

Montessori Community School

2018-2019 Forms for all **CONTINUING** 3-6 PRESCHOOL/KINDERGARTEN Families

Please take the time to read the following information carefully. Hard copies of all these forms and flyers are available in the school office. If you have any questions about the packet, or have any questions about the start of the school year, please call Director of Admissions and Marketing Cari Suzuki at (808) 522-0244 or send an e-mail to: cari@montessorihawaii.org.

- Family Guide to Montessori Community School 2018-2019
- 2018-2019 School Calendar
- "Preparing for the First Day of School" handout
- "First Day of School" handout
- Health Requirements
- Family, Emergency, and Release Information form (**IMPORTANT NOTE:** *This form must be completed **online**, at <https://apply.montessorihawaii.org/>, using your Parent Login information. Forms must be completed and submitted by **August 1, 2018.***)
- Allergy, Asthma, and Medical Information form
- Liability Release form (*required for all 3-6 year-old students*)
- "Making the Transition to the 3-6 Program" (*for students advancing from the Two Year-Old program*)
- Birthday Book flyer
- Parent-Faculty Association (PFA) 2018-2019 information & volunteer form
- Welcome Picnic flyer
- Development handouts
- Extra-curricular programs - enrollment flyers

(Please note that these optional programs are offered by MCS as a service to our families, and are conducted by independent contractors who set their own policies and fees. Any questions regarding the policies of these programs should be directed to the individual vendors.)

- Lunch Bunch
- Soccer Shots
- Keiki Cartwheels
- Language (Chinese, Japanese or Spanish)
- Music Fun

- In addition to these forms and flyers, you should also download the **MCS Parent Handbook** (separate download)



Family Guide to Montessori Community School

Fall 2018

Welcome to the 2018-2019 School Year at Montessori Community School!

Whether you are a new or returning family, you'll find lots of important and helpful information about the school, our policies, and our procedures in this handy guide. We have included answers to a number of commonly asked parent questions, including the methods and avenues of communication, our fundraising programs, and even the traffic and parking routines. If you have any questions that this guide has not answered, please feel free to contact our office at (808) 522-0244.

School Communications

At MCS, we employ several different means of sharing information and communicating with our families. The typical forms of school communications include (but are not limited to) the following methods:

1. CLASS LETTERS

Each program distributes individual class letters via the children's mail folders and/or via e-mail. The class letters provide information specific to each classroom, such as upcoming field trips, monthly class calendars, class events, and topics of study or a particular curricular focus. The 3-6 Preschool class letters are published monthly and are distributed at the beginning of each month. Elementary 6-9 and 9-12 "Focus" letters are generally published bi-monthly. Class letters for the Two Year-Old program are published less frequently, usually once or twice a year, as necessary.

2. CLASS BULLETIN BOARDS OR POSTING AREAS

The Two Year-Old and 3-6 preschool classrooms each have bulletin boards upon which important notices are displayed, such as 3-6 field trip reminders, parent-teacher conference reservation sheets, etc. The elementary programs use the areas outside their respective classrooms to post parent-teacher conference reservation sheets. The elementary after-school care program also displays information on the wall near the kitchen.

3. INFORMAL COMMUNICATIONS

Teachers will send notes home, e-mail, or call parents whenever the need arises. Parents may contact teachers via email regarding questions about curriculum, field trips or other specific issues. Faculty emails are posted on the Shutterfly site.

4. SCHEDULED PARENT-TEACHER CONFERENCES

Two Year-Old parents are offered three scheduled opportunities to meet with their child's teacher: a preliminary interview prior to the child's first day of school (mandatory), a mid-year conference in November, and a final conference in April.

3-6 Preschool

parents also have three scheduled opportunities to meet with their child's teacher: a goal-setting meeting in September for all students, a mid-year conference in November for returning students and January for new students, and the final conference in April for all students. **Elementary** parents have three scheduled opportunities to meet with their child's teacher: a first Progress Report meeting in November, a second Progress Report conference in February, and a final Progress Report conference in May. An additional goal-setting/new student conference is held in September for students new to the 6-9 or 9-12 program.

5. PARENT-INITIATED CONFERENCES

Parents may arrange a meeting with their child's teacher whenever they have a concern to discuss. You may contact the teacher directly to arrange a meeting, or call to leave a message at the office.

6. SCHOOL MESSAGE BOARD ("WHITE BOARD")

The "White Board" displays important reminders about upcoming school or class events, notices of upcoming school holidays, etc., and is located at the end of the planter box as you drive on to the campus.

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7. MCS NETCOMMUNITY

Parents can securely complete and access online forms via their NetCommunity login at <https://apply.montessorihawaii.org>. Your User ID and login information will be e-mailed in July. The Family, Emergency, and Release form for **all** students, and the Confidential Information form for **all new** students must be completed through NetCommunity by August 1.

8. MCS NETCLASSROOM

NetClassroom allows parents to access academic information, such as class details, attendance, progress reports, and tuition statements. Your NetClassroom User ID and login information are the same as your NetClassroom information.

9. SCHOOL WEBSITE, SHUTTERFLY SITE, & FACEBOOK

Visit the school website at <http://montessorihawaii.org/> for information about upcoming events, flyers to download, or links to our Facebook, Shutterfly (secure site, accessible only to current MCS families), and private YouTube channel. Our Shutterfly site includes photos and videos of class and school activities and the Class Directories.

10. E-NEWSLETTERS

Parent Newsletter

MCS Connections, our quarterly parent e-newsletter, is distributed via e-mail to all current families, MCS faculty, staff, and Board of Trustees. Each edition contains a calendar of upcoming events, updates from the Parent-Faculty Association (PFA), official notices and information from the office, and educational articles on the Montessori philosophy, parenting, child development, school events, etc.

Supporter Newsletter

Giving to MCS is a short, quarterly "e-blast" that features up-to-the minute stories on supporters, gift impacts, and donor tools. It is digitally distributed to all families who make contributions through specific giving channels. To add a new e-mail address, contact the Development Director, allison@montessorihawaii.org.

11. PERSPECTIVES

MCS' annual report, *Perspectives*, is a report on the previous fiscal year's gifts and other development highlights. It is produced by the Development Office in October. To continue our school's efforts towards

environmental sustainability, *Perspectives* is no longer distributed in printed format to all current families.

12. LETTERS FROM SCHOOL ADMINISTRATORS

When necessary, the MCS administration will distribute notices or letters to our families via e-mail, mail, or in the children's folders, as appropriate.

13. SCHOOLWIDE EMERGENCY NOTIFICATIONS

In the event of a school-wide emergency situation such as a lockdown or school closure, the school will continue to keep parents informed through various channels, as appropriate, including phone calls, emails and notifications to the media.

14. PFA CORRESPONDENCE

The Parent-Faculty Association (PFA), with the assistance of school representative, will send out occasional emails, including the minutes of the monthly PFA meetings and flyers for upcoming events. Hard copy forms and flyers are also distributed through the children's mail folders or posted around campus.

15. PFA MEETINGS

All MCS parents are invited to attend the monthly PFA meetings. Meeting dates and times are TBD. Childcare during PFA meetings is available in our after-school care programs for MCS students, with prior reservations. Annual PFA dues are included in the comprehensive fee to include all families. Additional PFA information & volunteer sign-up form is included in your fall packet.

16. PARENT EVENTS

These group events help parents learn more about their child's class. All MCS parents and their children are invited to the **Back to School Open House** for an informal visit to their child's classroom to meet the teachers and get acquainted. The Open House will be held between 3:00-6:00 p.m. There will be formal **New Parent Orientation** presentations at 4:00-4:30 p.m. for new Preschool parents, and 5:00-5:30 p.m. for new Elementary parents.

Other events, such as the 3-6 preschool Daddy's and Mommy's Nights, and Elementary Parent Work Sharing, have become school traditions and help the children share their experiences with their parents. Elementary students invite their parents to daytime classroom visitations. Refer to the school calendar for dates and times.

Supporting MCS

As an independent school, Montessori Community School relies on two sources of revenue: tuition and fundraising. We depend on the generosity of our current and former parents, grandparents, trustees, alumni, and the community to raise the funds necessary to advance our mission while keeping tuition accessible. At MCS, we appreciate all gifts, whether they are of time, talent or treasure!

Make a Gift

- Choose a method that aligns with your financial and philanthropic goals
- Provide in-kind donations of items or services

Sponsor

- Benefit both your business and MCS

Share Your Time and Talents

- Become a PFA Liaison, Room Parent, or Book Club coordinator
- Share your special skills, talents, or hobbies with the classrooms
- Join an event committee (Fun Run or Montessori Magic)
- Chaperone a field trip
- Attend a work party

How Can I Make a Gift?

CASH/CHECK Gifts of cash/checks are the most common form of support

ONLINE Make a secure gift online, using any major credit card, by clicking on the Donate Now link when you visit <https://apply.montessorihawaii.org/online-donation-page>

PLEDGE If you choose to make a pledge, you may pay in one sum, or divide your pledge into monthly or quarterly installments.

MATCHING GIFTS Many companies will match charitable gifts made by an employee. Matching gifts are credited to the donor and can double or even triple your gift. Please contact your company's human resources department to find out if they participate

Giving Options

Donations to MCS are welcome and appreciated! To best fit your financial and philanthropic goals, MCS offers these opportunities:

MCS Fund (formerly Annual Fund)

For the donor who would like to affect the classrooms, facilities, tuition assistance program and professional development opportunities of MCS in the short term. Any amount

1. **FOODLAND'S GIVE ALOHA -- September 1-30**
During September 1-30, make a donation of up to \$249.00 at checkout to MCS (code 77244). Foodland will match a portion of every donation you make. Purchases do not apply. As much as possible, donations will be used for professional development for faculty and staff
2. **FUN RUN -- Friday, Oct 26**
This healthy student fundraiser is a yearly favorite! As much as possible, donations will be used for tuition assistance
3. **YEAR END APPEAL -- Friday, Dec 1**
As much as possible, donations will be used for improvements to buildings and grounds
4. **KUPUNA DAYS -- January 4-15**
Teachers' "wish lists" for classroom materials, including fieldtrip costs, are available for perusal. As much as possible, donations will be used for classroom learning materials and fieldtrips
5. **MONTESORI MAGIC -- Saturday, February 23**
Silent & Live Auction and Benefit Dinner
Net proceeds will be used for classroom materials, professional development and improvements to buildings and grounds.

