



March 4, 2022

Dear Parents/Guardians,

Thank you for choosing the Montessori School in Kleinburg (MSK). For those returning for another year of academic excellence we thank you for your continued faith and trust in us. To the new families joining us, a warm welcome to all of you.

We are happy to inform you that this letter will serve as your acceptance of admission into the program and will also help you prepare for your child for the upcoming school year. Congratulations on your acceptance! Below you will find some important information about future dates, tuition fees, uniforms, summer camp, upcoming visit days and upcoming online workshops. Please note that if your child is 4 years old or more, and new to this school, the Head of the Casa or Elementary Department will arrange a school assessment for your child prior to their start date. *(This assessment will be an informal evaluation so that we can help better prepare your child for their academic program)*. Please also note that if your child is still too young, less than 18 months, a pre visit with the principal may be too premature at this time and will be arranged at a later date closer to when the child is 18 months or older and ready to start the program.

With any new start, we understand that there is a lot to learn, and as such, we are here to help you every step of the way. We want to get you familiarized about all the policies and procedures, and rules and regulations of MSK as soon as possible. A few topics that we will cover include the new family orientation, review of school policies and procedures and “meet the teachers” may occur either in person or via zoom prior to the first day of school. In-school visits will occur during the months of June and July and staggered throughout the week to keep up with health and safety protocols. As Covid-19 continues to set certain health and safety restrictions, we have set some dates and times during the Summer so that we can safely meet and greet our new families and students in a safe and comfortable outdoor setting. Kindly see the below the proposed schedule. Please note that the below dates and times may change, and we will inform you should this occur.

- **Zoom curriculum brief overview evening – Tuesday June 14, 2022 (6:30 pm to 7:30 pm)** - An informative evening designed to help parents/guardians become familiar with some of MSK’s curriculum and to gain a better understanding of the educational materials used in our school. Zoom invites will be sent out.
- **In person visit week – June 20 -24 (4:15 pm to 4:45 pm)**- “Meet and greet” the staff of each classroom (open to all students transitioning into Toddler, into Casa from Toddler, into Elementary from Casa, or from other schools). New Elementary students will be invited to spend some time during the morning or afternoon in their new classroom (via zoom) and in person (outdoor recess) and this visit will be arranged by the Head of our Elementary Department.
- **In person visit week – (July 4 to 8 and July 11 to 15) (4:15 pm to 4:45 pm) - NEW TODDLER AND CASA FAMILIES ONLY.** Maximum of 2 families per visit, per classroom. Please note that the MSK staff will be in contact to arrange a day and time for your family. Please stay tuned for further information.

- **New Family Zoom Orientation – Wed. Aug. 31, 2022.** We will be reviewing school policies and procedures, staff introductions, as well as brief curriculum overview for each level. A dedicated afternoon to review the curriculum more in detail will be offered later on in the term. Stay tuned for more information.
- We will be hosting a **“Meet and Greet”** for all students, both returning and new, scheduled on **Thursday, September 1 from 10 a.m. to 11:30 p.m. (Toddler families) 12:30 to 2:00 pm (Casa Families) and 2:30 to 4:00 pm (Elementary Families).** This will give you an opportunity to visit the classroom and meet the teachers prior to the official first day of school. At this time, personal belongings can be left with the classroom teachers prior to the first day of school. Should you not be able to attend the Meet and Greet, the new **school year will commence on Tuesday, September 6, 2022.**
- **For students starting January 2023** please note that for Tuesday Dec. 6, 2022 at 6:30 pm there will be an Zoom New family orientation – (6:30 pm to 7:30 pm) - We will be reviewing school policies and procedures, staff introductions, as well as brief curriculum overview for each level. A dedicated afternoon to review the curriculum more in detail will be offered later on in the term. Stay tuned for more information.
- **In person visit week for students starting January 2023 – (December 12 to 16) (4:15 pm to 4:45 pm) - NEW TODDLER AND CASA FAMILIES ONLY.** Maximum of 2 families per visit, per classroom. Please note that the MSK staff will be in contact to arrange a day and time for your family. Please stay tuned for further information.

Please confirm your attendance by sending an email to admin@msk2002.com or by phone at 905-893-0560.

“Welcome to MSK Package” - This package will contain information required for the new academic year. Generally, this will be provided to each family **once the remainder of the payment is received.** Other information (such as the parent handbook, Covid-19 handbook etc.) will also be uploaded to the Password Protected Parent Portal. You will be provided with the parent portal password prior to school starting and you will be directed to the appropriate areas on the site that you will require reading and reviewing. Here, you will be able to download the forms that are required for you to remit to the office. Required information/documentation must be submitted promptly to the office in order to complete your child(ren)’s personal school file, prior to your child(ren)’s first day of school. Frequent updates will be made to the parent portal. It is your responsibility to log into the parent portal to keep updated with school information.

Please note that we require **all cheques to be submitted week of June 20 to 24, 2022 even if you are starting in January 2023.** Please call 905-893-0560 or email admin@msk2002.com to arrange a date and time.

Please also note:

- All new Toddler and Casa students will be required to ease into their program for at least the first week of their start date. This means that regardless of their registration, your child(ren) will be expected to attend the first week of school with reduced hours in the classroom.
- We ask that all new Toddler and Casa students arrive between 8:45 to 9:00 a.m. during their ease-in period.
- More information about our ease-in program will be provided prior to the first day of school.

We are very excited to share that MSK will be hosting a Summer Camp for all Toddler, Casa and Elementary (Gr. 1-5) students. This is a good opportunity to prepare new students for our program. Space is limited. Please call the MSK Office for further information at 905-893-0560.

In the meantime, please ensure we have the following documents before the first day of school as required by the Ministry:

- An updated child(ren)'s immunization record;
- All new families are to submit a copy of your child(ren)'s birth certificate(s);
- Current pictures of all authorized persons for pick-up; and
- 2 photos of your child(ren) to be kept inside the child(ren)'s file (photos can be emailed to admin@msk2002.com).

Please note, it is your responsibility to provide us with all required information before your child(ren) can begin school. Should any changes in information occur that you have provided the school, it is your responsibility to update accordingly.

A note about uniforms:

- All students will be expected to be in school uniform on a daily basis.
- MSK's uniform supplier is **Uniform Basics**.
- Please note that for Toddler students, you may purchase plain items in white, grey, dark hunter green and navy blue should sizing be an issue with the uniform company.
- Elasticized gym pants or tights for girls are acceptable.
- Please note extra clothing that remains at school does not require being the uniform colours.
- We will host a visit from Uniform Basics in May or June; we will provide you with specific dates soon.
- Further information will be provided in the welcome package.

If you require further assistance or have any other questions, please call us at (905) 893-0560 or email your questions to e.marzano@msk2002.com. Thank you for choosing Montessori School in Kleinburg where we are committed to providing quality education through the teachings of an authentic Montessori education.

Sincerely,
Principal, Vincenza Marzano-Kooner