

Montessori Community School

2018-2019 Forms for all ELEMENTARY 6-9 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
- Form 14 (*required of all new 6-9 students*)
- 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.***)
- Confidential Student Information form (*For all students **new** to MCS. This form must be completed **online**. Your Parent Login information will be e-mailed to you.*)
- NetClassroom Letter (*for all students **new** to MCS*)
- Allergy, Asthma, and Medical Information form
- Liability Release form (*required of all elementary students*)
- Elementary 6-9 Supply List
- “Making the Transition to the 6-9 Program” (*for students new to the 6-9 program*)
- Birthday Book flyer
- Parent-Faculty Association (PFA) information & volunteer form
- Welcome Picnic flyer
- Development handouts
- Elementary Chorus flyer
- Extra-curricular programs - enrollment flyers

(Please note that these 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
- Keiki Cartwheels
- Keyboard Fun
- STEM 101 (3rd, 4th, 5th grade students)
- Girl Scouts (3rd, 4th grade girls)

- 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. **MONTESSORI 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

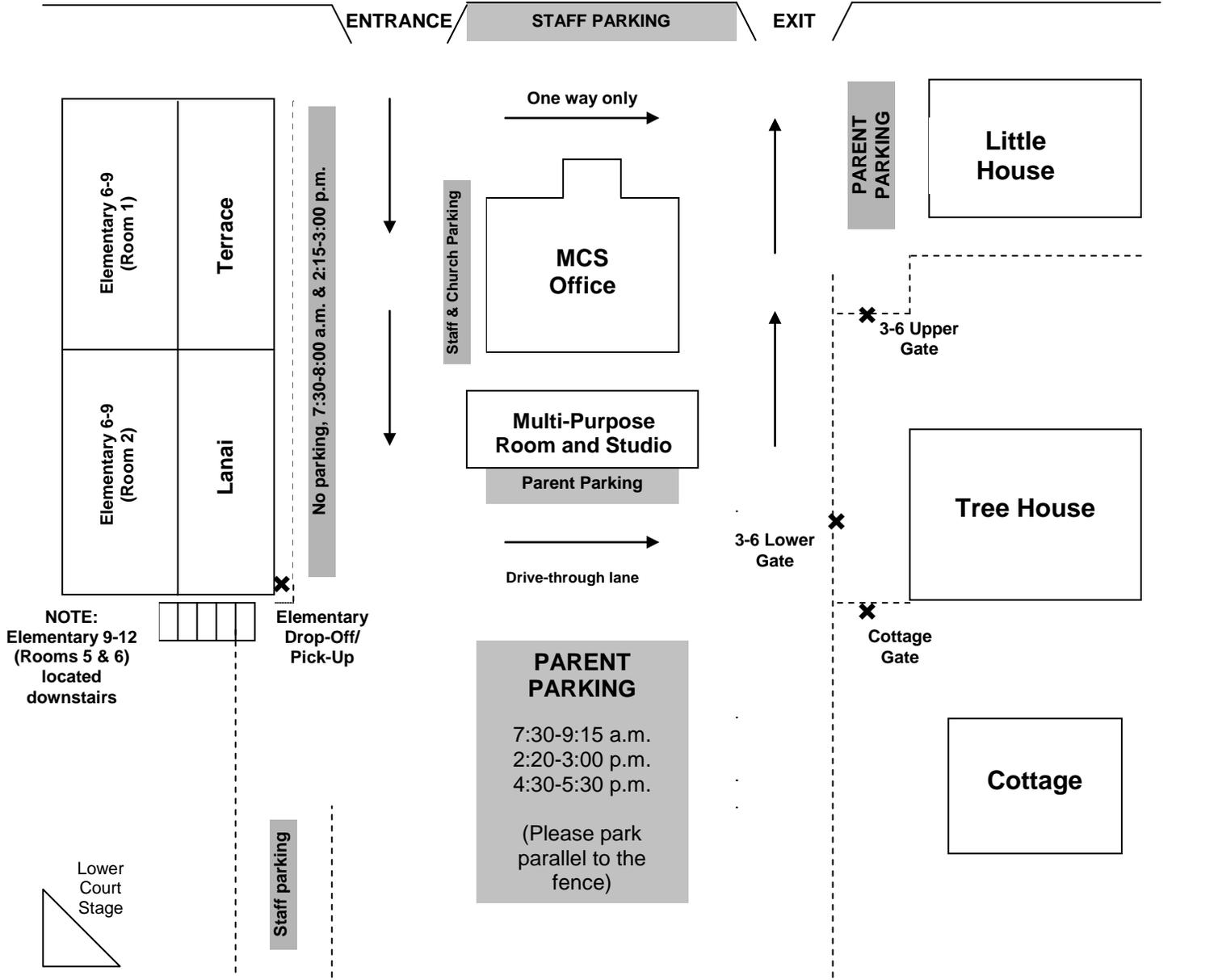
Jen Shim & Sean Iida, President
Kirsten Biondi, Vice-President
Coco He, Treasurer
TBD, Secretary
Cari Suzuki, School Representative

