



Dear Parents,

Starting school is an exciting event for parent, child, and the school.

Here you will find some basic info you should review in order to plan for your child's first day. This is meant to highlight some important points from your parent handbook, which is all-inclusive.

Planning for Your Child's Needs:

- Please bring a full set of extra clothing, labeled with your child's name. This includes a shirt, pants, underwear (if potty trained), socks, and shoes. It is best to place all the clothes in a gallon-sized zip lock bag with your child's name written on the outside. This will be stored in his/her cubby for use if they need to be changed.
- If your child is potty training, please bring a couple of extra sets of clothing, (especially pants, underwear, and socks).
- If your child needs a pacifier, bottle or comfort item for nap time, you may bring that too. Again, please put in a plastic bag with your child's name on it. You can give it to your child's teacher on the first day and discuss it with him/her. *Also – you can write any special needs info on your purple "Information on Child" form. These forms are copied and given to your child's teacher so they are aware of information specific to your child.

Letting Go/Separation Anxiety:

- The first day often goes well. But, it's the second and third day for some children that may be more challenging. Your child may go through separation anxiety. This is real and can last two to three weeks. Many parents think if they stay for two or three minutes and get their child to play, they can sneak out and all will be o.k. This actually makes the child very upset and confused when they find out you have left. They will become less trusting, and this may lead to a longer transition. The best way is to get a teacher to help you say goodbye quickly, and let your child see you leave. This will give your child a chance to start bonding with us and settle down. You are welcome to call the school to check on how your child is doing.
- When you pick your child up, however, we encourage you to spend five or ten minutes looking around, playing, or enjoying the playground if it is still active. This will give your child a chance to relax with you and have a good time before departing for home.
- Believe it or not, letting go is often harder on the parent than the child! We are here to support you through this challenging time.

Results in the First Weeks:

- The first month or so is all about adjustment – for you, your child and the school. These weeks are spent introducing routine and order of the school, getting to know their teachers, Montessori materials and classmates. In turn, we are getting to know your child's personality and needs. Initially, there may not be a lot of papers or artwork masterpieces in their cubby for you to look at. This does not mean your child is not learning. However, you will see gradual changes such as increasing vocabulary, and a desire for independence. As the weeks go by, your child will gain confidence in their independence from you, and will look forward to exploring a new world of learning and friendships.

Parents as Partners:

- Please feel free to call the school office in the first weeks to check on how your child is doing. We will be happy to give you a progress report on how their day is going, if they ate lunch and/or took a nap, etc. Also, for the first two weeks you will find a chart with this information posted to the office door. Feel free to check it when you pick up your child.
- You are welcome to speak with your child's teacher, before class, if you have any feedback or questions. If the teachers are unavailable to you, please feel free to stop by the office and speak with Miss Amanda.

Business Together:

- In an effort to go green, BCMS is no longer printing out monthly tuition installment invoices. **Tuition is due and payable by the first of each month.** There is a five day grace period. If tuition payment is received after 6:00 PM on the fifth day of the month, a \$25.00 late fee will be applied to your account.

If you want to check your current tuition amount due, please use the keypad just outside the office door. Press the “BALANCE” key and then enter your PIN code. The amount will appear on the keypad screen.

If you need a statement showing incurred charges and/or payment, please e-mail the office at bigcityschool@gmail.com. We will be happy to print or e-mail one for you.

- In the lobby, you will find a “lost and found” box with things such as your child’s personal belongings that were turned in to the office (usually toys and jewelry, etc.) You may also find birthday-party invitations.

Please stop by the school office on your first day for the following:

- If you have not done so already, please turn in all of your forms, including the physician’s report with immunization record filled in. **We must have the forms no later than the first day your child begins school with us.** Also, please be sure all the info you provide is current and complete. Especially parents' phone numbers in case we need to contact you.
- We will set up ID PIN numbers for you and your child. These pin numbers are used to check your child in and out of the school’s time clock everyday. California Department of Social Services requires your signature (or any person authorized by you) to drop off or pick up your child. The time clock records your electronic signature (PIN #) when you drop off or pick up your child. You will need to choose a 4-digit pin number for your child and for yourself. The office staff will show you how to check in/out. These PIN numbers are never to be used by anyone other than you. Please do not give your PIN number to anyone else to drop off/pick up your child.
- Please note: If for any reason you (or your authorized representative) do not clock your child in or out, you will be notified that your account has been charged a \$5.00 (per incident) non-clocking fee.
- When checking out your child at the end of each day, please make sure to look above the keypad for any notes regarding your child for the day.

Thank you for entrusting us with your child. We look forward to a wonderful year filled with learning, growing, and fun.

~The Staff at Big City Montessori School