

Ace Montessori

24602 Raymond Way, Lake Forest, CA 92606

949-586-4895

MontessoriAce.com

First day checklist

Welcome to Ace Montessori! Please be assured that we are here to help make the first day of school a happy transition and we look forward to an exciting and fun year.

Prior to first day of preschool

- ✓ **Educate you child about what to expect:** Prepare your child for the new school experience by explaining what to expect. Communicate to your child to answer all questions directly and honestly.
- ✓ **Establish order and routine for the child:** Routines will add predictability and are comforting in unfamiliar situations. Establish order and routine involving both nightly and morning rituals for school days. We suggest that you:
 - ✓ Arrange the child's room in an orderly way with everything in the same place each day.
 - ✓ Limit toys and games to a workable number.
 - ✓ Consider clean up as much a part of playing as the actual activity.
 - ✓ Be careful in showing each step in a way that the child can repeat it after the adult is finished.
- ✓ **Backpack:** Please obtain a backpack (large enough to fit a lunch box/bag, an extra pair of clothes, and a homework folder). If need be, please see the sample at the preschool. Your child will be assigned a cubby to put all their belongings in.
- ✓ **Snack/Lunch:** Please send with your child a water bottle & a small snack (No candy, cookies, chocolate, juice, etc. allowed). The food sent to the preschool must be healthy. If your child stays for lunch, please provide a healthy lunch. Please send food that does not need any further preparation (like cutting, peeling, etc.) before eating.
- ✓ **Snack/Lunch container:** Please obtain a lunch container that maintains the food warm/cold (Thermos). If need be, please see the sample at the preschool. We do not microwave/warm- up the food for children before serving. Please choose slider Ziplocs and easy-open packaging that your child can easily open and close. Practice with children at home the opening & closing of the containers.

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- ✓ **Extra pair of clothes:** In a slider Ziplocs with your child's name on it, please provide extra pair of clothes.
- ✓ **Diapering supplies:** If your child is not potty trained, please provide diapers and wet-wipes in a Slider Ziploc bag with your child's name on it.
- ✓ **Crocs type, closed toes, easy to wear, shoes:** We require all children to use Crocs type shoes which are easy for children to themselves take off or put on.
- ✓ **Crib sheet and small blanket:** If your child will be napping in the preschool, please bring a crib sheet and a small blanket on your child's first day. They will be sent back home for washing every last attending day of the week, and must be brought back on the first attending day of the next week.
- ✓ **Emergency Kit:** Please provide an emergency kit containing a water bottle, juice box, granola bar, an easy open fruit can, and dried fruit in a Slider Ziplocs with name of the child and date to be kept in school.
- ✓ **Portrait of child:** Please provide a 3" x 4" picture of your child (face only) for classroom use.
- ✓ **Child's Immunization Records:** Please obtain for us a copy of your child's immunization records.
- ✓ **Enrollment documents:** Please make sure you fill out the enrollment documents package provided by MFT to bring on the first day for you child.

On the first day of school:

- ✓ **On-time, not too early:** Please be on-time, not too early, and not too late.
- ✓ **Sign-in and sign-out:** Please make sure you sign-in and sign-out in your full legal signature. A binder is kept outside for parents to sign in and out. A digital satellite clock is right next to it for you to accurately document the drop-off and pick-up time.
- ✓ **Calm your child's anxieties:** Clearly state to your child where you will be and when you will return. It may also be helpful to discuss what will happen when you are reunited.
- ✓ **Maintain a clear goodbye routine:** Do not hang around once you have said goodbye. Your child would likely persist on you to stay with them, at least a little longer.
- ✓ **Avoid sneaking out:** Sneaking out leads to children trusting you less and makes the second day of school even harder.

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General information:

- ✓ **Late pick-up penalty:** Please pick- up your child on time or sooner. There is a late fee for repeated late pick-ups. A tardy slip is issued every time your child is picked up late.
- ✓ **Tuition due on 20th:** Tuition for the next month is expected from 20th to 25th of each month prior. Please make checks payable to “Ace” and ensure that you write your child’s name on the memo line. Please drop-in the check in the tuition box. There will be a tuition reminder on your child’s monthly sign in/sign out sheet.
- ✓ **Conflict of interest in sharing personal information with staff:** Please do not exchange personal information with staff, including phone numbers, email addresses etc. Please don’t send Friends request on social networks like facebook etc. to any staff members. Any contact with staff should be through the school contact number and during school hours only. Please do not invite any staff members to any of your children’s birthday parties, etc.
- ✓ **Repetitive math:** If your child is 3 years of age or older, he/she will be assigned a username and password for an online repetitive math program, www.ixl.com. Please spend time with your child at home, helping them complete at least one math skill a day on this program. This will enhance what they learn at school.
- ✓ **Hooked on Phonics Books:** Purchase this program for your child if they are 4 years old and above for reading. Please sit with your child periodically and help them read.
- ✓ **Homework:** Everyday unfinished classwork (Montessori Job of the day Worksheet, Worksheet of the day, Name Tracing Worksheet and Special event Worksheet) will be provided in folders. Please sit and finish the work with your child. Intial and date your child’s finished work and bring it back to school and file in his/her folder.
- ✓ **Birthday Ceremony:** We celebrate you child’s birthday the Montessori way. For that, one week prior to the birthday, please bring pictures of your child from birth till now, at 1 year increment. Please bring goodie bag for other students. Due to allergies concerns, please do not bring any food or cake for students.
- ✓ **Discontinuing from the program:** We require one month written notice prior to discontinuing your child from the program.