**(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. <ul style="list-style-type: none"> * 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 <ul style="list-style-type: none"> * 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

ELEMENTARY PROGRAMS

FIRST DAY OF SCHOOL: 2018-2019

The following is a list of important items for students and parents to remember on the first day of the elementary programs (**Monday, August 27, 2018**):

PROMPT ARRIVAL:

- The elementary programs begin **promptly at 8:00 a.m.** Children may arrive as early as 7:30 a.m. Parents must accompany students who arrive after 8:00 a.m. to the classroom to sign a Tardy Slip.

ARRIVAL/DISMISSAL PROCEDURES:

- Parents can park on the basketball court or drop their child off at the greeting area by the gate leading to the lower playground.
- Keep in mind that there are designated traffic lanes as you proceed down the driveway. Parking is available on the basketball court during drop-off and pick-up times. Please always drive slowly and with caution through the parking lot.
- During the morning drop-off time (7:30-8:00 a.m.), there are **two traffic lanes**. The right-hand lane is for drop-offs only, and the left-hand lane should remain clear for drive-through traffic.
- During the afternoon pick-up time (2:20-2:40 p.m.), there are **three traffic lanes**. The two right-hand lanes are for pick-ups only. The far left-hand lane should remain clear for drive-through traffic.
- Make sure to check-in and -out with the teacher in attendance. Children dismissed at the 2:30 pick-up time must shake a teacher's hand before leaving for the day.

WHAT TO BRING:

- **Shoes**. Students need to wear covered shoes **daily**. For their safety, children will not be allowed to participate in P.E. or playground activities if inappropriate footwear (e.g. slippers or sandals) is worn.
- **Morning snack, daily**. Bring a lunch which includes a morning snack. Lunches are placed on the lunch racks outside each classroom. Students who have signed up for the catered lunch program should also bring a morning snack. Nutritious snacks, such as fresh fruit and vegetables or whole grains, will help support students' bodies and minds as they work through the morning. Children may also choose to bring a water bottle.
- **School supplies**. The comprehensive fee, paid with the first installment of tuition, covers most of the normal classroom supplies that your child will need for the school year. These items, such as pencils, pens, paper, notebooks, glue, compass, etc., will be provided by the school. A lightweight backpack (labeled with the child's name) for

keeping students' projects, homework folders, and sharing items all in one place is optional. Backpacks in the 6-9 year-old program may be stored on the lunch racks, next to the student's lunch. Hooks and lunch racks are available for hanging backpacks and storing lunches in the 9-12 year-old program.

CLASSROOM ASSIGNMENTS:

- Room assignments (Room 1 or Room 2) for new elementary 6-9 year-old students will be announced during the week of August 20-24, 2018, when our teachers will be calling families to introduce themselves.
- All elementary 9-12 year-old students are assigned to the same class, and use Rooms 5 and 6, and the elementary library.

BACK TO SCHOOL OPEN HOUSE AND NEW PARENTS' ORIENTATION:

- Our Back to School Open House and **Elementary 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 (5:00-5:30 p.m.) is designed for parents of all students new to the elementary program, 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 the start of the school year, 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.