Named Endowment Funds

For the donor who would like their gifts to grow and affect the classrooms, facilities, tuition assistance program and professional development opportunities of MCS in the long term. \$10,000.00 initial gift, with additions in any amount

Vision Gifts

For the donor who believes in the School's and Trustees' vision for the future of MCS as a high quality, competitive school on 'Oahu. Any amount. Gifts of \$25,000 and above can be pledged as multi-year payments

Legacy Gifts

For the donor who would like to make a meaningful gift to MCS while also achieving his or her own financial and philanthropic goals

Other Ways to Support

Aloha United Way Contact your company's AUW campaign coordinator for details.

SchoolRewards and AmazonSmile For the best chance of helping MCS, use our customized **SchoolRewards** link.

Montessori Services "For Small Hands" (MCS code: 114961) Sept 1 –Dec 31. Designate MCS at checkout.

QUESTIONS? Contact Development Director Allison Higa at allison@montessorihawaii.org or (808) 522-0244

Contact Us!

Joining a new school brings a host of questions, not just from the new students, but often from parents. We hope this directory will help all parents, new or continuing, to find the answers that they need. If you're ever in doubt about who can best answer your questions or concerns, please contact our office staff who will be able to appropriately direct your questions. Office hours are 7:30 a.m.-4:00 p.m., but there is always an administrator available until school closes at 5:30 p.m. Call (808)522-0244.

ADMINISTRATIVE STAFF E-MAIL

The administrative staff can be contacted via e-mail for questions or concerns that do not require an immediate response. The most timely method of communicating with the faculty and staff is to call the office at 522-0244, and leave a message. Administration e-mails are as follows:

- * Head of School, Marjie Carroll: mcarroll@montessorihawaii.org Head of School Marjie Carroll has an "open door" policy with regard to questions or concerns from parents. You should feel free to contact Marjie at 522-0244, via e-mail, or you can stop by the office to schedule an appointment to meet with her.
- * Development Director, Allison Higa: allison@montessorihawaii.org Contact Allison for all development and major fundraising questions.
- * Office Manager, Joanne Kennedy: joanne@montessorihawaii.org Contact Joanne for reporting absences, pick-up authorization, questions regarding health requirements and extra-curricular programs and other general school concerns.
- * Business Manager, Tamara Kong: finance@montessorihawaii.org Contact Tamara for all business and financial matters, including tuition payments, after-school charges, etc., and traffic directions or parking.
- * Program Administrator, Kathy Shirakawa: kathy@montessorihawaii.org Contact Kathy for all Preschool curriculum questions and other programmatic concerns.
- * Director of Admissions and Marketing, Cari Suzuki: cari@montessorihawaii.org Contact Cari for admissions and enrollment questions, marketing inquiries, and PFA activities.

TEACHING STAFF

The teaching staff includes the teachers of both the morning and after-school care programs, and the classroom aides. Head teachers (faculty) are responsible for implementing quality programs consistent with the school's mission and philosophy. The classroom aides support the faculty and are supervised by the head teachers of the respective teams. For questions regarding the curriculum in your child's class, field trips or specific issues about your child, please contact your child's teacher directly. Faculty e-mails are posted on our Shutterfly site.

PARENT-FACULTY ASSOCIATION (PFA)

The Parent-Faculty Association (PFA) supports the school's mission and staff by sponsoring events and activities for the whole school community. Annual membership dues, which are included in the comprehensive fee for all families, are used to support the work of the PFA and keep costs, such as Snow Day, Parents' Night Out, etc., to a minimum. For questions regarding the PFA, contact Cari Suzuki at cari@montessorihawaii.org.

Who's Who at Montessori Community School: 2018-2019



THE TWO YEAR-OLD PROGRAM

Cottage Class

Norine Galton, Teacher
Emma Hu, Aide
Christine Tamayose, Aide
Zelda Alvarado, Aide

THE 3-6 PRESCHOOL PROGRAMS

Terrace Class

Kay Burgoyne, Teacher
Audrey Sutherland, Aide

Tree House Class

Sulia Ricote, Teacher
Roshani Scott, Teacher
Sheryl Lomongo, Aide

Lanai Class

Justin Abe, Teacher
Edna Walters, Aide

Little House Class

Molly Cooper, Teacher
TBD, Aide

3-6 After-School Care Program

Ruth Orbito, Teacher
TBD, Teacher
Ileana Lee, Assistant Teacher
Brenda Valdez, Aide
Emily Shea, Aide
TBD, Aide

THE MCS ADMINISTRATION

Marjie Carroll, Head of School
Kathy Shirakawa, Program Administrator
Cari Suzuki, Director of Admissions and Marketing
Allison Higa, Development Director
Susan Oshiro, Development Coordinator
Tamara Kong, Business Manager
Joanne Kennedy, Office Manager
Kelly Newhouse, Administrative Assistant
Brenda Valdez, Office Assistant
Neil Enomoto, Facilities Maintenance

THE ELEMENTARY PROGRAMS

Elementary 6-9, Room 1

Cindy Shyne, Teacher
Monika Day, Teacher

Elementary 6-9, Room 2

Lisa Nakata, Teacher
Lisa Browning, Teacher

Elementary 9-12

Andee Blackwell, Teacher
Dee Dee Neal, Teacher

Elementary After-School Care Program

Elena Chan, Teacher
Tamara Brantingham, Aide
TBD, Aide

Elementary Enrichment

Michelle Aczon, Music Teacher
Maya Portner, Art Teacher
Cindy Shyne, 6-9 P.E. Teacher
Dee Dee Neal, 9-12 P.E. Teacher
Bob Sisson, Elementary Computer Science and
Technology Teacher
Natalie Cruz, Spanish Teacher

THE MCS BOARD OF TRUSTEES

Kerrie Urosevich, President
Matthew Raff, Vice President
Catherine Taschner, Secretary
Mark Duda, Treasurer
Alexina Chai
Chris Marvin
Todd Funasaki
Frances Gendrano
Christine Ruotola
Sherri Tisza
Jay Hanamura
Marjie Carroll, non-voting member

THE 2018-2019 PARENT-FACULTY ASSOCIATION (PFA) BOARD

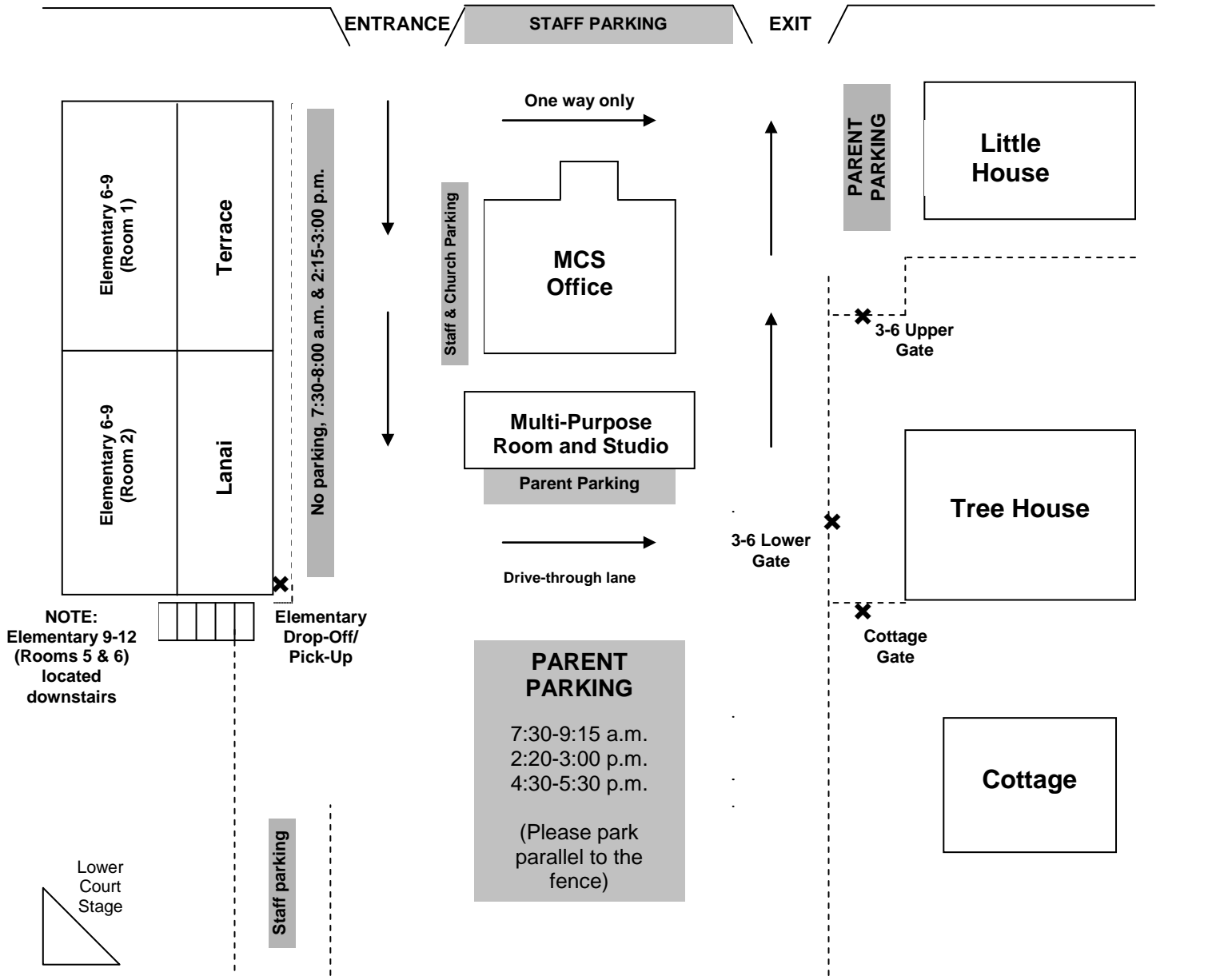
Jen Shim & Sean Iida, President
Kirsten Biondi, Vice-President
Coco He, Treasurer
TBD, Secretary
Cari Suzuki, School Representative

**(As of July 1, 2018. Please note that this list is subject to change, with notice.)*

Campus Map

← **NEHOA STREET** →

(Street parking on Nehoa Street is available on the makai side from 8:30 a.m. to 3:30 p.m., and on the mauka side from 8:30 a.m. in the designated parking zones.)



