

# Casa Welcome Package

## School Year 2022-2023

**Dear Casa Families,**

It's hard to believe that we are already beginning to prepare for the new school year! Each September is an exciting time for students and teachers alike as a new school year is set to begin.

This Welcome Package is a resource for Back to School. We encourage all families to become familiar and utilize the MSK Website and Parent Portal for important information, policies and documents (such as the Parent Handbook and other important policies and procedures)

Information in this package includes:

- Important Dates & Events
- Personal Items Required for School
- School Uniform
- Preparing for September
- Arrivals & Drop Off/Pick Ups
- Health Policy
- Napping & Rest
- Parent & Teacher Communication
- Classroom Supply List
- Meet & Greet Reminders
- List of Forms to return by the first day of School

### **Important Dates & Events**

- 1. Parent Orientation Via Zoom on Wednesday August 31 10:00 a.m.- this will be shared and held virtually by each individual by each classroom**

This event is **required** for all NEW families and we invite returning families to join us for the presentation. During our orientation, you will have the opportunity to hear a brief overview of the Casa program, daily schedule, policies and procedures. **This is an important information session and we look forward to seeing you. Login information will be shared with you closer to the date - via email.**

- 2. Meet and Greet" will be held on Thursday Sept 1st from 12:30 - 2:00 p.m. for Casa Families.**

This is an opportunity to drop by the classroom and for your child to see their classroom and teachers. You are not required to stay for the full length of this - it is a drop in event.

We encourage school supplies and personal items are brought in on this day. Also if your child has an Epi-Pen or medical condition, this is the time when teachers and staff are able to discuss the details of this - including signing of Medication and EpiPen forms.

## Personal Items Required for School

All students are required to have a set of extra clothes to be kept at school. Clothing will be kept in a backpack/bag and hung on your child's personal coat hook. This will remain at school. Students will also have a personal bin in the classroom for their everyday items.

Clothing Items to be kept in back pack on personal coat hook Each item must be LABELED
<ul style="list-style-type: none"> <li>● <b>Backpack Size:</b> We highly recommend a <b>full size sturdy student backpack</b> for your child. Your child's bag needs to accommodate the items listed in this chart below</li> <li>● Please also consider the backpack style. <b>Wheeled and "suitcase" style backpacks, and "landscape style" backpacks are difficult to hang on our vestibule hooks and are cumbersome for the child to pack properly.</b></li> <li>● <b>Clothing kept at school can also be bagged in a reusable tote bag in lieu of an additional backpack</b></li> </ul>
<ul style="list-style-type: none"> <li>● <b>2 - 3 sets of clothing (seasonally appropriate)</b></li> </ul>
<ul style="list-style-type: none"> <li>● <b>4 pairs of socks</b></li> </ul>
<ul style="list-style-type: none"> <li>● <b>4 underwear</b></li> </ul>
<ul style="list-style-type: none"> <li>● <b>Flushable personal wet wipes</b></li> </ul>
<ul style="list-style-type: none"> <li>● <b>Sealable plastic bag(s) for soiled and wet items to be sent home in</b></li> </ul>
<ul style="list-style-type: none"> <li>● <b>Students with long hair should have a pouch with extra hair ties</b></li> </ul>

Please label all items coming to school. We are not responsible for unlabeled items.

## Personal Items Continued...

<u>Personal Items required- labeled with child's name</u>
<ul style="list-style-type: none"> <li>● <b>Sunscreen-</b> For hygienic purposes we prefer a Sunscreen stick, lotion/cream style is also acceptable. (Banana Boat, Coppertone and Aveeno are some brands that offer this style)</li> <li>● Please check expiry dates.</li> <li>● If a spray (non-aerosol) is provided, it will not be applied until we are outdoors.</li> </ul>
<ul style="list-style-type: none"> <li>● <b>Insect repellent-</b> NO CREAMS - spray only - this is applied outdoors</li> </ul>
<ul style="list-style-type: none"> <li>● One (1) pair of <b>labeled indoor running shoes</b> with non marking soles. These shoes are also used for gym class. Please <u>do not send shoes that have commercial cartoon characters and/or lights on them.</u> <b>Velcro shoes are preferred. Crocs and open toe/strap sandals are not permitted.</b></li> </ul>
<ul style="list-style-type: none"> <li>● <b>Outdoor shoes-LABELED-</b> Please <u>do not send shoes that have commercial cartoon characters and/or lights on them.</u> <b>Velcro shoes are preferred. Crocs and open toe/strap sandals are not</b></li> </ul>

**permitted. Outdoor shoes are shoes worn to school upon arrival - to be seasonal and weather appropriate,**

- Three (3) **4x6 pictures of your child.** Please write your child's name on the back of each photograph. These will be used for identification of Personal Bin, Coat Hook, Folder etc.