Department of Education STUDENT'S HEALTH RECORD

Student Address Label

 Name _____
(Last) (First) (Middle Initial)

 Female Preschool: Entry Date ____ / ____ / ____
 Male Elementary: Entry Date ____ / ____ / ____
 Intermediate/Middle: Entry Date ____ / ____ / ____
 High: Entry Date ____ / ____ / ____

 Birthdate

Month		Day		Year		

 Parent's Name _____
(Mother/Legal Guardian) (Father/Legal Guardian)

Allergies: _____

 Please complete the following sections **(CHECK IF YES)**

MEDICAL STATUS					
Allergy (type) <input type="checkbox"/>	Cancer/Leukemia <input type="checkbox"/>	Hearing Problems <input type="checkbox"/>	Hypertension <input type="checkbox"/>	Seizures <input type="checkbox"/>	Vision Problem <input type="checkbox"/>
Asthma <input type="checkbox"/>	Chronic Cough/Wheezing <input type="checkbox"/>	Heart Disease <input type="checkbox"/>	JRA Arthritis <input type="checkbox"/>	Sickle Cell Anemia <input type="checkbox"/>	
Behavioral Problems <input type="checkbox"/>	Diabetes <input type="checkbox"/>	Hemophilia <input type="checkbox"/>	Rheumatic Heart <input type="checkbox"/>	Skin Problems <input type="checkbox"/>	

PHYSICIAN'S EXAMINATION CODE: N-NORMAL; A-ABNORMAL; C-CORRECTED; R-RECEIVING CARE																													
Date	Grade	Height	Weight	BMI	Blood Pressure	Vision		Hearing		Eyes	Ears	Nose	Throat	Teeth	Heart	Lungs	Abdomen	Nervous System	Skin	Scoliosis	Extremities	Nutrition	Varicella Immunity Secondary to Disease (DATE)	Reviewed Immunization Record (Check if Yes)	Completed PPD Screening (Check if Yes) (See Results Below)	Provider's Signature	Provider's Stamp or Printed Name		
						R.	L.	R.	L.																				

TUBERCULOSIS EVALUATION		
Check one box below, complete date assessment, test or x-ray was administered.		Physician, APRN, PA, Clinic
Negative TB Risk Assessment	Date: ____ / ____ / ____	
Negative test for TB infection	Date: ____ / ____ / ____	
Positive test, and negative chest x-ray	Date: ____ / ____ / ____	

DENTAL EXAMINATION	
Dental Check-Up	Date: ____ / ____ / ____
Dental Check-Up	Date: ____ / ____ / ____

IMMUNIZATIONS (VACCINES, DATES GIVEN: MONTH/DAY/YEAR)							
DTaP, DTP, DT, Tdap or Td	Type						
	Date						
Polio (IPV or OPV)	Type						
	Date						
Hib (<i>Haemophilus influenzae</i> type b)	Type						
	Date						
Pneumococcal Conjugate	Type						
	Date						
Hepatitis B	Type						
	Date						
Hepatitis A	Type						
	Date						
MMR	Type						
	Date						
HPV	Type						
	Date						
Other	Type						
	Date						

Physician, APRN, PA or Clinic _____

IMPORTANT INFORMATION – PLEASE KEEP ON FILE



Montessori Community School

1239 Nehoa Street, Honolulu, HI 96822

Phone: 808-522-0244 ♦ Fax: 808-522-0250 ♦ Web: www.montessorihawaii.org

Getting Started in MCS NetClassroom

Fall, 2018

Dear Parents,

Welcome to *MCS NetClassroom*! We are excited to offer you online access to your child's academic information, such as attendance, progress reports, class details, and billing statements. Before you use *MCS NetClassroom*, we recommend you review the basic features, including how to keep your information secure.

We respect your family's privacy. With your unique *MCS NetClassroom* user ID and password, you can view the academic records for your children only. Other users cannot access your family's information.

