

Toddler Welcome Package

School Year 2022-2023

Dear Toddler 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
- 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 Toddler 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 10:00 – 11:30 a.m. for Toddler 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

Items to Stay at School

- **Three (3) sets of clothing.** Seasonally and weather appropriate labeled in Ziploc bags. (pants, tops, socks, underwear, wipes) Uniform items are not required for spare clothing. **These will be placed and kept in your child's green bin. Individual items must be LABELED.**
- Long hair is to be tied back at all times. Please ensure extra hair ties/clips are provided for their Belongings Bin.
- Extra plastic bags or Ziplocs for soiled and wet items to be sent home in.
- Three (3) books and One (1) colouring book labelled for use during indoor recess or transition times.
- One (1) pair of **labeled indoor running shoes** with non marking soles. These shoes are also used for gym class. Please do not send shoes that have commercial cartoon characters and/or lights on them. **Velcro or Slip-on shoes are preferred. Crocs and open toe/strap sandals are not permitted.**
- LABELED sunhat, bug repellent, sunscreen and hand sanitizer. **Please check expiry dates.**
- SIX (6) 4x6 pictures of your child. Please write their name on the back of the photograph.
- **FOR DIAPER CHANGING: One (1) sleeve of diapers LABELED, along with wet wipes LABELED and any necessary LABELED cream/ointment required for diapering.** When required, the Toddler Staff will request more diapering items as needed.
- **IF YOUR CHILD IS IN THE PROCESS OF TOILET TRAINING:** please provide 3-4 extra pairs of underwear, wet wipes (please discuss details with your child's teacher during the toilet training process).
- A 500 ml, reusable water bottle (**labeled with name**) filled with **fresh water** each morning. Note- water bottles will be KEPT UP HIGH - out of reach to prevent "accidental sharing".
- **FOR NAPTIME: URBAN INFANT TOT COT IS MANDATORY-** labeled----no blankets, no crib sheet, no large pillows permitted---- bedding will be sent home **WEEKLY** for washing and return.



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

Toddler Uniform Requirements

Toddlers are not required to purchase the School's uniform however we kindly ask that the toddlers come in our school colours. These colours are:

- White
- Grey
- Hunter Green
- Navy Blue

Pants with elastics are recommended for Toddlers as they are easier to pull up and down as they transition to toilet learning.

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 Toddler program.

- Practice “please and thank you”, displaying table manners including eating and drinking quietly and properly i.e. (holding a fork, spoon and feeding oneself)
- Caring for possessions, materials and books that belong to you and to others.
- Understanding “Quiet Time” – to look at a book quietly and treat with care and respect.
- Patience in waiting their turn, respect for others time.
- Self help skills including putting on own shoes, coat and packing a backpack.
- If haven't yet, please introduce your child to solid foods as this is what we offer at MSK.
- **Pacifiers are permitted in the TODDLER program; however, ONLY AT NAP TIME.** Please let us know if you are planning to wean your child off the pacifier and would like us to follow through at school as well.

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 at 9:00 a.m. 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.

DATE	START TIME	PICK UP TIME
First Day of Ease-In	9:00 am	10:00 am
Second Day of Ease-In	9:00 am	10:30 am
Third Day of Ease-In	9:00am	11:00 am
Fourth and Fifth Days of Ease-In	9:00 am	as per Teachers

The lunch program for all new FULL-DAY children in the "ease in" program will begin the second week of school.

- This modified schedule will be in effect for most, during only the first week of school. Your child's regular program schedule will begin the second week of school. **Individual plans may be considered for those students who may need more time to adjust to their new learning environment.**
- Please keep in mind that our goal is to ensure a successful transition for each child. Your classroom teacher will update you on your child's progress at the end of the first week.
- It is encouraged that all parents ensure a flexible schedule for the first month of school (Sept) due to COVID19 regulations. Please make certain that your emergency contacts are also aware of this schedule.

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 the vestibule entrance

Drop offs after 8:35 a.m. are considered late and you are to proceed to the Main Entrance for drop off.

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">• Children who show signs of ill health MUST stay at home until symptoms are no longer present - as stated in our Parent Handbook |
| <ul style="list-style-type: none">• A fever is not the only indicator of ill health. |
| <ul style="list-style-type: none">• 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. |
| <ul style="list-style-type: none">• Parents will be called if symptoms are preventing the child from participating fully in all school activities, including outdoor recess. |

**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**

- Students and parents who are ill **CANNOT** attend school and school functions

Parent/Teacher Communication

MSK has updated our methods of Communication to implement a CONTACT-LESS communication procedure.

- **HiMama Application-** Each family will be required to download the Hi Mama App (free). Your child will have a profile created under this app where you will have access to their Daily Log, which includes:
 - diapering/toileting
 - nutrition
 - nap
 - supplies
- Communication via emails and phone calls will be occasionally made as well- eg. weekly updates, monthly newsletters, etc.
- 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. Morning arrival is limited to the vestibule/playground- THIS IS DUE IN PART TO PHYSICAL AND SOCIAL DISTANCING REGULATIONS
- Each month your family will receive a newsletter by email which will include information on upcoming class events, wish list items and other important TODDLER information. Please take the time to read this. Also, when required a Toddler memo will be emailed as “**Toddler Updates**” for additional information on upcoming class/school events.
- Additional ways to contact your child’s teacher include, email, phone, HiMama and scheduling or parent/teacher meeting.

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 Toddler Program

Toddler Lavender email: toddlerlavender@msk2002.com

Toddler Rose email: toddlerrose@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 Toddler 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.**

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	Large, Medium and/or Small Ziploc Bags
1 box	Crayons (Set of 24) Crayola brand is preferred
1 Package	Pompoms
1 Pack	Construction Paper/ Cardstock
1	Glue Stick/ Liquid Glue
1 set	Washable, Non-Toxic Paint

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) Sunscreen/Bug Spray/Hand sanitizer form
 - c) Anaphylactic/Medical Conditions Form
 - d) Medication form (if medication administration is required)

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

MSK Toddler Department

