



## AUGUST 2009

Crystal Lake Montessori School

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[www.clms.org](http://www.clms.org)

### Events

#### **Transition Classes**

August 10-14, 2009-For Students Transitioning  
from Toddler to Early Childhood

August 10-13, 2009- Lower & Upper Elementary

#### **Call to Schedule Orientations**

For Toddler, Early Childhood & Upper Elementary  
Friday, August 21 from 9:00 a.m. to 3:00 p.m.

#### **Orientation Night**

**New Parents to CLMS, Especially  
Parent/Infant/Child, Toddler & Early  
Childhood, and all Interested Parents**  
Tuesday, August 25 at 6:30 p.m. to 9:00 p.m.

#### **Upper Elementary Orientations**

Thursday, August 27 (after school)

#### **No School- Labor Day**

Monday, September 7, 2009

#### **Upper Elementary to Nature's Classroom**

September 8-11, 2009

#### **Milk Orders Due**

Friday, September 4  
Milk will begin Monday 14, 2009

#### **All School Family Picnic/Potluck & Raffle at CLMS**

Saturday, September 26 at 5:00-7:00 p.m.

### **Features**

From the Desk of Ms. Penny & Ms. Pam

Parent Orientations

Home Visits

Classroom & Levels Schedules

Milk

A Note About Classroom Assignments

Arrival & Dismissal Times

Volleyball

Smart Tuition Information

## From Ms. Penny & Ms. Pam

Dear Parents,

As we begin the month of August our thoughts turn to the new school year. We will be in our 29<sup>th</sup> year of Crystal Lake Montessori School and our 15<sup>th</sup> year as an International Peace Site! We all send a warm welcome to students and families. The 2009-2010 school year promises to be exciting and memorable. This newsletter offers you important information to assist you with an easy transition from "summertime" to "Back to School Time".

You will find a full 2009-2010 calendar on the CLMS web site, [www.clms.org](http://www.clms.org). Please visit our web site often. We plan to offer new and important information on our web site this year. Let us know what you would like to see there and we will try to meet your needs. We will also be sending our newsletter via e-mail this year.

There are just a few changes in our staff this year. Ms. Pam is very excited to take on the major administration role this year. Penny plans to be available Tuesday, Wednesday and Thursday of most weeks, doing tours and visiting classrooms. Ms. Michele will be the Assistant Administrator. Other staff changes include: Ms. Kristine will be teaching the Kindergarten Extension class as well as her 3-6 morning class, Ms. Lindsay will be teaching the Lower Elementary music and assisting in the Upper Elementary, Ms. Laura will be teaching all of the art classes and Ms. Casey will be an intern in Ms. Lori's Lower Elementary class. Come to the Orientation Night, Tuesday, August 25<sup>th</sup> at 6:30 p.m. to meet and greet our new and returning staff members.

The following information will be important. Please read it carefully. If you have any questions call 815-338-0013 and we will assist you.

Enjoy the rest of your summer. We look forward to seeing you as the school year begins.

Peace, *Penny & Pam*

## Parent Orientation Night

Tuesday, August 25

All parents are welcome! This is an important meeting for ALL NEW FAMILIES, parents of students who are beginning the Parent/Infant/Child classes, 2-3 (Toddler) classes and 3-6 (Early Childhood) programs. Also any parents who have not attended a parent orientation due perhaps to a child starting mid-year should attend. From 6:30-7:00 p.m. we will have a "Get Acquainted Time". This will be the time to pick up your handbook. At 7:00 p.m. sharp, we will begin introducing our CLMS staff, briefly go over parts of the Parent Handbook, which apply to all, and then we will divide up into the individual age group levels, birth through six years of age. The teachers from each age group will go over more information, which is very important for you to know regarding the program your child is enrolled in here at CLMS. All Elementary parents will receive an orientation during the transition week. If you miss the transition week please contact your child's teacher. This is not a meeting for children, adults only please. Thank You.

## Home Visits

The Toddler, Early Childhood and Lower Elementary teachers will be visiting incoming students in their homes before the school year begins. This is a very positive experience for both the teachers and the families. This is just a brief visit for a few minutes to have a chance to meet the teachers in his or her home. Your child can show them his/her room, introduce pets, etc.... it really helps the children start to build a comfortable relationship with her/his teachers. Although these are very time consuming for the teachers, the relationships they promote are very important. The teachers will contact you to arrange a mutually convenient time and day for your home visit.



CLMS International Peace Site 10<sup>th</sup> Anniversary

## Toddler (2-3 Year old) Program

Toddler students (2 Year olds) will have individual ORIENTATIONS during the week of August 24th. Please call (815) 338-0013 between 9:00 and 3:00 on Friday, August 21 to schedule an individual orientation for your child. This is a very important opportunity for your child to become familiar with the classroom before the first day of attendance. Classes will be beginning on a shortened basis. Schedules for these phase-in classes will be explained during the individual orientations.

