



Infant Community Newsletter SEPTEMBER 2011

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 7th, is always a little hectic, so if you follow the procedures outlined here, it will make that day smoother for all of us.

PRIMARY ORIENTATION MEETING



We will be holding a **Primary orientation meeting** on Tuesday, September 6th from 12:30 to 1:30 pm. We encourage the Infant

Community parents to come to this meeting, as your children will eventually transition to Primary (most will happen during this school year).

FORMS AND PAPER WORK



New emergency forms were mailed to all returning students last week. **This completed form should be mailed or brought to the office no later than Wednesday, August 24th.**

STATEMENTS

Smart Tuition has completed an audit of your new Smart Tuition accounts. All of the information we provided to them has now been entered and is accurate. All parents should log in and check your balance again, even if you have already made a payment, to ensure that all fees have been paid. Late fees will be charged next month on any balances that remain unpaid. Please contact our Bookkeeper, Liz Jamero, if you feel there is still a problem on your account. You may reach Liz at her home office at (408) 259-6697.

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 **CONFIDENTIAL** in order to accurately identify the person picking up or dropping off a child.

In order to assign your PIN numbers before the beginning of school, your completed emergency form **must be mailed or brought into the office no later than August 24th**. If we receive your form later, we cannot guarantee that your PIN numbers will be assigned for all those authorized to pick up your child/ren before school starts.

Parents will receive their PIN numbers at the orientation meeting on September 6th. All other persons authorized to drop off or pick up your child/ren will need to stop by the office between 8:00 am and 4:00 pm to receive their PIN. For your children's safety and security, PIN numbers will only be given in person after ID is verified.

Failure to use the keypad system to sign in or out your child/ren will result in a charge of \$5 per occurrence.

We will thoroughly explain the system at the orientation meeting.

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

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 precious children.

Please remember that the parking lot is **NOT** a playground and that your children need to be under your close supervision at all time. The parking lot is not a place for the adults to socialize and the children to play freely.

Also, our elementary 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.

WHAT TO BRING



NO DIAPERS or PULL-UPS in the classroom.

The weather here is unpredictable and changeable. Often it will be damp and cold in the morning, but quite warm by midday. Please allow your child to dress in layers that can be removed as the day progresses. Remember to tell your child that it is okay to take things off!

Make sure that everything is **labeled**, even socks!

We do not allow any clothing with cartoon characters or violent themes at school (socks, shoes and underwear included!) Also, our aim is to help your child become independent. Corduroys,

denim jeans, overalls, and shirts with small buttons are difficult for young children to manipulate by themselves. Please leave these articles of clothing for special occasions. If your child arrives with inappropriate clothing, we will provide him/her with a change, and return the clothes to you.

Outer Wear:

The students in the IC go outside daily. Exceptions include thunderstorms or hail storms. Please provide appropriate outside apparel including a light jacket (if need be), raincoat, rain boots, and close-toed shoes. Children in this time of their life need to experience the outdoors as often as they can...so please try to prepare for our adventures outside.

Shoes:

All infant community children will need to bring a pair of indoor shoes that will stay at school. We do not wear outdoor shoes on the hardwood floors in the classrooms. This helps us keep the environment clean. Indoor shoes should be flexible and easy to clean, yet sturdy enough to be washed. All leather or wool shoes are best for indoor wear. The students will be using water in the classroom frequently, so a shoe that does not slip is preferred.

Crocs are not an acceptable shoe for this age, as they are often too large for a young child's feet giving the child an unclear understanding of the foot size and movement. As most of the children in the IC are refining their walking skills, we ask that parents please refrain from bringing their children in crocs.

NAP TIME



If your child naps, you will need to bring a blanket and two crib sheets for naptime. No bottles or pacifiers are not permitted!

LUNCH TIME



Children in the IC enjoy family-style lunches that are provided by rotating families in the IC. We ask that families bring in a hot meal that consists of at least one vegetable. Children at this age love to explore new food! Lunchtime is also a great opportunity for the children to dine with friends.

We do have a few restrictions for preparing lunch for the Infant Community:

- 1) Please bring in meats in a separate container (for religious and dietary purposes)
- 2) If soup is on the menu, please make it as thick as possible (young children are challenged by broth)

FRIDAY PIZZA



On Fridays, the Infant Community will have pizza. If your child would like to participate, please bring in \$2 by **Wednesday** of that week. There will be a small piggy bank and checklist by the Infant Community board. Please check your name on the list and put the money in the bank each week. You can encourage your child to help you!

WHERE TO GO



On the first day of school, please allow plenty of time so that you don't have to rush!

Your child's teacher will help you say goodbye in the lobby of the school by our Infant Community board. Please leave quickly and cheerfully. That will help your child make a positive adjustment to school. Parents will not be permitted to

come into the classroom at drop-off as it disrupts the children who may already be working in the classroom.

If your child leaves at 12:30 pm, 3:00 pm, or 4:00 pm, please see Jill, our receptionist, when you arrive. She will have one of the Infant Community staff members bring your child to you. Parents of full day children may go directly to the Infant Community to pick-up their children.

WHAT TO CHECK

Please check **YOUR hanging folder in the lobby daily**. Please check the calendar for any half-days, no school days, or parent responsibilities for the week.

DROP OFF AND PICK UP



Your child must be signed in and out every day.

Please get here on time! Although school starts at 9:00 am, you may bring your child as early as 8:30 am.

If you are late, please ask the receptionist to buzz the Infant Community to get an adult to greet your child.

Children must be picked up on time! It is hard on your child when you do not arrive when expected. It is hard on the staff when they must stay later because you have not arrived on time. Half day children should be picked up by 12:30 pm, as naptime starts then. School day children should be picked up by 3:00 pm. Full day children must be picked up by 5:30 pm. There are **heavy fines** which are levied if you arrive after your scheduled time. Please check the handbook for details.