Q. HOW DO I LOG IN TO NETCLASSROOM?

Open one of the preferred Internet browsers compatible with *MCS NetClassroom*, such as Microsoft *Internet Explorer*, Mozilla *Firefox*, or Google *Chrome*. Navigate to:



[https://40578netclass.blackbaudondemand.com/MCS NetClassroom7](https://40578netclass.blackbaudondemand.com/MCS%20NetClassroom7) This URL is also bookmarked under the Parents page, from the [NetClassroom Login](#) link: <http://montessorihawaii.org/netclassroom-login/>.

Father's user ID: _____ (Fill in your unique MCS NetClassroom ID)
Password: _____ (Fill in your unique MCS NetClassroom password.
Can be customized after first log-in.)

Mother's user ID: _____ (Fill in your unique MCS NetClassroom ID)
Password: _____ (Fill in your unique MCS NetClassroom password.
Can be customized after first log-in.)

The *MCS NetClassroom* login screen appears. Enter the **User ID** and **Password** listed above. Please keep this letter in a safe place and do not share your credentials with anyone. To change your password to one you will easily remember, login to <https://apply.montessorihawaii.org> and click the Change Password menu option.

IMPORTANT DISTINCTIONS BETWEEN NETCLASSROOM & NETCOMMUNITY

- The above NetClassroom credentials, which have already been e-mailed to you, will also enable you to log in to NetCommunity, at <https://apply.montessorihawaii.org>.
- NetCommunity is a secure area of our website where you can submit Emergency Forms and Confidential forms for your child.
- Online forms are not available in NetClassroom.

Customize Your Home Page

On your Home page, you can view important information such as your child's latest progress report, class announcements, and schedule. In the left navigation bar, you can choose which student to view. Important announcements appear under the Student's name.

To change your Home page settings, from the navigation bar, under **My settings**, click **Customize home**. On this page, you can customize the following:

- You can show or hide your class announcements and schedule
- Select the events you want to see on the calendar. We recommend you show Holidays and No School days.
- Billing Statements (available under one parent login only.)

What Can I Do in MCS NetClassroom?

The navigation bar at the top of every page is how you access all your student information and tasks in *MCS NetClassroom*. In the following tables, review what you can do and where to find important information.

Classes

Class Details	For each of your child's classes, you can see class announcements and the teacher's contact information. To contact the teacher, on the Class details page, click the teacher's name.
Attendance	Review your child's attendance information by day or by class (elementary only.)

Student Progress

Progress Reports	When ready, you can review your child's most recent progress report.
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Billing – Review your most recent tuition statement. (Only available for the parent/guardian marked as the payer.)

My Settings

Customize home	Change your Home page settings.
FAQ	Learn the answers to frequently asked questions about <i>MCS NetClassroom</i> .

When Can I Use MCS NetClassroom?

You can log into *MCS NetClassroom* 24/7, except during scheduled maintenance times.

Questions?

If you have questions about *MCS NetClassroom*, please contact Program Administrator Kathy Shirakawa, at kathy@montessorihawaii.org or call the office at 522-0244.

Sincerely,



Marjie Carroll
Head of School

mcarroll@montessorihawaii.org

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
2018-2019 Elementary 6-9 Supply List

The \$300.00 comprehensive fee, paid with the first installment of tuition, will cover most of the normal classroom supplies that your child will need this school year. These items, such as pencils, pens, paper, notebooks, glue, compass, etc., will be **purchased by the school.**

Please provide the following items:

- _____ one two pocket folder for homework
- _____ covered shoes (daily, for recess)
- _____ sport shoes (required for P.E.)
- _____ backpack (daily)
- _____ water bottle (optional)
- _____ lunchbox (optional for children without catered lunch)

****Please label all items with student's name****

Montessori Community School

Making the Transition to the Elementary 6-9 Program

The following is a list of considerations to keep in mind as the 3-6 year-old child enters the 6-9 elementary program. This list was compiled with the input of both the MCS 3-6 preschool teachers and the elementary 6-9 teachers.

