How exciting that we are only weeks away from the start of another wonderful school year!

The summer months have been very busy, as we hosted nine weeks of summer classes! We have found time, however, to plan and prepare for a wonderful new school year!

Class assignments are nearly complete and will be posted on the website by August 15. We look forward to a wonderful year of "Inspiring Experiences" with your family.

We will once again begin our year with a staggered start, allowing the children a developmentally appropriate, gradual start to the school year. Our toddlers and their families will visit for an Open House event prior to the start of school. All new primary students, as well as students entering a new classroom will be offered a 15-20 minute Back to School Visit. These visits allow the child & his/her family the opportunity to visit and explore the classroom privately with the classroom teacher(s).

All returning students will join us for an orientation class, allowing them to assimilate to the changes in the environment and reintegrate into the classroom routines.

Children (& families) will be notified, via email and postcard, of their specific day & time for their visit or orientation. Schedules will also be posted on our website by mid-August.

Waste-Free Lunches

At OCC, we are “Taking Aim at Zero Waste.” In doing so, OCC has implemented recycling and composting routines. Parents are asked to consider our stance on “zero waste” in the preparation of their children’s lunches. While avoiding prepackaged foods does (at first) present a challenge, the benefits are great. At OCC, our respect for the world around us leads us to believe that it is our responsibility to introduce “zero waste” as typical & expected thought processes for our children. Items packed for lunch (foods & drinks) should be in re-usable containers with little (or no) “landfill” or recycling needed.

Please refrain from sending in any of the following:

- juice boxes or pouches
- tubed yogurt or applesauce
- individual plastic serving cups of yogurt, applesauce, fruit
- pre-packaged meals

Mark your calendar for the...

3rd Annual OCC Bike Rodeo
Saturday, September 23
3:00 - 5:00 pm
Getting Prepared for Preschool

What do primary children need for the start of school at OCC?

1. **A Backpack** We encourage each child to have a backpack (preferably one that fits their lunchbox) with them daily to aid in transporting their belongings to and from school.

2. **A Folder** Each preschool child should have a Two Pocket Folder to use as their “Home Folder.”

3. **Inside Shoes** All children must have a pair of shoes that will be worn inside of the classrooms. These shoes will be put on upon entry and kept at OCC. Acceptable shoes can be easily put on and off independently by the child. Crocs, sandals, or other slip on shoes work nicely. No slippers please. All children should wear outdoor, weather appropriate shoes to school.

4. **Lunchbox & Ice Pack** Children enrolled in the Lunch Program must include an ice pack in their lunch box daily. Please include a placemat as well for your child’s use.

5. **Change of Clothes** All children should have a weather appropriate change of clothes (including a shirt, pants, underwear, and socks) in their clothes bin. Please re-stock as necessary.

6. **Paperwork** All necessary paperwork, including parent questionnaires, health forms, and emergency contact/consent information, MUST be received prior to the first day of classes.

Contact us at occmontessori@gmail.com with any questions.

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Staying Informed

As our lives speed up this fall, we will make every attempt to keep you up-to-date and informed. The majority of our communications will be via email. Please be sure that you have provided us with an email address that you check regularly.

**Emails** will be sent regularly from the office with news of the week and upcoming events. Email should also be used by families to communicate with the office or teachers. The office should be notified of ALL changes to dismissal routines either in person or via the telephone.

**Weekly Reflections** from each classroom will help you to read and see what is happening in your child’s classroom specifically.

Our website, is a great resource for families. Here you will find information about upcoming events, forms, and a tuition payment option.

The OCC Facebook Page is used to share about school with families and friends.

Family Folders are located in the lobby. These folders will house any important paperwork from the teachers or office. Please check it regularly.

Newsletters are published periodically to inform and educate families about OCC and topics related to early childhood.

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Being Involved

Family involvement is strongly encouraged at OCC. There are many ways to be part of the OCC community:

**Classroom Volunteers** are always welcome. Please contact your child’s teacher for volunteering opportunities and to schedule.

**Weekly Laundry Helpers** are a necessity! If you are interested in washing a load of placements and table/floor towels, please let us know.

**A Pizza Lunch Helper** would be wonderful! This helper would join us at OCC at 11:00 on Thursdays and help us prepare, serve, and clean up Pizza Lunch.

