



## The Leopard Room

Dear Parents,

Welcome to the Leopard Room.

We are looking forward to working with you and your child in reaching his or her full potential this school year. We will have many wonderful experiences and opportunities to learn and grow in the days ahead. Our main goal with each child is to develop confidence, independence, and a love of learning.

During the next few weeks, your child will learn to:

- Follow the classroom ground rules
- Use an inside (soft) voice
- Walk in the classroom with quiet feet
- Respect the rights of others
- Take turns

Please take time to discuss the school day with your child. Your constant interest will play a special part in your child's success. Many of you have asked how your child's progress is evaluated and recorded. This may seem especially complex given that Montessori classrooms have multiage groups with each child working at his/her own interest and pace.

The Montessori classroom is a very orderly and rich environment with materials and activities arranged in sequential order in each of the areas. The teacher has a list of the materials in each of the areas for every child. She notes when the child has had a lesson on a particular material and how he/she is progressing with the material. This checklist is part of the child's portfolio. Besides the checklist, the portfolio contains samples of the child's work as well as photos of the child working with specific materials such as building the *Pink Tower*, scrubbing a table, laying out the decimal system or word building with the *Movable Alphabet*. Each child's portfolio may also contain written observations made by staff members such as the child's teacher, assistants and director.

The portfolio is a very important and useful tool for parent/teacher conferences that take place in January and May. It's amazing to see the progress a child has made right before your eyes! Before each conference, you will have an opportunity to come in, observe your child's classroom, and write down any questions or comments on the observation sheet. You may leave the sheet with the teacher or bring it with you for the conference. This will help keep the conference focused on your questions and concerns.

We believe that communication is the key to a great parent-teacher relationship and we encourage you to contact us if you have any questions or concerns at any time. The best way to reach us is through our email [leopard\\_room@montessoriworldschool.com](mailto:leopard_room@montessoriworldschool.com). We will also keep you updated on class activities and individual concerns and contact you by phone or email.

Sincerely,  
Mrs. Prabha Williams

# GUIDELINES AND PROCEDURES

## Parent Handbook

Please refer to the parent handbook to familiarize yourself with school policies.

## Arrivals and Dismissal

Faculty and staff will be available for drop off from 8:40 a.m. to 8:59 a.m. to open vehicle doors and walk or direct students to their classrooms. At drop off, please pull your vehicle up to the solid red or blue drop off line; do not stop at the front door of the Brick Building. **Do not get out of your vehicle** or engage faculty or staff in discussion, as this will only delay the forward moving line. To make the separation process easier, especially for our new and younger students, say a casual “Goodbye” or “Have a great day.” Lingering good-byes can make a child feel there is something about which to be apprehensive.

Parents are discouraged from parking and walking their children into the classroom. Doing so creates traffic issues, causes your child to become dependent on your coming into the classroom every morning and distracts and disrupts the teachers and students already in the classroom.

Children will be ready for pick up from 11:45 a.m. to 12:00 noon for the Morning Primary students and from 3:15 p.m. to 3:30 p.m. for the Extended Day Students. Please utilize the same procedure set forth for arrivals.

## Illness

To help maintain a healthy classroom please keep your child home when they are sick. If your child gets sick at school, you will need to pick him/her up immediately. A child needs to be fever free without medication for 24 hours before he/she can return to school. Please make sure all of your emergency information is kept current.

## Snack

The snack basket will go home each day with a different child. The basket should be returned the following morning with a healthy snack (no candy, cookies, cake or chocolate) for 35 children. This is an excellent time to talk to your child about nutrition and planning. Please involve them in the planning, purchasing and preparation of the snack. The children enjoy taking the snack basket home and often look forward to it with excitement. We ask that snack arrive to school prepared and ready to eat. Please refer to the attached list of Suggested Snacks for ideas. The monthly calendar you receive will have the snack schedule printed on it.

## Show and Tell

Show and tell will be every Friday starting in September after Labor Day Holiday. This is a time for the children to share special or unique items they might have that hold a specific importance to them. What they bring to share should be based on the month's theme. Suggested items include family and pet photographs, rocks, plants, educational books and foreign currency. **NO TOYS, BARBIES, OR DISNEY BOOKS OR CHARACTERS.**

## Change of Clothes

Please send in a change of clothes for your child including socks and underwear in a ziplock bag labeled with your child's name. Also, please make sure your child's school clothes fit loosely yet securely, the clothes should be easy for your child to put on, pull up, and take off without help. Clothes that have snaps, buckles, buttons or other closures that your **child cannot manage without help are not appropriate for school.** Elastic waists in pants and slip-on shirts are the best choices.

If your child comes home in clothes that are not his/hers, it means your child had to borrow some clothes belonging to the school. If this happens, please make sure to wash and return the “borrowed” clothes to the classroom the next day, along with a replacement change of clothes for your child.

### Plant

We are requesting that each child bring in a small (4 inch pot) green leafy plant for the classroom. Your child will participate in the care and nurturing of his/her plant.

### Possessions

Please do not send toys to school with your child. Please leave them at home so they do not become a distraction. In addition please leave all accessories (jewelry, watches, belts, purses) at home. Also, if your child will not leave accessories in her hair, do not use them.

All personal items such as lunch boxes, sweater, jackets, extra clothing should have your child's name on it. We cannot be responsible for any lost items that are not labeled. If you find small or unusual items in your child's pocket, just send them back the following day. They probably belong to one of our activities.

### Photos

The Montessori Method is focused on process rather than product. Therefore you may not see a lot of product-oriented paperwork coming home. Purposeful work, however is taking place in the classroom. This will be evident to you through pictures taken periodically of your child throughout the school year. Approximately once a month you will receive a link to view Leopard Room photographs.

### Dress Code

Children should wear comfortable clothing and shoes. Girls wearing dresses need to wear shorts underneath (spandex or exercise work great). Please dress your child in clothing he/she will be able to get in and out of independently when going to the bathroom.

### Communication

There will be a weekly communication envelope that will go home on Wednesday. Please check for important papers and information from the classroom and from administration. All paperwork that is ready to go home will be in this envelope.

### Lunches

Lunches need to consist of healthy nutritious food. Fruits and vegetables should be included on a daily basis. **Sugary snacks, candy, and soda are not permitted.** Let's keep it green. Use recyclable containers when possible.

Please make sure to send a cloth placemat, fabric napkin, and reusable forks and spoons for lunch.

### Afternoon Rest

The extended day children will be resting for 15-20 minutes after lunch. Please send a bath or beach towel labeled with your child's name to rest on. The towels will be kept in the classroom Monday through Thursday and will be sent home every Friday to wash. Please do not send anything other than a towel.