



# INFANT COMMUNITY NEWSLETTER SEPTEMBER 2009

**TO NEW AND RETURNING FAMILIES  
PLEASE READ THOROUGHLY**

Dear Parents,



Welcome to One World Montessori School. We are glad you have chosen to enroll or re-enroll your child with us. It was a challenging and important decision for you to make, and we are proud that you have entrusted us to guide your child's development. We do not take this responsibility lightly and will do our best to foster healthy emotional, intellectual and physical growth.

In joining or continuing with our family, here are a few things that will help you and your child adjust and adapt as quickly as possible. The first day of school, which is Wednesday, September 9th, is always a little hectic, so if you follow the procedures outlined here, it will make that day smoother for all of us.

## **REFERENCE CARDS**

Attached to this newsletter is a reference card with our administrators' contact

information. We hope you will find this card handy when you need to contact us.

## **ORIENTATION MEETING**



We will be holding an **orientation meeting** for **ALL PARENTS** (new and returning) on Tuesday, September 8<sup>th</sup> from 12:30 to 1:30 pm. The San Jose and Santa Clara meetings will be held separately at their respective campuses. This will give us a chance to touch base before school starts and answer any questions you may have. We will also go over the Parent Handbook and special programs at this time. We would like to encourage you to re-read your 2009-2010 Parent Handbook and attend the orientation prepared with your questions.

We encourage all parents to attend this meeting, as it gives us all a chance to start off the year with a thorough understanding of the school policies and procedures and a basis for good communication throughout the year.

## **REOPENING OF NIDO**



We are pleased to announce the re-opening of the Nido feature in our Infant Community! The Nido, meaning "nest" in Italian, is a Montessori environment designed specifically for babies from three to twelve months of age. The Nido is a fully functioning part of an Infant Community classroom and one that we have had many happy experiences with in the past at One World. We look forward to enrolling the babies of OWM staff and recognize this as a very special opportunity for everyone involved. The older children in our class will be capable of observing through the plexiglass partition as the babies in the Nido eat, sleep and go about their "work" of blossoming into toddlers. How exciting!

## **FORMS AND PAPER WORK**

**ALL FORMS included in this packet (for new and returning students) should be mailed or brought to the office no later than Thursday, August 20th.**

## **STATEMENTS**

Even though your statement shows monthly charges, remember that the tuition is a yearly fee 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>. Please refer to the statement notice included in this packet for more information.

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 will be 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 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 Jamero. She works from home and her home office phone number is: 408-259-6697, if you need to speak with her about your bill.

If you choose to have direct payments 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.**

## **SIGN-IN PROCEDURES**



In order to comply with licensing requirements, all children **must** be signed in and out each day.

Each parent and all persons authorized to drop off or pick up your child/ren will be assigned a PIN number to use for signing the children in and out. These PIN numbers **MUST** remain personal and



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