- Wednesday, September 2<sup>nd</sup> 3-Day Morning Class begins.
- Monday, August. 31<sup>st</sup> 2-Day Morning and Afternoon Classes begin.



## Early Childhood Program (3-6 Year Old)

For all of the NEW 3-6 (Early Childhood) students there will be individual ORIENTATIONS held the week of August 24. Please CALL (815) 338-0013 between 9:00 and 3:00 on Friday, August 21 to schedule an orientation. We will again have a **GRADUAL BEGINNING** FOR THE 3-6 year old (Early Childhood) classes: This allows the teachers to concentrate on the new students, helping them get off to a successful start to the year.

- Monday, August 31 - Only Three Year Old Children attend.
- Tuesday, September 1 - Only Three and Four Year Old Children attend (New and Returning students).
- Wednesday, September 2 - All Early Childhood Students attend.

## Lower Elementary Program

(6-9 Year Old)

The Lower Elementary has a week of orientation for new 6-9 students during the week of August 10-13.

**Thursday, August 13** there will be an Elementary New Parent Orientation from 11:30-1:00 p.m.

**First Day of School:** All returning, 2<sup>nd</sup> & 3<sup>rd</sup> year Lower Elementary students, (sorry, no 1<sup>st</sup> year students) will have a half day from 8:30 AM-12:00 Noon (including lunch) on Thursday, August 27. On Friday, August 28, all students 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> years will attend for a half-day from 8:30 AM-12:00 Noon (including lunch). **Please have your child bring a nutritious lunch and beverage.**

## Upper Elementary Program

(9-12 Year Old)

On Thursday, August 27 the Upper Elementary students and parents may choose to have an individual orientation to meet their teachers. Please call the school's front desk beginning Friday, **AUGUST 21 to schedule these orientations** at 815-338-0013.

**First Day of School:** All Upper Elementary students 4th, 5th and 6th, will have a half-day (including lunch) **from 8:30 AM-Noon on Thursday, August 27 and on Friday, August 28. Please have your child bring a nutritious lunch and beverage.**

If any **forms for the Nature's Classroom trip** have not been turned in, please give them to the Front Desk by Thursday, August 27. Thank you.



## Middle School

The annual **Middle School "Back to School Meeting"** for parents and students will be Tuesday, August 18, beginning at 7:00 p.m., in the Middle School classroom. We will have light refreshments and important information about the upcoming year. This will be a wonderful opportunity for everyone to get acquainted and reacquainted!

After the meeting, parents and students will be able to sign up for their **Family Goal Setting Conference**. The times of the conferences for August 19, 20, or 21 will be available at the "Back to School Meeting".

The first day of classes will be Monday, August 24.



**Milk**

MILK ORDERS: Skim or 2% milk may be ordered for students who are here over lunchtime. Please fill out the attached form and return it with your check to the school by Friday, September 4. Milk service will begin on Monday, September 14.

## A

### Note About Classroom Assignments

As in years past, we have a special request to make. We as staff give a great deal of time and effort to the assignment of classes. We truly do take into consideration the needs of each child, as well as the needs of the class as a whole. Sometimes we need to assign a student to a different class than he or she was expecting. This is done only when really necessary and with great thought. Please prepare your child gently for the fact that he/she may have a new assignment or that perhaps some of his/her friends may have a new assignment. THANK YOU!

## SMART TUITION

By now all families that are spreading their tuition payments over the school year should have a SMART TUITION account activated. If not please fill out the form at the front desk as soon as possible and get it to me. The only families that do not need a SMART account are those that will pay in full by September 1<sup>st</sup>. If you have any questions please call me or send a note or email.

If you are mailing in your payments you will receive a monthly invoice and statement in the mail. Please make sure that they have your correct address on file.

Web access has been improved and they now have a 24-hour help line available. The number is **888-868-8828**. You can call that line to ask questions about your account. You need to call the help line to receive your Internet login ID and password so you can access your personal account on the secure website. Please check your account soon as this is a very busy time for getting all the paperwork in order at CLMS and your SMART rollover or new enrollment may have slipped through the cracks. The first payment to SMART will be due on September 10<sup>th</sup> and will include the onetime \$43 administration fee charged by the SMART Tuition Service. Thank you for your attention to this matter.

Jon Cichucki

## Volleyball Team

Ms. Meg will be coaching the CLMS Mustang Co-Ed Volleyball Team again this fall. Look for more information and specific details just after school starts.

Any student in 5<sup>th</sup> – 8<sup>th</sup> grade is encouraged to come out and have fun learning to play on a volleyball team. The team will practice twice each week after school. Practice will begin in September and, if possible, games will be scheduled for October and November.