- One colouring or activity book to be used for indoor recess. No Sticker Books please. Additional colouring pencils and markers are not required.

- Provide a child sized spill proof water bottle with your child's name clearly written on it. **Please provide fresh water prior to arriving at school;** however, water will be refilled throughout the day if needed. Juice is not permitted. Reusable 500 ml water bottles are preferred and please, no sippy cups.
- **Your child's name must be visibly placed on their water bottle.**
- **This item travels back and forth to school with your child each day**

**OPTIONAL** - Face Mask/ Face Covering- please provide two and sealed bags labeled as CLEAN & DIRTY for returning home when used and soiled. Please review and practice putting on and removing a personal face mask with your child.



### **PROHIBITED ITEMS**

**Thank you for helping to keep our environment safe by not sending the following items to school**

- Costume jewelry items such as: necklaces, rings, bracelets, dangling earrings, elaborate headbands, and watches
- Nail polish
- Toys, especially plush toys
- Fidget Spinners
- Electronic items

- **Under no circumstance are Pull Up's allowed. Children who attend the Casa program must come to school wearing underwear. This is in accordance with our licensing and facilities. We understand that the occasional accident may occur while at school.**
- **Please refer to the Parent Handbook for the Definition of a Toilet Trained Child policy.**

## Casa Uniform Requirements

In order to better help you with your uniform orders, please use the list below which clearly outlines what your child will be expected to wear throughout their attendance here at MSK. We hope that this quick chart will help organize you in terms of uniform requirements and dressing your child throughout the week. **Please remember to label your child's uniform pieces with a permanent marker, or a prepared label**

### Uniform Schedule

#### **MONDAY: Formal Uniform Day**

<b><u>TOPS</u></b>  <input type="checkbox"/> Green MSK cardigan or green/navy sweater vest <input type="checkbox"/> White formal shirt (collared)	<b><u>BOTTOMS</u></b> Choose one:  <input type="checkbox"/> MSK Tunic <input type="checkbox"/> Gray or Navy Pants <input type="checkbox"/> (formal dress pant)	<b><u>SOCKS</u></b> White, Gray, Green Socks or Tights
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#### **TUESDAY: Casual Uniform Day**

<b><u>TOPS</u></b> Choose one:  <input type="checkbox"/> Polo / Golf Shirt <input type="checkbox"/> V neck vest , <input type="checkbox"/> V-neck pullover, <input type="checkbox"/> Zip polo sweatshirt <input type="checkbox"/> Turtle neck t-shirt	<b><u>BOTTOMS</u></b> Choose one:  <input type="checkbox"/> MSK Tunic or Skort <input type="checkbox"/> Gray or Navy Pants	<b><u>SOCKS</u></b> White, Gray, Green Socks or Tights
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#### **WEDNESDAY/ THURSDAY/ FRIDAY: Casual or Gym Uniform**

<b><u>TOPS</u></b> Choose one:  <input type="checkbox"/> White or green or mascot MSK gym shirt <input type="checkbox"/> Sweatshirt styled top is optional depending on the weather  OR choice of:  <input type="checkbox"/> Polo / Golf Shirt <input type="checkbox"/> V neck vest ,	<b><u>BOTTOMS</u></b> Choose one:  <input type="checkbox"/> Green/gray/navy MSK track pants/shorts  OR choice of:  <input type="checkbox"/> MSK Tunic or Skort <input type="checkbox"/> Gray or Navy Pants	<b><u>SOCKS</u></b> White, Gray, Green Socks or Tights
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<input type="checkbox"/> V-neck pullover, <input type="checkbox"/> Zip polo sweatshirt <input type="checkbox"/> Turtle neck t-shirt		
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**Note:**

You are able to supplement and purchase gray, forest green or navy dress/casual pants other than **Uniform Basics** Plain white dress shirts, both long and short sleeved, are also available to be purchased elsewhere. **Students are required to wear at least one piece of clothing with the MSK crest/logo.** Should your child not be properly dressed in uniform, you will be notified of such and will be expected to respect our uniform policy accordingly. Extra change of clothes sent to school do not need to be uniform items.

**Shoes**

Children will wear their indoor non-marking gym shoes throughout the week with their uniform, including their formal uniform. Indoor shoes remain at school in your child’s classroom Shoe Cubby.

**Special Note for children ages 3 and under**

Children are permitted to wear elasticized waist sweatpants for ease of use in the washroom in place of the formal gray uniform pants.

**Hair**

All children with long hair must have their hair tied back prior to arrival each day. Plain hair bands and clips may also be worn. No large or distracting hair items will be permitted.

