



## TODDLER COMMUNITY HANDBOOK

---

### **Daily Schedule**

8:30 a.m. - 8:45 a.m.	Morning Drop-off
8:30 a.m. - 10:30 a.m.	Work Period
10:30 a.m. - 12:15 p.m.	Playground and Lunch
12:30 p.m. - 12:45 p.m.	Afternoon Pick-up
12:30 p.m. - 3:00 p.m.	Extended Care

### **Attendance**

If you expect your child to miss any part of the day, please provide as much advance notification as possible via a note to your child's teacher or a phone call or email to the Sugarloaf Campus office.

Also, let the office know when your child has an unexpected absence for sickness or any other reason. After 9:00 a.m., the parents of children absent without notification will be called.

***Tardiness*** - It is very important to be on time for school. Morning carpool is from 8:30 a.m. to 8:45 a.m. After 8:45 a.m., you must park and walk your child to the office to sign them in. After 9:00 a.m., children may not be admitted without a doctor's note.

***Early Pick-up*** - Children must be signed out and released to you in the office by a staff member.

### **When to Keep Your Child at Home**

Because infections spread easily from one child to another, do not send your child to school while they are sick or recuperating from an illness. Please refer to The DMS health policy below and keep your child at home if they exhibit any of the following symptoms:

- The illness prevents the child from participating comfortably in normal school activities, including outdoor play.

- The illness/injury requires more care than teachers can provide without compromising the health, safety, and supervision of the other children in the class (i.e., excessive, thick, green or yellow nasal discharge).
- The child has an oral temperature of 100.4 degrees or greater.
- Symptoms and signs of possible severe illness, such as lethargy, abnormal breathing, uncontrolled diarrhea, vomiting, unexplained rash, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill.
- A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

Children should come to school healthy. Wait 24 hours after vomiting, diarrhea, or a fever over 100.4 degrees (without fever reducing medication) has subsided before bringing your child back to school. If your child develops a fever, or shows other signs of illness during school hours, you will be called to arrange for him to be picked up. Parents' specific instructions will be obtained and followed until the child is released. Children with communicable diseases as defined by the Common Infectious Illness chart (found on pages 25-28 of The DMS Parent Handbook) may not come to school, nor be readmitted until the recommendations by the Georgia Department of Human Resources as outlined on the chart have been met.

### **Dress Code**

***Clothing*** - Children are expected to wear comfortable clothing that they can manage by themselves. Elastic waist, large buttons and short sleeves help younger children to be more independent. Polo shirts or plain T-shirts with pants, shorts or skorts are good choices. Dresses can be challenging, therefore, shirts and pants are preferred. **Clothing with cartoon characters or advertisements is not allowed.**

Toileting is a primary focus of the Toddler Curriculum; therefore each child is expected to wear cotton underwear everyday. **Diapers and disposable underpants are not permitted.**

***Shoes*** – Children must have two pairs of shoes for school – indoor and outdoor.

- **Indoor shoes** must be light, quiet and fit the foot well. As toileting is a large part of this environment, well fitting croc-style shoes that can be quickly and easily cleaned are ideal for the classroom. **High heels, hard sole shoes, flip-flops, light-up shoes and clog-style shoes are inappropriate for the classroom and may not be worn to school.**

- **Outdoor shoes** must be stable, strong athletic shoes that completely enclose the foot, as children need to be safe on the uneven terrain of the playground. Safety is always our first concern, so sandals, croc-type shoes, patent leather dress shoes, cowboy boots, etc. are inappropriate for the playground, as they provide no traction. Rain boots for wet days are required. **High heels, hard sole shoes, flip-flops, light-up shoes and clog-style shoes are inappropriate for the playground and may not be worn to school.**

**Hair** - Children with long hair are expected to keep it pulled back out of their face while at school.

### **Carpool**

An assistant will be stationed outside to welcome your child at 8:30 a.m. Our goal is for parents to drop off their child and have the child come into the class on his own. This action fosters independence and pride. **Please keep items at home that would be difficult for your child to part with at carpool (i.e., blanket, toy, food/drink, etc).** Toddlers are dropped off and picked up at the front gate (Mrs. Klein) and the arbor gate (Mrs. Castlen). Please help facilitate this process by having your child's belongings ready and the car-seat fasteners unbuckled. A single line will be formed for both toddler communities. For the safety of each child, remain in line behind the car in front of you until the child is safely secured and the gate is closed. **Do not "go around" a car in front of you.** Put your car in park while children are entering and exiting the car.

