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# The Adventurer



Montessori Adventure School

350 W Capitol Dr Appleton WI 54911-1025 (920) 738-0325

September 2008

www.montessoriadventure.com

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## School Staff

### Head of School & Directress

Emily R. Forslin

### Toddler Teacher

Eileen V.

### Toddler Assisting Teacher

Buffy C.

### Preschool Assisting Teachers

Ann B.

Stephanie G.

### Plus Assisting Teacher

Colleen S.

### Preschool Substitute

Janet H.

### Office Staff

Anne Z. Office Manager

Perry Lou S., Treasurer

## Founder's Forum

Dear Parents,

The new school year is here! Our first parent get-together is Thursday, September 4<sup>th</sup>, 7:00-8:30pm. We will provide baby-sitting, if needed, here at the school. While it is important to review the "whole child" Montessori approach, I would also like to briefly discuss this school's non-profit set-up and it's future, as well as my own.

I hope all our families will come. There will be time to ask questions and get acquainted. We will post a sign-up sheet in the lobby for families to gauge the group size and determine if sitters are needed.

Welcome to the 2008-09 Montessori adventure here at our "Adventure School!"

Warmly,

*Emily Forslin*

## Preschool - Kindergarten News

Our new young preschool friends are quickly learning our school's ground rules, how to pour their own drinks, how to enjoy making new discoveries and learn new skills, and spend three hours away from home with new people without collapsing.

Please send your child into the classroom with a hanger if there isn't time for you to guide his attempts to put his jacket on the table and try solo fastening and hang-up. We will give her a lesson inside, as we are learning how to dress independently.

Being part of the larger "Children's House" class of 3- to 6-year olds is the next challenge, which is why the group is divided and the time is shorter for the first week (except for Plus children).

I'm beginning to see individual interests and budding friendships. New school years are always exciting times, as the new and returning children and families merge to make another wonderful group of Montessori friends.

Sincerely,  
Emily

## TuTh Toddler Class Openings

Please tell your friends we still have openings available in our TuTh Toddler class for children ages 18-mos-2 years. What if a child is not 18 months by September 2<sup>th</sup>? Not a problem: Children may be enrolled during the school year as soon as they turn 18 months old. Two year olds who would benefit from a shorter weekly schedule and more personal teacher attention may also enroll in this smaller class.

# Toddler Talk

Dear Toddler Parents,

Welcome back, returning toddlers, to the classroom, and we welcome also our new families! I hope you all had an awesome summer. I am very excited to start with Mrs. Buffy C. who will be teaching with me.

When parents come with their child to orientation week, September 2-5, they need to bring in diapers, wipes, extra clothing (including socks) and make sure everything is labeled. Also, make sure you have turned in required paperwork, including the Toddler Child Description. If your child requires ointment at diaper changes, I need a supply of that along with a completed "Authorization to Administer Medication" form. I also need that form if want us to apply sunscreen. You also need to be up to date on payments. September tuition is due no later than September 10. See the "From the Office" section in this newsletter for more information.

Mrs. C. and I are looking forward to getting to know you and your child. I will answer any questions you have during this time. I'll be explaining how the classroom works, the snack schedule, etc. You need to stay with your child during your time-slot this first week. Only on Friday may MWF Toddlers who are returning from last year be dropped off for shortened hours of 8:30-10:30am.

Regular hours are scheduled to begin the week of September 8<sup>th</sup>. I'm looking forward to a great school year.

Sincerely,  
Eileen V.

## Important Parent Meetings



### **Parent and Staff Educational Meeting Thursday, September 4<sup>th</sup> 7:00-8:30pm**

We have several special topics to cover this year. Montessori's strong emphasis on peaceful, enriched interactive environments – how we structure them here at school, and how you can "dovetail" them at home – is the main topic. Discipline vs. Punishment is also touched on.

The second important topic that your input is needed for is structuring our Parent Advisory group.

As all Preschool and Toddler parents and school staff are expected to attend this meeting. We will review Montessori guidelines, development, discipline, conflict resolution and how home & school compliment each other.