CAMPUS SAFETY

1. **DRIVE SLOWLY**, 5 mph or less, following designated traffic flow pattern.
2. Enter and exit the campus with caution. Watch for pedestrians, both on and off campus.
3. Please be sure to always **turn off your car's engine** and remove the keys from the ignition.
4. Children should walk close to adults while on the parking lot.
5. Secure your vehicle. Roll up your windows, **lock your doors**, and remove valuables or keep them out of plain sight in your vehicle.
6. Do not leave infants or younger siblings unattended in your vehicle, even for one minute.
7. Only adults may open gates. Be sure to latch ALL gates securely behind you.
8. Be sure a supervising staff member knows that your child has arrived on campus in the morning and is leaving the campus in the afternoon.
9. Please leave the area closest to the planter box open as a drive-through lane, 7:30-8:00 a.m., during the morning drop-off time.
10. If you need to stay on campus for any reason, please park alongside the Music Room, or somewhere on campus where you are not obstructing other cars. Field trip chaperones must park off-campus.



Montessori Community School

2018-2019 School Year Calendar

(Please note: dates are subject to change, with notice)

AUGUST 2018 (Two Year-Old Parent-Teacher Meetings to be scheduled)

1	Wednesday	Required forms due to school office
16	Thursday	Last Day of Summer Programs
24	Friday	Back to School Open House for all 2018-2019 MCS parents & students (3:00-6:00 p.m.). Stop by between 3:00-6:00 p.m. for an informal visit to your child's classroom to meet the teachers and get acquainted.
		* NEW Twos & 3-6 Preschool/Kindergarten PARENT ORIENTATION (4:00-4:30 p.m.) For all parents new to the MCS Twos and Preschool programs, including MCS parents of former Cottage students advancing to the 3-6 program
		* NEW Elementary 6-9 & 9-12 PARENT ORIENTATION (5:00-5:30 p.m.) For all parents new to the MCS Elementary 6-9 and 9-12 programs, including MCS parents of former kindergarten students
27	Monday	FIRST DAY OF SCHOOL
		* Elementary programs
		* Twos Separation Ease-In & 3-6 Phase-In programs begin

SEPTEMBER 2018 (MCS Annual Giving Campaign begins * Foodland's "Give Aloha" Campaign runs September 1-30 MCS Give Aloha code: 77244 * NWEA/MAP Testing begins for Third, Fourth, Fifth, & Sixth year students)

3	Monday	NO SCHOOL - Labor Day holiday
5	Wednesday	Graduating Class of 2019 - Parents' Meeting (5:30-6:30 p.m.)
9	Sunday	MCS Welcome Picnic (11:00 a.m.-2:00 p.m.)
17-21	Mon.-Fri.	Elementary 6-9 First Year and New Parent Conferences Elementary 9-12 Fourth Year and New Parent Conferences
17-28	Mon.-Fri.	3-6 Parent-Teacher Goal-setting Conferences
21	Friday	All-School Peace Celebration (10:30 a.m.)

OCTOBER 2018 (Winter Recess enrollment begins)

2	Tuesday	Class Photos (Twos, Elementary, and 3-6 Little House classes)
3	Wednesday	Class Photos (3-6 Terrace, Tree House, and Lanai classes)
4	Thursday	"Adventures in Montessori" Parent Education Workshop (5:30-7:30 p.m.)
8	Monday	NO SCHOOL - Discoverers' Day holiday / Staff Professional Day
9-12	Tues. - Fri.	Elementary 9-12 Camp-out to Camp Palehua
15	Monday	Second Tuition Installment due
16	Tuesday	"Tuesday Tea with Marjie" (8:45-9:45 a.m.)
26	Friday	26th Annual FUN RUN

NOVEMBER 2018 (Book Fair to be scheduled)

3	Saturday	Admissions Open House (9:00-11:00 a.m.)
5	Monday	Winter Recess enrollment forms due to school office
5-9	Mon.-Fri.	3-6 Parent-Teacher Conferences for returning students
6	Tuesday	Election Day – SCHOOL OPEN
12	Monday	NO SCHOOL - Veterans' Day holiday
13-16	Tues.-Fri.	Two Year-Olds' Parent-Teacher Conferences
15	Thursday	Elementary 9-12 Camp sharing presentation for parents (5:30-6:30 p.m.)
19-21	Mon.-Wed.	Elementary Parent-Teacher Conferences
22-23	Thurs.-Fri.	NO SCHOOL - Thanksgiving Recess

DECEMBER 2018

4	Tuesday	Elementary Chorus Performance – Central Baptist Church (2:45-3:20 p.m.)
14	Friday	Elementary 9-12 Play (10:45-11:30 a.m.)
		Elementary 6-9 "Poetry Recitation" presentation for parents (1:00-2:10 p.m.)
17-31	Mon.-Mon.	NO SCHOOL - Winter Recess (Childcare available for MCS students, with minimum enrollment. Pre-registration required.)

JANUARY 2019 *(Spring Recess enrollment begins * PFA Snow Day to be scheduled)*

1	Tuesday	NO SCHOOL – New Year's Day holiday
2	Wednesday	School resumes
4-15	Mon.-Fri.	Kupuna Days
15	Tuesday	"Tuesday Tea with Marjie" (4:15-5:15 p.m.)
15	Tuesday	Final (Third) Tuition Installment due
21	Monday	NO SCHOOL – Martin Luther King, Jr. Day holiday
22-28	Tues.-Mon.	3-6 Parent-Teacher Conferences for new students
23	Wednesday	Elementary 6-9 Work Sharing with parents (1:00-2:10 p.m.)

FEBRUARY 2019 *(Re-enrollment for 2019-2020 school year begins * 3-6 Daddy's Nights to be scheduled)*

1	Friday	NO SCHOOL - Staff Professional Day
4-8	Mon.-Fri.	Two Year-Olds' Parent-Teacher Conferences
11	Monday	Spring Recess enrollment forms due
18	Monday	NO SCHOOL - Presidents' Day holiday
23	Saturday	"Montessori Magic" Silent/Live Auction
25-Mar. 1	Mon.-Fri.	Elementary Parent-Teacher Conferences
28	Thursday	Elementary 6-9 First Year Students' Day Excursion

MARCH 2019 *(Summer 2019 enrollment begins * 3-6 Mommy's Nights to be scheduled)*

1	Friday	2019-2020 Tuition Deposit due for continuing MCS families
13-15	Wed. - Fri.	Elementary 6-9 Third Year Students' Camp-out
18-22	Mon. - Fri.	NO SCHOOL - Spring Recess (Childcare available for MCS students, with minimum enrollment. Pre-registration required.)
25	Monday	School resumes

APRIL 2019

9	Tuesday	"Tuesday Tea with Marjie" (1:15-2:15 p.m.)
17-18	Wed.-Thurs.	Elementary 6-9 Second Year Students' Camp-out
19	Friday	NO SCHOOL - Good Friday holiday
22	Monday	NO SCHOOL - Staff Professional Day
23-26	Tues.-Fri.	Two Year-Olds' Parent-Teacher Conferences
27	Saturday	Spring Fling Family Fair
29-May 10	Mon.-Fri.	3-6 Parent-Teacher Conferences

MAY 2019

10	Friday	Year-end Family Dinner – Tree House Playground
16	Thursday	LAST DAY OF SCHOOL - Two Year-Old & 3-6 Programs
20	Monday	Two Year-Old & 3-6 Summer Session begins
23-29	Thurs.-Wed.	Elementary 6-9 & 9-12 Parent-Teacher Conferences
27	Monday	NO SCHOOL - Memorial Day holiday
30	Thursday	Elementary 6-9 & 9-12 Students' Picnic
31	Friday	LAST DAY OF SCHOOL - Elementary Programs
		* MCS Class of 2019 Graduation

JUNE 2019

10	Monday	Elementary Summer Session begins
11	Tuesday	NO SCHOOL - King Kamehameha Day holiday

JULY 2019

1	Monday	First Tuition Installment for 2019-2020 school year due
4	Thursday	NO SCHOOL - Independence Day holiday

AUGUST 2019

15	Thursday	Last Day of Summer Programs
26	Monday	First Day of School

Montessori Community School

PREPARING FOR THE FIRST DAY OF SCHOOL

2018-2019 School Year

Dear Parents,

In preparation for your child's first day of school, please take a moment to carefully review the enclosed admissions policies and procedures and make note of important due dates, required forms and records, and school entrance requirements, as listed below.

All required forms and documents, for both new and returning students, are due to the school office by August 1, 2018. Students with incomplete or missing documents may not be allowed to begin on their first day of school.

To complete the required online forms ("Family, Emergency, and Release Information" for all students, and "Confidential Information" for new students), login to NetCommunity: <https://apply.montessorihawaii.org/>. New families will receive a separate email with login information. If you have any questions about the required forms and documents, please contact our office at (808) 522-0244, or e-mail Director of Admissions and Marketing Cari Suzuki at cari@montessorihawaii.org.

I. GENERAL ADMISSIONS INFORMATION

FINANCIAL INFORMATION.

A copy of your enrollment contract, countersigned by our Business Manager, was sent to you along with the statement for the first installment of tuition in June.

TOILETING.

Children who have been accepted to our 3-6 year-old preschool program must be toileting with complete independence when they join our program. "Toileting independence" is characterized by a child who willingly goes to the bathroom with no reminders, wipes him- or herself clean, wears regular underwear throughout the day, (no "Pull-Ups" or training pants), with infrequent, not daily, accidents. If, within the first 30 days of attendance at MCS, our professional staff determines that a child is not toileting independently, he or she will be dis-enrolled from the program.

