

# Welcome to our 2017/2018 school year!

We offer a warm welcome to all of our wonderful children and families! We are looking forward to the best year ever. Enclosed you will find important information. If you have any questions, please feel free to ask. We love you and are here for you!!

## PLEASE ATTEND OPEN HOUSE

Friday, August 11th

9 a.m. to 11a.m.

Please bring the following forms if not already submitted:

Children & Families Child Care Application for Enrollment (available on our website)

Immunization form (available from Doctor)

3040 form (available from Doctor)

Immunization/Well child forms MUST BE CURRENT TO ATTEND.

## SCHOOL BEGINS MONDAY, AUGUST 14th

### IMPORTANT NOTES FOR THE NEW YEAR

Florida state law requires that each child must be signed in and out every day. The sign out sheet is hanging up next to the entrance door at the back of the school. Please indicate arrival and departure times and remember to print clearly.

Every family must review the Influenza Virus brochure and the Know You Child Care Facility brochure produced by the Florida Department of Children & Families. There is a link to these brochures on our Flowers Montessori website.

Your first tuition installment is due on August 1<sup>st</sup>. We cannot guarantee your placement in the school if payments are not received by the due date. Materials fee payments are due June 1<sup>st</sup>.

### CALENDARS & NEWSLETTERS

The school year and monthly calendars are available for viewing on-line at [www.flowersmontessori.com](http://www.flowersmontessori.com)

Monthly newsletters will also be included on the calendar page.

### PLEASE BRING THE FOLLOWING

- 2 water bottles with a photo and your child's name clearly labeled on each bottle. Water bottle LIDS need to be LARGE to eliminate a choking hazard for small children.
- Hat – labeled.
- Change of clothing – labeled in a Ziploc bag. This includes older children as well in case of spills.
- Lunch box (small enough for your child to carry) and recyclable containers.
- A washable soft/foldable placemat – Important.
- Please wear comfortable play clothes. We play hard and will get dirty. No special clothing please. We prefer closed toe shoes for playing and climbing.

### ATTENTION NAPPING STUDENTS

Two and three year old students nap. Please bring:

- 1 cotton crib sheet to cover mat
- 1 light weight blanket
- Snuggly (optional)

### SNACK

Beginning in September, we ask that each child prepare and provide snack once a month. Please check the snack calendar (posted on-site and on-line) for your day. Involve your child as much as possible in selecting and preparing a healthy and sugar free snack. Snacks must include two items from different food groups. Your child will call names and may also bring a book to share on their snack day. Snack calendars are available on-line at [www.flowersmontessori.com](http://www.flowersmontessori.com).

### COMMUNICATION BOARD

If you have important information to communicate to us, please attach a note to our communication bulletin board in the hallway. ALL STAFF MEMBERS read this daily. This is the best way to communicate information or needs and ensures our staff can focus their attention on the children at all times.

### CIRCLE TIME

Our circle time starts at 8:30 AM. NO ONE MAY ENTER THE BUILDING BETWEEN 8:30 AND 9:00 AM. A staff member will be on the yard and you may drop off your child to play on our beautiful playground. We found that frequent interruptions distract the children and we are unable to keep interest in our circle presentations. This is especially true for our two year olds as they are developing their attention spans. Please see Bridget if you have any questions regarding this policy. We have one staff person on the yard at that time and they need to be engaged and focused on the children in their care.

## SPECIALTY CLASSES

ALL special classes start in September. If you are interested in the gym bus, please ask for a registration form available in the back entrance across from the communication board.

## PARKING and DROP OFF TIMES

The Gainesville Police Department asks that we DO NOT LEAVE SIBLINGS IN THE CAR. If they are patrolling and find a child unattended in the car they will ticket the owner and possibly site the parent for neglect. Please do not leave any children unattended in the car.

Due to limited parking we have staggered drop off times. Please drop off as follows IF YOU ARE USING THE PARKING LOT. If you are parking on the street next to our playground, you are invited to drop off at anytime.

3-4 years old 7:50-8:00 A.M.

4-5 years old 8:00-8:10 A.M.

5-6 years old 8:10-8:20 A.M

Classes start promptly at 8:30. See above for details.

Parents who intend to stay during drop off must park on NW 31<sup>st</sup> Terrace.

Please note the city will ticket cars parked in front of the school on the grassy parkway. This was a safety hazard for cars exiting NW 31<sup>st</sup> Terrace. Please do not block our front door when parking as it is a fire hazard. We also ask that you leave the driveway circle free for entering and exiting. Drive slowly and safely for the protection of our small ones.

## TUITION

When you enroll your child in Flowers Montessori School you are entering a contract for the entire school year. If you withdraw your child before the end of the school year, you are still responsible for the balance of your tuition. Tuition may be paid in ten equal installments beginning August 1<sup>st</sup> and due the first of every month thereafter until May 1<sup>st</sup>. A late payment fee of twenty-five dollars will be assessed for any payment received after the 10<sup>th</sup> of any month. If payment is still not received by the 15<sup>th</sup> of the month, attendance will be suspended until payment is made. Tuition assessments will continue to accrue in accordance with your signed contract.

## PAYMENT/TUITION LOCKED BOX

We have a locked payment box located by the sign-in sheet for all payments. Please do not give payments to staff members. (This ensures Bridget does not wash the checks in the laundry.) If you would like a receipt please indicate this on your payment. If you have any questions regarding statements or financial questions please talk to Michael Kreeger at (352)283-9198. He will be happy to help you.

**Most importantly, we love you,  
Flowers Staff**