

The Montessori House

Pre-School for Discovery and Growth

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Tenafly, NJ 07670

August 5, 2017

Dear Montessori House Families,

It's hard to believe that summer is winding down and the beginning of the 2017-18 school year is just around the corner. I hope all of you are enjoying a fun and relaxing summer with your children.

This packet gives you many important details regarding the upcoming school year. Please read it carefully and e-mail me (maria@themontessorihouse.com) or call/text me (201-816-8343) if you have any questions.

Your Child's Phasing-In Schedule

Please find enclosed your child's "phasing-in" schedule for the upcoming school year. "Phasing-in" is the Montessori principle that allows children to be introduced to the school and their classroom in a gradual build-up of time and materials. Going slowly, at the children's pace, and being sensitive to how stimulating the school experience is for them is the secret behind the extraordinary ability of Montessori children to focus, concentrate, and learn. It requires parental involvement and willingness to adjust to the times set by the school.

Generally speaking, returning children move through phasing-in much faster. Consequently our phasing-in schedule begins by first bringing into the classroom the new children, including those moving up from Stepping Stones who are new to the Pre-Primary Montessori classroom. At the end, we bring in all the returning children (returning from Pre-Primary to Pre-Primary or to Kindergarten/1st Grade). We are looking forward to welcoming all the children to school!

Faculty

First, I'm delighted that the following teachers will continue in the classroom at The Montessori House: **Ms. Anna Chin, Ms. Hillarie Daly, Ms. Marie DeQuinzio, Ms. Donna Karounos, Ms. Song Kim, Ms. Phyllis Lin, Ms. Suzy McDevitt, Ms. Maria Morningstar, and Ms. Deepthi Nair.**

Ms. Marcy Frangione has completed her Montessori training and will continue with us as a teacher. **Ms. Victoria Greenway** will join us full-time in the Montessori Enrichment classroom. **Angela Criscuolo** will continue providing Spanish; **Ms. Victoria Greenway** will continue providing Art instruction, and **Ms. Anne Marie Riordan** will continue as our office administrator.

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While we have no new teachers to introduce, we do have physical classroom changes starting in September:

- We've moved the Montessori Stepping Stones classroom closer to the door, which entails a few changes minor for Stepping Stones and the South Montessori classroom.
- We've swapped the East Montessori classroom and the Enrichment (West) classroom. The Pre-Primary Enrichment sessions will now take place in the former East Montessori classroom. Our second Montessori classroom will now be in the former Enrichment (West) classroom.

Here are the teacher classroom assignments for the school year:

- West Classroom AM Montessori: **Ms. Maria, Ms. Marie, and Ms. Suzy**
- South Classroom AM Montessori: **Ms. Deepthi, Ms. Marcy and Ms. Song**
- Montessori Enrichment Classroom AM: **Ms. Anna, Ms. Hillarie, and Ms. Victoria**
- Montessori Stepping Stones Classroom AM: **Ms. Donna**

- West Classroom PM Montessori: **Ms. Donna and Ms. Marie**
- South Classroom PM Montessori: **Ms. Deepthi, Ms. Phyllis, and Ms. Song**
- Montessori Enrichment Classroom PM: **Ms. Hillarie, Ms. Maria, and Ms. Victoria**
- Montessori Stepping Stones Classroom PM: **Ms. Marcy**

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Required Forms – Medical, Emergency Contact, etc.

If you've already submitted your forms and photos – thank you! If not, please note that ALL of your forms and photos must be returned to the school PRIOR to the beginning of the school year in order for your child to attend school. Please make every effort to have all the requested information in our office by August 28th or sooner.

After Care Program

Beginning Tuesday, September 12, 2017, After Care (child-care, not an academic or enrichment program) will again be available for children attending The Montessori House. After Care allows children who dismiss at 3:00 PM to remain at the school until as late as 6:00 PM while under adult supervision.

More information about After Care will be provided at the start of the school year.

After-School Programs

We will soon provide information about this year's after-school instructional programs which may include, among others: Beginner and Advanced Chess, Food Fun, and Reading Fun. Classes start at the end of September.

Arrival and Dismissal Procedures

Arrival: Please bring your child(ren) to the school's front door just before his/her class time (please consult your individual schedule). A teacher will open the door at the designated class time (please do not ring the doorbell), greet the children, and direct them to go upstairs. The children will stop at the "waving window" at the first stair landing to wave goodbye to parents outside. If you arrive early, please remain outside; **due to fire regulations, children and parents may not wait in the vestibule inside.** If you arrive early during inclement weather, please remain in your car or under our portico until a teacher opens the front door. Do NOT park with the engine running while you bring your child to the front door. Park only in designated parking spaces; **do not stop or park along the sidewalk.** Please note that the arrival process may go a bit slower during the first week or two of the school year as children adjust to the separation from their parents. We thank you in advance for your patience during this time.

Note, **PLEASE ARRIVE ON TIME FOR CLASS.** If you arrive after the greeting teacher has closed the door, please ring the doorbell just once, announce yourself, and we will ask you: to enter, bring your child to the top of the stairs to the locked hallway door, and wait until a teacher comes to take your child into class (please, do not knock on the hallway door). Teachers first give their attention to students already in the class, and when there is a natural breaking point they will leave the class to retrieve late-arriving children and parents waiting at the hallway door; your wait may be as long as 10 minutes. State law also requires that parents sign in any late-arriving children, noting the time of arrival.

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Dismissal: Weather permitting, the children will be on the playground at dismissal time. Please park your car in an appropriate, designated parking space, then come to the playground entrance and wait for your child(ren) to be dismissed. Teachers will line up the children at the appointed time on the playground and dismiss them directly to the waiting parents/caregivers.

For both arrival and dismissal, please enter the parking lot **ONLY** from River Edge Rd. and park your car in an appropriate parking spot in the parking lot; **do not stop or park along the sidewalk**. Parking spots that are NOT approved for Montessori House family parking are those along the fence on the north side of the two children's playgrounds (the side near Knickerbocker Road). Please make sure any person designated to pick up your child is aware of the parking, arrival, and dismissal procedures.

Please arrive timely to pick up your child(ren). We allow a grace period of 5 minutes past the scheduled dismissal time (11:15 AM or 3:00 PM), after which we assess a child-care charge as children automatically enter After Care.

Meet the Teachers Evening

As a teacher, one of my favorite activities is chatting with parents. As a parent of two, I was always happy to get to know their teachers at the beginning of the school year. With that in mind, I encourage all of you to join us for the "Meet the Teachers Evening". This event, which is just for parents (sorry, no children), takes place on Wednesday, September 6, 2017, from 7:00 PM – 8:30 PM, in the classrooms. This is your opportunity to meet the teachers as well as many school parents and learn more about school procedures. Refreshments will be served, and no reservation is required.

I wish you and your family continued summer enjoyment. We look forward to seeing all of The Montessori House families in just a few weeks! Please contact me at maria@themontessorihouse.com if you have any questions.

Sincerely,



Maria Morningstar
Director

P.S. You can have some fun with the Total Eclipse stamp we used to post your phase-in schedule. It's the first USPS stamp to use thermochromic ink, and will change from total black to an illuminated moon with the heat from your finger.