



PRIMARY 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.

ORIENTATION MEETING



We will be holding an **orientation meeting** for **ALL PARENTS** (new and returning) on Tuesday, September 6th 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 2011-2012 Parent Handbook and attend the orientation prepared with your questions.

We encourage **ALL PARENTS** (new and returning) 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.

FORMS AND PAPER WORK



2011-2012 Kindergarteners will need to have their "Report of Health Examination for School Entry" in the office by August 24th. Make sure that immunizations are updated and that we also have information on the TB test (Mantoux or PPD), when it was given, when it was read and what was the result of the test.

In addition, ALL FORMS included in this packet (for new and returning students) should be mailed or brought to the office no later than Wednesday, August 24th.

NEW STUDENT VISIT



All new students who have visited regularly during the summer are invited for a last visit to

their classroom on Tuesday, September 6th at 9:30 am. If your child has not yet been to school, it is essential that you schedule some visits right away!

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.

PAYMENTS FOR ADDITIONAL ACTIVITIES

All other payments (Hot Shots, Marvegos, Piano, etc.) should be dropped in the appropriate envelopes available in the office at your campus.

SIGN-IN PROCEDURES



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

Santa Clara:

The sign-in/out sheets are located outside of your child's classroom.

Parents/caregivers need to write their **complete first and last names legibly on this form at the time of dropping off and picking up their child.**

This procedure is **REQUIRED BY LAW** to insure the security of each child, so please remember to follow through! We also require that you indicate the time you are signing in and out. If a child is not checked in/out properly, we can be fined by Licensing. If this occurs, this fine will be passed on to you.

Failure to abide by this policy (forgetting to write your complete, legible name or to indicate the time) will result in a charge of \$5 per occurrence.

San Jose:

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, in San Jose, 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



Every child needs at least one change of clothes!

Please make sure that both light weight and warmer clothes are available. If your child still has accidents, s/he will need at least five (5) changes.

NO DIAPERS, PULL-UPS OR PLASTIC PANTS please; we are not licensed for diapers in the Primary classrooms.

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!) If your child arrives with inappropriate clothing, we will provide him/her with a change, and return the clothes to you.

Santa Clara:

For new students, we also need 2 pictures of your child to label cubbies which will not be returned.

San Jose:

All primary and infant community children will also need to bring a pair of slippers that will stay at school. We do not wear shoes on the hardwood floors in the classrooms.

SOILED CLOTHING

Instead of using plastic bags to send wet and soiled clothes home, we will be providing each child with ONE washable tote bag. Your bag needs to be returned to school the following day.

If we need to send more soiled clothing home and your bag has not been returned, you will be charged \$3 for a replacement bag.

NAP TIME



If your child naps, you will need to bring a blanket, pillow, and a transitional object, if one is needed. Children at the

Santa Clara campus will also need to bring a flat sheet and a labeled bag that can hold all the napping items. No bottles or pacifiers are permitted!

LUNCH TIME



If your child stays for lunch and is not participating in the hot lunch program, s/he should bring a lunch in a labeled lunch box. No cartoon characters or action figures, please. Plain boxes or those with generic pictures are required.

Suggestions for lunch include sandwich squares, carrot sticks, fruits, nuts, yogurt (no gogurt!), cheese, celery with cream cheese. We do have microwaves, so leftovers can be reheated at lunch time. Please avoid junk food! Please do not send drink boxes. The straws siphon out the juice and dribble it all over our beautiful table cloths. They are also non-recyclable.

As part of One World's commitment to sustainability and waste reduction, we encourage parents and students to pack

lunches that are as close to waste-free as possible. Here are some suggestions for reducing the amount of waste in students' lunches:

Pack lunches in a reusable lunch box or bag rather than a paper or plastic bag.

Plastic and glass food containers for both heat-ups and cold items cut down on the need for disposable plastic bags, which are difficult to recycle and therefore wind up in our landfills. Another alternative to Ziploc bags for smaller items are reusable fabric sandwich and snack bags, which can be purchased or even made if you're handy with a sewing machine.

The Primary classrooms provide reusable plates, utensils, cups, and napkins for students to use at lunch, so these items do not need to be included in students' lunch boxes. And we compost as much food waste as possible in the classrooms.

For more information about packing a waste-free lunch, please visit <http://wastefreelunches.org/>, or contact Lisa at the San Jose Campus.

HOT LUNCH PROGRAM

Santa Clara:



An optional hot lunch is offered for **\$3.50** per meal on Mondays, Wednesdays and Fridays. If you are planning to order hot lunch on a regular basis, we will ask you to pre-pay at the beginning of the month. Each monthly newsletter will indicate how many hot lunches will be available. **CASH ONLY PLEASE**. The hot lunch sign-up will be with the regular sign in/out sheet. Make sure to check your child's name when you wish to order hot lunch for him/her, even if you have pre-ordered for the month. The teachers will check the list to prepare

or order food accordingly. If you forget to sign for your child's hot lunch, we might not have enough prepared lunch.