We would like to remind you that extended care can be available on an "emergency basis." This allows children enrolled in the Half Day or School Day program to occasionally stay late if there is space available. Ask a member of the office staff **at least one day** ahead and then recheck with the office on the day you need extra care. A \$15.00 per hour fee will be charged on your regular statement.

FACULTY

IC Directress:

Mari Davidson

IC Assistant Directresses:

Hermita Lazo-Samaniego

Melanie Hoang

TBH

Classroom Aide/Chinese Language:

Tianyu Luo

Office Manager:

Julia Arndt

Non-profit Coordinator:

Lisa Maxham

Receptionist:

Jill Musick-Bulan

Bookkeeper:

Liz Jamero

Head of School:

Rebecca Keith

STAFFING CHANGES

Julie Musick has joined Primary as the outdoor enrichment directress. Your children will get the opportunity to work with her again when they transition to Primary. We wish her all the best in her new position!

SPECIAL PROGRAMS

Fitness Classes: *Run2Dend* will be offering "Infant/Toddler Time Fitness" for children 18 mos. – 3 years old. Not only are these classes fun, exciting and packed with fitness, the children will also learn the importance of movement, teamwork, and camaraderie. In addition, they will improve their overall health, build confidence, and increase self esteem. For more information, please contact Rhonda Jameel at 408.839.0772 or info@run2dend.com.



that we can provide support for these students through the kindergarten and elementary years in order to make a Montessori education accessible to more families.

We are continuing our work toward having as inclusive a school community as we possibly can, and we want to share the results of our efforts to date.

We have established an endowment fund that we are looking to grow in order to offer financial support for students in the inclusion program. Having an endowment helps not only the children funded by the program, but it helps all the students appreciate the diversity of the world in which they live.

An endowment fund also provides financial stability for the school, allowing continuous operation of a junior high, and the potential to invest in the real estate upon which the school operates. Growing an endowment fund adds stability to the entire school community.

PARENT REFERENCES

Several prospective parents have asked for references from our current parent body. If you **DO NOT WANT** your name to be given, please let us know as soon as possible. We certainly don't want to release your number if you do not wish us to do so.

MONTESSORI INCLUSION PROJECT

The Montessori Inclusion Project seeks to expand One World's commitment to diversity by giving children from lower socioeconomic backgrounds the opportunity for a Montessori education. Currently, these children receive state funding for their tuition for the preschool years, but their funding runs out when they reach kindergarten. It is our hope

We have also begun looking into other avenues of funding, such as grants, corporate support, and donations from outside the school community. We are considering a fundraising event for the Inclusion Project.

We need a committed team of volunteers to help us carry out our initiative, and we are always happy to have more help. Please contact Lisa at the San Jose Campus for more information or to join the Inclusion Team.

FUNDRAISERS AND COMMUNITY EFFORTS



In September we have our first philanthropic effort, Pennies for Peace, in

conjunction with the International Day of Peace.

Over the holiday season we will assist families and communities in need both locally, through a food drive for Second Harvest Food Bank, and globally, by donating to Heifer International.



Participation in each of these events is entirely voluntary. More details on these efforts will be shared with you by email and in the newsletter as they approach. Please feel free to contact Lisa at the San Jose campus with any questions.

WINE AND CHEESE TASTING AND AUCTION




We are finalizing the date for our Annual Wine and Cheese Tasting and Auction fundraiser. We are planning on holding it in the spring of 2012 and will let you know as soon as the date is finalized.

EASY FUNDRAISERS

Each of the fundraising opportunities listed below incur **NO COST** to you whatsoever. These all pay the school a percentage of your purchases, money you are already spending, on your registered credit cards or store cards (like Safeway).

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. 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.

For Safeway

We would like to remind you that you must renew your Safeway registration every year between September 1st and October 31st.

Go to 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.



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 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.

One way we can expand our library and music collections is if children donate a book or CD in honor of their special day. Check with your child's teacher for appropriate and desired titles. Another suggestion is to make a donation towards material for the classroom.

VITAL INFORMATION UPDATE



It is of the utmost importance that you let us know IMMEDIATELY when you have a change of e-mail, phone number, (including pagers, cell phones and work phones) or address. It is absolutely unacceptable 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.

WISHES

Michaels THE ARTS AND CRAFTS STORE Coupons: We frequently purchase classroom supplies at Michael's 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.

CLASS LISTS

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 addresses for all enrolled children and their families.

Please let us by know September 30th if there is anything you do not want to be published. 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.

Equipment: Both campuses need laptops and video cameras.

NEWSLETTER

The monthly newsletters are always available on our website at www.oneworldmontessori.org. Also, you will be receiving the newsletter via e-mail starting with the October edition, so please be sure we have your current contact information.

SEPTEMBER 2011 PREVIEW

BIRTHDAYS



Please contact your child's teacher for more information. Our parties are usually held before lunch. On your child's day of celebration, please bring a photograph of your child at birth and one for each year of his/her life for a timeline.

LAST VISIT OF THE CLASSROOM

Tuesday, September 6th, from 9:30 am to 10:30 am, the new students starting in September are invited to visit their classroom one last time before school starts.

PRIMARY ORIENTATION MEETING

All parents should attend the Primary orientation meeting on Tuesday, September 6th from 12:30 pm to 1:30 pm. Daycare will not be available for the

children as all staff members need to be attending the meeting to meet the new families.

WELCOME BACK TO SCHOOL

Wednesday, September 7th

PICTURE DAY



The Infant Community will have Picture Day on Tuesday, September 27th. Sibling pictures for families with children in both Primary and Infant Community will also be on this day.

We're looking forward to a
fantastic year!

See you soon everyone!