**Civvies Day**

Students are allowed to come to school dressed in their regular clothing, once a month, on the scheduled Civvies Day. Please refrain from wearing costume style clothing or commercial media images. They pose as a source of distraction to students and are not appropriate for the learning environment.

**Preparing For September**

In following the Montessori philosophy we strongly encourage students to be independent in their care of self. Below is a list of skills that we encourage you to value and foster at home, as they are also expectations for all students in the Casa program.

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| <ul style="list-style-type: none"> <li>● Practice “please and thank you”, displaying table manners including eating and drinking quietly and properly i.e. (holding a fork, spoon and feeding oneself), seated at a table for meal and snack times (not in a high chair)</li> </ul> |
| <ul style="list-style-type: none"> <li>● Caring for possessions, materials and books that belong to you and to others</li> </ul>  |
| <ul style="list-style-type: none"> <li>● Able to sit quietly with a book and treat the books with care.</li> </ul>  |
| <ul style="list-style-type: none"> <li>● Patience in waiting their turn, respect for others’ time.</li> </ul>   |

<ul style="list-style-type: none"> <li>• Self help skills such as: putting on your own shoes, coat, packing a backpack. Also able to zip and unzip a backpack.</li> </ul>
<ul style="list-style-type: none"> <li>• Independent use of the washroom: able to flush the toilet, wash hands with soap (for the recommended 20 sec)., to pull clothes up and down with minimal assistance, to wipe/clean self- see Definition of Toilet Trained Child policy (Refer to the uniform guide for clothing options)</li> </ul>
<ul style="list-style-type: none"> <li>• Discuss and practice what Physical Distancing is at home with your child &amp; why it is important</li> </ul>

**The First Month at School**

The month of SEPTEMBER is a period each year when students, families and teachers adjust to the new rules and routines. This year we continue to reinforce the Public Health Guidelines & Protocol to ensure a safe, clean and healthy learning environment for everyone.

If your child is experiencing extreme anxiety we will provide encouragement and support for him/her to enter the classroom. Parents will not be permitted into the classroom settings.

***We encourage families who are experiencing difficulty at drop off time to take some time to walk with your child outside and then re-attempt to join when they have calmed down.***

It is important to remember that September is a month that requires flexibility.

**We understand that during the first few drop off times there may be some tears. Please be confident that your child is in a caring and nurturing environment. Should your child become inconsolable, please be assured we will contact you.**

**Ease In**

ALL NEW students to MSK will spend their first few days on a modified schedule to allow for a smooth and easier transition into school. All NEW students are to arrive 8:45 - 9:00 for the first days of school.

**We view each student’s start as individual and will adjust and modify their Ease In schedule if needed.**

**Below is a sample of the Ease in schedule.**

Tuesday September 6, 2022	Arrive 8:45 - 9:00 Pick Up 10:30 - 10:45
Wednesday September 7, 2022	Arrive 8:45 - 9:00 Pick Up 10:45 - 11:00
Thursday September 8, 2022	Arrive 8:45 - 9:00 Pick Up - To Be determined if a student is ready to stay for their full program schedule as a full day or half day student. Pick up for 1:00 may be recommended
Friday September 9th, 2022	Arrive 8:45 - 9:00 Pick Up - To Be determined if a student is ready to stay for their full program schedule as a full day or half day student. Pick up for 1:00 may be recommended

**ARRIVAL/MORNING DROP-OFF PROCEDURES**

Drop offs for the start of the school day run from 8:00 am to 8:30 a.m  
Please bring your child to their classroom entrance

- Casa Yellow: Vestibule
- Casa Blue: Casa Blue Outside Door (Left of the Vestibule)
- Casa Red: Casa Red Outside Door (Closest to the Rear Playground)

Drop offs after 8:35 are considered late and you are to proceed to the Vestibule/Main Entrance for drop off - Classroom doors will not be answered as the school day has begun.

Please allow your child to walk to their classroom door. Have a quick goodbye and your child will enter. Doors to the classrooms can only be opened from the inside. **Please refrain from tapping on the windows and peeking inside during the arrival and dismissal time as this can become distracting to the students**

## ILL HEALTH POLICY

As a school community, we practice and prioritize the health, wellness and safety of our students, staff, visitors and parents. Please refer to our MSK 2022-2023 PARENT HANDBOOK FULL DETAILS.

