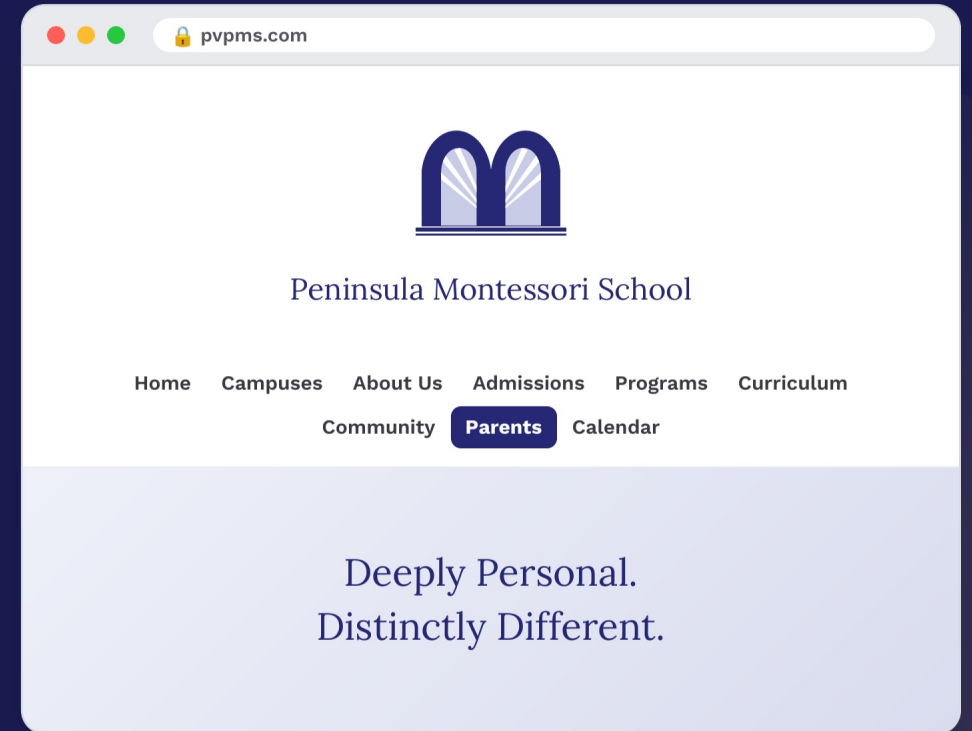
Classroom photos grouped by event, so you do not have to scroll the feed to find the harvest festival pictures from October.

Keep these inside BAND. Not every family has given permission for their child's photo to be shared, so please do not repost them.

PART TWO

pvpms.com

The school website. Forms, policies, supply lists, uniforms, lunch, the handbook and the calendar all live here, and they stay here all year.

