

Brookside Montessori School  
3708 Rosemont Avenue Camp Hill, PA 17011  
717-737-9517  
Established in 1974

# BROOKSIDE BULLETIN

SEPTEMBER 2016



*Dear Parents,*

*As we start the new 2016-2017 school year at Brookside, it's a great time to reflect on the past 42 years. We've increased enrollment and expanded our programs to include a full-day program and a state-certified Kindergarten. We've also expanded and improved our facility and added or improved many of our learning activities. More importantly though, we've touched the lives of many, many children and their families just as they have touched ours. As always, we're looking forward to the new year and what it will bring and we thank you for choosing Brookside Montessori.*

## SCHOOL INFORMATION

We have a **Brookside Handbook** which includes all information that you might need regarding school matters. We ask that you bookmark our website (see next paragraph) in order to refer to it as needed throughout the school year. Information about the school in general, parent information, student information, and school rules and regulations are all included in the handbook.

Brookside Montessori has an active website. Along with general information about the school, electronic copies of our handbook, monthly **BROOKSIDE BULLETIN** newsletters, the School calendar and copies of school forms are available for easy access to view or print. Also on the website, Miss Curley's blog--*Blogging with Brookside*--aimed at providing information on Montessori topics. Expect a regular/monthly post to the blog, announced here in the newsletter. Visit us online at [www.brooksidemontessori.com](http://www.brooksidemontessori.com). *Please assist us in reducing expense (and waste) associated with printing by using the website for your information needs. Check the bulletin board for a list of the latest updates to the website. If you have any questions about the website or have difficulty accessing any information, please speak to Miss Curley.*

**HIGHLIGHTS AND UPDATES TO THE HANDBOOK FOR THE 2016-2017 SCHOOL YEAR ARE OUTLINED ON THE NEXT SEVERAL PAGES OF THIS BULLETIN:**

## TUITION

- ❖ Tuition payments are due the **first of each month**.
- ❖ There is a **\$10.00 late fee** for checks received **after the 10th of the month**.
- ❖ **The second tuition payment for this year is due on or before September 1st.**
- ❖ First semester payment and yearly tuitions are also due **by September 1st**.
- ❖ Tuition payments may be placed in the "TUITION BOX" located on top of the cubbies near the school entrance.

## SCHOOL INFORMATION AND FORMS

Please return all requested school forms and student information to the school by **Wednesday, September 14<sup>th</sup>** in order that school records for the year can be fully established/updated. We will be assembling the student directory/class list and we need this information so that your child can be included.

## SCHOOL HOURS



School begins at **8:30 A.M.** The doors will open at **8:20 A.M.** Please don't plan to drop your child off any earlier than that.



All A.M. children **MUST** be picked up between 11:15 and 11:30.



All full-day children and Kindergarteners **MUST** be picked up between 2:45 P.M. and 3:00 P.M.



If school is still in session when you come to pick up your child, we ask for your consideration by waiting quietly for your child to be dismissed, so that Circle Time is not disrupted for the other children.

As stated in our handbook, there is a **late fee** for late pick-ups. The late fee is **\$10.00, with an additional \$1.00 per minute after the first 15 minutes.** **Please set your watches to our school clocks.** We will begin implementing the late fee policy on Monday, September 19, 2016. Our school is equipped with security doors, for which each Brookside Family has the code. The keypad will be disabled **at 11:30 AM and at 3:00 PM**, therefore making it impossible to use the code to unlock the doors. If this occurs, **be aware that YOU ARE LATE and will be assessed the late fee!** It is important that **everyone adhere to the pick-up schedule** as the teachers are very busy with lunch prep and assisting the children with lunch, and have other obligations and schedules to keep after school hours. **Thank you for your attention to this matter.**

## PARKING LOT / TRAFFIC FLOW



For the safety of all our Brookside families, please **follow the arrows** on the driveway for entering and exiting the parking lot. **PLEASE MAINTAIN A SLOW SPEED.**



Please use the parking spaces, rather than pulling up in front of the building, as this sometimes causes traffic congestion.