### **Fall Kickoff All Parents School Meeting Thursday, September 18<sup>th</sup> 7:00 pm**

After we make introductions, we will briefly discuss school functions and events and decisions arrived at from our Parent/Staff meeting. You will also be free to make the circuit of "information stations," each of which will contain important information about our school, ranging from policies and fundraisers to snack and lunch guidelines and car pool arrangements.

Please let us know if babysitting is needed at either or both of these meetings.

## SUPPLIES FOR KINDERGARTEN AND PLUS CHILDREN AND LUNCH INFORMATION

Here is a list of personal items your child will need at school by their first Plus or Kindergarten day:

- Grooming bag
- Comb or brush
- Toothbrush in holder
- Toothpaste
- Sleeping bag (small for indoor use)
- Pillow in washable case if desired
- Stuffed animal (small) to be left at school for the week if desired

Please label your child's supplies. Grooming supplies may be placed in his/her downstairs bathroom cubby. Stuffed animals should stay at school on your child's cot. In accordance with State Regulations, sleeping bags and pillowcases will be sent home at the end of each week to be laundered. We recommend you purchase a laundry bag or collapsible mesh hamper to keep in your car for transporting these items.

When you arrive at school, you and your child should place his/her lunchbox by their name card on the table in the lunchroom. Each Monday, you may place your child's sleeping bag and pillow at the far end of the lunchroom. Cots are set up after lunch.

Milk and water are provided with snacks as well as at lunchtime. Juice boxes are discouraged because of the high sugar content. Please send healthy food for lunches and include two servings of fruit and/or vegetables daily. If a dessert is provided, please be sure that your child knows that it is to be eaten after their meal. Plates, napkins and silverware are also provided. We are not able to heat or cool your child's lunch, so please be sure to send your child's meal in an insulated container if necessary.

If you have any questions, please see Mrs. Forslin.



### Arrival & Departure Time:

**Preschool & Toddler arrival time is 8:25-8:35 am. *Please be prompt.***

Inside, the classroom doors are not opened until 8:25am at which time Preschoolers and Toddlers are welcome to enter their classes.

### **Never leave your child unattended.**

For safety reasons, the outside doors are locked from 8:45 until 11:25 am. TuTh Toddler parents and anyone else arriving between these times need to ring the bell to be let in.

Parents of Plus children must fill out a schedule indicating drop-off and pick-up times in advance so we can schedule the appropriate number of staff. If Plus children are scheduled to arrive before 8:25, their parents should first bring their children with them downstairs to drop off any supplies, then take the children into the classroom and say good-bye.

**IMPORTANT: Children will not be released to anyone not authorized to pick them up. People authorized to pick up children should be listed on the Child Care Enrollment Form CFS-62. For special pick-ups, fill out a "Permission to Pickup" form and turn it in to the school *in advance.***

From the Office:

## Do we have your payments?



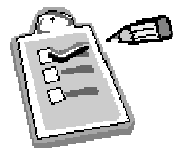
**All prepaid tuition deposits are due now.**

*Deposits -- the prepaid final month(s) tuition -- hold enrollment, not Registration Fees.* Toddlers and Plus

children pay one month's advance tuition; Preschool and Kindergarten students pay two months in advance. Monthly tuition is due on the first day of the month. A Late Fee of \$20 will be assessed if not received by the 10<sup>th</sup> of the month.

Sadly, children who do not have at least one month's deposit paid with the September tuition by the 10<sup>th</sup> of September, or who do not have their required "first day" forms turned in must wait to start classes until these requirements are met.

## Do we have your forms?



All Informational and medical forms, with the exception of the CFS-60 form signed by your medical provider and your child's immunization record, are due by the first day of attendance. Your child cannot be left at the school without these forms on file. Be sure to note allergies or food restrictions on the Health History form. CFS-60 and immunization records must be received by the end of the month and may be faxed to the school at (920) 738-6647. If you are new to the school and did not receive forms at registration, please call the office. Extra forms are available in the lobby or online at:

[dcf.wisconsin.gov/childcare/licensed/Forms.htm](http://dcf.wisconsin.gov/childcare/licensed/Forms.htm)

Returning families, make sure your child's health examination and immunizations are up-to-date. Also, if contact information changes during the year due to moving, phone number changes, etc., notify the office immediately. These forms are for your child's safety!

