



PRIMARY NEWSLETTER
SEPTEMBER 2021
FOR RETURNING FAMILIES
PLEASE READ THOROUGHLY



Welcome back to One World Montessori School. Thank you for entrusting us with your child during these unprecedented times. We will do everything we can to keep everyone safe. We believe that in-person learning is the best way to develop the cognitive, social and emotional skills young children need during this critical developmental point in their lives.

While in our care, we are committed to fostering your child's development – intellectually, physically, socially and emotionally.

Based on protocol and directives from the CDC, Santa Clara County Health Department, and the Department of Social Services, we have developed an extensive health and safety plan that we all must follow. As you know, the situation surrounding this pandemic is constantly evolving, and as such, our health and

safety plans will change regularly throughout the school year as well. It is critical for the safety of our school community that you stay updated on all our communications concerning this.

The first day of school, which is Wednesday, September 9th, is always a little busy. Please follow the procedures outlined here and in our 'Health and Safety Plan' to make the first day go smoothly for all of us.

ORIENTATION MEETING



We will be holding a **virtual orientation meeting** for **ALL PARENTS** (new and returning) on Tuesday, Sept. 7th from 8:30 to 10:00 am.

We will email you the login information.

The meeting gives us the opportunity to connect before school starts and answer any questions you may have. We will also go over the 'Parent Handbook' and our 'Health and Safety Plan'. We encourage you to re-read the most current 'Health

and Safety Plan' and the '2021-2022 Parent Handbook' so you are prepared with any questions.

Now, more than ever, it is important for **ALL PARENTS** (new and returning) to attend this meeting, as some things have changed since we last saw many of you in June. It's important for us to touch base during this meeting so we all start off the year with a thorough understanding of the school policies and procedures, setting a solid basis for good communication throughout the year.

FORMS AND PAPERWORK



We mailed the required annual forms to your home in July. These completed forms were due to the school by August 7th.

Students will not be admitted to the classroom unless all paperwork has been received by the school.

FACE COVERINGS



All students are required to wear face coverings while at school. The new students during summer school have adapted remarkably well. To help with the transition of wearing face coverings daily, we ask that you practice having your child wear a face covering for extended periods of time while in your home before school starts.

As stated in our health and safety plan, children may remove their face coverings for a short period of time if they are experiencing difficulty wearing them especially while outside.

HEALTH SCREENING



In addition to our usual visual health inspection of each child, we have implemented an additional screening protocol that will be used for every child.

Please be patient and cooperative, as drop-off will take longer as the following questions will be asked before you can sign-in your child to minimize the level of risk at our campus:

1. Within the last 10 days, is any of the following true for your child?
 - Your child tested positive with COVID-19
 - Your child lived with someone who tested positive for COVID-19
 - Your child has had close contact with someone who tested positive for COVID-19
 - None of the above
2. Does your child have any one or more of these symptoms within the past 24 hours, which is new or not explained by a pre-existing condition?
 - Fever or chills
 - Cough or Sore throat
 - Fatigue or Muscle/body ache
 - Headache
 - Shortness of breath/difficulty breathing
 - Nausea, Vomiting or Diarrhea
 - Loss of taste or smell
 - None of the above

We can only accept your child into our facility if your answer is "None of the above" to both questions.

REPORTING ABSENCES



Please call the school if your child will be absent and let us know the reason for the absence. There are certain illnesses for which we are required to notify our parent community and/or health department. The Office number is (408) 723 5140.

RETURNING FROM ILLNESS

If your child is showing any of the COVID-19 symptoms at home or was sent home from school, please contact your pediatrician for advice. Your child can return to school when we have -

- A doctor's note stating your child is not contagious and cleared to return to school. If a COVID-19 test is not required for example seasonal allergies.
- or**
- A doctor's note stating your child is not contagious and cleared to return to school. **and** a negative COVID-19 result.

We will not receive you child back to school if we do not have this clearance from a medical professional. We value the health and safety of all our children and will be firm in this requirement for their sake.