## CLMS All School Family Picnic/Potluck & Raffle

Please mark your calendars for the CLMS All School Family Picnic on Saturday September 26 at CLMS. We will be gathering around 5:00 PM for fun, food, friendship and raffle. Please bring a blanket, plates, silverware and beverages for your family and a dish to pass. All families are welcome to join us. There will be more information about this outing in the September newsletter.

## Arrival & Dismissal Times

**MORNING ARRIVAL TIME** for the 2-3 and 3-6 students remains at 8:15-8:30 a.m. and **AFTERNOON ARRIVAL TIME** remains at 12:30-12:45 p.m. These students should arrive during these times and go directly into their classrooms. Elementary arrival time is between 8:30-8:45 a.m. ELEMENTARY STUDENTS should be settled and in class ready to actually begin by 8:45 a.m.

DISMISSAL TIME: MORNING DISMISSAL TIME is between 11:00 and 11:15 a.m. **AFTERNOON DISMISSAL TIME** for Early Childhood students and Toddlers is 3:15 to 3:25 p.m. and 3:30 to 3:45 p.m. for Elementary and Middle School students.

We will once again be making large DISMISSAL NUMBERS for each family. We need each family to call in with CARPOOL information. Please have this information available when you call in to schedule preschool, orientations. Parents of RETURNING PRESCHOOL AND ELEMENTARY STUDENTS, please call Friday, August 21 to find out your child's class assignment and to give us your carpool information. We will try our best to assign the same number as last year to returning students, however some changes will need to be made. Numbers will be given out at the orientations or conferences, or sent home on the first day of attendance. Each child must have a dismissal number assigned and THE NUMBER MUST BE ON DISPLAY IN THE WINDSHIELD OF THE CAR in order to pick up a child from the circle drive. Toddlers need to be picked up inside and do not need a number.

PLEASE REMEMBER TO **DRIVE SLOWLY** THROUGH THE SCHOOL PARKING LOT AND WE RESPECTFULLY REQUEST THAT YOU **DO NOT USE YOUR CELL PHONES** WHILE DRIVING IN OUR PARKING LOT.... WE HAVE MANY PRECIOUS LIVES AROUND OUR SCHOOL AND THEIR SAFETY REQUIRES OUR FULL ATTENTION.

# 2009-2010 Calendar\*

August 10-13	Transition Classes-Lower & Upper Elementary Week
August 10-14	Transition Classes-For Toddler to Early Childhood Week
August 24	Middle School Begins & Week of Individual Student Orientations
August 25	New Parent Night
August 27	½ Day-Returning Lower Elementary Students-No New Students
August 28	½ Day-All Lower Elementary Students
August 27 & 28	½ Day-Upper Elementary-All Students Attend
August 31	Toddler 2-Day Children Begin
August 31	Elementary Attend All Day
August 31	Early Childhood Three Year Old Children Begin
August 31	Parent/Infant/Child Monday Classes Begin
September 1	Parent/Infant/Child Tuesday Classes Begin
September 1	Early Childhood Three & Four Year Old Children Attend
September 2	Early Childhood Three, Four & Five Year Old Children Attend
September 2	Toddler 3-Day Children Begin
September 7	No School-Labor Day
September 8-11	Upper Elementary "Nature's Classroom"
September 8	Kindergarten Extension Begins
Sept. 28-Oct. 1	Fall Conference Week
October 1 & 2	No School
October 12	No School-Gandhi's Birthday
October 31	Fun Fest
November 11	No School-Veterans Day
November 19	Middle School Information Night
November 25-28	No School-Thanksgiving Vacation
December 7-11-	Middle School "Nature's Classroom"
Dec. 21-Jan. 3	No School-Winter Vacation
January 4	No School-Staff In-Service
January 5	School Resumes
January 25-28	Winter Conference Week
January 28 & 29	No School
February 22-26	Montessori Week
February 26	Science Fair
March 26	No School-American Montessori Society Annual Conference
March 29-April 2	No School-Spring Vacation
April 5-9	Middle School Business Internships
April 12 & 13	Lower Elementary "Timberlee"
April 14	No School for Lower Elementary Students
April 19-23	Middle School "Nature's Classroom"
April 30	No School-Staff In-Service
May 3-6	Spring Conference Week
May 6 & 7	No School
May 10-14	Middle School "Washington D.C."
May 10-14	Elementary Standardized Testing
May 21	Graduation
May 27	Early childhood-Last Day
May 28	½ Day Elementary-Last Day

\*This is an abridged calendar. It does not list all of the special days for the 2009-2010 school year. It does list the major events and scheduled days off. There may be changes as necessary.  
Thank you.