**A Recycling Volunteer** would be helpful to assist us in transporting our “other recyclables” weekly to the collection sites.

The OCC Board of Directors is always seeking interested individuals to serve on committees and assist with events. Please contact them at occbrd@gmail.com with questions or for more information.

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Tuition Payments

Tuition payments are due on the first of each month according to the payment schedule stipulated in your child’s Enrollment Contract. Payments may be made online through PayPal, or by check. Payments made in person should be placed directly into the black payment box located in the lobby by the office door.
Arrival & Dismissal

All families should enter the building through the courtyard entrance on Burrowes Street. The green gate should be secured as you enter and exit. Please ring the doorbell or knock for admittance. Parents must sign their children in using the Parent Log Book located in the lobby. Children should then be escorted to their classrooms. Please ensure that eye-contact is made with a classroom teacher upon arrival at the classroom door. All children should be encouraged to wash their hands upon entry to the classroom.

Children will be dismissed to parents or authorized individuals from their classrooms. Parents will need to sign their child out in the Parent Log Book in the Lobby.

OCC must have written permission to dismiss children to individuals other than the child’s parents. Authorized individuals must show photo identification at dismissal. Changes to your child’s dismissal routine can be made in person by completing a one-time release waiver or over the phone by providing necessary security information.

Snack & Lunch

Snack

Snacks are offered mid-morning in each classroom. Our Primary Classrooms offer individual snack opportunities where the children serve themselves independently and have the opportunity to “dine” with 1-2 other children. Our Toddler classrooms offer a group snack mid-morning. Children enrolled in the After School Program are served snack at the start of the program.

Snack is provided by the families of OCC. Each family is asked to participate once per month. A snack sign-up is available on line at www.signupgenius.com (search occmontessori@gmail.com). Ideas and suggestions can be found there as well.

Lunch

This year, all children enjoying lunch at OCC should keep their lunchbox in their cubby. Everyone should pack 3-5 nutritional choices in a lunch box that MUST include an ice-pack (regardless of the content of the lunch). Water is available during lunch or drinks can be included in re-usable containers (that must fit INSIDE the child’s lunchbox). We are aiming to have a “zero-waste” lunchtime. As such, juice boxes, pre-wrapped snacks, tubed yogurts & applesauce, and pre-packaged meals are STRONGLY DISCOURAGED! Please include a foldable placemat. Desserts are not recommended. We will be enjoying lunch in our classrooms this year!!

Afternoons at OCC

Our fun & learning continue in the afternoons at OCC!

Younger Friends

All of our toddlers nap in their classrooms. Primary children will rest and/or nap in Classroom 2. All “Nappers” should bring a blanket and one small “lovie” in a nap sack* provided by OCC.

Older Primary Friends

Our older friends will enjoy their afternoons in the Montessori Classrooms. These students continue their learning as they engage in their second Montessori session of the day.

Older primary children who are no longer napping, but still require a bit of “down time, will calm their bodies with a story time and a shortened rest, before moving on to other play and learning explorations in the classrooms.

OCC is “Nut Free”

Please do not bring snacks or lunches that contain peanuts, peanut butter, or tree nuts (almonds, walnuts, etc...)

OCC Arrival/Dismissal Times

- Before School Program*: 7:30-8:45 am
- Toddler & 3 Day Arrival: 8:30-8:45 am
- 5 Day Arrival: 8:50-9:10 am
- 3 Day AM Dismissal: 11:30 am
- Lunch Dismissal: 12:30 pm
- Toddler Dismissal: 3:15 pm
- Full Day PS Dismissal**: 3:30 pm
- After School Program*: 3:30-5:30 pm

* Before School is in the Classroom 4 for Primary Children and in the Older Toddler Classroom for Pre-3 Children. After School will be held in the “Big Room.”

** In order to preserve the full afternoon work cycle of the Primary Classrooms, children will be dismissed at 3:30. Alternate dismissal times are discouraged. Please refrain from entering the classrooms prior to dismissal.
Our School's Mission

Our school’s vision is to educate children in an engaging and responsive environment designed to both stimulate and nurture them; to foster a strong sense of community among our families; to support a highly skilled professional staff; and to promote, encourage and facilitate a philanthropic attitude toward, and engagement with, the surrounding community in order to ensure that the school’s children, families, staff, and community together develop a sense of respect for themselves and for others.