

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. Students should be signed in at the front desk by a parent/guardian and proceed to their classroom independently (escorted if in the Toddler program). Please keep goodbyes short and sweet. Remember a major goal in Montessori education is independence and confidence. Although this is a tempting time to “have a quick conversation” with the teacher, we ask that parents and teachers and assistants do not engage at this time of the day. It is extremely important that the teachers and assistants 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.
- **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.

SNACK & SHARE DAY

Primary students (Pre-school and Kindergarten) will be given pre-selected snack & 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 & share day once every two months. The schedules will be available on The Weekly Connection and in the school lobbies.

LUNCHES

We are working toward the goal of providing healthy, catered lunches for our students from preschool - 4th grade. All students will need to bring a packed lunch from home. All lunches will be refrigerated and food can be reheated for students. Please package food items requiring reheating in microwave-safe storage (i.e. glass instead of plastic containers). We ask that lunch boxes be relatively small in size so we can accommodate refrigerating all lunches.

Lunch boxes should be free of characters (no Spider Man, Barbie, Disney Cars, etc.). For example, 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 Go-Gurt or squeezable apple sauce. Foods packaged in this way discourage the table manners we are working so hard to achieve. Please DO NOT send Lunch-able 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 is the same as the rest of the school day in that we try to encourage independence and have the student do as much as he can on his 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.

This year, the toddler students will set their tables with tablecloths, plates, napkins, glasses, and utensils. They will unpack their food on to their plates and place their lunch boxes under their chairs. They will drink water with lunch and practice pouring water from a pitcher into their glass.

Primary and Elementary lunches will be consumed either inside at tables or at outdoor tables. The Primary and Elementary 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 daily. The water bottle will only be filled with water. 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@PalmValleyMontessoril.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 distractibility, 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 lunchboxes, 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 cap or a Phoenix Zoo 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

Primary and Toddler students (Pre-school and Kindergarten) 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 and blanket. Please DO NOT SEND attachment items such as a blanket or stuffed animal.

EXTRA CLOTHES

Primary and Toddler students (Pre-school and Kindergarten) should come to school dressed for the work of the day. Primary and Toddler 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.