

Woodward Montessori School

Dear Parents,

I would like to take this time to welcome your family to our school. This may be your child's first experience with school and we hope to make it positive and successful. Our educational philosophy is to promote a love of learning, creativity, a respect for all things, independence, a sense of self-discipline and to foster a positive self-image. Our students can be best served when we share these common goals and we work together to achieve these goals. Communication is the key to letting each other know of any changes in your child's behavior or environment by emailing, calling or scheduling a conference when concern arise.

Please make sure to arrive to school by 9:00 AM to ensure that your child has time to socialize before the morning academic lesson begins. The half day program concludes at 11:30. Academic Day and Extended Day students may be picked up after 3:00 when the academic portion of the school day ends. Our school closes promptly at 5:00, please arrive early enough to collect your child's belongings, sign them out and be exiting the building by the time your program ends.

Sharing Days are Wednesday and Thursday during morning music circle. We encourage items that are educational like books, photos or items that your child has made. Please remind children that toys need to be kept at home. Please bring the item with child's name on it to help avoid confusion.

Woodward Montessori follows the Portland Publics School holiday and vacation schedule (not in-service days.) Our school year tuition is an annual amount and is broken into 10 equal monthly payments. No reduction in tuition is given for absences due to illness or vacations taken during the school year. The Summer session is an optional program and tuition is figured separately. Vacation credit is available for up to 2 weeks during the summer session when parents give a minimum of 3 weeks written notice.

The following items will be needed for your child's first day:

ALL STUDENTS:

- * Deposit, registration & enrollment fee for the upcoming term need to be paid in full.
- * Tuition for the upcoming month should be paid by the 25th of the preceding month. The 1st payment of the school year is due on August 25th.
- * All Enrollment Packet forms need to be returned by August 1st (June 1st for summer start.)
- * All students need a complete change of clothing including underwear, socks, pants and shirt. Each items should be labeled with your child's name in a zip-lock bag
- * A backpack large enough for your child's items. Students staying for lunch need a backpack large enough that the child can easily take their lunch box in and out of the backpack.
- * Chewing gum & candy are not permitted as school

STUDENTS STAYING FOR LUNCH: *Lunch in a sturdy lunch box with their name on it. Please make sure to include 2 servings from each food group, 2 napkins, a spoon and a small cup *** Please note that we have a low-sugar policy. Do not include items that are highly processed or have sugar or a sugar derivative as one of the first 3 ingredients.

Full Day students: A fitted crib sheet and a crib sized blanket. A small beanie-baby sized stuffed animal is optional.