Santa Clara Hot Lunch for September

There will be 3 Mondays, 4 Wednesdays and 4 Fridays (11 hot lunches) in September.

Menu Schedule

Mondays – Pasta
Wednesdays – Macaroni and cheese or Quesadilla
Fridays – Pizza

San Jose:

We have selected a local caterer, Simpleicious, to provide the hot lunches starting September 2011. Wholesome meals will continue to be \$3.50 per day.

Included in this packet are the September menu and order form. Should you wish to order lunches for September, please return your order form and payment to the school by Wednesday, August 24th.

Forms must be completed in full, including room # (Primary 3 or 4).

Simpleicious will be hosting a tasting for all interested parents at the San Jose campus immediately before the orientation meeting on Tuesday, September 6th from 11:45 am – 12:30 pm. Please stop by and sample the delicious meals they will be providing your children.

WHERE TO GO



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

Santa Clara:

Lunch box/bag should be brought to the classroom.

San Jose:

Lunch box/bag is stored on the shelves in the entry way next to your child's classroom.

Your child's teacher will help you say goodbye. Please leave quickly and cheerfully. That will help your child make a positive adjustment to school. Please refer to our Transition Policy for more information.

WHERE THINGS GO

Extra clothes go in your child's change of clothes bin or bag.

Napping items are stored in the nap room. Santa Clara parents, please set up your child's cot on the first day of school and every Monday after that.

Wet and soiled clothes go in a hamper located near the classroom door.

Children's on-going work goes into their cubbies.

Parent information and completed work go into the parents' cubbies/hanging folders. At the San Jose Campus, the hanging folders are located in the reception area.

Please check **YOUR cubby/hanging folder daily and let your children be responsible for checking their own cubbies. Their teachers will remind them if their cubbies get too full.**

DROP OFF AND PICK UP



Your child must be signed in and out every day.

Please get here on time! Remember that school now **starts at 8:30 am**, so please

be sure to arrive a few minutes before then.

If you are late, please say good-bye outside the classroom, open the door discretely and let your child in **without going in yourself**. If this happens too frequently, we will ask you to drop your child off in the office (in Santa Clara) or with the Receptionist (in San Jose).

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 12:00 pm, as lunch starts then. Children staying for lunch should be picked up at 1:00 pm. School day children should be picked up by 3:00 pm. Full day children must be picked up by 6:00 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

The following is the Primary Faculty list for the 2011-2012 school year:

Santa Clara:

Primary I Guides:

Karen Bamberg
Lucille Satana
Usha Ravuri
Indu Nair

Assistant:

David Snow

Primary II Guides:

Meera Ravuri
Hema Srinivasan
Mariza Campista

Assistants:

Michelle Camm
Sanchita Ghosh

Intern:

Kalavali Namasivaya

Daycare Team:

Michelle Camm
David Snow

Office Manager:

Pascale Marion

Bookkeeper:

Liz Jamero

Heads of School:

Rebecca Keith
Jeanette Montoto

San Jose:

Primary III Guides:

Rebecca Keith
Jill Soong
Donnie Gomez
Kalpana Bonda
Mina Noorbakhsh – in training

Primary IV Guides:

Mari Perez-Vizcaino
Nikki Callahan
Pallavi Tekriwal

Language Specialists:

Pamela Jiang – Mandarin
Mirna Barrios - Spanish

Outdoor Guide:

Julie Musick

Daycare Team:

Gioia Ingram
Elizabeth Tritch

Office Manager:

Julia Arndt

Non-profit Coordinator:

Lisa Maxham

Receptionist:

Jill Musick-Bulan

Bookkeeper:

Liz Jamero

Heads of School:

Rebecca Keith
Jeanette Montoto

STAFFING CHANGES

San Jose:

Julie Van Sant, last year's outdoor enrichment guide, and Alexa Jones, a member of our daycare staff, will not be returning to One World this year. They have both been an important part of our school and we wish them all the best in their new endeavors.

Julie Musick has joined us as the Outdoor Guide. She has a BA in Liberal Studies from Central Methodist University and was the Montessori teacher in the Infant Community last year. Prior to that, she completed her Montessori internship in the Primary classes in Santa Clara.

Our daycare team is expanding with the addition of Gioia Ingram. Gioia has over 20 years' experience working as a teacher's assistant and daycare provider at Montessori schools.

Santa Clara:

Judy Yang, after many years as our Mandarin language specialist, has decided to retire. We will all miss her very much!

Kalavali Namasivaya will be doing her Montessori internship in the mornings. She is a current student at the Maria Montessori Teacher Training Center (MMTTC).