CLASS PLACEMENT & CLASSROOM REQUESTS.

In the preschool/kindergarten and elementary 6-9 year-old programs, class placement decisions will be announced the week of August 20-24, when your child's teacher will be calling to introduce themselves. Placement decisions are based upon a number of factors, including classroom dynamics, age and gender distribution, etc., and such decisions take into account the needs of the entire group of students. In order to avoid disappointment, we ask that requests for specific classrooms not be made, and that you trust the judgment of the placement committees to make thoughtful decisions based upon their assessment of the group of children as a whole.

FINANCIAL ASSISTANCE.

Montessori Community School offers financial assistance to families of applicants based upon demonstrated financial need. The School and Student Service for Financial Aid (SSS) Parent Financial Statement application form may be obtained online at <http://sss.secure.force.com/familyportal>. MCS is only able to offer limited financial assistance and uses the information from the SSS Parent Financial Statement form to annually prioritize the amount given in grants. The completed financial aid form and required fee should be sent directly to SSS, which will forward the need analysis to Montessori Community School. MCS also cooperates with other community programs, such as Preschool Open Doors, Kamehameha's Pauahi Keiki Scholars and Kipona Scholarship programs, Keiki O Ka Aina's HELP program and Child Care Aware of America.

II. HEALTH REQUIREMENTS

For all students ***new to Montessori Community School***, the following health requirements must be documented and turned in to the school's office by August 1, 2018. The information should be documented on a "Student Health Record" (Form 14), which can be obtained from your child's physician or from the school's website.

I. TUBERCULOSIS CLEARANCE

A negative Tuberculosis (TB) Clearance is required for all students new to Montessori Community School. The clearance must be performed by a U.S. licensed health practitioner (MD, DO, APRN, or PA) **on or after the student's first birthday (12 months of age or older), and must consist of one of the following acceptable clearance methods:**

- a) Negative Risk Screen.
- b) Negative TB test (TB Mantoux skin test for any age or QuantiFERON Gold-in-Tube (QFT-GIT)/ T-SPOT blood test for 2 years and older).
- c) Positive TB test and negative chest x-ray.
- Parents who do not want skin tests for children under 5 years of age need a physician letter stating the skin test is medically contraindicated.
- No exemptions to the TB clearance requirement are allowed.
- **Without a tuberculosis clearance, children are not permitted to start school.**

II. HEALTH RECORDS (Form 14 and DHS Form 908)

- All new students must submit a current record of all health requirements (Form 14) prior to enrollment.
- These requirements must include (in English) records of a physical examination (completed within one year prior to Hawaii school entry), updated immunizations, and a record of a negative tuberculosis test.
- In addition, all Preschool students (including Two Year-Olds) must submit the completed DHS Form 908.
- Blank copies of these forms are available on the school's website. The Form 14 is also available through your (Hawaii) physician's office.

III. PHYSICAL EXAMINATION

- Must be completed within one year prior to first entrance into school in Hawaii.
- Must be performed by a U.S. licensed practitioner (MD, DO, APRN, or PA).

IV. IMMUNIZATIONS

All immunizations must meet the minimum ages and intervals between vaccine doses as required by Hawaii Administrative Rules, Title 11, Department of Health; Chapter 157, Examination and Immunization.

REQUIRED IMMUNIZATIONS:

Twos & 3-6 Preschool

DTaP, DTP = 4 doses

Polio = 3 doses

MMR = 1 dose

Hep B = 3 doses

Hib = 1 dose

Varicella = 1 dose

Documented history of varicella by a U.S. licensed practitioner (MD, DO, APRN, or PA) may be substituted.

Kindergarten through Grade 6

DTaP, DTP = 5 doses

Polio = 4 doses

MMR = 2 doses

Hep B = 3 doses

Varicella = 1-2 doses

Documented history of varicella by a U.S. licensed practitioner (MD, DO, APRN, or PA) may be substituted.

III. BIRTHDATE VERIFICATION (for all new students)

A copy of your child's birth certificate must be submitted **by August 1, 2018**, and will be kept on file in the school's office. This is to verify your child's age. (Please note that souvenir birth certificates, usually issued by the hospital, are not acceptable. ***Only official birth certificates or certified copies are acceptable.***)

If you are arriving from overseas, the school must also obtain a copy of your child's passport. In some cases, a copy of the parent's passport may also be required in order to verify your status.

IV. ADDITIONAL FORMS (for all students)

These required forms must be returned to the school office **by August 1, 2018**.

1. **FAMILY, EMERGENCY, AND RELEASE INFORMATION FORM (for all students, to be completed online through NetCommunity).** This form provides the school with your child's medical information, parent/guardian contact phone numbers, and other vital information. **This form must be completed (online through NetCommunity) by August 1, 2018.**

2. **CONFIDENTIAL INFORMATION FORM (for new students, to be completed online through NetCommunity).**

The information from this form is used by the teachers to better understand the individual situations of each child and his or her family. The forms are kept on file in the school's office and the information remains confidential. **This form must be completed (online through NetCommunity) by August 1, 2018.**

3. **ALLERGY, ASTHMA, OR MEDICAL CONDITION INFORMATION FORM (as applicable, for all students with identified allergies, asthma, and/or medical conditions that could result in a physical reaction).** The information provided by this form is crucial in helping the school to better identify and care for our students with allergies, asthma, and/or medical conditions. **This form is due to the school office by August 1, 2018.**

V. FIRST DAY OF SCHOOL

TWO YEAR-OLD PROGRAM:

Children new to the Two Year-Old Program begin their one-week separation procedure on August 27, 2018, or upon acceptance, if after the start of the school year. On the first day of school, the child and parents visit in the classroom for one hour. On the second day, the length of the visit is extended and, depending on the child, the parent may leave for a short time. Gradually, over the next few days, the child's time in the classroom is lengthened and the parent's absence increased. The separation is tailored to the child's unique temperament and past experiences.

The purpose of the separation procedure is to allow the child to develop a sense of trust in the new environment while in the comfort of the parent's presence. A meeting between the two year-olds' teacher and the parents of all new students will be scheduled prior to the first day of school. The separation procedure and the toileting and other personal habits of the child will be discussed at this mandatory meeting.

Parents are asked to bring their child to school no later than 8:30 a.m. All returning two year-olds begin their school year on Monday, August 27, 2018.

For more information about the Two Year-Old Program, including a check list of items to bring to school, please refer to the Family Handbook.

3-6 YEAR OLD PROGRAM:

Children entering the 3-6 year old program are generally more independent than the younger child. Parents are asked to leave their child with the teacher after a brief, reassuring goodbye. Preschool classes begin promptly at 8:30 a.m.

Over a two-week period beginning Monday, August 27, 2018, the new children are given different start dates and gradually “phased-in” to the class. This procedure creates a calmer atmosphere for the children and affords the teacher the opportunity to pay special attention to the new child.

Your child’s specific start date is included in the Fall Packet Welcome email from Director of Admissions Cari Suzuki. All returning 3-6 preschool students begin the school year on **Monday, August 27, 2018.**

For more information about the 3-6 Year-Old Program, including a check list of items to bring to school, please refer to the Family Handbook.

ELEMENTARY PROGRAM: All elementary students begin school on **Monday, August 27, 2018.** Elementary classes begin promptly at 8:00 a.m.

IMPORTANT DATES TO REMEMBER

AUGUST

AUGUST 1	Family, Emergency, and Release Information Form for all students must be completed online
AUGUST 1	Confidential Information Form for all new students must be completed online
AUGUST 1	Health forms and negative t.b. clearance due to office for all new students
AUGUST 1	Birth certificate due to office for all new students
AUGUST 1	Updated health forms due to office for returning MCS students entering kindergarten for the 2018-2019 school year
AUGUST 20-24	Prep Week for teachers. Office will be open every day, 7:30 a.m. to 4:00 p.m., except for Monday, August 10, when the office hours will be 1:00 to 4:00 p.m. and Wednesday, August 22, when office hours will be 8:00 a.m. to 12:00 p.m. and 1:00 to 4:00 p.m. Please call (522-0244) before coming to the office to confirm these hours.
AUGUST 20-24	Elementary 6-9 year-old and 3-6 preschool/kindergarten teachers will be contacting new families with classroom placement announcements
AUGUST 24	Back to School Open House for all 2018-2019 MCS parents and students, 3:00-6:00 p.m. Stop by for an informal visit to your child’s classroom to meet the teachers and get acquainted. *Twos & 3-6 Preschool New Parents’ Orientation, 4:00-4:30 p.m. *Elementary New Parents’ Orientation, 5:00-5:30 p.m.
AUGUST 27	First day of school/separation begins for Two Year-Olds
AUGUST 27	First day of school/phase-in for 3-6 year-olds in the preschool/kindergarten program
AUGUST 27	First day of school for all elementary students

Montessori Community School

3-6 PRESCHOOL/KINDERGARTEN PROGRAMS

FIRST DAY OF SCHOOL: 2018-2019

In our 3-6 year-old preschool/kindergarten program, our approach to your child's first day of school is designed to help ease him or her into the school environment. After years of experience working with groups of young children, we have found this transition procedure to be effective in creating a pleasant and calm atmosphere in the classroom.

PHASE-IN DATES & CLASSROOM ASSIGNMENTS:

For children new to our 3-6 preschool program, we offer a "phase-in" period which staggers the first day of school for different groups of students over a two-week period, beginning Monday, August 27, 2018. On the first day of school, our continuing students and new kindergarten-aged students will be alone with their teachers.

New students, beginning with the older children, will then join the class over the course of the following two weeks. The phase-in creates a calmer atmosphere for the children as they adjust to a new program and affords the teachers the opportunity to pay special attention to the new children.