SCHOOL SCHEDULE



Below is the 2020-2021 daily schedule:

8:00 - 9:00 am: Children outside/inside
9:00 - 11:00 am: Work time
11:00 - 12:00 pm: Circle
12:00 noon: Half-Day children go home

12:00 – 12:45 pm: Lunch and clean up
12:45 – 1:00 pm: Nappers go outside
Non-nappers story time

Nappers to nap room (1:00 pm to 2:45 pm)

1:00 - 1:45 pm: Outside play time
1:45 – 2:45 pm: Afternoon work time
2:45- 3:00 pm: Storytime. Nappers wake up.

3:00 pm: School Day children go home.

3:00 – 4:00 pm: Daycare outside play time.

4:00 – 5:00pm: Snack and Daycare
5:00pm School closes. Full Day children go home.

Schedule may vary according to weather and special activities.

DROP-OFF PROCEDURES



Until further notice, all drop-offs are done outside the building at your child's designated classroom area:

Primary 3: outside the entrance to the lobby

Primary 4: outside the entrance to the office

Drop off is between 8:00 am – 8:30 am.

If you arrive late between 8:30 am and 9:00 am, please wait in your car until we can have a teacher available to open the door at **8:45am** and again at **9:00am**. We appreciate your patience as our teachers' main priority is to supervise the children.

If you arrive late **after 9:00 am**, please call the school office when you arrive at the door and wait for a staff member to accept your child.

NOTE: This school year, we plan to use an electronic sign in and out system. You will receive an email to sign up for an account with PROCARE with instructions on how to get and use your unique sign in/out code. Please do not share this code with anyone, even family members. This is a person specific PIN code and must be kept confidential.

After your child is electronically signed in, place a manual check mark next to your child's name on the clipboard next to the tablet to assist teachers in keeping track of children in case of an emergency or power outage.

This procedure is **REQUIRED BY LAW**, so please remember to follow through! If a child is not signed in or signed out properly, we can be fined by Licensing. If this occurs, you will be responsible for the payment of any such fines.

Please don't forget to bring your own pen to sign in.

PICK UP PROCEDURES



Children must be picked up on time! It is hard on your child when you do not arrive when expected. It is hard on the staff when they must stay later

because you have not arrived on time. Half day children should be picked up by 12:00 pm. School-day children should be picked up by 3:00 pm.

Half-day and school-day children should be picked-up in the same area as your classroom's drop-off.

Children staying until 4pm or 5pm should be picked up from the Primary 4 entrance.

The same rules apply at pick-up time: all persons over the age of 2 years old must wear face coverings when on campus and maintain a distance of 6 feet apart from others outside their immediate family at all times.

When you arrive, please stand on the designated markings on the sidewalk outside the door to wait your turn to sign out. If you arrive late, please call the school when you arrive at the door so we can arrange for someone to bring your child to you.

You are required to sign your child out electronically on the kiosk and manually on the sheet provided. **Please don't forget to bring your own pen to sign out.**

Children are expected to be picked-up on time. If you pick up your child late, you will be charged a fee of \$5 for every 15-minute increment, rounding up. If you arrive after the school closes (**currently 5 pm**), a late fee of \$25 for every 10 minutes or portion thereof must be paid in cash to the daycare teacher on arrival, or on the following school day.

We would like to remind you that extended care may be available on an "emergency basis" for children enrolled in the **Half Day** program to occasionally stay late if there is space available. Ask a member of the office staff **at least one day** ahead and then recheck with the office on the day you need extra care. A \$20.00 per hour fee will be charged on your regular statement.

SAFETY OUTSIDE THE CLASSROOM

We would like to call your attention to several safety issues when you are with your children outside the classroom:

Parking lot



The parking lot is **NOT** a playground; your children need to be under your close supervision at all times. The parking lot is not a place for the adults to socialize and the children to play freely. Remember to drive slowly.

NOTE: the lanes in the parking lot are - **one way only**; please do not drive in the wrong direction. We have witnessed several near collisions due to people driving the wrong way.

Please DO NOT leave your car running while unattended.

Courtyard

Please do not loiter in the courtyard and keep your child under direct supervision at all times while walking to/from the school entrance. Please stay on the paved areas when walking in the courtyard and do not let your children run through the bushes.

Smoking

Please keep in mind that smoking is prohibited on the premises of a childcare center as specified in Health and Safety Code section 1596.795(b). This includes the playground, courtyard, and parking lot.