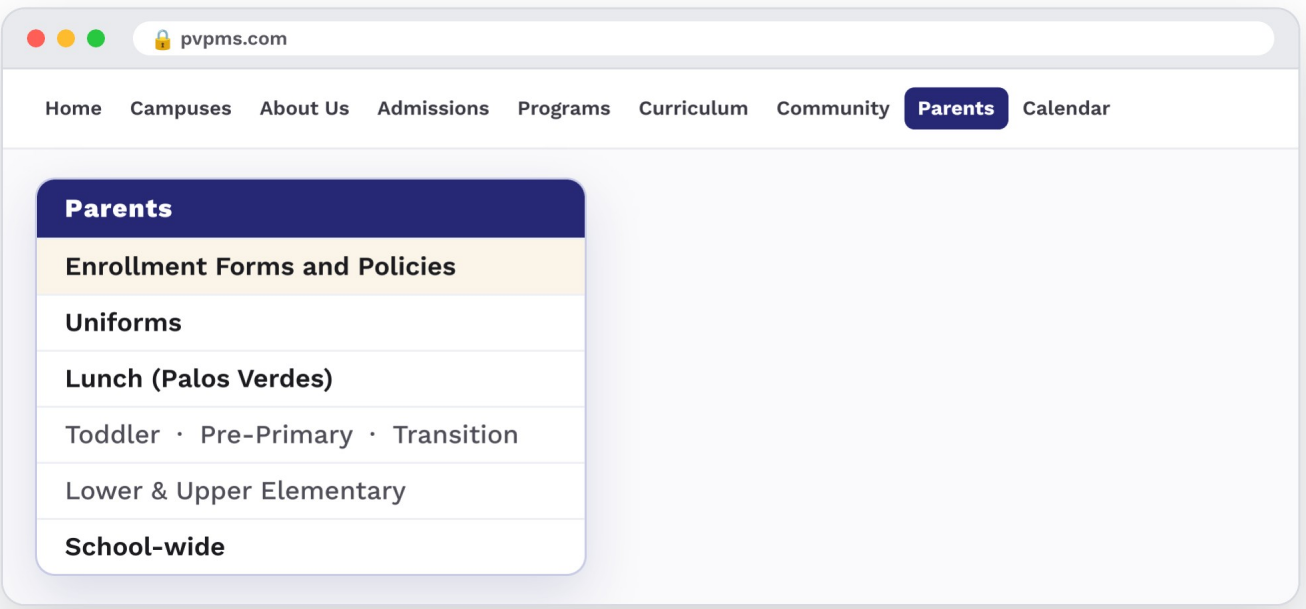


GETTING AROUND

The menu works the same on both

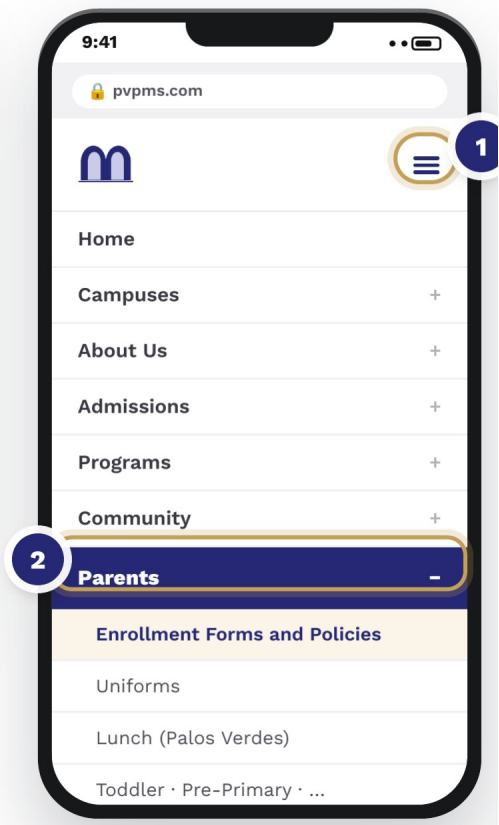
On a computer the menu runs across the top. On your phone it hides behind the three lines in the corner. The items are identical either way.

ON A COMPUTER



Hover over **Parents** and the list drops down. Click the page you need.

ON YOUR PHONE



- 1 Tap the three lines**
Top right of the page.
- 2 Tap Parents**
The list opens underneath it.
- 3 Pick your page**
Forms, uniforms, lunch, or your child's level.

THE IMPORTANT ONE

Every file lives under Parents

If you are looking for something to print, sign or read, it is behind this one menu. Nine pages, each holding the files for a different part of school life.

Parents	
	Enrollment Forms and Policies
	Uniforms
	Lunch (Palos Verdes)
	Toddler
	Pre-Primary
	Transition
	Lower Elementary
	Upper Elementary
	School-wide

The **Parent Handbook** opens in a new tab from this same menu area.

Enrollment Forms and Policies

Registration form, consent for medical treatment, emergency contacts, health history, personal rights, parent rights notice, physician reports for under 5 and 5 and up, tuition agreement, uniform agreement, photo permission, privacy policy, welcome letters and the school calendar for both campuses, program supply lists, and summer school packets.

Print, complete, and drop off at the office.

School-wide

Anything that applies to every student, including field trip permission slips and the weekly reminder newsletter. Updated all year as new slips go out.

Your child's level

Toddler, Pre-Primary, Transition, Lower Elementary, Upper Elementary. Forms and permission slips for that program only.

Uniforms

What is required, the approved colors, and the link to order from Norman's. Pre-Primary through 5th grade, Monday to Thursday.

Lunch (Palos Verdes)

The lunch program details and ordering information for the Palos Verdes campus.

Three things that save you a phone call

1 Bookmark the Parents page

On your phone, open **pvpms.com/parents/school-forms-and-policies**, tap the share button, and choose **Add to Home Screen**. It becomes an icon next to your apps.

2 Forms open as PDFs

Tapping a form opens it in your phone's PDF viewer. To print later, tap the share button and save it to your files or email it to yourself.

3 The calendar is in both places

Check the **Events** tab in BAND or **Calendar** in the website's top menu. Use whichever is easier for you.

i Also on the site

Campus pages with addresses and hours, program pages describing each level, the Montessori Parents Association under Community, the school gallery, and **Book a Tour** for families you refer to us.

KEEP THIS PAGE

Quick reference

IN BAND

See announcements	Open the Band, look at the pinned Notices at the top of Posts
Turn on alerts	Phone Settings → BAND → Notifications, then More tab → Notifications, then check each Band's gear
Find an old post	Open the Band → magnifying glass → type words from the bold title
Message a teacher	Chat tab → + → private chat → say your child's name and room
See classroom photos	Band → Albums tab
Upcoming events	Band → Events tab, or the Events tab at the bottom of the app

ON PVPMS.COM

Enrollment forms	Parents → Enrollment Forms and Policies
Permission slips	Parents → School-wide, or your child's level
Supply lists	Parents → Enrollment Forms and Policies
Parent handbook	Parents → Parent Handbook
Uniforms	Parents → Uniforms
Lunch	Parents → Lunch (Palos Verdes)
School year calendar	Calendar in the top menu

STILL STUCK?

Send a private chat to **PVPMS Front Office** in BAND, or call your campus. For anything urgent, same-day or about your child's safety, **always call**. Do not rely on a message.



Palos Verdes Campus 31100 Hawthorne Blvd, Rancho Palos Verdes,
CA 90275
Redondo Beach Campus 907 Knob Hill Ave, Redondo Beach, CA 90277

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