- ❖ The first day of school for **continuing 3-6 and all kindergarten students** is Monday, August 27.
- ❖ For the first day of school for **new students**, (including MCS two year-olds advancing to the 3-6 program), please refer to the earlier e-mail sent to you for your child's specific start date.
- ❖ Classroom assignments for new 3-6 preschool/kindergarten students will be announced during the week of August 20-24, 2018, when our teachers will be contacting families to introduce themselves.
- ❖ MCS opens at 7:30 a.m., and **classes for 3-6 year-olds begin promptly at 8:30 a.m.**

BACK TO SCHOOL OPEN HOUSE AND NEW PARENTS' ORIENTATION:

- Our **Back to School Open House and New Parents' Orientation Meeting**, will be held on **Friday, August 24**. The Open House (3:00-6:00 p.m.) is for all 2018-2019 MCS parents and students and is an informal visit to your child's classroom to meet the teachers and get acquainted. The New Parents' Orientation Meeting (4:00-4:30 p.m.) is designed for parents of all new students, and will offer important information about the new school year. The New Parents' Orientation Meeting will be held in your child's classroom.

If you have any questions or concerns about our transition procedures, please don't hesitate to call our office at 522-0244, or e-mail Director of Admissions and Marketing Cari Suzuki at cari@montessorihawaii.org. We welcome the opportunity to speak with you.

Montessori Community School

HEALTH REQUIREMENTS

For all students **new to Montessori Community School**, the following health requirements must be documented and turned in to the school's office by August 1 of the upcoming school year. The information should be documented on a "Student Health Record" (Form 14), which can be obtained from your child's physician or from the school's website.

I. TUBERCULOSIS CLEARANCE

A negative Tuberculosis (TB) Clearance is required for all students new to Montessori Community School. The clearance must be performed by a U.S. licensed health practitioner (MD, DO, APRN, or PA) **on or after the student's first birthday (12 months of age or older), and must consist of one of the following acceptable clearance methods:**

- a) Negative Risk Screen.
- b) Negative TB test (TB Mantoux skin test for any age or QuantiFERON Gold-in-Tube (QFT-GIT)/ T-SPOT blood test for 2 years and older).
- c) Positive TB test and negative chest x-ray.
- Parents who do not want skin tests for children under 5 years of age need a physician letter stating the skin test is medically contraindicated.
- No exemptions to the TB clearance requirement are allowed.
- **Without a tuberculosis clearance, children are not permitted to start school.**

II. HEALTH RECORDS (Form 14 and DHS Form 908)

- All new students must submit a current record of all health requirements (Form 14) prior to enrollment.
- These requirements must include (in English) records of a physical examination (completed within one year prior to Hawaii school entry), updated immunizations, and a record of a negative tuberculosis test.
- In addition, all Preschool students (including Two Year-Olds) must also submit the completed DHS Form 908.
- Blank copies of these forms are available on the school's website. The Form 14 is also available through your (Hawaii) physician's office.

III. PHYSICAL EXAMINATION

- Must be completed within one year prior to first entrance into school in Hawaii.
- Must be performed by a U.S. licensed practitioner (MD, DO, APRN, or PA).

IV. IMMUNIZATIONS

All immunizations must meet the minimum ages and intervals between vaccine doses as required by Hawaii Administrative Rules, Title 11, Department of Health; Chapter 157, Examination and Immunization.

REQUIRED IMMUNIZATIONS:

Twos & 3-6 Preschool

DTaP, DTP = 4 doses
Polio = 3 doses
MMR = 1 dose
Hep B = 3 doses
Hib = 1 dose
Varicella = 1 dose

Documented history of varicella by a U.S. licensed practitioner (MD, DO, APRN, or PA) may be substituted.

Kindergarten through Grade 6

DTaP, DTP = 5 doses
Polio = 4 doses
MMR = 2 doses
Hep B = 3 doses
Varicella = 1-2 doses

Documented history of varicella by a U.S. licensed practitioner (MD, DO, APRN, or PA) may be substituted.

Montessori Community School

ALLERGY, ASTHMA, & MEDICAL CONDITION INFORMATION FORM

Date _____

Student's Name _____ Birthdate _____

To the parent or legal guardian: Our goal is to reduce the risk of accidental exposure to allergy or asthma triggers in the school setting by working with students, parents, and physicians to minimize risks and provide a safe educational environment for allergic or asthmatic students. However, please understand that by providing our assistance, we in no way assume the care and treatment of your child or accept any legal responsibility for our actions or failure to act relative to your child's medical needs.

Please describe in detail your child's allergies, asthma, and/or any medical conditions that could result in a physical reaction. Please list all past and/or possible future reactions, symptoms, and treatments).

PART I: Identification and Care of Allergies and/or Asthma

Did your child's health care provider inform you that the allergy or asthmatic condition may be life-threatening?

_____ No _____ Yes

Specific Condition <i>(Please identify all food and environmental allergens and medical conditions that could result in a physical reaction.)</i>	Trigger <i>(What has to happen for your child to react to the allergen(s), e.g. ingestion, touching, smelling, other?)</i>	Symptoms <i>(What are the signs and symptoms of the allergic reaction? Please be specific; include things your child might say, or describe behaviors that might be observed.)</i>	Reaction Time <i>(How long before the signs or symptoms appear after exposure to the allergen, i.e. seconds, minutes, hours, days?)</i>	Treatment <i>(What are the steps you would like the school to take in the event of a reaction? Please be specific.)</i>

PART II: Epi-pens

1. If an Epi-pen is required for the treatment of an anaphylactic reaction, the child's parents are asked to provide two Epi-pens to the school. One Epi-pen is kept in the child's morning program, and the other is kept in the after-school program. If parents do not want to provide two Epi-pens to the school, the sole Epi-pen will be kept in the child's morning program. Should the child attend the after-school program and have an anaphylactic reaction, parents understand that timely response to the child's distress will be delayed while the staff attempt to retrieve the Epi-pen from the morning program.
2. MCS will only use the Epi-pen that has been expressly prescribed for the child.
3. Parents (or legal guardians) are expected to be aware of the expiration date of the Epi-pen, and to replace any expired devices immediately.

PART III: Diagnosis by Medical Professional

Please note that if additional information is deemed necessary, a copy of the most recent assessment of your child's allergies and/or asthma by the health care provider treating your child's allergies or asthma may be requested by MCS.

PART IV: Signature

Parent/Legal Guardian's Name (print)

Parent/Legal Guardian's Signature

Date

MONTESSORI COMMUNITY SCHOOL

Elementary and Preschool Programs
Release and Waiver of Liability Form
School Year 2018-2019

Dear Elementary and Preschool Parents,

It is Montessori Community School's requirement to have every preschool and elementary family sign a waiver of liability for their child or children prior to participation in any on-campus and off-campus activity or any event involving swimming. (A certified lifeguard is hired for events involving swimming.) Please complete and return the form below to the office so that your child may participate in these events. If you have any questions, please contact our office.



(cut here)

MONTESSORI COMMUNITY SCHOOL

Release and Waiver of Liability Form
School Year 2018-2019

I agree that I will assume the risk and full responsibility for any and all injuries, losses, or damages my child may incur while on the premises of the Montessori Community School (the "***School***") or while participating in any off-campus activity or any event involving swimming; and to the maximum extent of the law, I agree to waive and release any and all claims against the School arising from such activities. I further agree to release, indemnify, defend and hold harmless the School from any liability whatsoever for future claims presented for any injuries, losses, or damages.

Child's Name: _____
(Please print)

Name of Child's Parent or Legal Guardian: _____
(Please print)

By signing below, I acknowledge and accept all terms and conditions of this Release and Waiver of Liability Form on behalf of myself and my child.

Signature of Parent or Legal Guardian: _____

Date: _____

Montessori Community School

Making the Transition to the 3-6 Preschool Program

To help our families understand the goals of the 3-6 preschool program as their children make the transition from the Two Year-Old program, we have compiled the following list, with the input of both the MCS Two Year-Old and the 3-6 preschool teachers.

1. Children are expected to toilet independently, i.e. wiping themselves, taking off and putting on their own clothes, washing their hands, flushing the toilet. Children must be completely out of diapers, training pants, or Pull-ups at all times, including nap time.
2. With their increasing ability to verbalize, children are expected to ask for help and to let their teachers know what they need. Children are expected to use their words to mediate disagreements.
3. Children are expected to be increasingly responsible for their personal belongings, i.e. to put their slippers or shoes away when they take them off, to take their lunches out, to put their lunches away, to lay out their blankets at nap time and to put them away.
4. There is no refrigeration or re-heating available for lunches, and lunches should be packed “ready to eat.” A small ice pack in the lunch box can help keep food cool.
5. The phase-in program for the 3-6 children is different than the separation process at the two year-old level. This procedure staggers the first day of school for different groups of students over a period of several days. On the child’s first day of school, the parent leaves the child with the teachers before class formally begins at 8:30 a.m., unlike the two year-old program, where there is a week-long separation process.



Montessori Community School

Two Year-Old and 3-6 Preschool Birthday Book Program

Dear Parents,

We would like to introduce you to the MCS Birthday Book Program. We have developed this program in response to parents' desire to celebrate birthdays at school in some lasting way. When a child gives a Birthday Book to the school, the celebration continues! The Birthday Book Program has enriched our classroom libraries for several years and has become a school tradition.

- A few days before your child's birthday, the child chooses a book from the group of new books that have been selected to enhance our programs. After selecting a book, the child's name, birthdate, and age are inscribed permanently in the book. On the child's birthday, he or she shares it at our morning circle.
- An envelope containing the title and cost of the book is sent home with your child. You enclose your check in the envelope for the specified amount (payable to: Montessori Community School) and return it to your child's teacher. Your contribution is tax-deductible.

Please return the permission form, below, to the school office or your child's teacher as soon as possible. If you have any questions, please contact the teacher. Thank you for your support and interest in our Birthday Book Program.

Thank you,
The Teachers of the Two Year-Old and 3-6 Preschool Programs



Please detach and return this portion to the office or your child's teacher as soon as possible.

MONTESSORI COMMUNITY SCHOOL

Two Year-Old and 3-6 Preschool Birthday Book Program

Child's Name _____ Teacher _____

Child's Birthdate _____

Please check one:

_____ I would like the teacher to help my child select a Birthday Book.

_____ I would like to be a part of the selection process. My child and I will stop by a few days before his/her birthday.

_____ My child has a summer birthday. I would like him/her to select a Birthday Book and arrange a different time for the celebration.