Playground outside the office

There is a small play area outside the office entrance. This area and its equipment are not licensed or insured for Primary children, and we ask that you not use it at any time.

WHAT TO BRING

The items that you will need to bring to school are listed below. Each child will have a labeled box in which to store his/her individual items. To limit cross-contamination, it is very important that you package and label each item as described below.

To be brought to school on the first day:

➤ **Refillable water bottle** (labeled with your child's first name and last initial)

➤ **Slippers** labeled with your child's first name and last initial. Children cannot be in the classroom with bare feet.

➤ **4 changes of clothes** in individual, sealed zip lock bags (clothing and bags labeled with your child's first name and last initial). We cannot provide loaner clothing.

➤ **2 extra face coverings** in individual, sealed zip lock bags (labeled with your child's first name and last initial). If we send soiled face coverings home, please be sure to return clean ones to school the following day.

➤ **Blanket and optional pillow** if your child naps at school (labeled with your child's first name and last initial). We will provide a washable bag in which to store these napping items.

➤ **Lunch** for school day children in a sealed lunchbox (preferably not a paper bag) including all utensils. All containers, lids and lunchbox must be labeled with your child's first name and last initial.

To be brought to school daily:

➤ **Refillable water bottle** (labeled with your child's first name and last initial)

➤ **Lunch** for school day children in a sealed lunchbox (preferably not a paper bag) including all utensils. All containers, lids and lunchbox must be labeled with your child's first name and last initial. We are unable to refrigerate or heat up any food at this time, so please be sure to include an ice pack in your child's lunch box and/or pack warm items in a thermos.

➤ **Your own pen** to sign in and out

➤ **Dress in layers** - The weather here is unpredictable and changes throughout the day. Often it will be damp and cold in the morning, but quite warm by midday. Please allow your child to dress in layers that can be removed as the day progresses. Remember to tell your child that it is okay to take things off!

➤ **Labels** - Make sure that everything is labeled, even socks!

➤ **NO DIAPERS, PULL-UPS OR PLASTIC PANTS** please; we are not licensed for diapers in the Primary classrooms.

As stated in our handbook, **we do not allow any clothing and lunch boxes with cartoon characters or violent themes** at school (socks, shoes and underwear included!) If your child arrives with inappropriate clothing, we will provide him/her with a change, and return the clothes to you.

SOILED CLOTHING



We will provide each new child with ONE washable tote bag to send wet and soiled clothes home. Your bag needs to be cleaned and returned to school the following day.

If we need to send more soiled clothing home and your bag has not been returned, you will be charged \$5 for a replacement bag.

If you have taken your child's bag home at the end of the school year, please make sure to bring it back, or we will need to provide you with a new one for an additional charge of \$5.

NAP TIME



If your child naps, you will need to bring a light blanket and a small pillow, as well as a transitional object, if necessary. No bottles or pacifiers are permitted!

To make things easier, we would like to share something we discovered: the



NAP MAT by Babyboom. It is an all in one sheet, blanket and pillow. It is available at Walmart, Amazon and many other places.

Remember: no cartoon characters on bedding.

We will provide you with a washable tote that can hold your child's napping items. Please do not write on this bag, as we reuse them. If we need to provide you with a new one for any reason, you will be charged \$5 for a replacement bag.

We will provide each napping child with a washable, waterproof pad to use during nap time. If your child has an accident during his/her nap, we will send it home for you to wash. The nap pad needs to be returned to school the following day.

If your nap pad has not been returned, you will be charged \$13 for a replacement.

Your child's napping items will be sent home in the tote every Friday. Please wash the contents and the bag. Return the clean bag and clean napping items on Monday morning.

LUNCH TIME



If your child stays for lunch, s/he should bring a lunch in a labeled lunch box or bag. Be sure to include all utensils. Siblings should not share a lunchbox or any containers/utensils.

We do not allow cartoon characters or action figures on the lunchbox. Plain boxes or those with generic pictures are required. When using a container, make sure that you label both the container AND the lid.

Due to our COVID-19 health and safety requirements, **we are unable to**

refrigerate or heat up any food at this time. Please be sure to include an ice pack in your child's lunch box and/or pack warm items in a thermos.

