

PRIMARY NEWSLETTER
SEPTEMBER 2008
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 3rd this year, 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 Wednesday, August 27th from 12:30 to 2:00 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 Parent Handbook, as there have been some policy changes, 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.

FORMS AND PAPER WORK



2008-2009 Kindergarteners will need to have their "Report of Health Examination for School Entry" in the office by September 3rd. 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.

ALL FORMS (for new and returning students) should be mailed or brought to the office no later than Wednesday, August 13th.

NEW STUDENT VISIT



We will schedule times for all the new children to visit their classroom one last time and meet with their

teachers on Tuesday, September 2nd. Please check with the office if you have not yet received notification of your time slot.

STATEMENTS

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 1st, for September's tuition.

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 2008-2009 school year was due on August 1st. 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 Jamero. She will be available at the San Jose campus on Tuesday between 10:30 am and 3:30 pm and will work from her home office for the rest of the week. 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 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.

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 in 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:

We are introducing a new procedure, utilizing a keypad system. 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 13, 2008.** If we receive your form later, we cannot guarantee that your PIN numbers will be assigned for all of your authorized pick up people, before school starts.

Parents will receive their PIN numbers at the orientation meeting on August 27th. 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 key pad 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 in the classroom is still required in case of a system failure.

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 precious children.

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.

ON THE FIRST DAY OF SCHOOL

WHAT TO BRING:



Every child needs a 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! Please 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.

SAN JOSE: All primary children need to bring a pair of slippers that will stay at school. We do not wear shoes on the hardwood floors in the classrooms.

SANTA CLARA: Instead of using plastic bags to send wet and soiled clothes home, we will be providing each child with ONE washable tote bag. More bags will be available for you to purchase in case you have a child who still has a lot of accidents and you don't want to wash everyday.

We also need 2 pictures of your child to label cubbies which will not be returned.

NAP TIME



If your child naps, you will need to bring a flat sheet, blanket, pillow, and a transitional object, if one is needed. The San Jose campus provides bottom sheets. No bottles or pacifiers are permitted!

Santa Clara students need to bring a labeled bag that can hold all the napping items.

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 paper bag or 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, and juice or milk. We do have microwaves, so leftovers can be reheated at lunch time. Please avoid junk food! We use cloth napkins, table cloths, plates, glasses and silverware, which the school provides, so you will not need to send those items. 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.

HOT LUNCH PROGRAM



Santa Clara: An optional hot lunch is offered for \$3 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. The 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 you child's hot lunch, we might not have enough prepared lunch.

There will be 4 Mondays, 4 Wednesdays and 4 Fridays (12 hot lunches) in September.

Menu Schedule

Mondays – Pasta
Wednesday – Macaroni and cheese
Friday - Pizza

San Jose:

As of this writing, we are working to increase the hot lunch program participation to ensure that it can continue. More information on this program will be given at the Parent Orientation Meeting.

Menu Schedule

To be announced

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 hallway for set up (San Jose) or in the nap room (Santa Clara). 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!

All children are welcome to arrive by 8:30 am, so that they have some time on the playground before the school day begins. Class starts at 9:00 am. 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.



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 because you have not arrived on time. Half day children should be picked up by 12 noon, 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 the Daycare supervisor 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 school year 2008-2009.

Santa Clara:

Primary I Guides:

Karen Bamberg
Lucille Satana
Usha Ravuri

Intern:

Indu Nair

Assistant/Daycare Provider:

David Snow

Primary II Guides:

Meera Ravuri
Hema Srinivasan
Mariza Campista

Assistant/Daycare Provider:

Michelle Camm

Daycare Supervisor:

Srimonti Dutta

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

Intern:

Mina Noorbakhsh

Assistant/Daycare Provider:

Danielle Billings

Primary IV Guides:

Mari Perez-Vizcaino
Nikki Callahan
Pallavi Tekriwal

Assistant/Daycare Provider:

TBA

San Jose Daycare Supervisor:

TBA

Chinese Teacher, PIII and IV:

Joanne Cheng

Garden/Outside Supervisor:

Nancy Williams

Office Manager:

Julia Arndt

Receptionist:

Elizabeth Gomez

Bookkeeper:

Liz Jamero

Heads of School:

Rebecca Keith

Jeanette Montoto

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. *For more information, call Rita Young at 408-255-0671.* Start age 4+.



Piano Lessons are offered at the Santa Clara campus by Donna Rosenthal (650-941-1995) and at the San Jose campus by Devon Ligtelyn (408-531-1600).

LittleToes Yoga will be offered at the San Jose campus.

Melody Music will be offered to students 4 and up at the San Jose and Santa Clara Campuses on a day that is to be decided if there is sufficient interest.

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.

FUND RAISING

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

We will try to find something more appropriate for our goals.

