

# Primary Class

**Morning (AM) Session 9:00AM-12:00PM**

**Afternoon (PM) Session 12:30PM-3:30PM**

Welcome to the Primary Class. We would like to share some of our classroom procedures to minimize confusion and get us off to a smooth start.

## **Drop off procedures:**

Please drop your child off at the back gate of the side yard. Go through the main building, turn right crossing the patio to the side playground gate. Children who come before 9AM may be dropped off in the big playground located in the back of the school. Pick-up takes place at 12:00PM or 3:30PM, again at the back gate in the side yard. Please tell your child before coming to school that you will say goodbye at the gate with a big hug and kiss. Also, let your child know who (Mom, Dad, Babysitter, etc.) will be picking them up from school and when (after playtime, before lunch, etc.). The more the child is prepared for what is going to happen, the better. **ROUTINES MAKE CHILDREN FEEL SAFE AND SECURE. Arriving on time helps the child make a smooth transition and does not disrupt class time.** If your child does arrive late, he/she will be greeted by their teacher at the door and she will walk them to circle.

## **What your child will need:**

Please send your child to school in appropriate clothing. The children take part in a variety of activities and their clothes may get dirty. Please choose clothing that is durable, loose fitting and easy for the child to pull on/off by himself for bathroom purposes. Also, choose easy fasteners for jackets, sweaters, etc. Belts are not encouraged.

Please help your child select shoes that are good for running, jumping and climbing. Flip-flops and slide shoes are not allowed at school, as they can be dangerous on the playground. All of these suggestions will help your child become more independent. All children **must** have a change of clothes to be left at school on their hook. **Please put your child's name on all clothing and belongings.** Remember, the children attending the Primary Class must be potty trained. **Diapers and pull-ups are not allowed.**

We will provide a snack for your child during class time. If your child is staying after 11:45AM please provide a lunch. Please see the enclosed lunch and snack policy for details. Toys, candy, and gum are not allowed at school. The one exception is that toys may be brought for sharing day and stay in the sharing basket if they begin with the letter of the week.

## **Student Snack Day:**

Every week two students, one from AM class and one from PM class, will be assigned to bring snack for the class. Snack day is on Fridays unless your child comes 3 days a week, then your snack day will be on a Thursday. Please check the monthly calendar for when you are assigned to bring a snack. Snack should be brought at the beginning of class and there should be enough snacks for 24 children. The snacks should be healthy, and not be sugary.

## **Birthday Celebration:**

Please check the monthly calendar to see when birthdays are celebrated. **There will be a notice put in your child's folder asking that he/she bring in a picture in an envelope for each year of his/her life for a birthday timeline.** The timeline is made in class during work-time.

Your child may also bring in a special snack (sugar is OK at this time) to share with the class. We do a celebration at circle, and your child will pass out the special snack. Your child is also welcome to bring a birthday present for the school, such as a book, a CD, art materials, or a puzzle. Please let Kim know if you would like to join in the celebration. Please mail birthday party invitations as well as thank you notes (Do not bring to school). The school roster will be available after school begins for your convenience.

#### **Monthly Newsletter and Calendar:**

The newsletter provides information on classroom activities, social activities, themes, Montessori philosophy, and positive discipline. It is provided at the beginning of each month via e-mail. Please take the time to read both the newsletter and school calendar. Beginning this year, there will also be a classroom calendar in your child's file. Please put this up somewhere so that your child gets in the habit of looking at it each day. This will help your child learn the names of the months and the days of the week as well as provide an opportunity to practice counting.

#### **Student Files:**

Your child has his/her own file in which to keep papers, art work etc...Book Club orders are also put in the files. **Encourage your child to check his/her file on his/her own each day at pick-up time. Remember, PROCESS is more important than PRODUCT**, so there may be times when your child is not bringing home any papers or art work. If class is in session when you pick up your child, please come in as "quiet as a mouse" to check files and the sharing basket. Your child has his/her own hook in the hall for personal items as well.

#### **Current Photos:**

Please have your child bring in a **current photo** for his/her name card **RIGHT AWAY**. The name cards serve to "save" work, and they are very important for reinforcing follow through as well as for avoiding power struggles. Children will know that their work will be waiting for them right where they left it, so that they can finish it later.

#### **Themes:**

We'll be studying different topics throughout the year. Please encourage your child to bring in items that can help enhance our studies. If there are parents that have special knowledge with regard to a theme, please let us know. Both the monthly theme and the "author of the month" will be found on the hard copy of the classroom calendar at the beginning of each month.

#### **Letter of the Week and Sharing:**

The "letter of the week" is on the monthly calendar. This means that, every day each week, we'll be learning the name, the sound, and how to sign the letter (we will be teaching some sign language; there will be more on this in the next newsletter). Children are encouraged to bring in an item for sharing that has the name or the sound of the letter. If there is an item that your child really wants to share, that is fine. We will find the letter and sound of the week in whatever is brought for sharing. Usually, the children will find the sound or name in an item themselves. We ask only...no weapons or "violent" toys—if you're not sure, please ask.

Please contact us before or after school with questions or concerns. We look forward to a great year of watching your children become strong, independent, confident, and peaceful.