



# Elementary Newsletter

August 10, 2009

## Welcome!

Welcome to the 2009-2010 school year! We are excited to begin, and know that this will be a wonderful year.

## Staffing

The following is the Elementary staff list for the 2009-2010 school year:

### Elementary I, Foxworthy

Jeanette Montoto & Selena Sanchez

### Elementary I, Cabrillo

Lola Ross & Karina Rivera

### Elementary II, Foxworthy

Laura Weiss

### Classroom Assistant/ Daycare, Foxworthy:

Chelsea Cunningham

### Heads of School

Jeanette Montoto continues as the Head of the Elementary Program, and Rebecca Keith as the Head of the Primary Program. They are both also members of the Board.

### Office Staff

San Jose Office Manager: Julia Arndt  
Santa Clara Office Manager: Pascale Marion  
Receptionist: Elizabeth Gomez  
Bookkeeper: Liz Jamero

Any questions regarding the statements should be addressed to Liz, who works from home. She can be reached at her home office at (408) 259-6697 or via e-mail at [bookkeeper@oneworldmontessori.org](mailto:bookkeeper@oneworldmontessori.org).

## Orientation Notes

### Planners

Each student in Elementary will receive a planner in which the teachers will record the given weekly assignments. Starting on Monday, September 14<sup>th</sup>, all students will be bringing their planners home for their parents to review the work they have completed. Parents are requested to sign the planners so the teachers will know the planners have been reviewed.

Please ask to see your student's planner each Monday and have him/her bring it back to school each Tuesday morning.

### Homework



**For Elementary I first year students**, homework is spelling and will be assigned weekly. **For second and third year students**, spelling, math and creative writing will be assigned weekly.

**In Elementary II**, homework is assigned for the week during the Monday planning sessions, and recorded in the planner. Homework will be highlighted in pink. It is the responsibility of the students to budget their time in order to complete their homework. Please review your student's homework assignments, and help him/her to make sure it gets done on time. Occasionally there are special assignments (such as reports) that are due on other days, in which case a note will be sent home, and a notation

made in the planner.

## Spelling

Spelling tests will be given weekly on Friday mornings beginning September 18<sup>th</sup>.

First year students will be asked to write each word five times.

Second year students will write ten sentences using one of their spelling words in each sentence.

Third year students will write the meanings of each word and write sentences using each word on their list.

Fourth through sixth year students will write the definitions of each word, and sentences which use each word appropriately in context.

Spelling homework that is given on Monday or the previous Friday will be due Wednesday of each week.

## Classroom Schedule

|               |                  |
|---------------|------------------|
| 8:00 – 8:30   | Morning Daycare  |
| 8:30 – 9:00   | A.M. Recess      |
| 9:00 – 12:00  | Work Period      |
| 12:00 – 12:30 | Lunch Break      |
| 12:30 – 1:00  | Afternoon Recess |
| 1:00 – 3:00   | Work Period      |
| 3:00 – 6:00   | P.M. Daycare     |

### Pizza

Pizza will be ordered every Friday. If your child would like to order pizza, s/he will need to bring **\$2.00 per slice**. Have your child pay his/her teacher directly; do not order pizza from the hot lunch program. Money for pizza will be collected at 9:30 am on Friday mornings. If your child arrives to school after that time, pizza cannot be purchased for him/her.

### Art & Music

Foxworthy students will have art with Lydia Rosso and music with Juliette McDonald every Friday afternoon.

Cabrillo students will have art with Lydia on Thursday afternoons and music with Juliette on Friday mornings.

### Robotics

Foxworthy students will have “Simple Machines and Robotics” instruction with Ryan Francis, our Junior High teacher, on Fridays; Cabrillo students will have the robotics class on Wednesdays.

### Spanish

Foxworthy students will have Spanish with Marcela Haro on Mondays and Wednesdays; Cabrillo students will have Spanish on Thursday afternoons.

## Monday Snacks

There will be a sign-up sheet next to the sign-in/out table for parents to sign up to bring snacks on Mondays.

## Field Trips

Elementary I and II will be going on several field trips this year, and we will be needing parents to volunteer to drive the students on some of them. If your student still rides in a booster seat, please don't forget to drop off his/her seat on the day of the field trip.

## Attire

There are to be no Heelys or any shoes with wheels in them. These shoes are dangerous and inappropriate for school attire. Children should wear shoes which fit them and in which they can run outside.

## Lunch

We ask that you send a healthy lunch with your child every day. As we would like our students to learn about nutrition and making healthy food choices, we ask that your children prepare or assist in preparing their lunches. Please refrain from purchasing meals from the Primary hot lunch program.

In an effort to be more environmentally conscious, we are asking parents to send napkins (preferably cloth) and re-usable flatware in the lunches, and to send food in

re-usable containers that the children can eat out of.

