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**Primary**

**2023 – 2024**

**Miss Maria Class – Room 5**

**Welcome to Miss Maria Class!**

I am so excited to be your child’s teacher! I am looking forward to helping your child grow in multiple ways over the next year!

The following contains valuable information about our classroom and the upcoming school year. Please take a few moments to look this over and keep it handy for future reference.

**Teachers:**

Maria Vasquez 8:00 A.M. - 3:00 P.M.

Assistant I 7:45 A.M. - 3:00 P.M.

Assistant II 7:45 A.M. - 3:00 P.M.

**Circle Program** for children with **All Day Contracts: 2:30 – 6:00 P.M.**

Before the new school year begins, you will receive a letter from Gloria Favela, our Circle Coordinator, introducing the staff and sharing the daily schedule of your child’s Circle Program that takes place in our classroom from 2:30 - 6:00 P.M.

**To Contact Me**

If you have any questions or concerns, the best way to reach me is via e-mail at [mvasquez@villamontessori.com](mailto:mvasquez@villamontessori.com) or by leaving a message with the school office: (602) 955-2210, Ext. 3 then Ext. 1.

To learn more about our classroom, please visit my teacher webpage by going to: [www.villamontessori.com](http://www.villamontessori.com). Click on the Contact Us Tab, and then go to Staff Directory – Weebly Pages, Click on Maria Vasquez and then my [Weebly Page](https://msbaileyatvilla.weebly.com/) .

**Open House for New Families**

There will be an Open House on **Friday, August 4 for** **new families** in our classroom. When you arrive, please park and a staff member will direct you to our classroom. If you are unable to find a parking spot, you may park across the street at our Main Campus. The entrance to the Main Campus parking lot is located off of 28 Street.

Open House is for parents/guardians and the child enrolled in the classroom (no siblings, please). Please share with your child that they will be meeting their teachers and having a tour of their classroom. They will learn their teacher’s names, where to put their belongings, where the bathroom is and more. Please let them know that Open House is a time for children to look with their eyes. Explain that they may see a lot of fun materials in the classroom and when school starts, they will receive lessons on how to use those materials.

Our time with one another will be brief. If you have specific information to share, questions or concerns, please reach out via email so that we can set up an alternative time to chat.

Please locate your child’s name in the attached Open House Schedule and arrive at the assigned time.

**Parent Orientation**

Parent Orientation is for **parents/guardians** only and will be held **Tuesday, August 8 at 6:30 PM** in our classroom (room 5). This is a great opportunity to learn more about your child’s classroom, volunteer opportunities and much more.

**Items to Bring on the First Day of School**

* A complete change of clothes (labeled with your child’s first and last name) in a large Ziploc bag. It will be your responsibility to resupply the bag with fresh clothes. If your child has an accident and they do not have extra clothes, we may need to call you to bring some. We will send home soiled clothing.
* **Nap/Rest Items**

Napping and resting are very important at this age. **All Children ages 3 and 4, will be taking a nap or resting daily.** This time allows children to decompress and provides an opportunity for their minds and bodies to recharge for the remainder of their day. Children who do not fall asleep will get up and join the rest of the class. Please bring a bag containing a fitted crib sheet, blanket, and small pillow (a small stuffed animal is optional). All items need to be clearly labeled with your child’s name. These bags will go home every Friday. Please wash and return all items the following Monday (Tuesdays for holidays observed).

* **Kindergarten Supply List**

Please bring the supplies from the attached document titled “Maria’s Kindergarten Supply List.” These items will be shared and do not need to be labeled.

**Creating an Elegant Lunch**

During lunch, our goal is to create a beautiful, peaceful, orderly dining experience for each individual child, as well as our classroom community as a whole. To do this we ask for your cooperation by providing the following:

* **ONE** child size insulated lunchbox. Lunchboxes must contain **a frozen ice pack, necessary utensils and napkin for wiping face and hands (placemats will be provided).**
* A **nutritious lunch**. No candy, soda/drinks, cake, Go-gurt or other sugary snacks, please! Popcorn is not permitted at this age level due to it being a possible choking hazard.
* **All food is to be sent in easy-to-open, reusable containers with removable lids that fit nicely under containers, INCLUDING ALL BENTO CONTAINERS.** Please open all prepackaged “bar-coded” food (ex. Lunchables, granola bars, Teddy Grahams, string cheese, yogurt, Goldfish, etc.) and place it into one of these containers. (Elegance begins to wane when there are wrappers cluttering our beautifully set tables adorned with flowers, place mats, real dinner plates and glasses.)
* Please provide some “practice time” in the evening when you are helping your child pack their lunch for opening and closing these containers independently.
* If your child is enrolled in the Circle Program, please provide them with an extra, adequate snack in a specific, reusable container labeled “Circle Snack” for their afternoon snack. Please pack this snack inside your child’s lunchbox.
* We provide cold, filtered water throughout the day. We ask that water bottles, juice boxes, or other beverages not be brought to school.
* We will do our best to encourage, but will never force, your child to eat. Uneaten food will remain in containers, so you will get a clear picture of what your child is eating by what comes home in the containers.

