



Dear Parents,

The following packet is a collection of documents for you to read through. It includes important information about your child's learning plan and reiterates important policies from our handbook. Please read carefully and let us know if you have any questions. Taking time to look over the information we send out now will assure a smooth school year ahead.

Thank you for your time,
MSLB



The Montessori School of Laguna Beach 2023-2024

Parent Checklist

Backpack

Every child will bring a backpack with his/her name clearly written to school daily. The backpack should include the following items marked clearly with his/her name.

- Clean water bottle filled with water
- A lunch box with set of cloth napkins and utensils
 - We are a sugar free/ nut free facility
 - A separate small container with snack.
- Extended daycare children need a separate container for PM snack.

Snack

- Please keep food simple, finger foods are great.
- 2 food groups, for example fruit/cheese and crackers.

Extra Clothes

- **PP** two extra sets of clothes (Ages 3- 6)
- **PPP** three sets of extra clothes (Ages 2-3.5)
- **All clothing items should be clearly marked with child's name and placed in a ziplock bag.**

Napping Children (4 years and under)

A drawstring (mandated by CDSS) nap bag with child's name clearly written (a small drawstring bag is ideal) which includes following:

- Regular crib sheet
- A light weight blanket
- Items clearly marked with child's name

PPP Diapers and Wipes (2- 3)

- 20 Diapers per week
- 1 packet of wipes per week
- Teacher's will request more as needed

School Dress Code

- Play clothes that children can put on and be taken off independently
- Comfortable closed toe shoes (NO sandals, boots, crocs, jellies or flipflops allowed)

**Please refer to parent handbook for details on all policies regarding the above information.*

**** As a CDSS Policy ALL PERSONAL ITEMS: backpack, water bottle, lunch boxes, napkins, clothes, nap items must be label with your child's name.**

The Montessori School of Laguna Beach

Office Hours 8AM- 3PM

2023-2024



MEMO TO PARENTS

Office Hours

- **8:00AM-3:00PM**
- **Closed for Lunch 12:15PM - 1:15PM**

(949) 494-2411

lagunamontessori@gmail.com

Parents, we have an open-door policy and always want great communication between parents and school. However, we need to be mindful of our office personnel and their working hours.

Please note that emails will be read and responded between 8 AM and 3 PM, and if received later than 3 PM, it will be responded to after 8 AM the next day.

Extended Daycare parents can reach daycare staff by phone after 3 PM.

Thank you for your consideration and mindfulness,
MSLB

The Montessori School of Laguna Beach

DROP-OFF, LATE DROP-OFF & EARLY PICK-UP POLICIES

2023-2024



DROP- OFF POLICIES

Please allow ample time for carpool drop off.
Signing in children legibly is mandatory, we will be transitioning into electronic check in.

Extended Day - Main Gate

Early Daycare 7:35 – 8:00AM

****For extended day children only.**

FOR PP extended day children

- Please park your car
- Hold your child's hand and walk them to the main gate
 - Call the school 949-494-2411

FOR PPP extended day children

- Please park your car
- Hold your child's hand, walk them to PPP Patio
 - Ring the bell

ALL PP Children Carpool Dropoff - Main Gate

Between 8:00 – 8:30

- Pull car forward to first cone and turn off engine
- Parents stay in the car, teachers will receive the child
- Have students stay in the car until teacher opens the door

PPP Drop-Off at Patio Gate

BETWEEN 8:00-8:30 AM

- Please use front church parking lot
- Please make sure to hold your child's hand
- Walk up the stairs to the patio gate
- The teacher will receive your child

****LATE DROP- OFF ALL CHILDREN (PP & PPP) AT THE MAIN GATE**

BETWEEN 8:30-8:45am

1.PARK YOUR CAR

2.PLEASE CALL SCHOOL 949 494-2411

3.WALK YOUR CHILD TO THE MAIN GATE

(OFFICE STAFF IS BETWEEN RECEIVING & DROPPING LATE ARRIVALS PLEASE BE PATIENT)

Please email school at least a day in advance to request alternative pick-up/drop-off times so we can best accommodate scheduled doctor's appointment or any other unforeseen events.

