

Owen

GRAHAM HILL ELEMENTARY  
2007-2008

MONTESSORI  
PRESCHOOL & KINDERGARTEN

WELCOME HANDBOOK

*Rm. 101 Ms Maureen McCleery*

*Rm. 201 Ms Libby Ferron*

**Montessori Preschool and Kindergarten**  
**September 2007**

**Dear Families,**

Welcome to the Montessori program at Graham Hill School!! We look forward to working and learning with your child(ren) and getting to know the families as well!! There are always a lot of details and routines to become familiar with in the beginning of the year. We hope that the following information will help. Please save this information to refer to as questions arise. Please call if you have further questions or concerns!

Rm. 101 Maureen McCleery 252-7156 [mimccleery@seattleschools.org](mailto:mimccleery@seattleschools.org)

Rm. 201 Libby Ferron 252-7172 [ejferron@seattleschools.org](mailto:ejferron@seattleschools.org)

**ARRIVAL/DISMISSAL**

Please let the teachers know your child's going home routine -- bus, parent pick up, etc. If there are any changes in the routine, inform us in advance in writing. Teachers will have a message system by the door. If your child is going home with a friend who rides the bus or is getting off at a different stop, it is parent's responsibility to obtain a green card from the office in the morning. Please bring the green cards back to the classroom for the teachers.

Please call the office (252-7140) if your child will not be in school for any reason. The attendance secretary needs advanced notice for doctor's appointments and family trips. Please keep your child home if they are not feeling well. Please inform the school of any changes in phone numbers so we can reach you if your child gets sick.

Please pay tuition checks and return school and PTA forms to the office.

In the interest of the children's school time, please say goodbyes by the beginning group time and reserve adult conversations for outside the rooms.

**Preschoolers:** Please do not bring your child in prior to 9 AM as the teachers are preparing for the day. The first bell rings at 9:05 and we begin our day at 9:10. Our morning ends at 11:40. The classes will be brought up to the office area for parent or Kids Co. pick up or the bus. Please be prompt.

**Kindergartners:** These children may go to "before school" recess from 8:50-9:05. At 9:05, they should enter the classrooms. Children need to be inside no later than 9:10. Ms. Libby's kindergartners will join Ms. Maureen's class at 11:40 and be in Room 101 for the duration of the day. Their school day ends at 3:15. Bus riders will be escorted to our bus pickup area, other children to the front of the school for parent pickup.

**BACKPACKS:** Children should bring a standard-sized backpack to school every day. This helps protect their completed work and helps school notes make it home for parents to read. Please make sure all of your child's belongings are labeled!!

**SNACK:** During our morning work time, children may choose to eat snack. The parents provide these snacks. Sign-up sheets are posted in the classrooms. Since the children are serving themselves, snacks need to be simple to prepare, easy to clean up and nutritious. Usually a few boxes of crackers, fruit, napkins or cups are needed. Please; no items with nuts as we have students with allergies. We will send you a note the week prior to your snack week indicating items needed.

**LUNCH:** Kindergartners may purchase a hot lunch and/or milk. If you would like your child to do this, they need to have money in their lunchroom account. You may pay for this in the office or give a check directly to our lunchroom manager. (Applications for free/reduced lunch are available in the office.) If you child is not purchasing a lunch or milk, please be sure to provide a drink along with the food. During the first week, kindergartners will be learning their new lunch codes.

**EXTRA CLOTHING:** Each child should have a change of clothes, well labeled, and stored in his/her cubby or locker. A plastic bag should also be included for wet clothing. Please check the clothing as your child grows and the seasons change, to make sure your child has something appropriate. Afternoon kindergartners should store their extra clothes in Ms Maureen's classroom.

**SHARING:** All of the children seem to enjoy sharing about a special activity or bringing in special items from home. (Please no toys.) Check with the classroom teacher regarding sharing days, frequency etc.

**SMALL ITEMS:** Many of the classrooms material have small parts which appeal to children. If anything comes home with your child, please return it to the classroom.

**BIRTHDAYS:** One of the most exciting days of the year for a child is her/his birthday. We invite families to share this by coming in and bringing photos of your child growing through the years. If you are not able to come in, you may still send in photos or/and a note about your child's early years. You may want to send a birthday treat. The teachers prefer cookies or muffins, nothing too messy or gooey. As the special day approaches, the teacher will contact you to make more detailed plans.

**FIELD TRIPS:** We go on several field trips during the year and ask parents to chaperone. Younger siblings may not take the bus according to bus company regulations. Depending on the trip, it may be possible to drive independently with a younger sibling and meet us. On some field trips, tickets available limit the number of chaperones.

### **CONFERENCE SCHEDULE-EARLY DISMISSAL**

Parent-Teacher conferences are November 13-20. Preschoolers will go home at 10:45 and Kindergartners will go home at 1:05. The reason for the Preschool early dismissal is to allow Ms Libby, a half-time teacher, to begin her conferences at that time. Full time teachers get two hours of paid time per day for conferences. All teachers work many extra hours without compensation.

### **DISTRICT WIDE EARLY DISMISSAL DAYS**

This year early dismissal days are Sept. 26, Oct. 31, Feb. 6, March 5, and May 21. Kindergartners will be dismissed at 1:15; Preschoolers will be dismissed one hour early at 10:45. Seattle Schools have 5, two-hour early dismissal days for school wide teacher planning and training. Our school days begin at 9:05 rather than 9:10 throughout the school year to make up for the difference in time on early release days.

There is a one-hour district wide early dismissal on the days before Thanksgiving, Winter Break and the last day of school. Preschoolers will not have early dismissal on these days and will go home at their usual time of 11:40. Kindergartners will be dismissed one-hour early at 2:15.

Please check the school calendar for Professional Development days throughout the year.

**THANKS IN ADVANCE FOR YOUR SUPPORT AND COOPERATION IN MAKING THIS A FUN AND SUCCESSFUL YEAR AT GRAHAM HILL!!**

*Maureen McCleery and Libby Ferron*