WINE AND CHEESE TASTING AND AUCTION



This year, we have tentatively scheduled our Annual Wine and Cheese Tasting and Auction

fundraiser for Friday, March 20, 2009. Please plan on attending this event, and look for information on how you can get involved in the near future.

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! Renew". 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 and click on fundraising, then the amazon.com logo.



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 family per year. Your work hours appear as a charge of \$225 per family on your first statement. When work hours are completed, it is your responsibility to submit the “Volunteer Hours” form signed by a teacher to the office. Your account will be credited for those hours periodically. We will NOT credit your account without this form signed by one of the teachers. Forms are available in the office.

ALL HOURS MUST BE TURNED IN BEFORE JUNE 12TH, so that the bookkeeper can close our fiscal year in a timely fashion.

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 absolutely unacceptable when we try to contact a parent and our information is totally 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.

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 email addresses for all enrolled children and their families.

Please let us by know 9-30-08 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.

BIRTHDAYS

One way we can expand our library and music collections is if children bring a book or CD in honor of their special day.



Check with your child’s teacher for appropriate and desired titles.


CHILDREN’S BIRTHDAY CELEBRATIONS

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. Please bring a photograph of your child at birth and one for each year of his/her life for a timeline.

If you are planning a party at home and wish to include some of your child’s classmates, please extend invitations via telephone, email 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

 **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.

NEEDS

- Laptops
- Video Camera

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.

2008-2009 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 15, 2009 at the new San Jose campus. It will be followed by a lunch for the graduates, their parents and the teachers. Reserve the day!

NEWSLETTER

Just a reminder that the newsletter is now available on our website at www.oneworldmontessori.org

In addition, after this newsletter the Primary classes will only distribute hard copies of our newsletter to those who request them. We will email it to the entire distribution list by the first of each month. Please make sure to complete the email address on your Parent Input Questionnaire, attached.

We're looking forward to a fantastic year!

See you soon everyone!



PARENT INPUT QUESTIONNAIRE 2008-2009

Child's name _____ D.O.B. _____
Mother's name _____ Occupation _____
Employer _____
Father's name _____ Occupation _____
Employer _____
Home Address _____

Please let us know if you do not want your home address, home phone number and email address published in the parents' list.

May we give your name for references?.....Yes ___ No ___

We will email you the newsletter every month.

Do you have email? Yes ___ No ___

If yes, email address:

May we publish the following information to our other parents only?

- work phone numbers.....Yes ___ No ___
- Cell numbers.....Yes ___ No ___

I would be interested in carpooling on regular basis.....Yes ___ No ___

I would be interested in sharing childcare costs/responsibility with other parents when school is closed:.....Yes ___ No ___

If your child is enrolled in the Primary, are you planning to enroll in the Elementary?.....Yes ___ No ___

Why/Why not?_____

If your child is enrolled in the Elementary, are you planning to enroll in the "ErdKinder" program (12-18 year old).....Yes ___ No ___

Why/Why not?_____

If you have a new infant, would you be interested in finding out more about the Infant Community program.....Yes ___ No ___

PARENT PARTICIPATION QUESTIONNAIRE 2008-2009

Parent's name _____

Child's name _____

Child's teachers _____

I would be interested in serving on or chairing the following committees

- | | |
|---|--|
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Social events |
| <input type="checkbox"/> Site Patrons/Donations | <input type="checkbox"/> Grants |

I have skills in the following areas and would be glad to be called upon to share them.

- | | |
|--|---|
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Computer repair skills |
| <input type="checkbox"/> Software/Hardware accessibility | <input type="checkbox"/> Carpentry |
| <input type="checkbox"/> Material making | <input type="checkbox"/> Grant writing |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Music |
| <input type="checkbox"/> Art | <input type="checkbox"/> Cooking |
| <input type="checkbox"/> Graphic | <input type="checkbox"/> Sewing |
| <input type="checkbox"/> Cultural presentation for Immersion Day (indicate country and nature of presentation) _____ | |

Please indicate in which activities you have participated in the past that you would like to see perpetuated _____

Please indicate any new activity you would like to see us institute _____

I would be interested in helping the school with specific projects like:

- | | |
|--|--|
| <input type="checkbox"/> Babysitting the class animals during winter and spring breaks | |
| <input type="checkbox"/> One World graduation badges | <input type="checkbox"/> Laundry |
| <input type="checkbox"/> Holidays | <input type="checkbox"/> Library |
| <input type="checkbox"/> Field trip and special events driving | <input type="checkbox"/> Material repairs |
| <input type="checkbox"/> Classroom shopping | <input type="checkbox"/> Costco
(once a month during the day) |
| <input type="checkbox"/> Fundraiser/Auction | <input type="checkbox"/> Pet Supplies shopping |

2008-2009 Fundraiser

- Help with auction _____ ()
Help with finding donations _____ ()
Help with telephoning _____ ()
Help with making baskets _____ ()