1. **ESTABLISH CONSISTENT ROUTINES.** Whereas the child was once the oldest member of the class and knew the teachers, routines, and schedule of the class, the child is now the youngest member and must begin the task of becoming acquainted with new teachers, routines, and schedules. This might be an anxious time for the child, so the establishment of consistent routines will be helpful in making the transition.
2. **ON-TIME ARRIVAL.** The elementary program begins **promptly at 8:00 a.m.** instead of 8:30 a.m. and the child may need to sleep and wake earlier in order to arrive at school on time. Students have the option of walking to their classroom on their own rather than being accompanied by their parents. Parents can drop off their children without parking in the morning. A teacher is on duty from 7:30-8:00 a.m. to welcome children to school.
3. **REGULAR ATTENDANCE.** Regular attendance is crucial in the elementary program. When a child misses lessons and presentations, it can be difficult for them to catch up on important concepts and information presented during an extended absence. Family vacations or trips should be planned during scheduled vacations and holidays and doctor and other appointments should be scheduled outside of school hours.
4. **STUDENT RESPONSIBILITIES.** Elementary students are responsible for checking their mail folders daily for homework, student's work, communication from the office or teacher, accident reports, or other information, and taking these items home to their parents. Children are also responsible for the timely completion of their weekly homework assignments and for bringing the assignments to school by the due date. Parents should be supportive of the development of their child's independence and responsibility by not retrieving forgotten homework.
5. **CLASSROOM WORK.** There are different expectations for the students regarding their academic work. Students are required to complete certain assignments each week. They are given a plan sheet and have a time frame to complete their assignments. The development of the "3 Rs" (reading, writing, and arithmetic) become more of a priority whereas most of the work in the 3-6 was indirect preparation for these subjects. Personal goal-setting projects are encouraged to fit each child's interests.

(continued, over)

6. **CONFLICT RESOLUTION.** Discipline and conflict resolution are handled differently in the elementary program. Children complete a “Re-entry” form following a conflict or disagreement, with the goal of having them understand their role in the situation, what to do to avoid a similar situation, and how to make things better. Parents will be asked to sign and return the Re-entry form to the teacher.
7. **SCHOOL SUPPLIES.** Supplies are used by all. The children share school supplies such as pencils, erasers, etc. They are responsible for keeping the environment in order and using materials respectfully and with care.
8. **PLAYGROUND.** The students are learning about the different games the elementary children play on the playground such as Four Square, Wall Ball, Basketball, etc.
9. **COVERED SHOES.** Covered shoes are required daily for the student’s protection and safety on the court and playground.
10. **REST PERIOD.** Students do not bring a blanket for resting. A quiet period of 30 minutes for silent reading is observed after lunch.
11. **SNACK.** Morning snack is not provided. Students may bring a healthful snack from home to eat during the morning nutrition break. Elementary students enrolled in the after-school care program are provided an afternoon snack by the school.
12. **PARENT PARTICIPATION.** The elementary program strives to encourage a student’s growing independence. Field trips, excursions, and camp-outs provide opportunities for the students to practice and develop their independence, so class outings are generally supervised by our staff, without additional parent chaperones. Parents are welcome, however, to share their talents and skills with the classes, with prior arrangements with the teachers.



Montessori Community School

Elementary 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 designs a bookplate which is permanently placed in the book.
- On the child's birthday, he or she shares it at our morning Court meeting. The book stays in the child's classroom for the school year. It then becomes part of the elementary school library.
- 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.