NUT-FREE CAMPUS



We are a nut-free campus. Many of our children have severe nut allergies so please be conscientious when preparing lunch for your child.

Do not send to school food containing peanuts or tree-nuts. Sun Butter is a wonderful alternative for any nut butter.

HOT LUNCH PROGRAM



We offer pizza on Fridays. The cost is \$4 for one slice of pizza and fruit/vegetables. If your child needs more than one slice, you may purchase additional slices for \$2 each.

Every Friday, the pizza order form and money collection jar will be available at each classroom's designated pick-up and drop-off area. If you are interested in participating, **please bring exact change.**

We will order pizza for all those who have signed up **by 9:30 am each Friday.**

STATEMENTS



Statements are provided to our parents by Smart Tuition. We would like to remind you that tuition is due on the first of each month and must be received by Smart Tuition prior to that date. The first payment of the 2021-2022 school year was due on August 1st (or July 1st for those families paying in one

installment to receive a 2% discount). Payments not received by the due date will be subject to late fees and a follow-up fee from Smart Tuition.

Even though your statement shows monthly charges, remember that tuition is a yearly fee paid in 10 installments and not allocated to a particular month.

EXTRACURRICULAR ACTIVITIES

This year will be offering the following extra-curricular activities –
Piano lessons with Devin Ligtelyn (Mondays & Tuesdays between 3 and 5pm)
Marvegos (Art program) – Fridays 1:15 to 2:15pm
Gymsters - TBD

Flyers will be made available during the first week of school.

STAFF VACCINATION STATUS

All our staff are fully vaccinated and are registered for a bi-monthly COVID-19 test administered on-site. However, we have no jurisdiction with regards to the vaccination status of our extra-curricula providers. Please communicate with them directly if you are concerned about their status.

FACULTY



Please see our Primary staff list for the 2021-2022 school year:

Primary III Guides:

Jill Soong (Directress, Mandarin language specialist)
Donnie Gomez

Kalpana Bonda
Maier Araiz (Spanish language specialist)
Sisi Xing (Montessori intern)

Primary IV Guides:

Mari Perez-Vizcaino (Directress, Spanish language specialist)
Pamela Jiang (Mandarin language specialist)
Vittia Zarate
Amy Toren (Montessori intern)

Daycare Guides:

Vittia Zarate
Jazlyn Lopez

Primary III and IV Substitute:

Anuja Agrawal
Mirna Barrios

Office Manager:

SJ Phillips (7:30 am – 3:30 pm)

Bookkeeper:

Lisa Claindoux (8:15 am – 3:15 pm)

Assistant Head of School:

Lucille Satana (M/W 1:00 pm – 3:00 pm)

COMMUNITY EFFORTS

In September we have our first philanthropic effort, we will be collecting donations for the Karimu Project, in conjunction with the International Day of Peace. Please see the link <http://www.karimufoundation.org/>

Over the holiday season we will assist local families and communities through a food drive for Second Harvest Food Bank.

Participation in each of these events is entirely voluntary. More details on these

efforts will be shared with you by email and in the newsletter as they approach.

EASY FUNDRAISERS

As a non-profit institution, fundraisers help cover our operating expenses and keep us from raising tuition. You can participate in each of the fundraising opportunities listed below at **NO COST** whatsoever.

Amazon Smile

Amazon.com has a charitable giving program called Amazon Smile. For each purchase made through Smile, Amazon will donate 0.5% to your designated charity. Here is how to designate One World through Smile:

1. Sign in to smile.amazon.com on your desktop or mobile phone browser.
2. From your desktop, go to **Your Account** from the navigation at the top of any page, and then select the option to **Change your Charity**. Or, from your mobile browser, select **Change your Charity** from the options at the bottom of the page.
3. Search for “One World Montessori, San Jose”, and you will be able to choose us from the search results.

The school receives the donations if you bookmark and use this link when going to the Amazon.com web site:

http://smile.amazon.com/?_encoding=UTF8&tag=onewormonsch-20

Hicklebee's bookstore

Hicklebee's is a beloved local children's bookstore in downtown Willow Glen. It opened in 1979 and continues to delight visitors. When purchasing a book there you can select One World Montessori as your charity. Every month we receive

coupons towards book purchases we make for our classroom libraries. You can find them at 1378 Lincoln Ave., San Jose, CA 95125 or call (408) 292-8880.

eScrip



All families are encouraged to register for the e-scrip program.

