



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

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## BROOKSIDE BULLETIN

September 2022

*Dear Parents,*

*We are excited to start the 2022 - 2023 school year, our 48<sup>th</sup> year!!*

*We feel READY and know that our Brookside community will cooperate and work with us to ensure this year is a success. As we adjust to our 4<sup>th</sup> school year dealing with COVID, we continue to ask for your patience as we continue to make adjustments for the ever-changing COVID landscape. We are excited to announce that we will be adding field trips and all of our traditional extras back into our school calendar and schedule. Yoga sessions will take place on Tuesdays, Art on Wednesdays and Spanish and Music on Thursdays. Parents with mandatory clearances will once again be permitted to sign up to be snack and lunch helpers, drivers for field trips and other help positions as they arise.*

*It is our primary intention to keep our Brookside community healthy and to remain operational, in-person throughout the school year. Your diligent assistance in complying with our request to keep any children at home if they are showing signs of illness will be required.*

*Miss Curley*

### GENERAL INFORMATION

We have a **Brookside Handbook** which includes all information that you might need regarding school matters. The handbook, which was updated for 2022-2023, has been sent to you via e-mail and is also available for download/print on the General Information page on our website—please bookmark or print 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.

For the 2022-2023 school year, we have additionally outlined our updated COVID Health And Safety Plan in a letter from Miss Curley. All documentation regarding these plans and procedures as well as the current Handbook are also available on our website—featured prominently on the home page (see the yellow box).

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. 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 (located in the cubby area) for a list of 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 2022-2023 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 5th of the month**.
- ❖ **The second tuition payment for this year is due on or before September 5th.**
- ❖ First semester payment and yearly tuitions are also due **by September 5th**.
- ❖ Tuition payments may be handed to the staff member at the front door in the mornings.

### **SCHOOL INFORMATION AND FORMS**


Please return all requested school forms and student information to the school by **Thursday, September 15<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 will open at **8:20 A.M.** At that time, a staff member will meet your child at the door to escort them into the school and to their cubby. **Parents are not permitted inside the school building at dropoff.**

 In-school activities will start promptly at **9:00am**. If you arrive at the school after 9:00am, you will be required to wait at the door until a member of the staff is available to clear your child for entrance into the school.

 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 2:30 P.M. and 3:00 P.M.** Parents should plan to enter the school at pick-up to meet their child and gather their belongings.

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 12, 2022. If you arrive after 11:30am for AM program pick-up or after 3:00pm for full-day pick-up, **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



**\*\*Note\*\*** Adherence to guidelines for traffic on our school property continues to be of utmost importance. Please be reminded, there are many precious little ones walking through our parking lot each day.



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, due to 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.

## MATERIALS FEE and A request for your assistance!

A materials fee will be collected once again this year to allow us to procure and provide individual learning materials to students which will avoid the use of some shared items. Your donations of hand sanitizing wipes (allergen-free and antibacterial), Clorox or Lysol wipes and Lysol or Microban disinfecting/sanitizing spray are gladly accepted and greatly appreciated.



## ALLERGY INFORMATION

We typically have students with nut allergies. If you send in a special snack for your child to share with their classmates in honor of their birthday, etc., please do not send anything with tree nuts or tree nut products in it. Children who pack their lunches to eat at school may still bring nut products in their lunch box (we manage this with separate lunch tables). Thank you for your attention to this very important matter.

## SNACKS

And speaking of snacks, in addition to our requirement to provide a nut-free snack if you are contributing snack items to the school, we prefer that any snacks be individually wrapped. This is for the obvious reason of avoiding any unnecessary contact with foods the children will be consuming.

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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.
  - Lunch items that require heating should be heated at home and placed in an appropriate hot/cold container to retain heat. We will not be heating lunches at school.
  - Please remember to send **a drink, a napkin, and necessary eating utensils and condiments** in your child’s lunch every day.
  - Parent volunteers/helpers will be welcomed starting the week of September 19<sup>th</sup>. See the bulletin board to sign up.
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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. E-mail will be the best method of contact this year. **No conferences will be scheduled prior to the end of 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.

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## SHOES

- In order to provide for a more sanitary learning environment students are asked to remove their “outdoor” footwear before entering the learning area.
  - **Children are required to keep a pair of “indoor shoes” with rubber 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**. 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. **PLEASE NOTE: The dye on our blue mulch may rub off on the soles of shoes, so please choose shoes with dark soles or older shoes for school.**
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## LABELS

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

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## BACKPACKS

Please send a **small\*** backpack or bag to school each day with a change of clothes and extra masks for your child. The bags will return home each day so that you can check them to ensure your child has adequate supplies. \*We emphasize a small bag because it will be kept in your child’s cubbie and they fill up quickly with outerwear.

# We're Going Back To School



## **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 will also automatically receive newsletters via e-mail, provided that an e-mail address has been given to the staff. Availability of a new monthly newsletter will be announced on the bulletin board. Please see a member of the staff if your e-mail address needs to be added to our distribution list.

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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.



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## **SPECIAL CLASSES and FIELD TRIPS**

As mentioned at the start of this newsletter, all special classes have been added back into the school schedule, as follows:

- Tuesdays – Yoga (please dress your children appropriately for exercise)
- Wednesdays – Art
- Thursdays – Spanish and Music

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# SEPTEMBER NEWS

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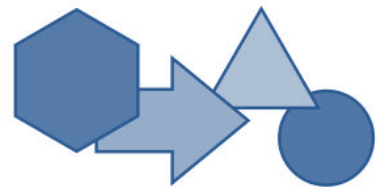
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## **UNIT OF STUDY (Theme(s) of the Month)**

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.



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## **Dates to remember in September:**

- Tuesday, September 20 – Field Trip to Frederickson Library – Check the bulletin board for driver sign-up sheets.

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**A look ahead to October** (look forward to more information in the October newsletter):

- Thursday, October 13 – Field Trip to Strite's Orchard
- Thursday, October 27 – Halloween Party
- Friday, October 28 – Teacher In-Service **SCHOOL IS CLOSED!!**