The Elementary Teachers



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

MONTESSORI COMMUNITY SCHOOL – Elementary 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:																				
<hr/> <i>Mother's Name</i>	<hr/> <i>Father's Name</i>																				
<hr/> <i>E-mail address (to be used for PFA e-mail communications)</i>	<hr/> <i>E-mail address (to be used for PFA e-mail communications)</i>																				
<input type="checkbox"/> YES. Please contact me when you need a volunteer.	<input type="checkbox"/> YES. Please contact me when you need a volunteer.																				
I am interested in helping with these events/activities: <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Welcome Picnic</td> <td><input type="checkbox"/> Fun Run</td> </tr> <tr> <td><input type="checkbox"/> Silent Auction</td> <td><input type="checkbox"/> Spring Fling</td> </tr> <tr> <td><input type="checkbox"/> Work Parties</td> <td><input type="checkbox"/> Workshops</td> </tr> <tr> <td><input type="checkbox"/> Teacher Appreciation</td> <td><input type="checkbox"/> Social Events</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Any, as needed!</td> </tr> </table>	<input type="checkbox"/> Welcome Picnic	<input type="checkbox"/> Fun Run	<input type="checkbox"/> Silent Auction	<input type="checkbox"/> Spring Fling	<input type="checkbox"/> Work Parties	<input type="checkbox"/> Workshops	<input type="checkbox"/> Teacher Appreciation	<input type="checkbox"/> Social Events		<input type="checkbox"/> Any, as needed!	I am interested in helping with these events/activities: <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Welcome Picnic</td> <td><input type="checkbox"/> Fun Run</td> </tr> <tr> <td><input type="checkbox"/> Silent Auction</td> <td><input type="checkbox"/> Spring Fling</td> </tr> <tr> <td><input type="checkbox"/> Work Parties</td> <td><input type="checkbox"/> Workshops</td> </tr> <tr> <td><input type="checkbox"/> Teacher Appreciation</td> <td><input type="checkbox"/> Social Events</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Any, as needed!</td> </tr> </table>	<input type="checkbox"/> Welcome Picnic	<input type="checkbox"/> Fun Run	<input type="checkbox"/> Silent Auction	<input type="checkbox"/> Spring Fling	<input type="checkbox"/> Work Parties	<input type="checkbox"/> Workshops	<input type="checkbox"/> Teacher Appreciation	<input type="checkbox"/> Social Events		<input type="checkbox"/> Any, as needed!
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	<input type="checkbox"/> Any, as needed!																				
Specific skills/talents/resources I would like to offer: <hr/> <hr/> <hr/>	Specific skills/talents/resources I would like to offer: <hr/> <hr/> <hr/>																				



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.

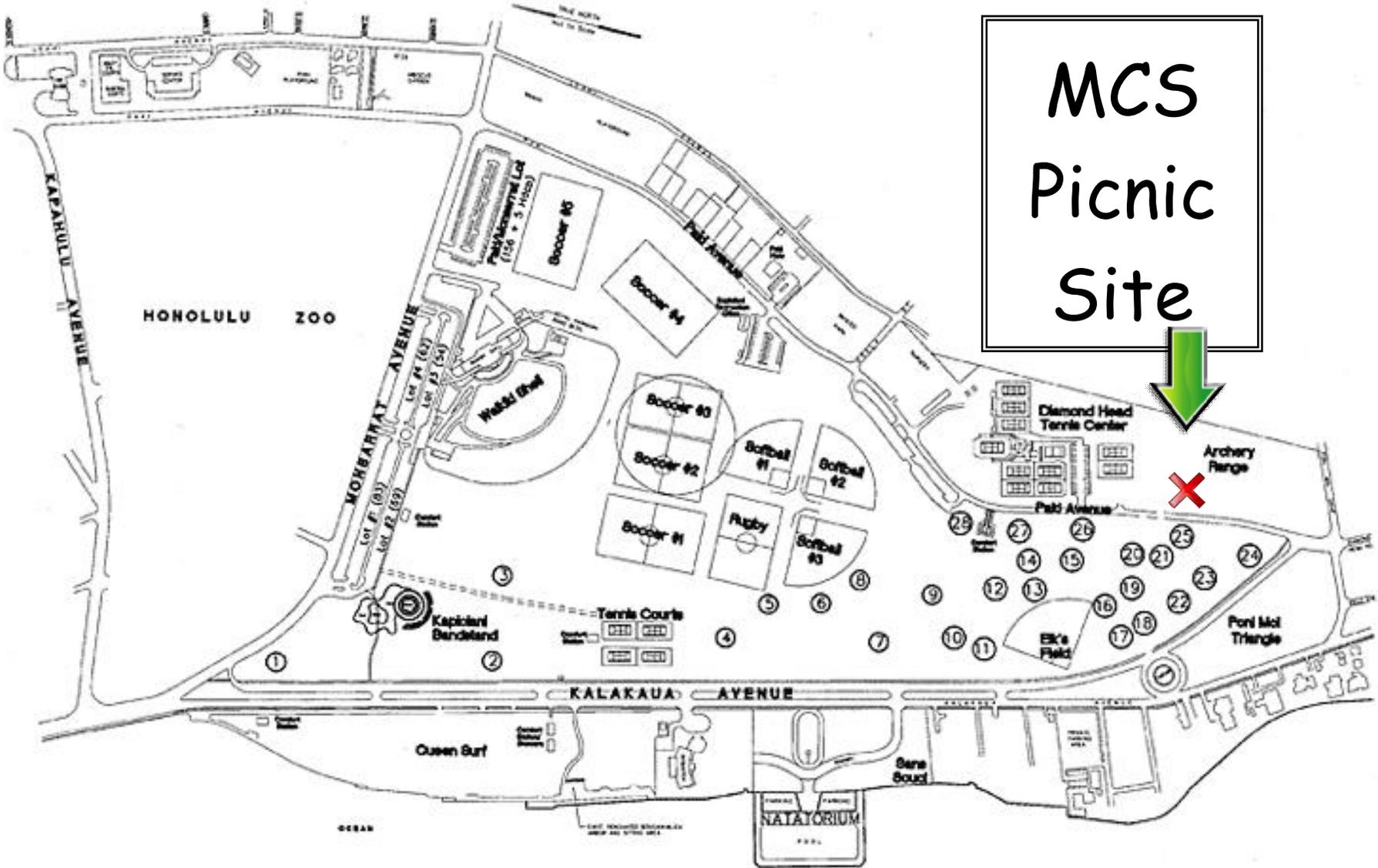
_____ 11:30 a.m.-12:00 p.m.