## Required Forms

Note: **IN BOLD - Due by 1<sup>st</sup> Day**

- 1. MAS Enrollment Agreement**  
(Please see "Donations Desired" below)
- 2. Child Care Enrollment CFS-62**
- 3. Health History & Emergency Care Plan CFS-2345 (two sided)**
4. Child Health Report CFS-60 (Physician)
5. Immunization Record
- 6. MAS Personal Development form**  
(Preschool/Kindergarten)

**OR**

**Toddler Child Description**

**OR**

**Intake for Child Under 2 Years CFS-61**

Additional forms are required for:

- Administration of *any* type of medication or lotion, including sunscreen, bug spray, and diaper ointment;
- Child Pickup by someone other than those designated on the enrollment form;

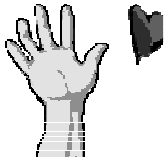
Thank you,  
Anne Z., Office Manager  
Perry Lou S., Treasurer

## Donations Desired

PLEASE NOTE that on the Enrollment Form there is a place for a monthly donation to the school, which could be tax-deductible. These donations are used to defray the tuition cost for our families who may not be able to continue at our school due to financial hardship, especially for the third year of kindergarten. The presence of kindergarteners in our preschool class, with their maturity, experience, and social skills, is a wonderful benefit to the younger children's social and educational development. Any funds you can provide to help retain kindergarteners would be greatly appreciated and insure that your own child's experience here is of the highest Montessori quality.

## Parent Handbooks

Parent Handbooks will be put in the cubbies of new families who have not yet received one. These handbooks should be kept as long as your children are enrolled in the school. Returning families should still have the parent handbook they were issued when their child(ren) first enrolled. A copy of the Parent Handbook is available in the lobby for reference.



## Helping Hands Needed

At our Fall-Kickoff, look for opportunities to volunteer. There will be sign-up sheets for party set-up and clean-up and for Friday parent helpers. Our great class parties, outdoor play, and other special activities are usually scheduled on Fridays, and we depend on parent volunteers. Before each party, there will be sign-up sheets on the bulletin board for all families to contribute food or other items.

Help is always needed with school projects, so if you are willing to paint, sew, or repair classroom materials, or can do maintenance around the school building or grounds, please let Emily know.

If you would like to try to repair our wicker furniture, please let Emily Forslin know. The wicker strands in some of the chairs in our sunroom are coming unwound around the legs and need to be refastened. We also need someone to adjust the needle arm on our record player and someone who can do some very small carpentry jobs.



Please get involved with your child's school!



## Picture Day

Our Picture Day is **Friday, September 26**. We have again asked Debbie Daanen to take the children's pictures. She will begin taking pictures at 9:00. If you would want a younger sibling's picture taken, an additional order form would need to be completed and returned. An order envelope will be distributed in the cubbies that you can return before or on the day of the picture taking. A return box for your order form will be available. *The parents are asked not to come into the library room with their child unless you are having a group picture of your children taken.* The photographer and her staff will be sure to check each child's hair and clothes before taking the picture.

**We would like to get two recent, small pictures of each of our children (that we can keep). It would be best if it were a close up of the face. Please put your child's name, birthday & phone number on it. It will be used for our birthday calendar and for identification purposes in the unlikely event of an emergency.**



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# Happy Birthday!

## September Birthday:

**Isabella B. – Sept. 3**



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Birthday celebrations in the "Children's House" are also teachable opportunities and we encourage the parents of the birthday child to attend and even give the class a gift to honor the occasion. The folder explaining the birthday child's walk around the "whole calendar march of time" is in the foyer for easy pickup.

OCT. 2 – FIELD TRIP TO PAC "LEO & FREDERICK"

OCT. 31 – HALLOWEEN PARTY

Note: Parents accompany and transport children on field trips unless other arrangements are made.

## Mark Your Calendars:



Sept. 1 – Labor Day (NO SCHOOL)

Sept 2-7 – Orientation Week Special hours for all students by schedule.

Sept. 4 – Educational Meeting for parents & staff 7:00-8:30pm

Sept. 18 – Fall Kickoff 7:00pm  
All parents school meeting

Sept 19 – FIELD TRIP: APPLE PICKING

Sept. 26 – Picture Day

*Looking Ahead:  
October 2008*