

ARRIVAL TIME

Half Day students must arrive by 8:30 AM.

Full Day students must arrive by 8:15 AM.

Extended Day students can arrive as early as 7:30 AM.

We take our scheduled academic time very seriously and we ask that you do the same by respecting the flow of the Montessori school day and arriving on time. School-aged students who arrive after 8:30 AM are considered late and their tardiness is recorded in school attendance records. Late arrivals negatively affect your student and the entire classroom environment. If there is a valid reason for your student to arrive late to school, such as a doctor or dentist appointment, please notify the school beforehand by emailing Eva.Foster@PalmValleyMontessori.com or calling 623-986-9516.

School arrival should be drama-free regardless of the age of the student. Primary and Elementary students should be signed in at the front desk by a parent/guardian and proceed to their classroom unescorted. Toddler students should be escorted to the classroom by a parent and received by a teacher. Please keep goodbyes short and sweet. Remember a major goal in Montessori education is developing independence and confidence. And although this is a tempting time to “have a quick conversation” with the teacher, we ask that parents and teachers do not engage at this time of the day. It is extremely important that the teachers are focused on greeting students, getting them settled into the classroom, and engaging students with work upon their arrival.

PICK UP TIME

Half Day students must be picked up at 12:15 PM. Only preschool students may register as half day.

Full Day students must be picked up at 3:15 PM.

Extended Day students must be picked up by 5:00 PM. Parents will be charged \$1.00 per minute per student for late pick up times after the end of the school day.

ALLERGIES

There are several students with food sensitivities and a couple of students with SEVERE and LIFE-THREATENING FOOD ALLERGIES at our school. For this reason, we do not allow any peanut or tree nut foods on the school grounds. The risk of exposure is too great. The staff closely monitors food consumption for these children. Please be mindful of these restrictions when packing your child’s lunch, providing snack for the class, or preparing a potluck dish. For example, peanut butter, Nutella, and trail mix are potentially life-threatening foods in our school environment. If you are participating in a school function which includes food, such as International Day or Peace Day, do not give food to any student but your own.

SNACKS & SHARE DAY

Primary students (pre-school and kindergarten) will be given pre-selected snack and share days. On these pre-determined days, Primary students will bring some healthy foods to share with classmates for snack time and also an item for show-and-tell. Primary students are encouraged to bring foods that they can help prepare: apples to wash and slice, bananas to peel and cut, carrots to wash and peel, cantaloupe to scoop, etc. Primary students will have a snack and share day about once every two months. The schedule will be available on The Weekly Connection and in the school lobbies. Toddler students bring snack for the class one week every three months.

LUNCHES

All students Toddler - 4th grade will need to bring a packed lunch to school daily or have a lunch ordered through the school lunch program partner, Something Special Meals. All lunches are refrigerated and food can be reheated for students. Please note food maybe reheated, not cooked for students. For example, reheating macaroni and cheese is fine, but making macaroni and cheese is not. Package food items that require heating in microwave-safe containers (glass instead of plastic).

Lunch boxes should be free of characters (no Spider Man, Barbie, Disney Cars, etc.). A lunch box with a turtle design is great, but a Teenage Mutant Ninja Turtle is not acceptable. A horse picture is fine, but My Little Pony is not. Lunch boxes also need to be a reasonable size. Lunch boxes are kept refrigerated in the classrooms and oversized lunch boxes take up too much space. Every lunch box should be clearly labeled with the student's name. At school, we do our best to promote and model healthy eating and good table manners. Please DO NOT SEND junk food in your child's lunch. Please DO NOT send squishy packet foods such as Gogurt or squeezable apple sauce. Foods packaged in this way discourage the table manners we are working so hard to achieve. Please DO NOT send Lunchable kits, Macaroni and Cheese kits, or packets of noodles. These items take too much time to assemble and/or cook, causing the student to be behind schedule. Foods requiring reheating are fine, but foods requiring cooking are not. The teachers and assistants help the students to unpack their lunches, but our goal at lunch mirrors the rest of the school day in that we try to encourage independence and have students do as much as they can on their own. Please support us in this way by having your child practice unzipping his own lunch box, opening his containers, and eating independently and politely.

