



Sun and Stars Montessori School

Basic Policies and Information

Child's full name _____

Phase-in Transition into school

The transition from home to school can be challenging and it is helpful to begin with short visits to the school and gradually transition into regular schedule. We begin with a "phase-in" period. The schedule will vary between classrooms and may be altered for the individual. In the Fall phase-in week, children come together in small groups to connect and orient themselves to the environment, their teachers, and peers. It minimizes stress, tears, and ensures that everyone has positive beginning-of-school experiences.

Parents should prepare for a variety of child-responses to this transition and maintain a flexible schedule to ensure success with minimal stress. A healthy separation is accomplished when the child can transfer their feelings of security to another adult. We believe that it is important to say "Goodbye" as opposed to *sneaking out* so that the child does not feel fear, but instead feels secure in knowing what is happening and learning to trust that parents will return.

Preparing Your Child for School Policies

Children should be free of pacifiers, bottles, sippy cups, all 'mouthed' items, dolls, and stuffed animals at school. These items should be left at home. All personal toys should be left at home unless it is your child's share day or if there is a special situation where the child benefits from an item to help with Phase-in. Prepare to be on "school schedule", getting plenty of rest and structuring nap times so that they are similar to the school's schedule. We do not allow **superhero** or violent toys, clothing, lunch boxes or play at school. Please assist in your child's transition by encouraging peaceful play at home.

Enrollment Forms

Be sure that we have all required paperwork for your child before you leave them at school. Please communicate any special situations or circumstances. Remember to update our files when there are any changes in phone numbers, medical conditions, people authorized to pick-up, etc.

Prepare Yourself for Your Child's Experience

1. Be on time. If you arrive during circle, please wait with your child. Please ask your child's teacher about best practices when arriving after normal "drop-off time"
2. Allow your child to enter school walking and holding their own items. Encourage their abilities and independence.
3. Respect the classroom. Have conversations with other parents in a separate area.
4. If you need support during drop-off, trust in the teachers to help. Follow their cues, leave quickly and with confidence when they signal you to leave.
5. Make all transitions quick, consistent, and always say "goodbye". Be brave self-assured.
6. Remember that children pick up on our feelings. Try to stay positive in the mornings, even when you have a stressful start. Display excitement for the great school day ahead! Expect the best.

Supplies

Clothing: Clothes and shoes should be safe and comfortable. Children should not wear shoes without a back (a strap is fine) or clothing with violent themes / superhero characters.

Students in the Suns classroom should bring in a pair of non-superhero or non-character slippers. Crocs are acceptable in place of slippers for classroom use only. We do not recommend Crocs for outside use as they tend to slip off easily and fill with wood chips. All children should have a change of clothing, at least two sets of underpants, shoes, socks, and a sweater. Please label the bag for spare clothing and label all personal items.

Sunscreen: Apply sunscreen to children before school and communicate any requests for re-application. There is sunscreen located near the classroom entrances should you need it. Note: Sunscreen is considered a medication and must be stored "out of reach", not in cubbies.

Snack- all students: Please pack a nutritious morning snack containing food from at least two food groups and in a labeled container that is easy for children to manage.

Lunch Supplies- full-day students: Please pack nutritious lunches including fruits/veggies and protein. (We encourage them to eat these first) Refrain from sending chocolate or any high sugar foods. Get lunch packing input/assistance from your child. Please include containers in which they can manage on their own and of course do your best to minimize waste with the use of reusable containers whenever possible. www.kidsconserve.com - for ideas. Include utensils, a napkin, an icepack, and a cloth placemat (can be a cloth napkin).

Note about Birthdays- We celebrate with a special birthday circle time and ideally incorporate photos that you send to school. Please consider donating a special book to the class in lieu of sweets/goodies.

Reusable water bottles- all students: Bring a labeled and filled reusable water bottle to keep in their cubbies. Please take it home each day, wash, refill and bring back. Water is available at school, but bottle ownership leads to good, responsible habits and helps reduce paper cup waste. They love it! Note: Please only send water bottles with a spout or mouthpiece that does not require touching to open/close. Please help us minimize germs and test it yourself before sending!

Rest Items: Full-day Stars Class students- bring a labeled full-size pillowcase with a crib-sized sheet and a small blanket (a tiny pillow is optional) inside. Take home to wash on weekends.

Photos: Stars class students should bring a framed family photo (5x7 or smaller) for use in class. Both classes also request an 8.5 x 11" collage of family/friends for their classroom binders. Please see the class example. Note: None is necessary for summer camp.

Diapers: Stars- parents **provide diapers** (labeled with initials) and replenish often. **No pull-ups at school.** Sun and Stars supplies wipes.

I understand and agree to abide by the guidelines stated in **Basic Policies and Information.**

Legal Guardian Signature _____

Date _____