**At no time should a child be released in other parts of the driveway or after the assistant has begun working in the classroom.** Do not allow your child out of the car unless a teacher, an assistant or other staff member is present to open your child's car door. We cannot accept children before 8:30 a.m. If, for some reason, it is necessary to drop off your child after morning carpool is over, park in the office parking lot and accompany your child to the main office to be signed in and admitted to class. **After 9:00 a.m. children may not be admitted without a doctor's note.**

At release, an assistant will be stationed outside to bring your child to you. **Stay in your car.** Once your child is in the car, pull up to the end of the drive to buckle your child and secure his belongings. You will have plenty of time to accomplish this while we are loading other cars. If you arrive more than fifteen minutes past your child's scheduled release time, park in the office parking lot and report to the office to pick up your child and settle your late fees.

## **Snack**

Snack in the classroom is presented as a Practical Life lesson. It is available for children to choose just as any other lesson. It is not considered important for every child to have snack; indeed, we expect that they have had a good breakfast and will have a good lunch. The emphasis is on Grace and Courtesy and the preparation of food and washing dishes. Snack is available from approximately 9:00 to 10:15 most mornings. Please be assured that a child who is hungry will choose that lesson!

Parents will be assigned on a rotating schedule during the year to provide snack, milk and flowers for the class. A memo will be sent home detailing the exact items that are requested for your assigned week along with any exclusions due to food allergies. Please review the DMS nutrition policy when making your selections.

## **Lunch**

Lunch is an important community time for the children. We emphasize Grace and Courtesy and Practical Life activities during this time. The community tables are set with placemats, silverware, napkins, plates and/or bowls, glasses and a centerpiece. Children are expected to eat from their plates and return containers and plastic bags to their lunchboxes. Children wait until everyone at the table is prepared to eat. This is a social time, which is made to be pleasant and relaxing.

***Healthy Meals*** - DMS has always promoted good nutrition in our school environment. As a way of supporting the students in this endeavor, they may not bring pre-packaged or processed food. Students must have a balanced lunch that includes a protein, fruit/vegetable and grain. Please refer to the school's nutrition guide in the Parent Handbook found online at [duluthmontessori.com](http://duluthmontessori.com).

***Meal Preparation and Cooking*** - The process of preparing food to eat is a wonderful opportunity for children to practice valuable skills. On Tuesdays and Thursdays each week the children will work together to create a healthy lunch to share.

***Reduce/Reuse/Recycle*** - In an effort to cut down on waste and as a way of enhancing the child's interest in being environmentally friendly, the students will return all uneaten food, containers and plastic bags to their lunchboxes. By returning all of these items, the students can see whether they are packing too much food, as well as how much waste they may have generated. Reusable containers are recommended to keep liquid items from spilling in lunchboxes during the return trip home. Students will be allowed to rinse out yogurt and applesauce containers to be recycled at school.

**There is a microwave available for heating up food if necessary, however to facilitate the lunch process, please heat food at home whenever possible and sent in a thermos.**

## **Birthdays**

For your child's birthday prepare together either a simple album or poster with a single photograph representing each year since his birth. Parents may choose to bake a special snack with the birthday child, for example, banana or zucchini bread, to share with classmates. If you wish to send a gift for the classroom, a book or small plant would be nice. Invitations, if any, may **not** be handed out at school.

## **Contacting Your Child's Teacher**

Please notify the Sugarloaf campus office if you would like to meet with your child's teacher. Appointments will be available between the hours of 1:00 p.m-3:00. Before you come in, it is extremely helpful if you inform your child's teacher of the topic you are interested in discussing. This allows her some time to observe your child in the classroom or to look at her records, resulting in a much more productive meeting.

The Sugarloaf Campus office phone number is 678-474-9967 and emails should be sent to *sugarloaf@duluthmontessori.com*.

## **Email Communications**

In an effort to reduce the amount of paper used by our school, as much communication (parent memos, reminders, etc.) as possible will be sent via email. Please be sure to add *sugarloaf@duluthmontessori.com* to your safe senders list or email address book. This will help to avoid missing any messages that may be automatically moved to your "junk mail" folder. Also, it is important that we have your correct email address.

## **Observations and Transitions**

Transition through the Montessori curriculum is a natural process. The child moves from being a toddler to a primary child. A primary morning child develops into a primary afternoon child. Then from primary he moves to the elementary community as he grows and matures. There are many considerations for determining readiness for each transition. The teacher observes each child and notes the milestones that are reached as he progresses. When she identifies that he is nearing readiness, the administration is notified. The teacher and administrators will observe the child and the class to determine the best timing for a change. Once the timing has been determined, the parents are notified and preparations are made for a smooth transition.