**Morning Snack**

Each child will be assigned one or two weeks throughout the year to provide the class with snack and fresh flowers. The fresh flowers are for “flower arranging,” a Practical Life exercise in the classroom…please keep in mind that flowers with very thick stems or thorns are difficult for small hands to cut.

You will be assigned specifically what to bring on the Snack Calendar. (Please see the attached document, titled “August Snack Calendar.”) Quantities are listed in order to provide for 30 children each day of the week. Children are taught food preparation skills using the monthly snack items, so please do not cut any items unless directed otherwise. Please bring all snack items on Mondays no later than 8:15. (Tuesdays for holidays observed).

**Dress Code**

* **Shoes**

Please have your child wear shoes he/she can independently put on, take off, and close by themselves. Velcro shoes are an excellent choice for young children to wear prior to wearing shoes that buckle and tie. Once your child has mastered the skill of buckling and/or tying, these shoes can be worn at school.

“Light-up” shoes tend to be very distracting at school; please save them for weekend use only. Flip-flops can prove hazardous while running on the playground; it’s best if they have a strap around the heel.

* **Jewelry/Other Accessories**

Jewelry and accessories can be hazardous on the playground, be a distraction during class and often get lost. Please refrain from sending these items to school. (Hats worn for sun protection are permitted.)

**Birthdays**

To honor and celebrate the birthday child, the entire class sits in a circle around them and acknowledges them with positive affirmations. Please do not bring cake or cupcakes or other treats on your child’s birthday. We have this as a school policy at the Primary level in an effort to keep the classroom peaceful and calm, as well as to be mindful of children with allergies. Often on a child's birthday, the parent will let their child choose something from the class wish-list (which you will find on our classroom website) to give as a gift to the class. This provides the child with an opportunity to give a gift in a situation where they are accustomed to being the receiver of gifts. They enjoy having something in the classroom environment that THEY gifted, encouraging a sense of pride. (This activity is optional.) If you are planning to have a birthday party for your child, please mail the invitations unless you are inviting the whole class. This saves any uninvited children from having hurt feelings.

**Important Miscellaneous Information**

* Please keep all toys and jewelry at home.
* Children need to be fully potty trained before school starts. By this we mean accident free and able to wipe him/herself independently. It is best not to send young children to school in belts, overalls, or suspenders. Please see attachment titled “Primary Bathroom Accident Policy.”
* If it is necessary for your child to take medication at school, please bring it in its original container with the prescription label. Ring the doorbell at the gate under the red awning and a staff member will assist you in filling out a medication form. Medicine is **not** allowed to be in your child’s lunch box, cubby, or classroom (with the exception of an Epi-pen which is kept in the classroom).
* If you wish your child to wear sunscreen, please apply at home before coming to school.
* If your child is running a fever or shows any other signs of illness, he/she must be kept at home. If your child is ill, please let the office know as soon as possible by calling the absentee line, 602-955-2210 option #1. If your child shows signs of illness at school, you will be called and asked to pick him/her up **within an hour’s time. If you are unable to be at school within an hour, please have a back-up plan for having him/her picked up. If for some reason we cannot reach parents, we will call the emergency contacts on the Emergency Information Card. Please re-read the section on Sick Children in our Parent Handbook pg.11.**
* It is very important that you keep all phone numbers on your Emergency Information Card current. Please notify [enrollment@villamontessori.com](mailto:enrollment@villamontessori.com) to make any changes.
* If your child is going to be late or absent, please call and let us know. The absentee phone line is: 602 955 2210, Ext. 1. The email is: [attendance@villamontessori.com](mailto:attendance@villamontessori.com).
* Please return to school any objects that you may find coming home, as they may be part of our classroom work. Some items have a way of disappearing into little pockets!
* Please remember that it is important for both parents to read all notes that go home. If you are separated or divorced, please let me know and I will email copies of all notes to both parents.
* We will be asking for your e-mail addresses at the beginning of the school year. Please give us all e-mail addresses where you want to receive classroom reminders. Should they change, please inform us immediately.
* Please be sure to keep me informed of any changes that are going on with your child or in your home so that I can best be prepared for any situations and behaviors that might arise.
* If I notice that your child is having any difficulties at school, I will call you or schedule a time to meet. Please be sure to read the Student Behavior and Discipline section located in the Parent Student Handbook (pages 20-22) as well as the Primary and Kindergarten Rubrics (pages 23-26). It is imperative that we work as a team and support one another in your child’s journey.

My hope is that we will work in close partnership on behalf of your child throughout the year.

See you in August,

☺ Miss Maria