Parent/Legal Guardian's Signature

Date

MONTESSORI COMMUNITY SCHOOL
PARENT-FACULTY ASSOCIATION (PFA) 2018-2019



The Board members of your PFA for 2018-2019 are:
Co-Presidents: Jen Shim and Sean Iida
Vice-President: Kirsten Biondi
Treasurer: Coco He
Secretary: TBD

* What is the PFA?

The PFA is our parent/faculty organization that supports MCS by providing support and volunteers for a wide variety of activities including:

- 1. New Family Welcome Mentor Project;
- 2. Social activities, educational programs, and workshops for parents of MCS;
- 3. Fun Run, Montessori Magic, Kupuna Days, Spring Fling, graduation activities, and campus improvement projects

* How do I become a member of the PFA?

Your annual PFA dues are included in the comprehensive fee, so all families are automatically members of the PFA! The PFA dues help to support our efforts and keeps costs to a minimum for various family events and activities.

* How much time does it take to be involved with the PFA?

Being involved with the PFA can take as much or as little time as you'd like! We appreciate any help to support our students, teachers and staff. A PFA meeting is scheduled once a month to plan activities, but attendance is not mandatory.

* Why should I be involved with the PFA?

Parents say that the best part of being involved with the PFA is meeting other parents in our MCS community. Many people also enjoy the positive benefits of knowing that they are making difference at their school.

Please detach the bottom section of this form and return it to the school office by **August 1, 2018**. Your PFA Board thanks you for your time and support of the PFA!

----- Detach -----

2018-2019 MCS Parent-Faculty Association Parent Response Form

The information provided will only be used by the PFA Board, for PFA activities. Primary lines of communication will be by e-mail, school flyers in children's mail folders, and signs posted around campus.

Child(ren)'s Name(s): _____

Mother's Information:	Father's Information:
Mother's Name	Father's Name
E-mail address (to be used for PFA e-mail communications)	E-mail address (to be used for PFA e-mail communications)
YES. Please contact me when you need a volunteer.	YES. Please contact me when you need a volunteer.
I am interested in helping with these events/activities:	I am interested in helping with these events/activities:
Welcome Picnic	Fun Run
Silent Auction	Spring Fling
Work Parties	Workshops
Teacher Appreciation	Social Events
	Any, as needed!
Specific skills/talents/resources I would like to offer:	Specific skills/talents/resources I would like to offer:



Montessori Community School
and the Parent Faculty Association
invite your family to the MCS



Welcome Picnic!

Sunday, September 9, 2018

11:00 a.m. – 2:00 p.m.

Kapi'olani Park, near the former Archery Range

- ⚙ **POTLUCK!** Bring your favorite dish to share (main dish, salad, starch, or dessert). Enjoy delectable dishes representing the diverse ethnic backgrounds of our families! (Disposable containers and serving utensils are preferred; please label all non-disposable items to ensure they can be returned to you.)
- ⚙ Plates, utensils, and ice water will be provided.
- ⚙ Please **bring your own beverages**, beach mats, chairs, and “fun gear.”



Enjoy games, good food, and fun for the whole family as you meet and mingle with other MCS families, faculty, and staff!

We hope to see you all there!

Please kokua: City and County of Honolulu's Department of Parks and Recreation prohibit the following:

***Dogs or other animals (except for service animals)
Tree climbing * Open fires***



Montessori Community School

Welcome Picnic!

Sunday, September 9, 2018

Volunteer Sign-up Form

We hope your family will join us for the first event of the school year – the **WELCOME PICNIC** – on **Sunday, September 9**, from 11:00 a.m. to 2:00 p.m.

We will need a few volunteers to help the day run smoothly, so we are asking for any assistance you can offer. The time commitment and work involved is minimal, so it should not interfere with your fun! If you can help, please complete this form and return it to the office by **Tuesday, September 4, 2018**.

Please number the tasks with which you are able to help, in order of your preference, in case we have sufficient coverage in your first choice. Thank you!

My Name: _____

Child's/Children's name(s): _____

Best way to contact me:

_____ Phone: _____

_____ E-mail: _____

I can help with the following areas (*please indicate order of preference*):

_____ **Transportation of tables & portable tents from MCS to picnic site (9:45 a.m.)**
(Trucks or vans work best)

_____ **Transportation of tables & tents from picnic site back to MCS (2:00 p.m.)**
(Trucks or vans work best)

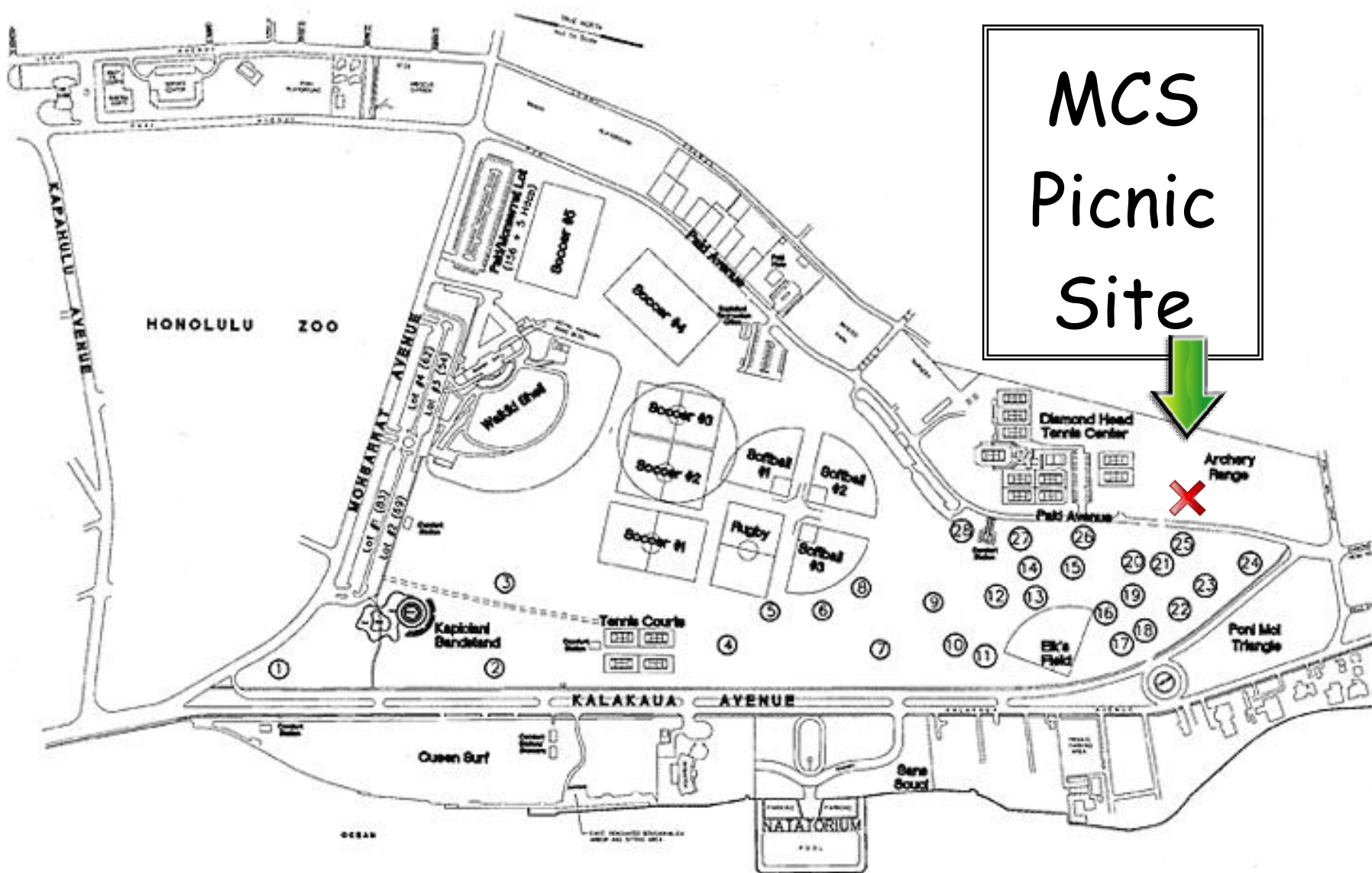
_____ **Set-up of tables and tents at the park (10:15-11:00 a.m.)**

_____ **Registration table**
_____ 11:00 a.m.-11:30 a.m.
_____ 11:30 a.m.-12:00 p.m.

_____ **Food set-up and supervision**
_____ 11:00 a.m.-11:30 a.m. _____ 12:00 p.m.-12:30 p.m.
_____ 11:30 a.m.-12:00 p.m. _____ 12:30 p.m.-1:00 p.m.

_____ **Clean-up (1:30-2:00 p.m.)**

MCS
Picnic
Site



QUEEN KAPIOLANI PARK



WHAT IS THE MCS FUND?

The MCS Fund (Annual Fund) is our yearly appeal for contributions that support the rich and diverse learning environment that Montessori Community School provides. As in most independent schools, tuition alone does not cover all costs associated with a child's educational experience. Donations to the MCS Fund make this possible.

Whereas our Montessori Magic auction and other fundraisers help us launch new initiatives at the school, the MCS Fund helps make those initiatives sustainable year to year; that is why we say, if you have one gift to make to the school, the MCS Fund is the place to do it.

The MCS Fund runs from September 1 - August 31 each year.

Levels of Giving:

- Golden Bead Circle \$10,000 and above
- Visionary \$5,000 - \$9,999
- Scholar \$2,500 - \$4,999
- Leader \$1,000 - \$2,499

Golden Bead Circle, Visionary, Scholar and Leader donors are invited to a donor reception in the fall.

Friends of MCS

- Mentor \$500 - \$999
- Educator \$100 - \$499
- Supporter to \$99



FREQUENTLY ASKED QUESTIONS

As parents and former parents, we already pay tuition or have paid it. Why should we donate money to the school?

Funds raised through the MCS Fund provide added resources that take our school from good to great.

What does the money from the MCS Fund go toward?

Your investment in the MCS Fund supports all areas of the school: programs, classroom materials, professional development, technology, facilities, etc. It also allows us to respond to our budgetary priorities and any unforeseen needs or opportunities that may arise.