While we want to accommodate the needs of our parents, we want to also protect an uninterrupted learning environment for the children and teachers. Keeping all this in mind we ask you to drop off your child at these following times:

Alternative Pickup/ Drop – Off Schedule

11:15- 12:15 PM

After 2:30 PM

The Montessori School of Laguna Beach

DROP-OFF, LATE DROP-OFF & EARLY PICK-UP POLICIES

2023-2024



PICKUP POLICIES

Half Day Pickup

PP

12:00 – 12:15 at Main Gate
Carpool at Main Gate

PPP

12:00- 12:15 at PPP Patio
Park your car in church parking lot
Come up the stairs to PPP Patio to receive your child

Full Day Pickup

PP at Main Gate

3:00 – 3:15PM

Carpool at Main Gate

PPP

3:00-3:15PM at the PPP Patio
Park your car in church parking lot
Walk upstairs to PPP Patio to receive your child

Extended Day Pickup*

PP and PPP

3:15 PM– 5:00PM At Main Gate

After 5:00PM PPP Patio Gate

Park your car

Walk up to the Patio Gate

Call the school 9494942411*

****For safety purposes it is required to call the school when you arrive and are ready to receive your child.***

Hours	Drop-off/Pickup Schedule What to Do
7:35 – 8:00AM	Walk up to the appropriate gate and call the school 949-494-2411
8:00 – 8:30AM	Carpool Drop-off
8:30 – 8:45AM	Late Drop-off, park and call the school
11:15- 12:00PM	Alternate Late Drop-off
12:00- 12:15PM	Carpool Pick-up
3:00-3:15PM	Carpool Pick-up
3:15 – 5:00PM	Walk up to the main gate and call the school
5:00- 6:00PM	Pick up at PPP Patio

MONTESSORI SCHOOL OF LAGUNA BEACH



PRE-PRIMARY (PP) CLASS SCHEDULE 2023-2024

TIME	ACTIVITY
8:00-8:30AM	PP Dropoff
8:30- 11:00AM	Worktime
11:00- 11:10AM	Group time and Toileting
11:15-12:00PM	Outside Playtime
12:05-12:15PM	Cleanup and go to class
12:15- 1:00PM	Lunch
1:00-2:30PM	Naptime/Quiet time
1:00- 1:15PM	Group time for non-nappers
1:15- 2:40PM	Worktime
2:40-2:50PM	Cleanup
2:55PM	Out for Dismissal
3:00- 3:15PM	Full Day Dismissal
	D/C children snack time/toileting
3:15- 5:00PM	Outside Play
4:45 - 5:00PM	Toileting
5:00 - 5:45PM	PPP Building, wash hands + indoor play
5:45-6:00PM	Cleanup/Story Time

*Please note D/C pick up anytime 3:15- 5:00 at school main gate. 5:00PM to 6:00PM pick up at PPP Patio.

MONTESSORI SCHOOL OF LAGUNA BEACH

PRE-PRIMARY PREP (PPP) CLASS SCHEDULE

2023-2024



TIME	ACTIVITY
8:00-8:30AM	Drop off at the classroom patio (Morning Daycare) Washing hands and toileting
8:30- 8:45AM	Drop off after 8:30 at the main school gate Morning Circle and Group Time
8:45- 10:00AM	Group 1 Outside Playtime Group 2 Indoor Work and Snack Time
10:00-11:00AM	Group 2 Outside Playtime Group 1 Indoor Work and Snack Time
11:15 - 11:30AM	Circle Time Toileting, washing hands, getting ready for lunch
12:00 - 12:15PM	Half Day Dismissal at PPP Patio
12:00 - 12:30PM	Lunch
12:30- 2:30PM	Toileting/Naptime
2:30PM - 3:00PM	Wakeup /Toileting/Washing Hands/ Group time and getting ready for dismissal
3:00- 3:15PM	Dismissal at Patio/ D/C Snack
3:15 - 3:30PM	Toileting/Washing Hands/Ready for Outdoor Play
3:30-5:00PM	Outside Play
4:45 - 5:00 PM	Toileting
5:00-5:45PM	PPP Building, wash hands + indoor play
5:45-6:00PM	Clean up/Storytime

*Please note D/C pick up anytime 3:15- 5:00 at school main gate. 5:00PM to 6:00PM pick up at PPP Patio.