_____ 12:00 p.m.-12:30 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.

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.

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



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.*



Montessori Community School
ELEMENTARY CHORUS
2018 Fall/Winter Session

Fall, 2018

Dear Elementary Parents,

Your child is cordially invited to join the fall/winter session of our after-school **Elementary Chorus program**, which begins on Wednesday, **September 5**, and ends on Tuesday, **December 4, 2018**. We are pleased to announce the return of former MCS Elementary Music teacher Michelle Aczon to our music program, and Ms. Michelle will once again lead the MCS Chorus. The purpose of our Chorus program is to provide our students with additional opportunities to pursue their interest in music. Any child in our elementary program may participate. There is no charge for this program.

Ms. Michelle will work with the students on building a repertoire of songs. Since this is a group activity, it is crucial that the children be regular in their attendance and participate enthusiastically. Students who are unable to maintain his or her commitment to the program, through regular attendance or acceptable behavior, will be asked to leave the program. He or she will have another opportunity to try again when the next cycle of choral singing begins.

All children who are interested in enrolling should begin regular attendance with the first practice on **Wednesday, September 5**, from 2:40-3:20 p.m. in the Music Room. Students have the option to change their mind about continuing during the first two weeks. However, by the third practice on September 19, the students must be ready to inform Ms. Michelle if they are willing to commit to the practices. If they want to participate, they must agree to regular attendance and full participation.

Ms. Michelle will escort the Chorus students to the Music Room at 2:40 p.m. When their practice ends at 3:20 p.m., the students will be escorted from the Music Room to the "pick-up tree," and dismissed into their parents' care. Students enrolled in the elementary after-school care program will be escorted downstairs after the 3:20 pick-up. Students not picked up by an authorized adult at 3:20 p.m. will automatically be sent to the elementary after-school program and the parent charged the occasional child care rate (unless the child is regularly enrolled in the after-school program).

IMPORTANT CHORUS DATES

- Chorus program dates are **September 5, 12, 19, 26; October 3, 10, 17, 24; November 7, 14, 21, 28**
- **There is NO REHEARSAL on Wednesday, October 31**
- The campus performance will be held on **Tuesday, December 4, 2:45-3:15 p.m.** in the Central Baptist Church Sanctuary
- A second, public performance may be planned; date and time will be announced in the event that a public venue is secured

We are excited that Ms. Michelle is returning to MCS, to continue the tradition of our elementary performing Chorus. If you have any questions regarding the Elementary Chorus program, please do not hesitate to speak with me or with Ms. Michelle, at music@montessorihawaii.org.