A quick "drop off" and "pick up" of your child would be greatly appreciated, because of the limited number of parking spaces.



PA State Law requires a designated handicapped parking space in our lot. The space is clearly marked and should only be used as necessary by those with official handicapped stickers/license plates. As a courtesy to all, please comply.

## TELEPHONE CALLS

If it is necessary for you to call the school, please call between 8:00 and 8:30 AM, or between 11:30 AM and 12:00 PM, or between 2:30 and 3:00 PM, unless there is an emergency.

## ITEM DONATIONS

We go through many boxes of tissues (ENORMOUS amounts of tissues), cocktail size napkins, antibacterial soap, antibacterial wipes and Clorox wipes each year. If any of our families would like to donate some of these items, it would be greatly appreciated.

### **ALLERGY INFORMATION**

We have several students with peanut allergies. If you bring in a special snack for your child to share with their classmates in honor of their birthday, etc., please do not bring anything with peanuts or peanut butter in it. Children who pack their lunches to eat at school may still bring peanut butter in their lunch box. Thank you for your attention to this very important matter.

### **CLEARANCES**

Brookside Montessori School is requiring that any parents who will have direct contact with the students in any volunteer capacity (lunch helpers, snack helpers, drivers, etc.) provide the school with a Child Abuse Clearance and State Police criminal background check. Additional information and links to forms can be accessed via our website, [www.brooksidemontessori.com](http://www.brooksidemontessori.com). Thank you for your cooperation.

### **CELL PHONE POLICY**

For courtesy and safety reasons, please do not talk on your cell phone while picking up and dropping off your child at school. If you are in the school for an extended period of time to work with your child or to work as a parent helper, we ask that your cell phone be turned OFF or left in your vehicle during the time that you are in the building. If someone needs to reach you in an emergency, please give them the school's telephone number. Thank you for your cooperation with this policy.

### **FIELD TRIPS**

To alleviate the hassle of the "nickel, dime, and dollar" collections whenever we go on field trips, we charge a **"one-time" Field Trip Fee** for the entire year. This will cover the costs of **all** field trips taken during the 2016-2017 school year. This one time fee is **\$60.00, due by September 12, 2016**. Any excess money in the Field Trip fund will be used for expenses related to our mid-year Holiday Party or our Brookside Family Picnic at the close of the school year.

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### **BROOKSIDE SHIRTS**

- We will be ordering **BROOKSIDE BLUE T-SHIRTS (Child \$10.00 and Adult \$12.00)** and **SWEATSHIRTS (Child \$20.00 and Adult \$22.00)**.
  - Please return your completed order form by **Thursday, September 8th** (order forms may be accessed on our website, [www.brooksidemontessori.com](http://www.brooksidemontessori.com) ).
  - It is helpful if the children wear their shirts when we take field trips. It is easier for us to keep track of everyone if they are dressed in our "Brookside Blue" shirts.
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### **LUNCHES**

- Because of the large number of "lunch bunchers" that we have at Brookside, it is not possible to refrigerate the students' lunches. If you send something that absolutely must be kept cold, please use an ice pack. Please remember to send **a drink, a napkin, and necessary eating utensils and condiments** in your child's lunch every day.
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### **CONFERENCES**

Since we have time constraints at dismissal, concerns about your child cannot be addressed at that time. We encourage you to make an appointment with one of the teachers so that we can give you the proper attention and time to discuss any concerns. **No conferences will be scheduled prior to mid-October** in order to allow adequate time for the teachers and the students to acclimate to the new routine and environment. The month of September will be devoted to familiarizing the children with the Montessori materials and classroom rules.

## SHOES

- In order to provide for a more sanitary learning environment, and in order to extend the life of the carpets and floors, students are asked to remove their "outdoor" footwear before entering the learning area.
- **Children are required to keep a pair of "indoor shoes," slippers or socks with non-skid soles in their cubbies to change into when they arrive at school.**
- Most of our outdoor play area at Brookside is covered in **rubber mulch (\*\*NEW this year\*\*)**. For this reason and for the comfort of your child, please dress your child in **sneakers** or **closed-toe rubber soled shoes**, no sandals or clogs, please.

