



# WELCOME TO HIGHLANDS MONTESSORI

We would like to extend a warm welcome to Highlands Montessori. We are delighted that your child will be joining our school, and look forward to getting to know your family better throughout the coming year. We feel honored to partner with your family to help your child grow in his/her path toward independence and self-discovery.

## IMPORTANT INFORMATION:

### Parking and Entry-

- Arrival starts at 8:30 AM; before care begins at 7:30 AM.
- For safety, doors are locked. Use code 1896 to enter

### Sign-In/ Out-

- Please sign your child in/out using the Brightwheel app:
  - Tap check in/ out, Scan QR code in app, check in child, sign your name
- Fill out the daily report on the clipboard

### Drop Off-

- Drop-offs can be tough for little ones, but it's best to keep it short, sweet, and confident. This helps them feel secure. Save longer conversations for dismissal.

### Dismissal-

- Pickup is from 2:45-3:00 PM, aftercare pickup by 5:30 PM.
- Late pickups incur a \$1/minute fee, increasing to \$5/minute after 15 minutes. Excessive lateness may result in program dismissal.
- Children are released only to those on the approved pickup list; photo ID is required for unfamiliar pickups. Changes to the list can be made via the Brightwheel app.

### Absences/Late Arrivals-

- Please message us if your child will be absent or will be arriving late

## WHAT TO BRING:

- 3-5 complete changes of clothing: shirt, pants, socks
- Diapers, wipes, and creams
- Indoor shoes (walkers only)
- Breastmilk or formula for the day (plus extra to be stored at school)
- Enough bottles for the day
- Meals and snacks (in a clearly labeled container)

*\*All belongings (clothing, containers, shoes, bottles, etc.) must be clearly labeled with your child's name*

## ILLNESS POLICY:

If a child becomes ill while attending the program, parents will be immediately contacted to pick their child up and the child will be isolated from other students.

Highlands Montessori follows the recommendations from Colorado Department of Public Health and Environment (CDPHE) on when a child is too sick to attend school outlined in the following document:

### How Sick is Too Sick?



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