What are the differences between the MCS Fund, Fun Run and Montessori Magic Auction giving?

The **MCS Fund** goes immediately into the school's operating budget to support the ongoing operations of the school as well as unforeseen needs or opportunities that may arise. **Fun Run** and **Montessori Magic** revenue are allocated towards specific initiatives and projects. In past years, **Fun Run** revenues have been used for tuition assistance, and **Montessori Magic** revenues have been used for projects such as new playground equipment, repainting the mural wall and other such initiatives.

Who is asked for gifts?

Everyone in the MCS community: trustees, parents, grandparents, alumni, faculty and staff, and friends of the school.

How much should I give?

What you give is entirely up to you, but we hope that MCS will be a philanthropic priority for every MCS family and ask that you make a gift that is meaningful to your family. No gift is too small and every gift is important and appreciated. Last year, the average parent gift was \$250, the median gift was \$250, and gifts ranged from \$100 to \$5,000. The average former parent gift was \$207, the median gift was \$200 and gifts ranged from \$25 to \$1,000. The average grandparent gift was \$650, the median gift was \$100 and gifts ranged from \$20 to \$3,000.

How will my gift be acknowledged?

Your gift will be acknowledged in the Annual Report, which is distributed each fall and lists all donors to the school. If you prefer, you can make your gift anonymously by directing the Development Office to not list your name. If your gift is matched by your employer, the matched amount will be counted towards your total giving and acknowledged in the Annual Report.

Why not simply raise the tuition and eliminate the MCS Fund?

Tuition covers only the minimum needed to operate the school. The MCS Fund provides additional improvements to facilities, professional learning opportunities for our teachers such as attendance at national conferences, and extracurricular programs. In addition, gifts to the MCS Fund are completely tax deductible while additional tuition would not be.

I can make only one gift to MCS. Should I give to the MCS Fund or other school fundraising initiatives?

Although we hope that everyone will participate in other fundraising initiatives, if you have one gift to make, it should be to the MCS Fund. The philanthropic dollars donated to the MCS Fund help Montessori Community School continue to enrich and expand our offerings.

What impact will my small gift have?

Every gift, regardless of size, is important and appreciated and brings us closer to reaching our goals. Gifts of any size inspire more people to give; they are a vote of confidence in our school and our community.

2018-2019 SCHEDULE OF MCS FUNDRAISING OTHER THAN THE MCS ANNUAL FUND

September 1-30 FOODLAND GIVE ALOHA

Sends 2 teachers to the 2019 American Montessori Society conference in Washington, DC

*During September 1-30, make a donation of up to \$249.00 at checkout to MCS (code **77244**). **Foodland will match a portion of every donation you make with your free Maika'i card.** Purchases do not apply.
Use of funds: professional development.*



Friday, October 26 FUN RUN

Provides a diverse MCS student body

*This healthy student fundraiser is a yearly favorite! Preschool and elementary students receive pledges from family and friends to run laps around Makiki Park (two year-olds run laps around the MCS preschool playground).
Use of funds: tuition assistance.*



January 4-15 KUPUNA DAYS

Provide classroom learning materials

KUPUNA DAYS help children share their learning experience with other significant people in their lives. Teachers' "wish lists" for classroom materials are available for perusal. Use of funds: classroom learning materials.



Saturday, February 23 @ Pacific Club MONTESSORI MAGIC AUCTION & DINNER

Provides classroom materials, professional development and improvements to buildings and grounds

MONTESSORI MAGIC is our annual Silent & Live Auction and Benefit Dinner presented by the Board of Trustees. Attendees enjoy live entertainment, a delicious buffet, and a festive atmosphere as they bid on items. Donations of restaurant gift cards, gourmet food and wine are greatly appreciated. Corporate and small business sponsorship opportunities are available. Many volunteers are needed for this event. Use of funds: annual giving.



Saturday, April 27 SPRING FLING

For The Jerry Mueller Fund for Montessori Teacher Training

SPRING FLING is a fun fair held on campus with food, games and STEAM (science, technology, engineering, art, math) booths for the entire MCS community to enjoy. Minimal entrance fee. Use of funds: The Jerry Mueller Fund for Montessori Teacher Training.



OTHER GIVING OPTIONS AVAILABLE TO MCS SUPPORTERS

What are some other ways to support MCS?

Named Endowment Funds

- For the donor who would like their gifts to grow and affect the classrooms, facilities, tuition assistance program and professional development opportunities of MCS in the long term.
- \$10,000.00 initial gift, with additions in any amount



Children's Education Fund

- For the donor who would like to give as many children as possible access to a MCS Montessori education, encouraging a diverse student body
- Add your gift to the existing \$100,000 fund for tuition assistance
- Any amount



Legacy Gifts

- For the donor who would like to make a meaningful gift to MCS while also achieving his or her own financial and philanthropic goals



Vision Gifts

- For the donor who believes in the School's and Trustees' vision for the future of MCS as a high quality, competitor school on 'Oahu
- Any amount
- Gifts of \$25,000 and above can be pledged as multi-year payments



SchoolRewards "vs." AmazonSmile

For the best chance of helping MCS through certain purchases such as electronics, PC components, Amazon Coins, industrial and handmade products, among others, use the customized **SchoolRewards** link on our home page, at <http://www.montessorihawaii.org>.

- Click the link. When in amazon.com, you will see "montecommsch" in the url, like this, <https://www.amazon.com/?ie=UTF8&tag=montecommsch-20>).
- IMPORTANT: a window will pop up to encourage you towards AmazonSmile, but click "No Thanks" and remain with amazon.com.
- You must complete your purchase within 24 hours or your items will remain in your shopping cart BUT the link to help MCS will expire. No notice is given.
- AmazonAssociates will automatically donate **4-10%** to MCS of qualifying purchases such as certain electronics, PC components, Amazon Coins, industrial and handmade products, among others.



Last year, **SchoolRewards** earned MCS an average of **\$125.00** per month!



Last year, *amazonsmile* earned MCS an average of only \$5 per month



Allison Higa
Development Director
808.522.0244
allison@montessorihawaii.org
<https://www.montessorihawaii.org/copy-of-other-ways-to-support-mcs>

Thank you for your support and generosity

Montessori Community School is grateful for your interest in making a gift to benefit the school. Please call Allison Higa, Development Director, at (808) 522-0244 if you have any questions. We look forward to working with you and hearing more about your philanthropic priorities. *Mahalo.*

THE LUNCH BUNCH ENROLLMENT FORM

Montessori Community School - Preschool

Aug 27-September 2018

Student Name: _____

Circle Classroom: Cottage Littlehouse Terrace Treehouse Lanai

Parent/Guardian: _____

Home Ph: _____ Bus Ph: _____

Home Address: _____

City: _____ Zip Code: _____

No lunches: September 3

Monthly: \$126.00

1% Milk will be provided daily.

*Payment Options: *auto charges will be processed anytime during the previous - Written termination needed for cancellation.*

Expires regular school year: May 16, 2019.

_____ Check enclosed (payable to **THE LUNCH BUNCH**)

_____ * Debit card®

_____ exp: _____

(Signature required below)(thru one school year)(subject to service fee)

_____ Credit Card: (circle one) VISA or MC

Card # _____ Exp: _____ sec#3digit

(Signature required below)(one time charge) (Subject to service fee charge)

_____ * Charge my account automatically every month (Does not include Summer)

*email for autocc/debit only: _____

Signature required: _____

Deadline is Monday, August 13, 2018.

Mail to: The Lunch Bunch

500 Ala Moana Blvd Ste 2B

Honolulu, HI 96819

Phone: 847-3860

****\$10.00 Late Enrollment Fee/**\$10.00 Cancellation Fee**

****\$20.00 Fee on all returned checks**



Aug 27-September 2018

The Munchies Menu

Monday	Tuesday	Wednesday	Thursday	Friday
27 Spaghetti w/Meat Sauce Roll Vegetable Fruit	28 Baked Chicken w/Broccoli Hapa Rice Vegetable Fruit	29 Local Style Chili Hapa Rice Vegetable Fruit	30 Kalua Pork & Cabbage Hapa Rice Vegetable Fruit	31 Sloppy Joe on Bun Vegetables Fruit
3 Holiday – Labor Day	4 Hamburger Goulash Hapa Rice Vegetable Fruit	5 Teriyaki Chicken Hapa Rice Vegetable Fruit	6 Pork & Peas Hapa Rice Vegetable Fruit	7 Tuna Sandwich Vegetable Fruit Goldfish Crackers
10 Chili Macaroni Roll Vegetable Fruit	11 Sweet & Sour Chicken Hapa Rice Vegetable Fruit	12 Macaroni & Cheese Roll Vegetable Fruit	13 Meatballs w/Gravy Hapa Rice Vegetable Fruit	14 Turkey Ham & Cheese Sandwich Vegetables Fruit Goldfish Crackers
17 Spaghetti w/Meat Sauce Roll Vegetable Fruit	18 Chicken Stir Fry Hapa Rice Vegetables Fruit	19 Hamburger Stroganoff Roll Vegetable Fruit	20 Roast Chicken w/Gravy Hapa Rice Vegetable Fruit	21 BBQ Pulled Pork Coleslaw Fruit
24 Hamburger Stew Hapa Rice Vegetable Fruit	25 Chicken w/Mushroom Sauce Hapa Rice Vegetable Fruit	26 Pork Adobo Hapa Rice Vegetable Fruit	27 BBQ Chicken Hapa Rice Vegetable Fruit	28 Tuna Sandwich Vegetable Fruit Goldfish Crackers

All meals are prepared in accordance to USDA school lunch guidelines.

NO REFUNDS for cancellation, illness or vacation.

All applications are on a monthly basis only.

Menu Subject to Change Without Notice

Cut and return to: THE LUNCH BUNCH



Soccer Shots

The Children's Soccer Experience



Soccer Shots Oahu offers an exciting and engaging children's soccer program with a focus on character development. Our caring team positively impacts children's lives on and off the field through best-in-class coaching, curriculum and communication.