At the Foxworthy site, we have only one small microwave and mini-fridge for the elementary, so if hot or cold food could be sent in thermoses, that would help us out tremendously.

## Special Programs

This year, we will be offering the following special programs:



**Introduction to Gymnastic and Sport Skills:** *The Hot Shots Sport Program* introduces the children to over 24 different sports,

dozens of physical and social skills and hundreds of sport concepts and words, including sign language. It helps them to learn the basic skills they will always need and discover the fun of physical activity. HSSP will again be held on Mondays at the Santa Clara campus and Fridays at the San Jose campus. For more information, call Dave Clapper at (408) 253-8729.

**Please note that the first class will be held on September 11<sup>th</sup> (San Jose) and September 14<sup>th</sup> (Santa Clara). If you wish your child to participate in the first session, please turn in your enrollment form and payment by September 10<sup>th</sup>.**

## Picture Days

Tuesday, September 22<sup>nd</sup>: Cabrillo

Elementary and Primary pictures

Wednesday, September 23<sup>rd</sup>: Foxworthy

Elementary and Primary 4 pictures

Thursday, September 24<sup>th</sup>: Foxworthy

Primary 3 and Infant Community pictures

## Drop-Off and Pick-Up



For the Cabrillo site, we are using a manual sign-in/out system. The sign-

in/out sheets are located just outside the classroom door, accessed from the rear of the building.

For the San Jose site, we are using an electronic sign-in and sign-out system, utilizing a keypad. Each student is responsible for using his/her PIN to sign in and out each day. Students are expected to keep their PIN confidential. If a student shares his/her PIN with anyone, his/her keypad privilege will be revoked and the parent will need to sign-in and out each day.

A manual check-in list next to the keypad is still required in case of a system failure.

Sign-in and sign-out differs from the primary: students in the elementary are allowed and encouraged to sign themselves in and out. This procedure is for security and billing reasons, so please remind your child to follow through. If a child is not checked in/out properly, it will result in a charge of \$5 per occurrence.

If your student is new to the San Jose elementary program and did not attend summer school, you will be contacted to arrange an appointment to bring your student to school to receive his/her PIN and training on how to use the electronic system.

Foxworthy pick-up: School Day students may be picked up at the picnic tables in the courtyard, or in the EI classroom during inclement weather. Daycare students may be picked up with Chelsea in the Art Room/Daycare Room upstairs.

Cabrillo pick-up: School Day students may be picked up just outside the classroom door at the rear of the building; daycare students may be picked up from inside the classroom.

We would like to remind you that extended care can be available on an emergency basis. This allows children enrolled in the School Day program to occasionally stay late if there is space available. Ask Jeanette Montoto at least one day ahead. A \$15.00 per hour fee will be charged on your regular statement.

## San Jose Parking Lot Safety



It has been brought to our attention that parents are forgetting to SLOW DOWN as they enter and drive through the parking lot. We understand that you are often in a hurry, but we all need to be extra careful around our children.

Also, our students play in the part of the parking lot that is fenced in with the orange flexible fencing. Please use caution when parking or driving near this fencing.

Thank you in advance for your attention and cooperation.

## Absences

Any time your child is absent from or tardy to school, a written note is required from the parent or guardian indicating the reason for the absence.

## Paperwork

Attached to this newsletter is new paperwork that needs to be completed and turned in no later than August 20<sup>th</sup>. The teachers may not accept any children (new or returning) in the classroom if their paperwork is not complete and tuition payments up-to-date.

## Statements and Payments

Even though your statement shows monthly charges, remember that the tuition is a yearly fee being paid in installments and not allocated to a particular month. The payment plan begins with the first statement issued in July, due on August 1<sup>st</sup>, for September's installment.

We would like to remind you that tuition is due on the first of each month and is payable by the fifth. The first payment of the 2009-

2010 school year was due on August 1<sup>st</sup>. If your payment is not received by the tenth, a late notice will be sent and you will be charged a **late payment fee of 15% of your balance.**



Payments may be mailed, deposited in the mail slot or given to the Office Manager, Receptionist, or Bookkeeper in person. Do not leave them on the desk or in the classrooms. Do not give them to the teachers. **Please keep your statements for tax purposes.** Our Bookkeeper's name is Liz Jamer. She works from home and can be contacted at her home office phone number at 408-259-6697, if you need to speak with her about your bill.

If you choose to have direct payment from your bank, please have them send your check directly to:

**One World Montessori  
1170 Foxworthy Avenue  
San Jose, Ca 95118**

For more information on setting up automatic payments you can contact Liz. In order to ensure timely posting of payments, parents from **BOTH** campuses should mail their payments to the above address.