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. Hot Shots 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.



Art: *Marvegos Fine Art School* offers a fun and exciting art program that

focuses on exploration. Classes are designed to give children an opportunity to explore a variety of art making media, and introduce the students to the language of the world of fine art. Your child's confidence in artistic self-expression through the visual arts will be nurtured in this exciting program. They plan three sessions this year. Each 1 hour class includes drawing, paper construction, sculpture, ceramics, painting, or printmaking projects. Art will again be held on Mondays at the Santa Clara campus and Fridays at the San Jose campus. Classes are limited to 24 students with no more than 12 students per fine art educator. Starts at age 4+. For more information, call Rita Young at 408-255-0671.



Small Group Piano Lessons: offered at the San Jose campus by Devon Ligtelyn (408-531-

1600).

Individual Piano Lessons: offered at the San Jose campus by Cindy Withers cwithers4@att.net and at the Santa Clara campus by Donna Rosenthal (650-941-1995).



Fitness Classes (San Jose):

Run2Dend will be offering a variety of age-appropriate fitness classes, including yoga, cardio kickboxing (non-contact) and boot camp. Not only are these classes fun, exciting and packed with fitness, the children will also learn the importance of movement, teamwork, and camaraderie, while building skills that will compliment other sports and activities in which they are involved. 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.



LittleToes Yoga (San Jose):

LittleToes Yoga is a unique approach to integrative learning using yoga as a pathway. Little Toes Yoga honors the "whole child" by addressing their brain, body, mind and spirit and by creating a sense of connection to the world around them. Yoga integrates reading, storytelling, music, games, creative arts and earth care to educate the "whole child". This wonderful program sets the groundwork for meeting challenges and growing strong physically, mentally, and emotionally cultivating self-esteem for a lifetime of successful achievement. Contact Pallavi Tekriwal at 408-955-0225 or tekriwal@gmail.com.

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 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.

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.

DONATION REMINDER

Each family is required to donate 15 hours of work or \$225 per year. **When work hours are completed, it is your responsibility to submit the "Volunteer Hours" form signed by a teacher to the office.** Forms are available in the office.

ALL VOLUNTEER HOURS SLIPS MUST BE TURNED IN BEFORE JUNE 14th, so that the bookkeeper can close our fiscal year in a timely fashion. Any hours not completed by June 14th will be charged to your account (\$15 for each remaining hour).

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.

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.

BIRTHDAYS



Birthdays at each site are celebrated slightly differently. Please contact your child's teacher for more information.

Our parties are usually held before or after 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.

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.

If you are planning a party at home and wish to include some of your child's classmates, please extend invitations via telephone, e-mail or mail. **WE WILL NOT ALLOW INVITATIONS TO BE PASSED OUT AT SCHOOL OR PLACED IN STUDENTS' HANGING FOLDERS.** This

policy reduces the possibility of hurt feelings among those not invited. A class list complete with addresses, phone numbers and e-mail is available in the office.

Please encourage your child not to discuss private birthday celebrations at school in front of others who have not been invited.

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.

Equipment: Both campuses need laptops and video cameras. Santa Clara would also like a digital camera and a video projector.

ALSO, 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.

2011-2012 KINDERGARTENERS

Although the year is just starting, we want you to be informed about graduation plans so there are no surprises. Graduation will be held Monday, June 18th, 2012. It will be followed by a lunch for the graduates, their parents and the teachers. Reserve the day!

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

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.

PARENT ORIENTATION MEETING

All parents (new and returning) should attend the 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.

HOT LUNCH TASTING (SAN JOSE)

Our hot lunch caterer, Simpleicious, will hold a hot lunch tasting immediately before the orientation meeting on Tuesday, September 6th from 11:45 am to 12:30 pm.

WELCOME BACK TO SCHOOL

Wednesday, September 7th

INTERNATIONAL DAY OF PEACE



On Wednesday, September 21st, we will celebrate International Day of Peace, honoring Sadako Sasaki, the young

Japanese girl who became a symbol of peace. Each campus will join the chain of Montessori children all around the world who will be singing “Light a Candle for Peace.” We’ll also display peace pinwheels and paper cranes. We invite families to join us in making this statement in support of peace. We will be singing the peace song from 11:00 am – 11:05 am.

For more details, check the following links: <http://singpeacearoundtheworld.blogspot.com/>

and

<http://www.peaceday.org/en/welcome>

PICTURE DAY



The **San Jose** campus will have Picture Day on Tuesday, September 27th (for Elementary I and II and Infant Community) and Wednesday, September 28th (for Primary 3 and Primary 4). Picture Day will be Thursday, September 29th for the **Santa Clara** campus.

ROSH HASHANAH



On Thursday, September 29th, we will introduce the children to the Jewish New Year.

We’re looking forward to a
fantastic year!

See you soon everyone!