



June 2026

Dear Parents,

Welcome to the Montessori School of Schenectady. We are pleased you have chosen us to be one of your child's first teachers. Enclosed you will find information regarding your child's class and a letter from their program outlining specific contact information and your child's program days. If for any reason you have a discrepancy please contact Jodi McClerman as soon as possible. Although we try to accommodate each family's specific requests we must also balance each classroom with regard to peers and the needs of the children.

We have many exciting things planned for the coming year. I have listed below the summer activities planned, as well as, the first days of school. Enclosed you will find our school calendar for holidays, conference days, and other special school events. We will do our best to adhere to the calendar dates, but some may be affected by staff availability.

Late summer playdate

Our teachers will be planning individual class playdates at the school.

Toddler (Michelle) **August 24** at 10am-10:45am

P1 AM (Kelly) **August 25** at 9:30-10:15am

P2 AM/PM (Aimee) **August 26** at 10:00-10:45am

Tuesday, August 20, 6:30-8:00pm New Family Meeting (parents only)

A **parent only** event to review policies and procedures of our school.

Wednesday, September 9 Classroom visit for New Toddlers and Primary Students

NEW students are invited to visit the classroom. Students transitioning from Toddler to Primary are invited as well. Please see attached letter for times.

Thursday, September 10 and Friday, September 11

ALL returning Toddler and Primary students are invited to attend for their normal class time.

Monday, September 14 First Day of School

Our first week will be a "Phase In" week for our new **toddler** students. On their scheduled days, dismissal time will be **10:15am**. Our "Phase In" schedule is optional for new **primary** students, please contact your child's teacher if you are interested.

The following information is required to be on file for your child at the start of each school year.

A Proof of physical AND immunization record from your child's doctor (ALL Students)

You must use the approved NYS medical form on our website

For your convenience, the forms can be uploaded in your Procure App

The following forms need to be signed and returned by the first day of school:

- Photo Release Form (New Students and only returning students if there are changes)
- Sunscreen/Bug Spray/Ointment Permission Form (This is **REQUIRED** to be signed each year)

A form link will be sent via Procure for each parent to update and review your child's information. Please enter at least three (3) authorized pick ups for your child.

Please enter your child's physician's name and phone number. This must be done on the web version of Procure as the field is not available on the app.

The forms list below are needed **ONLY** if your child has a medically diagnosed allergy:
Special Health Care Plan Individual Allergy and Anaphylaxis Emergency Plan
NYS Medication Consent Form

Below are items for your child and/or classroom:

**A TOTE BAG (tote bags are requested as they are easier for your child to handle independently)
The recommended size is either 12x10 or 14x14 (no bigger or smaller)**

*****NO BACKPACKS PLEASE*****

The above sizes are perfect for a standard sized folder and a pair of snow pants.

****Snow pants will not be able to be kept at school during the winter months****

A pair of indoor shoes (slippers, crocs etc.) to be left at school, labeled with name

A complete change of weather appropriate clothes (labeled) in a ZipLock bag to be kept at school
(2 complete changes for Toddler)

1 package of Pull-Up brand pull ups with velcro sides (Toddler only or if your child is in pull ups)

2 packages of baby wipes (Toddler only)

****Please clearly label everything with your child's name or initials, as many kids have similar shoes, bags, jackets, hats, etc.****

The following items are suggested supplies and are not required, however, they are greatly appreciated.

<u>Toddler</u>	<u>Primary 1</u>	<u>Primary 2</u>
Soft Soap Refillable Soap (50oz)	1 Gal or 2 Gal Sized ZipLock Bags	6 pack Paper Towels
Snack Sized Paper Plates	Tissues	Disinfecting Wipes

If at any time you have questions or concerns please contact Jodi McClernan, Head of School at 384-0074 or via email at Montessori.Schenectady@gmail.com. If your concern is timely in nature please feel free to call my cell at 518-533-8724.

Sincerely,
Jodi L. McClernan
Head of School