Our goal is simple: to leave a lasting, positive impact on every child we serve!

1st SEMESTER SEASON

On-site at Montessori Community School

WHO: Open to MCS students – ages 2-6

DATES: 9/17 – 12/3 (10 soccer classes)
No class: 10/8, 11/12

WHAT: 1st Semester Season (Fall Soccer Season)

COST: \$13.50/class (enroll online only)

WHEN: Mondays at 2:45-3:10 pm (2 y/o @ Cottage Playground)
3:25-3:55 & 4:00-4:30 pm (3-6 y/o @ Little House Yard)

Multi-payment option and prorated season cost available online!

\$15.00 Registration Fee is required for all participants in the 1st Semester Season.

This annual fee covers the entire 2018-19 school year & summer. Includes official Adidas Soccer Shots jersey!

ENROLL TODAY AT OAHU.SOCCERSHOTS.ORG

1. Go to oahu.soccershots.org
2. Click on 'Enroll at a site'
3. Locate your child's school
4. Enroll & pay online



Our **coaches** are the best-trained in the business



Expert-approved **curriculum** that aligns with early childhood education standards



An exceptional customer experience with ongoing **communication**

Enrollment for the Soccer Shots program is **online only**!

- ☼ Immediately confirms your child's spot on the roster.
- ☼ Payments are secure & receipts are easily accessible.
- ☼ Ensures accurate contact information to share updates.
- ☼ Prorates enrollment cost for mid-season registration.
- ☼ Monthly installment payments now available online.

Web: soccershots.org/oahu | **Social:** @soccershots_oahu | **Email:** oahu@soccershots.org | **Phone:** 808.799.7468





KEIKI



CARTWHEELS

3-6 year old program

Keiki Cartwheels has been offering a non-competitive, beginning gymnastics program at Montessori Community School since 1995. Our sessions will include tumbling, beam, bars, creative movement plus motor development activities and group games. All classes are taught by a qualified instructor who teaches in a fun and positive fashion. Your child will receive one 45 minute class every week. Our sessions start 9/13 and end 5/16. It only costs \$64.00 per 4-week session. Please complete this form, attach tuition and the yearly registration fee of \$15.00, and return to the school office by 8/01. Enrollment is first come first served. Space is limited; turn this in as soon as possible to guarantee a class time for your child. Classes will be held Thursdays at 2:30-3:15 and 4:30-5:15. For your ease, tuition may be paid monthly, by semester or for the whole year. Confirmation fliers will be e-mailed to you by 8/31.

****My child ___is / ___is not in the after-school program****

Child's name _____ Age _____ - _____ Room _____
(YRS) (MOS)

Parents name _____ Phone _____

E-mail _____ After school program yes ___ no ___

BY SIGNING BELOW, ON BEHALF OF THE PARENTS/LEGAL GUARDIANS AND OUR CHILD, WE AGREE TO: (1) INFORM OURSELVES AND OUR CHILD AND ASSUME ALL RISKS ASSOCIATED WITH OUR CHILD'S PARTICIPATION IN THIS GYMNASTICS PROGRAM, AND (2) RELEASE KEIKI CARTWHEELS LLC AND THE HOST SCHOOL AND THEIR OFFICES AND ALL EMPLOYEES, FROM ANY SUCH CLAIM OF BODILY INJURY.

Signature _____ Date _____

Please call Tami with any questions #286-5948. We will be out of the office 8/03-8/29.

A. BALANCE BEAM

1. Forward walk
2. Backward walk
3. Scales
4. Squats
5. Jumping
6. Tiptoe Walking
7. Grapevine

E. PARALLEL BARS

1. Tiger walk
2. Crab walk
3. Cave Crawl
4. Straddle travel
5. Platypus walk
6. Tick tock

B. SINGLE SWINGING BAR

1. Opu roll
2. Hang tens
3. Front support
4. Upside down "hellos"
5. Glide kick
6. Handstands

D. TUMBLING

1. Forward rolls
2. Straddle rolls
3. Log rolls
4. Backwards rolls
5. Handstands
6. Cartwheels
7. Back handsprings

C. DANCE

1. Scales
2. Split leaps
3. Straddle Jumps
4. Galloping
5. Skipping
6. Body positions
 - a. Popsicle stick
 - b. Popsicle pike
 - c. Beach ball tuck
 - d. Straddle



Little Ambassadors — Out in the World **With Montessori Community School**

We are pleased to introduce for your 3-6 child:

CHINESE classes with *Little Ambassadors*!

Our classes utilize an **immersion approach**, using primarily the target language to actively engage children in a variety of songs, games, and arts and crafts activities. In this session we are covering themes such as nature, actions, likes and dislikes. We review greetings, colors, and animals using music and song as aids in teaching these concepts.



Classes offered: Mondays at 2:40-3:20pm in the MPR

Session dates: September 10 through December 10, 2018 (no class on Oct 8 and Nov 12)

Cost: \$186 including CD and materials

Enrollment is limited to ten participants.

Make-up policy: If you miss a class, you may arrange to attend up to two make-up classes at *Little Ambassadors* at Holy Nativity School in Aina Haina.

For general information about *Little Ambassadors*, please check out our website at www.littleambassadors.com. Or contact Kimberly at (808) 256-4861.

MCS Enrollment Form—CHINESE 3-6

Complete registration form, detach and return with payment to the MCS office by August 1st. (Please make checks payable to **Little Ambassadors**.)

Child's Name _____ Birth date _____
Parent's Name _____ Phone _____
Street Address _____
City _____ State _____ Zip _____
Email: _____

Child's Chinese Name (In characters, if applicable): _____

Use of Child's Image: Yes, it is OK to use my child's image in digital media/marketing collateral without identifying him/her by name _____ (please initial)

Office Use:

Payment

Check # _____ Amount Paid _____

Little Ambassadors — Out in the World **With Montessori Community School**

We are pleased to introduce for your 3-6 child:

JAPANESE classes with *Little Ambassadors*!

Our classes utilize an **immersion approach**, with teachers using primarily the target language to actively engage children in a variety of songs, games, and arts and crafts activities. In this session we are covering themes such as transportation, likes and dislikes, and time. We review greetings, numbers, and parts of the body, using music and song as aids in teaching these concepts.



Classes offered: Tuesdays at 2:40-3:20pm in the MPR

Session dates: September 11 through December 11, 2018

Cost: \$217 including CD and materials

Enrollment is limited to ten participants.

Make-up policy: If you miss a class, you may arrange to attend up to two make-up classes at *Little Ambassadors* at 725 Kapiolani Blvd., Ste C106 (in Imperial Plaza).

For general information about *Little Ambassadors*, please check out our website at www.littleambassadors.com. Or contact Kimberly at (808) 256-4861.

MCS Enrollment Form—JAPANESE 3-6

Complete registration form, detach and return with payment to the MCS office by August 1st. (Please make checks payable to **Little Ambassadors**.)

Child's Name _____ Birth date _____
Parent's Name _____ Phone _____
Street Address _____
City _____ State _____ Zip _____
Email: _____

Child's Japanese Name (if applicable): _____

My child is enrolled in After School Care ____Y ____N

Use of Child's Image: Yes, it is OK to use my child's image in digital media/marketing collateral without identifying him/her by name _____(please initial)

Office Use:

Payment

Check # _____ Amount Paid _____

Little Ambassadors — Out in the World **With Montessori Community School**

We are pleased to introduce for your 3-6 child:

SPANISH classes with *Little Ambassadors*!

Our classes utilize an **immersion approach**, using primarily the target language to actively engage children in a variety of songs, games, and arts and crafts activities. In this session we are covering themes such as animals, clothes, and the five senses. We review greetings and numbers using music and song as aids in teaching these concepts.



little ambassadors
opening doors to the world

Classes offered: Wednesdays at 2:40-3:20pm on the Terrace patio

Session dates: September 12 through December 12, 2018

Cost: \$217 including CD and materials

Enrollment is limited to ten participants.

For general information about *Little Ambassadors*, please check out our website at www.littleambassadors.com. Or contact Kimberly at (808) 256-4861.

MCS Enrollment Form—SPANISH 3-6

Complete registration form, detach and return with payment to the MCS office by August 1st. (Please make checks payable to **Little Ambassadors**.)

Child's Name _____ Birth date _____
Parent's Name _____ Phone _____
Street Address _____
City _____ State _____ Zip _____
Email: _____

Use of Child's Image: Yes, it is OK to use my child's image in digital media/marketing collateral without identifying him/her by name _____(please initial)

Office Use:

Payment

Check # _____ Amount Paid _____

MUSIC FUN at Montessori Community School

3-6 Year Old Preschool Program

Announcing
Fall
Music Classes!



Begins
Friday
October 5!

Students: 3 to 6 year olds (3 year olds may need to be accompanied by adult)

Schedule: Fridays

October 5 — December 14 (ten weeks, no lesson Nov. 23)

Group I: 2:40-3:20 OR Group II: 3:35-4:15

Tuition: \$189 (includes materials)

Instructor: Eileen Uchima, M. A. Music Education, former MCS music specialist & 3-6 teacher,
Orff Schulwerk, Yamaha & Kindermusik certified

Location: MCS MPR Room

An opportunity for your child to experience the joy of music through singing, creative movement, listening games, keyboard playing, and rhythm ensemble. Come join in the music fun!

Featuring:

- Singing with movement
- Creative movement
- Music reading readiness
- Rhythm ensemble
- Keyboard playing
- Ear training



To Sign Up:

- Submit completed form with \$189 cash or check payable to Music Ventures by Wednesday, August 1.
- Early sign up encouraged since enrollment is first-come, first served.
Limit 6 students per group.
- For more information email musicvent808@gmail.com or call 226-7560.

MUSIC FUN REGISTRATION FORM — Fall 2018



STUDENT'S NAME:	DATE OF BIRTH:	
PARENT'S NAME:	PHONE#:	
EMAIL:	AFTER SCHOOL CARE: (check one) _____yes _____no	
Select group preferred: (circle one)	Group I	Group II
Musical instruments in the home:		
Form of Payment (circle one):	cash	check

Deadline Wednesday August 1

Cash or check payable to Music Ventures