## LABELS

Please make sure that all outerwear, sweaters/sweatshirts, indoor and outdoor shoes, and lunchboxes are clearly **labeled** with your child's name.

## LUNCH MOTHERS, FATHERS, OR GRANDPARENTS

Several years ago we initiated a **lunchtime "helper program,"** through which we invited parents to be volunteer helpers. This program has proven to be very successful. Any parent or grandparent who has their clearances and is willing to volunteer in our lunchroom on **Tuesday, Wednesday, or Thursday from 11:30 to 12:30**, can sign up on the LUNCH HELPER calendar which is posted on the Bulletin Board. [Our Helper program will start in October.](#) Thank you for helping!!!

## MORNING AND AFTERNOON SNACK HELPERS

Get to know us and give us a helping hand by volunteering to help with snack time. We would like parents and grandparents who have their clearances to volunteer to assist with snack preparation and serving. This is a fun way to spend time with your child and get to know the staff and other children at Brookside. We would need only one hour of your time on a **Tuesday, Wednesday or Thursday**. The **morning** snack hour is from **9:30 to 10:30 A.M.**; the **afternoon** snack is from **1:15 to 2:15 P.M.** [The Snack Helper program will also start in October.](#)

**HELP WANTED!** Miss Joan could use art project helpers. Please see her if you are available and have all clearances up to date. Art class will usually be on Wednesdays. Thank you

# We're Going Back To School



## **SCHOLASTIC BOOK ORDERS**

Again this year, Brookside is participating in online ordering from Scholastic Book Clubs! This is a great way to add to your child's library and help the school. Every time you order, the school will receive bonus points which will go towards the purchase of new learning materials or books. Please make every effort to submit orders by the due date as bonus points and supplies are based on totals for orders submitted at the SAME time. You will receive an information sheet in your child's mailbox which explains the online ordering information in greater detail.

\* The first book order for this school year is due on **Tuesday, September 13.**

- If you have any questions, please speak to Mrs. Kirkpatrick, who is the coordinator of Brookside's Scholastic Book Order program.

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## **NEWSLETTERS**

Our school newsletter, the **BROOKSIDE BULLETIN**, featuring important news and announcements about the school, will be published monthly. Newsletters will be posted for access on our website: [www.brooksidemontessori.com](http://www.brooksidemontessori.com). Parents may request to receive newsletters via e-mail by using the subscribe function offered on our newsletter page. Availability of a new monthly newsletter will be announced on the bulletin board. Please see a member of the staff if a hardcopy is absolutely required or preferred.

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## **STAY CONNECTED!**

Previous families at the school created a private Facebook group which is used regularly to share information regarding activities at the school. Some of the Brookside staff are also members of the group and Miss Curley posts in the group regarding school closings and delays (in addition to the other specified locations). If you are a Facebook user, please take a moment to request access to the group, **Brookside Parents**, and join the conversation.



## **Blogging with Brookside**

Miss Curley's topic of the month for September is "Follow the Child", an important Montessori teaching method designed to ensure each child learns at their own pace. Please take a moment to access our website, [www.brooksidemontessori.com](http://www.brooksidemontessori.com) and read this latest post.





## GIANT A+ SCHOOL REWARDS PROGRAM

Starting October 7, 2016 through March, 2017, **Brookside Montessori** will have the opportunity to earn CASH for the school through participation in the **GIANT A+ SCHOOL REWARDS PROGRAM!** Last year, Brookside earned over \$390 from this program, and we hope to surpass that amount this year. Please register your Giant Bonus Card for the program by September 12, 2016. Look on the bulletin board in the vestibule for further information about signing up for this simple and profitable fundraiser. **Mrs. Kirkpatrick** is the coordinator of this program.