Students will need to pack all necessary utensils in their lunch box and bring the utensils back home for cleaning. These students will also need to bring a cloth or paper napkin in their lunch box. Students will use their water bottles during lunch.

* Please remember **NO PEANUT or TREE NUT** products may brought to or consumed at school.

WATER BOTTLES

All students need to bring a water bottle to keep at school. The water bottle will only be filled with water and will be washed once a week. Please ensure the water bottle is character-free and clearly marked with your child's name. The water bottle should be relatively small.

BIRTHDAY CELEBRATIONS

Due to allergy restrictions and a desire to minimize treats, we ask that parents DO NOT celebrate your child's birthday at school with food. Plants for our classroom environment, a cultural artifact, or a book would make a better, long-term contribution to the community to acknowledge and celebrate your child's special day. Parents are invited to school for their child's "walk around the sun" and to join the class for lunch. Sharing baby photos or making a poster board presentation about your child's year are fun ways to celebrate a birthday in the classroom. Please schedule a birthday celebration in your child's classroom by contacting our administrator at Eva.Foster@PalmValleyMontessori.com or 623-986-9516.

DRESS CODE

It is our goal to provide the best possible learning environment for our students. The Montessori classroom is referred to as “the prepared environment” because teachers are meticulous in their selection and presentation materials and design of space. Everything has a place and a purpose. Dress also should serve as an aid to the child’s safety and development and not be a distraction to learning. However, uniforms are not desirable as they take away from our individuality and cultural expressions. At this age, we want children to practice making appropriate choices within a reasonable framework. In an effort to shield our students from distraction and commercialism, Palm Valley Montessori School adheres to the following guidelines for dress:

- Sensible play clothes are the best choice for school. Please have your child dress as if he were going to the park for the day. While we do teach children to wear aprons, it is not advisable to send children in clothes that cannot get dirty.
- Shoes, clothing, and accessories should not distract your student or others. Light-up shoes, shoes with wheels, noise making watches, slap bracelets, colored hair pieces, etc. are not permitted.
- Hats are permitted for sun protection while playing on the playground or working outdoors. Students are asked to remove hats indoors.
- Do not allow your student to wear excessive jewelry to school. For example, simple earrings are not a problem, but large bracelets and necklaces are distracting to the child and are unsafe on the playground.
- Movie and television characters on clothing encourage distractions, silly behavior, and inappropriate fantasy play in the classroom. For these reasons, we have imposed a character-free clothing rule. This rule also applies to lunch boxes, water bottles, folders, and other items.
- Please also evaluate whether the image or message on your child’s clothes are aggressive, violent, or sassy in nature. For example, “here comes trouble” or “talk to the hand” are not appropriate school messages.
- Logos and advertisements based in reality are fine. For example, wearing a Diamondbacks baseball cap or a Phoenix Zoo T-shirt is fine.
- Please do not allow your child to put distracting items from home (lip gloss, stuffed animal, action figures, etc.) in their cubby.
- NO FAKE TATOOS are to be worn at school.

NAP ITEMS

Toddler and preschool students have the opportunity to nap at school. These children rest on specifically designated mattresses or cots in the nap room or a nap area. The mattresses or cots are cleaned, sanitized, and fitted with a freshly cleaned sheet at least once a week. Please do not send attachment items such as a blanket or stuffed animal.

EXTRA CLOTHES

Students should come to school dressed for the work of the day. Toddler and Primary students should bring a complete change of clothes on the first day of school. A shirt, shorts, socks, and underwear should be enclosed in a clear zip-lock bag with the child’s name clearly marked. These items will remain at school. The clothes are not only for toilet accidents, but are also helpful to have on hand in case of water spills, bloody noses, illness or injury, mud, etc.