This is an easy way to donate a portion of your regular expenses to the school without cost to you. Please register directly by going on their website at www.escrip.com. The school account is 0137612721.

You can register any of your credit, payment or grocery cards with eScrip. Any time you use one of those cards at participating merchants, they will donate a percentage of your purchases to the school. The e-scrip program protects the confidentiality of your credit card numbers, so you don't have to worry. This is an easy, safe way to donate, without spending any more than you already do! A list of participating merchants can be found on the eScrip website.

VOLUNTEER REMINDER



Each family is required to volunteer 15 hours or donate \$225 per year. The teachers will put out

sign-up sheets. Please don't fill all the openings as we want to give everyone an opportunity to volunteer. Please inquire with the teachers for other opportunities as well.

DONATIONS



All families are required to donate \$500 per family. We would like to remind you that many companies

have matching donation programs. Please check with your employer to see if your company offers a similar program. Due to budget and accounting requirements, we cannot count any matching donations toward each family's \$500 donation obligation. However, these matching donations help to keep tuition costs low by adding another revenue stream, so they are greatly appreciated.

VITAL INFORMATION UPDATE



It is of the utmost importance that you let us know IMMEDIATELY when you have a change of e-mail, phone number, (including cell phones and work phones) or address. It is absolutely unacceptable when we try to contact a parent and our information is outdated. You would not want this to happen in an emergency. If we cannot reach you at your number, we will be forced to try to contact other people on your list.

CLASS LISTS

In September, a class list will be available to all parents, which includes contact information for all enrolled children and their families. **Please let us know by September 11th if there is anything you do not want to be published.** We will release **no** information without your permission. However, it would be a lot easier for the office staff if we can systematically share the information through this class list with other parents. Your email address will be shared unless you specifically request otherwise.

BIRTHDAYS

On the day of your child's birthday celebration please bring a 4 x 6 photograph of your child at birth and one for each year of his/her life for a timeline.



Due to COVID restrictions, we are unable to invite parents to the birthday celebration. We will be sure to let you know when parents are welcome back into the classroom to celebrate with us.

Each classroom has a wish list. Please check with your child's teacher if you want to make a donation in honor of your child's birthday.

If you are planning a party at home and wish to include some of your child's classmates, please extend invitations via telephone, e-mail or mail. **WE WILL NOT ALLOW INVITATIONS TO BE PASSED OUT AT SCHOOL.** This policy reduces the possibility of hurt feelings among those not invited. A class list with parent contact information is available from the office.

Please encourage your child not to discuss private birthday celebrations at school in front of others who have not been invited.

2020-2021 KINDERGARTENERS



Although the year is just starting, we want you to be informed about graduation plans so there are no surprises. Graduation will be held **Saturday, June**

11th, 2021, at the Leigh campus. As we finalize the details, we will be sure to let you know. The ceremony will be followed by a lunch for the graduates, their parents and the teachers. Reserve the day! If we are still under COVID-19 restrictions at that time, we will hold a virtual ceremony and there will be no luncheon.

In addition to his/her One World t-shirt, your child will need **white shorts or pants or skirt** as well as white socks and white shoes. White pants and shorts for boys are often difficult to find, so keep your eyes open and be on the look out!

NEWSLETTER

Newsletters for the prior three months are always available on our website at www.oneworldmontessori.org. Also, you will be receiving the newsletter via e-mail, so please be sure we have your current e-mail address.

Please let us know if you have not received your monthly newsletter by the 5th of the month.

PICTURE DAY



Due to the current COVID-19 restrictions, our Fall school pictures have been postponed until the spring. You will receive more details in a future newsletter.

INTERNATIONAL DAY OF PEACE



On Monday, September 21st, we will celebrate International Day of Peace, honoring Sadako Sasaki, the young Japanese girl who became

a symbol of peace.

Each classroom will join the chain of Montessori children all around the world who will be singing "Light a Candle for Peace." We will also display paper cranes.

We are excited to welcome you back and look forward to a wonderful school year!