

Greetings!

I would like to welcome all new and returning families and students to Woodland Montessori School for the 2017-2018 school year. We are looking forward to another wonderful year!

The purpose of this letter is to review some of the nuts and bolts of our school's procedures.

Every Tuesday you will receive a weekly update that focuses on your child's classroom via email. This update includes any administration notes and notes from your child's teacher relating to their particular classroom. This information is also posted on our school's website www.BergamoSchools.com, in each classroom blog under the 'Parents' menu. Each classroom is represented on our site, and you will be able to browse the school. You will find wonderful photos, helpful articles, calendars, and any paperwork or permissions you might need to fill out, etc. Please notify the office if you are not receiving this weekly update.

Important Email Addresses

The office manager and each teacher have a school email address so that you can contact them directly.

Sue@WoodlandMontessoriSchool.com

Tracy@WoodlandMontessoriSchool.com

Laura@WoodlandMontessoriSchool.com

Kristen@WoodlandMontessoriSchool.com

Michelle@WoodlandMontessoriSchool.com

Sylvia@WoodlandMontessoriSchool.com

Matt@Bergamoschools.com

You will be receiving a new and updated Parent Handbook. Please take the time to review your Parent Handbook. It is a valuable resource for you and contains information about our school, programs, and procedures. If you have misplaced your parent handbook, please send an email to Michelle, and we will make sure that you receive another copy.

The following items are some of our most frequently asked questions:

Arrival: Our regular class day begins at 8:30, and the doors are secured at that time.

Late Arrival: If you arrive and the doors have been locked, please come to the office. Primary parents will then walk your child to the Primary building, where you will be met at the front door by the assistant in your child's classroom. Elementary children will then enter through the side gate using the keypad gate code. The gate code is 1870.

Dismissal: Primary pick up is from 3:00 to 3:15 p.m., and the Elementary children leave between 3:15 and 3:30 p.m. If your child is being picked up by someone other than mom or dad, please contact the office to let us know. We understand that you have other people on your emergency contact list that

may pick up, but it is helpful to us, and to your child, to know if there is going to be a change in the routine.

Early Departure: Please notify the office, either by phone call or email, if you are planning on picking up your child earlier than the dismissal time. Please come to the office, and Michelle will call the classroom to let the teacher know that you have arrived. Primary parents will go to the front door of the Primary building where you will be met and will sign out your child. Elementary children will come outside in front of the Elementary building to meet you.

Absences: If your child is sick or will not be coming to school, please contact the office. Please remember that if your child is sick, s/he needs to be symptom free for 24 hours before returning to school.

Medications: If your child needs to take a prescribed medication during the day, you need to come into the office and fill out a medication form, or access it online [here](#). All medications need to be in their original container. The medication will be labeled with your child's name and stored in a locked cabinet during the day and the time that the medication was given will be recorded on the medication form. Please do not send over the counter medications to school with your child.

Primary Snack: The monthly snack calendar will be available to parents by the Tuesday before the 1st of each month. The calendar is also posted in your child's classroom.

Elementary Field Trips and Going Out Drivers: Sign the Blanket Permission Slip for outings throughout the year [here](#). In order to provide transportation on field trips and Goings Out, all drivers need to have a current DMV driver's report, a copy of your driver's license, and a copy of your current proof of insurance on file in the office. You may obtain a driver's report by going to www.dmv.ca.gov. Once there, go to online services. This process is quick and easy! Going Out driver permission and information can be found [here](#) on our site.

Online: Did you know that we have an [online calendar](#), a [blog](#) for each classroom (see the dropdown menu after the jump), a blog [sidebar](#) containing online versions of all relevant documents, permissions, etc, as well as [Facebook](#), [Pinterest](#), and [Instagram](#) accounts updated regularly? It's easy to keep up with the latest anecdotes, happenings and paperwork!

I have covered some of the highlights of the school's procedures. Please do take time to review the Parent Handbook. And always, if you have any questions, please ask.

I look forward to another wonderful year at Woodland Montessori and to having the opportunity to, again, be a part of the school's community.

Thank you,

Sylvia