**Please be sure to write your child's name on your check to ensure proper posting of your payment, as we have several families with the same last name and children whose last names are different from their parents.**

## Information Update



It is of the utmost importance that you let us know IMMEDIATELY when you have a change of phone number, (including pagers, cell phones and work phones) or address. It is frustrating when we try to contact a parent and our information is outdated. You would not want this to happen in an emergency. If we cannot reach you at

your number, we will be forced to try to contact other people on your list.

## Fund Raising

To keep up with our effort to be a green school, we will NOT offer the QSP fund raiser because of the waste of paper incurred with the brochures distributed.

Instead, we will offer other fundraisers that support our green efforts. We will let you know as these are decided.

### “A Taste of California 2009”



This year, we will have our Annual Auction and Wine and Cheese Tasting fundraiser on Friday, October 16, 2009 to

coincide with our 30<sup>th</sup> anniversary. Please plan on attending this event, and look for information on how you can get involved in the near future.



### E-SCRIP

We would like to remind you that all families are required to register for the e-scrip program. This is an easy way to donate a portion of your regular expenses to the school without cost to you. Please register directly by going on their website at [www.escrip.com](http://www.escrip.com).



The school account is 0137612721.

You can register any of your credit, payment or grocery cards with eScrip. Any time you use one of those cards at participating merchants, they will donate a percentage of your purchases to the school. The e-scrip program protects the confidentiality of your credit card numbers, so you don't have to worry. This is an easy, safe way to donate, without spending any more than you already do! Merchants include Safeway, Whole Foods, Round Table Pizza, American Airlines,

Chili's and many more. See the office for any additional information.

We would like to remind you that you must renew your Safeway registration every year between September 1<sup>st</sup> and October 31<sup>st</sup>. Go to [www.escrip.com](http://www.escrip.com) and click on “Yes! Click Here to Renew” in the lower left-hand corner of the screen. You will be asked for your Safeway card number or registered phone number.

## More



**Box Tops:** Clip Box Tops coupons from hundreds of participating General Mills products with the original Box Tops program. Box Tops are worth 10 cents each.



**Amazon:** The school will receive 5% of any purchase made through our website link and 15% of the purchase of some Montessori books listed on the website link. It's EASY! When ordering anything from Amazon.com, go to [www.oneworldmontessori.org](http://www.oneworldmontessori.org) and click on “fundraising,” then click on “ways you can help,” then click on the Amazon link.



**Ink Cartridges & Cell Phones:** We will be happy to accept your used cell phones and ink cartridges for recycling. Talk to the office for more details.

## Parent Class List

By October, a class list will be made available to all parents, which includes the names, addresses, home and work phone numbers and e-mail for all enrolled children and their families. Let us know if there is anything you do not want to have included. We will release no information by phone without your permission. It will be a lot

easier for the office staff if we can systematically share the information through this class list. Thank you in advance.

## Wishes



Coupons: We frequently purchase classroom supplies at Michael's for the classroom and would like to take advantage of their weekly 40% discount coupon. If you receive the Sunday San Jose Mercury News and do not use the coupons, we can make good use of them. Each coupon is only valid for one item and for one week only.... so we need a lot of them.

### **Remember your child's classroom when you are traveling**

We are always looking for new artifacts for our cultural shelves. Please check with your child's teacher when you are traveling overseas to see if we need something from the country you will be visiting.

### **Wish List**

In December, we will distribute our class wish lists. We greatly appreciate what you do for our classrooms, the school as a whole, and your continued generosity.

## Parent Folders

Each student has a hanging folder next to the keypads in the elementary sign-in/out area. Please be sure to check this folder daily, as this is where we place important written notices and permission slips.

## Newsletter

Monthly newsletters will be distributed on the last school day of every month. In support of our green initiative, we would like to e-mail the newsletters to parents. If you still would prefer to receive a paper copy, please contact the office.

The newsletter is also available on our

website at

[www.oneworldmontessori.org](http://www.oneworldmontessori.org) .

## Elementary Events Calendar

Soon after school starts, we will send a tentative events calendar for the school year. There may be additional events planned and some events may be rescheduled. Please see your monthly newsletter for the final schedule.

## Looking Ahead to October

### **Gandhi's Birthday**

Gandhi's birthday will be honored on **Friday, October 2<sup>nd</sup>**. There will be no school and no daycare.

### **Upcoming Field Trip**

In October, the students will travel on buses to visit Casa de Fruta's Pumpkin Junction.

### **Minimum Day**

There will be a minimum day on **Friday, October 16<sup>th</sup>**. School will end at 12:00 p.m. There will be no daycare.

### **United Nations Day**

On **Friday, October 23<sup>rd</sup>** the students will celebrate United Nations Day at the Foxworthy campus.

### **Halloween**

The students will celebrate Halloween at the Foxworthy campus on **Friday, October 30<sup>th</sup>**.