

The Montessori House

Pre-School for Discovery and Growth
Telephone: 201/816-8343

426 Knickerbocker at Riveredge Rd.
Tenafly, NJ 07670

Dear Parents:

We want to help you understand and explore the password-protected Parents area of The Montessori House website.

You can reach the Parents area at www.themontessorihouse.com and then click on the Parents tab. Or, you can reach the Parents area directly at <http://www.themontessorihouse.com/parents.html>. You may want to bookmark either URL for future convenience. This description is split into three sections that you can reach by clicking the following links:

- [Log-on to Parents](#)
- [Parents Homepage](#)
- [Features and Tips](#)

Log-on to Parents

If you're new to The Montessori House, then you recently received your log-on credentials. If you're a Montessori House veteran, then your log-on credentials have not changed.

You log on using your e-mail and a password (which you may change). If you've forgotten your password, you may recover it by clicking on the "Forgot login?" link on the log-on page.

(Note, whenever you log on with a password for the first time -- either your new password or a recovered password -- you may receive an error message labeled "500 ... ". Simply continue to the home page (link in the error message), click back to Parents, and you will have successfully logged on. You won't encounter this problem again unless you request a new password.)

Generally you will remain logged on to Parents until you log out. Even if you navigate away from our website altogether, you will remain logged on, so you may not need to enter your credentials when you return.

Parents Homepage

Once you've successfully logged on you will see the Parents Homepage. It lists main sections of the Parents area with a short description of each.

At the upper left you'll see a navigation section that's always available in Parents so you can move directly to any part of the Parents Area.

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At the left, immediately below the navigation section, you'll see a list headed "Online Users" of parents currently logged on to the site (including you). If you click on any parent shown as logged on, you will open an on-line chat feature that allows parents to send messages to one another while logged on.

Further down on the left you will see the Parent Committees for which you've volunteered. Clicking on the Committee name will take you directly to that Committee homepage.

Parent Area Features

Here we'll highlight some of the features of the different section of the Parent area and tips on how to get the most out of these features:

- **On-line chat** with other parents by clicking on any name listed on the left under "Online Users".
- **News** is the same information as you'd find in the News area of the public website. The format's a little easier for scanning through the news posts.
- In **Calendar** you'll find a listing of all upcoming important dates for the school year. Unlike the public Calendar, here you can see the entire school year laid out on one page – only days with a special event or school closing are listed. You may find this presentation more convenient than the public Calendar.
- **Committees** leads you to the Committees Summary Page, a listing with information and detailed descriptions on each committee. From there you may do the following:
 - *Individual Committee Page.* If you click on a committee name, you'll be taken to that Individual Committee Page where, under Committee Activities, you can view Committee Members and Committee Bulletins. In the upper right you can view the committee chair's profile or send an e-mail.
 - *Volunteer for a Committee.* You can volunteer for a committee from the Committees Summary Page (at the right of each committee description, you'll find a link to "Volunteer for this Committee"). On the Individual Committee Page you'll also find the "Volunteer for this Committee" option in Standard Functions.
 - *Resign from a Committee.* If you're assigned to a committee, but no longer wish to participate with that committee, please e-mail your request to resign to office@themontessorihouse.com.
 - *Invite Others to Join with You.* Once you've volunteered for a committee on-line, then from the Individual Committee Page -- under Standard Functions -- click "Invite others to join" and you can then search from among other parents for friends you'd like to invite to join the committee with you.

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- **Photo Gallery** provides access to photos of various Montessori House events.
- **Videos** provides access to videos that parent volunteers have made over the last few years.
- **Parent Contact** is our on-line directory of Montessori House families. You may search by Session (class assignment), parent name, or child's name. Each family controls the information they'd like to display in the on-line directory, and you can too. We've already included one parent name (usually mother's name), main phone number, home address, e-mail address, student name, and student program. You can choose to edit or add information (such as name, cell phone number and contact information for both parents). This on-line directory is the principal means other families have of finding your contact.

Children are identified by their Session, a code which identifies their Montessori House program (K-1 = Kindergarten/1st Grade, PreK = Pre-Primary Full (day) or Half (day), and Step Stones = Stepping Stones) and their AM and PM classroom assignments (East, South, Enr=Enrichment; all Stepping Stones children are in only one classroom). When you want a listing of all the children in the classroom with your child, you'll often need to check multiple boxes in the search section. For example if your child is in the PreK AM East program, check every box that includes "AM East". Call or e-mail for help if you're trying to get a list of all the children your child is with each day.

- **Faculty Contact** lists all the teachers involved in the care and instruction of children at our school. We protect the privacy of our teachers and do not publish their personal contact information. If you need to reach a teacher please do so at the school or through our office by calling or e-mailing us.
- Click **Edit Contact Info** to update the information other parents see about you and your family, or to change your password. Note, if you do have a change of address or phone number, you will also need to let our office know about the change via an updated Emergency Contact Form (download from the Parents area under Downloads – see below).
- **Parent Reminders** includes some general information we ask parents to keep in mind.
- **Downloads** includes documents and forms parents may need to access such as Emergency Contact Form, printable school calendar, medical forms, after-school program enrollment forms, etc. We'll continue to add documents over the course of the school year, including forms for re-enrollment (for next school year!) when the time comes.

Please provide us feedback on your experience with our website, and the Parents area in particular.

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