## SPECIAL CLASSES

### ART

The **Preschool** children will be doing art projects, usually on WEDNESDAY mornings, under the guidance of **Ms. Joan Curley** (a former Brookside parent). If you would be interested in helping Miss Joan with the preschool art projects, please let us know. **Kindergarten** students will have Art, usually on WEDNESDAY afternoons with Miss Joan.



### SPANISH

**Senora Alitto** will be teaching Spanish to all Brookside children on TUESDAY mornings. Senora Alitto (the mother of two Brookside Graduates) is a certified language teacher who has taught in the Camp Hill School District, and The Harrisburg Academy. She currently teaches Spanish, French, and ESL at Harrisburg Area Community College.



### YOGA

Once again this year, we are pleased to be offering a weekly yoga session for the children, to be conducted by **Mrs. Andrea Hamilton** (a current Brookside parent) on THURSDAY mornings. Yoga mats are provided and please plan to dress your child in comfortable, active clothing that day.



## SHOW AND TELL

- Show and Tell for **ALL Preschool Students** will be on **the last day they attend each week (either Thursday or Friday).**
- The **first** Show and Tell day will be on **Thursday, September 8, 2016.**
- There is a sign up sheet for preschool parents to note their child's Show and Tell item when they bring it in.
- We request that the children **DO NOT BRING TOYS OR GUNS/WEAPONS** in for SHOW and TELL. We encourage, instead, that children bring in any interesting object that pertains to our current unit of study/theme of the month.
- If your child chooses to bring in a **book** for Show and Tell, we encourage that they "lend" their book to the school for a week or two, so that it can be shared in its entirety with all of the children at a time other than Show and Tell time. Because of the large number of children who participate in Show and Tell each week, it is not possible for the teacher to read the books in their entirety during that time period.

*Thank you for your attention to this matter!*

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# SEPTEMBER NEWS

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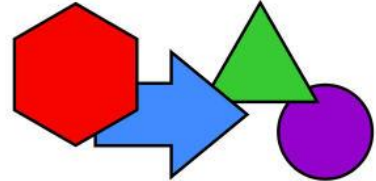
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## **UNIT OF STUDY (Theme of the Month)**

The **Unit of Study** for the month of **September** is the "**Family**." We will be working on learning the names of family members, addresses and phone numbers. We encourage you to practice these at home with your children.



We will also be discussing **Colors** and **Shapes** during the month of September.



**\*\* Note:** *This year, Show and Tell day will be on either Thursday or Friday for Pre-school children, depending on your child's last day of school for the week. All Kindergarten children will have Show and Tell every other Thursday. Our first Show and Tell day this year is on Thursday, September 8. Please try to align with our themes!*

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## **SEPTEMBER FIELD TRIPS**

***\*Please remember that we depend on our parents as drivers for our field trips. All parent drivers must have their clearances in order to assist us in this regard. If you have your clearances and are able to volunteer, there are driver sign-up sheets posted on the bulletin board. Thank you!***

### **CLEVE FREDRICKSON LIBRARY**

Wednesday, September 14, 2016  
Departure for all children will be at 9:10 AM



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## **UPCOMING EVENTS IN OCTOBER**

### **VISION SCREENING @ BROOKSIDE**

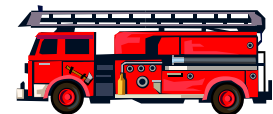
As a courtesy to our families, Brookside will offer Vision Screening for your child right at the school.

Vision screening is planned for Wednesday, October 5. More details to come.



### **FIRE PREVENTION WEEK**

Lower Allen Fire Department will be visiting our school to discuss Fire Safety. Dates and Times To Be Announced.



### **FIELD TRIP TO PAULUS ORCHARDS**

We will be visiting the orchard during the fall harvest.

This field trip is planned for Wednesday, October 26.

Additional details will be provided in the October Newsletter.



### **HALLOWEEN PARADE AND PARTY**

ALL Children attend this event on Thursday, October 27, 2016 from 10:30 AM until 12:30 PM.