<ul style="list-style-type: none"> <li>• Children who show signs of ill health <b>MUST stay at home</b> until symptoms are no longer present - as stated in our Parent Handbook</li> </ul>
<ul style="list-style-type: none"> <li>• A fever is not the only indicator of ill health.</li> </ul>
<ul style="list-style-type: none"> <li>• Your child will be monitored for signs of illness such as: runny nose, yellow/green discharge from nose and eyes, swelling, redness and/or crust around eyes, a rash, pain or discomfort, coughing, vomiting or diarrhea.</li> </ul>
<ul style="list-style-type: none"> <li>• Parents will be called if symptoms are preventing the child from participating fully in all school activities, including outdoor recess.</li> </ul>
<p style="text-align: center;"><b>A student must be fever free for 24 hours (without medication) to return to school If experiencing vomiting or diarrhea must be 48 hours - as per Public Health Guidelines</b></p>
<ul style="list-style-type: none"> <li>• Students and parents who are ill <b>CANNOT</b> attend school and school functions</li> </ul>

## Napping & Rest Period

- Children under the age of 3 years 8 months are required to have a small pillow and blanket at school, in accordance with the Child Care and Early Years Act.-- **this applies to full day students only who attend the program for more than 6 hours**
- Items are to be transported to school in a sturdy reusable bag
- BEDDING: large comforters, pillows, & stuffed animals are prohibited. A “nap mat” or “bed roll” is mandatory (URBAN KIDS and POTTERY BARN KIDS sells these)



- Bedding is to be sent to school on Monday and we will be sent home on Friday's for laundering
- Please label all items with your child's name
- Pacifiers and nap time toys are not permitted
- The napping and rest period will be held in the afternoon in each classroom
- **If your child is 3.8 years or younger as of the first day of school you MUST sign the Nap Consent/Waiver form.**
- Your child's napping details will be logged in class and shared with you if there are any concerns

## Parent/Teacher Communication

**We ask that you do not use the pick-up and drop off times to "catch up" on your child's progress as this is a busy time and does not ensure the safety of all students arriving and departing from the school.**

Ways to contact your child's teachers include: email, phone and scheduling a parent/teacher meeting should you require.

**\*\*Formal Parent Teacher Meetings are held in the late fall and early spring. Term Report Cards are provided in January & June for the Casa Program**

**Casa Blue email:** [casablue@msk202.com](mailto:casablue@msk202.com)

**Casa Yellow email:** [casayellow@msk2002.com](mailto:casayellow@msk2002.com)

**Casa Red email:** [casared@msk2002.com](mailto:casared@msk2002.com)

**Emails will be replied to up to 72 hours - depending on when the email was received, teachers provide replies during school hours from Monday – Friday 8:00 am - 5:00 pm only**

Each month your family will receive by email:

- a) Monthly Classroom Newsletter a class newsletter - thank you for taking the time to read this.
- b) Weekly each Casa class will also share a Highlights of the week email on Friday's
- c) School Weekly Memo for additional notices of upcoming school events



## Classroom Supply List

The following items are requested for the start of the school year. These items will be used by the classroom to support learning activities. A separate pencil case or personal set of supplies is NOT required by students to have for individual use. **These items do not need to be labeled. Items**

**Occasionally additional items needed for the classroom will also be listed as Wishlist items on your child's classroom Newsletter - typically are seasonal in nature**

Quantity	Supply
1	Box of Tissues (Kleenex)
1	Basket Style Coffee Filters
1 box	Crayons (Set of 24) Crayola brand is preferred
1 box	Pencil Crayons (Set of 12)
1	Eraser
1	Glue Stick
1	Box of Markers (Broad or Thin Tip style)

## Meet & Greet Reminders

**We Encourage ALL Families to use the Meet & Greet opportunity to bring in supplies and personal items for your child as it helps everyone to be organized and prepared, and lessens the bulk of items coming into school on the first day.**

- Please bring your CHILD'S Personal Bin items, photos, indoor shoes etc.
- All new families are asked to return the completed "**New Student Profile Form**" This form allows us to familiarize ourselves about your child. Please feel free to add any additional information that may be helpful.
- If you are unable to attend the Meet & Greet during the specified time - items can still be dropped off during the day between the hours of 9 - 3p.m. Please email your classroom teachers to advise when you will drop off your child's items.

***If you are unable to attend the Meet & Greet Session we look forward to seeing you on the first day of school Tuesday September 6th, 2022***

## Forms Required

We appreciate families to use this time to return all forms needed prior to the first day of school - as it greatly helps the first day of school to go smoothly and be organized.

- **Signed and completed forms to be returned include:**
  - a)Emergency Contact Form
  - b)Nap Waiver Form
  - c)Sunscreen/Bug Spray/Handsanitizer form
  - d)Anaphylactic/Medical Conditions Form
  - e) Medication form (if medication administration is required)

**We look forward to the start of a wonderful year ahead!**

**MSK Casa Department**

