
The Adventurer



Montessori Adventure School

September 2009

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

www.montessoriadventure.com

School Staff

Head of School & Directress

Emily R. Forslin

Toddler Teacher

Eileen V.

Preschool Assisting Teacher

Ann B.

Montessori Intern

Jamie B.

Toddler/Plus Assisting Teacher

Colleen S.

Preschool Substitute

Janet H.

Office Staff

Anne Z. - Office Manager

Perry Lou S. - Treasurer

TuTh Toddler Class Openings

Please tell your friends we still have openings available in both of our Toddler classes (TuTh and MWF) for children ages 18-mos-2 years. What if a child is not 18 months by September 8th? 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. Older toddlers may enroll all five days

until later in the month. We would also urge you to invite toddler parents to quickly contact us because Colleen S., our talented returning afternoon “Plus” teacher, is available to assist if toddler enrollment increases.

Many of you know Anne Z. and Perry Lou S. in the office, and Ann B. in the preschool, and are delighted that they are returning. I have been questioned about Jamie B. and I am happy to tell you that she worked here in 2003 and, with her husband and family, runs her own small daycare center. It was a chance meeting that alerted me that she needed a place to intern with a supervising Directress, to ensure her enrollment for Montessori preschool certification. Of course, I invited her here and I know you will enjoy knowing her as I do.

In regards to a serious health issue, please keep coughing and sick children home and do follow the hand-washing practices we use here – after toileting, nose-picking, nose-blowing, and before touching or eating food. We are also meticulous about spraying light switches, faucets, phones, tables, countertops,

Founder's Forum

Dear Parents,

Welcome to Montessori Adventure School's 32nd school year. Our August summer campers have made a good start in learning or remembering proper social interactions, ground rules, and the joy of learning and doing many Montessori tasks. The start and blending of two preschool groups into the whole group, together for half an hour each day, will only last the four days after Labor Day. Then the normal hours of 8:30am to 11:30am, with kindergarten ending at 2:30pm, will begin on September 14.

The Toddler program has an individual schedule for each child which is arranged by the toddler teacher, Eileen V. As we still have several openings for both MWF and TuTh toddlers, and parents are still coming to view the school, we are postponing our scheduled education meeting

etc. We launder sponges with towels and other cloths. We hope to continue to have a very low occurrence of illnesses.

Please plan to donate some time or treasure at the party-type events in October which include the apple orchard visit, helping the children make applesauce, attending the firefighter visit and Halloween Party, as well as making treats and decorating the school for the party.

As you can imagine, we have a very busy Fall ahead but it should be fun. Do get involved. You could make life-long friends and have a great time, too. With my wonderful staff and the Montessori Method, I know your child will.

Sincerely,
Emily

Happy Birthday!

September Birthdays:

Gavin M. – Sept. 30

Ian M. – Sept 30



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 birthday child gets to do the “March of Time” where he or she marches around cards representing the 12 months in a year, making one march around for each year of age. We normally schedule the birthday celebration for the Friday closest to the child’s birthday or “half-birthday” for summer-born children.

Toddler Talk

Dear Toddler Parents,

Welcome to our new families! I hope you all had an awesome summer. I am very excited to start our toddler classes with Ms. Colleen S., who will be assisting me.

When parents come with their child to orientation week, September 8-11, they need to bring in diapers, wipes, extra clothing (including socks) and be 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 you 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.

Ms. S. 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.

Regular hours are scheduled to begin the week of September 14th. I’m looking forward to a great school year.

Sincerely,
Eileen V.

Important Parent Meetings



Parent and Staff Educational Meeting

Note: DATE CHANGE!

Tues. September 22

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 topic is, in regards to your child's optimum intellectual development, the importance of maintaining order, ground rules, and promptness.

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 complement each other.

Fall Kickoff

All Parents School Meeting

Friday, October 2

Note: TIME CHANGE!

6:00-7:30pm

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 school, 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 8:35 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 your child 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*.



When you drop off and pick up your child, be sure to look for new information in your child's cubby, on the lobby bulletin boards and on the entrance door whiteboard.

FRIDAY, SEPTEMBER 25TH



Picture Day

Our Picture Day is **Friday, September 25**. 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, let us know so we can notify the photographer. *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.

Last year, photos were viewed and packages ordered online. Debbie Daanen will provide details later in the month.

School Request:

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.

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 10th of the month.

Sadly, children who do not have at least one month's deposit paid with the September tuition by the 10th 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:

def.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 1st 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 signs)
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.

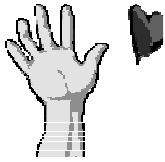
Thank you,
Anne Z., Office Manager
Perry Lou S., Treasurer

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.

Please get involved with your child's school!



HELP NEEDED NOW: If you own a jigsaw and know how to use it, please help us by cutting out replacement puzzle pieces.

Mark Your Calendars:



Sept. 7 – Labor Day (**NO SCHOOL**)

Sept 8-11 – Orientation Week Special hours for all students by schedule.

Sept. 22 (Tues) – Educational Meeting for parents & staff 7:00-8:30pm

Sept. 25 (Fri) – Picture Day

*Looking Ahead:
October 2009*

OCT. 2 am-- FIREFIGHTER VISIT TO SCHOOL

OCT. 2 pm – Fall Kickoff 6:00-7:30pm
All parents school meeting

TBA: APPLE-PICKING FIELD TRIP
Note: Parents transport and accompany children on field trips unless other arrangements are made.

TBA: APPLESAUCE-MAKING AT SCHOOL
Parents needed to help!

OCT. 30 – HALLOWEEN PARTY
Note: Parents are invited and expected at school parties.