

# Welcome to **American Montessori Academy**

September 1st  
**2009**  
to  
May 28th  
**2010**



*Children thrive  
on building  
knowledge  
through  
exploration.*



## **The first day of school is a greatly anticipated event for children of all ages.**

A graceful adjustment to any new experience depends, to a great extent, upon the attitude of parents and family. The “separation process” for the very young child is often more difficult for you, the parent. Here are some suggestions that will help you prepare for school, and some helpful hints for making your child more comfortable on the morning of this special “first day”.

- We suggest you avoid excessive discussion about school with or in front of your child. The child should embrace this new experience with confidence. Your child may misinterpret your enthusiasm for apprehension if you overly reference this upcoming event.
- Establish a routine and try very hard to stick to it. Allow enough time to prepare for each and every school day, not just the first one.
- Make sure the backpack is adequately prepared for each day.
- Be punctual. A late arrival causes stress and discomfort for you and your child. If unforeseen circumstances take up valuable time, avoid the “hurry up syndrome”.
- Upon arriving to school on the first day you will be greeted at the gate by an AMA staff member. We are prepared to escort you and your child to your assigned classroom. Gate codes will be offered during the first week of school *after* the first day.
- We prefer that you tend to your child’s needs before checking on something in the office or engaging in conversation with staff and other adults. Deliver your child’s belongings to the classroom, sign the attendance log, and check your mail. You will want to escort your child to the proper play area and exchange hellos. Please do not send your child on his/her own. We are happy to assist you with this process.
- On the first day of school, and probably for a few mornings to follow, after the proper introductions have been made, the photos have been taken, kisses and hugs have been exchanged, say, “I love you and I’ll see you in a little while”. Say it one time and walk away.

It is your matter-of-fact attitude which gives your child great security. If your child cries he/she is not going to stop crying and be happy with you still on campus. You will not be able to console him/her and in fact will only succeed in stretching out the “tear time”.

**The teacher is responsible for welcoming your child and for their comfort after you leave; please have confidence in her ability.**

Once the delivery process is complete you may wish to go to the office and finalize paperwork or to simply “hide out” until you are more comfortable. You are invited to call the office anytime to check on your child and....

**....we will certainly call you, should we feel your child is experiencing undue stress.**

**We have enclosed a financial confirmation of your child's enrollment.** This may be your only invoice. Tuition for the academic school year is amortized by way of monthly installments. The first payment is due before the first day of attendance and the last is due on first day of May. The amount of the installment does not change if the schedule of attendance remains the same. Therefore AMA will not pass out monthly invoices for tuition. Reports of tuition status and summaries of tuition paid may be requested from the office.

You will receive, by way of your parent mailbox, an invoice for additional charges such as accumulated child care. You may add payment for those charges to your next tuition installment. Tracey Reed, our financial officer, has made it possible for reports of tuition status and summaries of account activity to be obtained through the office.

If you will be paying your tuition by way of a monthly charge on a credit card we are asking that you come to the office and set up or renew this automatic transaction. You will need your credit card and your personal identification. This request applies also to those parents who are currently paying by credit card.

Tuition paid in full prior to the last day of August will be discounted by five percent. We ask that prepayment of tuition in full be made by check. Credit card companies charge AMA an additional percentage fee to process the charge.

**If you ever have questions or concerns please do not hesitate to let us know.**

***If at all possible, please resist using your cell phone or pda's while delivering and retrieving your child from the AMA campus.*** Keep yourself focused on your child at the beginning and end of each day. Your child may have something important to share with you. If your attention is elsewhere and your child has to compete with a cell phone, that moment will be lost forever.

***"How was your day? Who is your best friend? What did you do? Did you play with toys? Do you like your teacher?"*** These are some of the questions we really want to ask our children...**but shouldn't.** You'll be surprised ... soon you'll have your information without pumping and prodding.

**Communication is vital for the success of your child's educational experience.**

If this is your first year at AMA you should have received a Parent Handbook and several forms to complete that include important information about your child for the AMA faculty. Placer County licensing requires that we have all of these forms on file at the time the child arrives to school. With this in mind, we cannot overstate the importance of keeping your contact numbers and emergency information current with the office.

**Check your parent mailbox, read your newsletter,  
and  
communicate with your child's teacher on a regular basis.**

Our staff assures you that your child is in very capable hands while attending American Montessori Academy. We are looking forward to a happy and rewarding year with you and your family.

With warmest regards from the staff and administration,

*American Montessori Academy*

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[www.americanmontessoriacademy.com](http://www.americanmontessoriacademy.com)