



Children's House New Parent Orientation 2013-2014 School Year

Name: _____ Date: _____

Welcome to Renaissance Montessori! We are excited to have your family part of our school community. Please let us know what questions you may have regarding the information below and **initial below** beside each topic.

_____ **Enrollment forms.** Please make sure that your child's emergency form, immunization and health forms and payment are in **before** your child begins his school session.

_____ **Drop off: 8:30 am.** Please strive for a consistent, calm and easy transition by saying goodbye just outside the classroom door. If you need to talk to an administrator in the office, please say goodbye to your child, then enter the office and close the door so that your child may begin his day undistracted. Want to chat with another parent? Please do so in our breezeway or in the parent lounge for the same reason. Please be sure to **sign in and out** each day.

_____ **Lateness/ absence.** It is important that children arrive promptly each day, as we have lots of fun activities planned! Should your child be arriving late or be absent, please call the office (919-439-0130 and leave a message if necessary), as we include this news in our morning announcements. Children often ask where their friends are, and we like to let them know if a child is on a trip, arriving later, or will be absent for the day.

_____ **Clothing.**

- Please provide your child with a change of clothes (one shirt, pair of pants, socks and underwear, **all labeled**) on his first day. You may leave these items in his cubby.
- Should your child need sunscreen or bug repellent (as our property is quite wooded!) please apply this **before** coming to school.
- During summer months, please bring a reusable, filled water bottle with your child's name and drop it in the basket outside your child's classroom each morning. Take home water bottles daily.

_____ **Snack Contribution.** Parents bring in healthy snacks for the classroom on a rotating basis. We encourage parents to purchase foods without corn syrup or artificial dyes. You will be notified when it is your turn.

_____ **Parent Volunteer** requirement is 10 hours a school year, or 1 hour a month. Please sign up below for one or more activities that you would like to do.

<p><input type="checkbox"/> Nap duty (needed 1 hour/month)</p> <p><input type="checkbox"/> Garden Care (30 minute increments, with or without children)</p> <p><input type="checkbox"/> Lessons in the Classroom (we'll train you!)</p> <p><input type="checkbox"/> Facilities Help (maintenance + beautification)</p> <p><input type="checkbox"/> Playground Help (30 minute increments)</p> <p><input type="checkbox"/> Material Making (cutting and gluing, can be done at home)</p> <p><input type="checkbox"/> New Parent Mentoring (30 minute increments)</p> <p><input type="checkbox"/> Open House Parent representative (1 hour/month)</p> <p><input type="checkbox"/> Other. What is a specialty of yours? _____</p> <p>_____</p>

_____ **Open Door policy.** We enjoy having a relaxed attitude toward parents entering the classroom. Please follow these guidelines when deciding to enter the classroom.

- Feel free to enter in the morning with your teacher's permission after your child has been in the classroom for at least 30 days.
- Likewise, feel free to schedule to spend part of the morning with your child in class or join him for lunch. This may be done by signing up prior to your desired day.
- If you feel that your child is having a difficult transition in the morning, allow the teacher to take the lead and distract your child or pick him up to 'say goodbye together' to you. Your teacher may contact you to discuss other options that may help.

_____ **Half Day pick up** is at 12:00 pm. Please sign your child out each day.

_____ **Full Day pickup** is at 3:00. Please sign your child out each day.

_____ **Extended Day pickup** is 3:00-6:00 pm. Please ring doorbell and a staff member will let you in. Please do not bring guests who are not specifically noted in your child's file as able to pick up your child, as they will not be allowed into the building.

_____ **A note about picking up your child.** Only those listed as able to retrieve your child will be able to sign him or her out. Should you wish to add a friend or family member, please ask to write it in your child's file. The first time that any staff member meets the newly-included person, he or she will be asked to present a photo ID.

_____ **Lunch.** For full and extended day students, please pack a labeled lunchbox with a protein, dairy, vegetable/ fruit, carbohydrate option and milk **in portions that your child can finish**. Your child's teacher will not be able heat up any food during lunch, so please pack hot and cold foods in Thermos brand containers. PLEASE LABEL YOUR CHILD'S LUNCH WITH THEIR NAME AND THE DAY'S DATE (this daily dating is a licensing requirement).

_____ **Naps.** For full and extended day students who still nap, please provide your child a crib-sized set of labeled sheets; small pillow and blanket are optional. Your child will be asked to lay down for 30 minutes; if he or she does not fall asleep regularly, he will be invited to rest quietly, then find an activity.

_____ **Extra activities:** Please consider having your child participate in our many extracurricular activities.

_____ **Parent Education and Community Meetings.** On the first Thursday of every month we have Community Night. We find these times to be extremely valuable. Please make every effort to attend these nights. As always, childcare will be available. On occasion we will offer a special lecture that we encourage you to attend.

_____ **Parent Conferences.** You will be assigned a time and date to discuss with your teacher your child's academic, social and physical progress at least one month in advance. Please contact her right away if you should need to reschedule and make plans for both parents to attend.

AFFIRMATION OF RECEIPT OF COPY OF THE PARENT HANDBOOK

According to NC Statutes, each family must sign and return the following written statement:

I/We, _____, and

have received the following documents (please initial)

1. _____ The Renaissance Montessori School Parent Handbook, which includes the _____ School's discipline policy and child abuse procedures.
2. _____ The NC Child Care Law and Rules

_____ My child has permission to walk outside the fenced in playground with adult supervision. (e.g., fire drill)

Signed

Print Name

Print Name

Date

Date

Thank you for choosing Renaissance Montessori!

A Bilingual Arts and Sciences Montessori Preschool.

610 Nottingham Drive, Cary, NC 27511. 919-439-0130. RenaissanceScholars.com