Sincerely,

Kathy Shirakawa, Program Administrator
kathy@montessorihawaii.org

THE LUNCH BUNCH ENROLLMENT FORM

Montessori Community School - Elementary

August 27-September 2018

Student Name: _____ Elementary _____

Parent/Guardian: _____

Home Ph: _____ Bus Ph: _____

Home Address: _____

City: _____ Zip Code: _____

No Lunches: September 3

Monthly: Medium (Gr. K-4): \$135.60 _____

Large (Gr. 5-6): \$140.40 _____

all lunches come w/1% milk

*Payment Options: *auto debit & auto charge cards will be processed anytime during the previous - Written termination needed for cancellation. Expires end of regular school-2019.*

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

_____ * Debit card®

_____ exp: _____

(Signature required below)(thru one school year)(service charge 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 address for auto _____

Signature required: _____

Deadline: 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**



August 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

Cut and return to: THE LUNCH BUNCH

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

KEIKI CARTWHEELS

Elementary

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 5/30. 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 3:30-4:15. 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.

Child's name _____ age _____ - _____ RM _____
(yrs) (mos)

Parent's name _____ phone _____

E-mail (for billing) _____

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.

*** Height and weight limits are 5 ft & 90 lbs

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

D. 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. Pullovers
6. Handstands

E. 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



KEYBOARD FUN at Montessori Community School

6-9 Program

Announcing
Fall
Music Classes!



image: www.dreamstime.com

Begins
Friday
Oct. 5!

Students: 6 to 9 year old students

Schedule: Fridays

October 5—December 14 (10 weeks, no lesson 11/23)

4:30-5:10 pm

Tuition: \$219 (incl. materials)

Instructor: Eileen Uchima M. A. Music Education, Orff Schulwerk & Yamaha Education System
Certified, professional keyboardist & vocalist

Location: MCS MPR Room

Keyboard Fun is an introduction to keyboard course focused on developing knowledge of music fundamentals and basic skills in piano keyboard playing. Through weekly group lessons and home assignments, students will develop understanding of music theory and gain performing skills. With the proliferation of apps for music, piano keyboard skills are valuable tools for creative expression through music.

Featuring:

- Solo playing
- Keyboard ensemble
- Music reading
- Improvisation
- Ear training
- Piano technique

To Sign Up:

- Submit completed form and \$219 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.
- For more information email musicvent808@gmail.com or call 226-7560.
- Home keyboard required to complete weekly assignments.



KEYBOARD FUN REGISTRATION FORM — Fall 2018

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

Deadline Wednesday August 1 * Cash or check payable to Music Ventures



Now available for third, fourth and fifth year students!

Coding | Green-Screen | Robotics | Stop-Motion | Test-Taking Skills | Problem Solving | And More...

After-School STEM 101 With Mr Bob

Enroll Early and Save

Before August 14

One day per week - \$239

Two days per week - \$349

After August 14

One day per week - \$259

Two days per week - \$379



Montessori Community School
August 28, 2018- December 13, 2018
Tuesdays & Thursdays, 2:40-4:00

Questions: MrBob@MontessoriHawaii.org

See reverse side to register or

Visit www.Mr-Bob.org

Participant's Name: _____ Date of Birth: _____
Parent's Name: _____ Phone #: _____
Address: _____ City, State, Zip: _____
Day(s) Requested: Tues. Thurs. Email: _____

**CHECK PAYABLE TO *MR BOB'S ACADEMY* OR
CREDIT CARD & PAYPAL ACCEPTED AT WWW.MR-BOB.ORG**



Girl Scout Law
 I will do my best to be
 honest and fair,
 friendly and helpful,
 considerate and caring,
 courageous and strong, and
 responsible for what I say and do,
 and to
 respect myself and others,
 respect authority,
 use resources wisely,
 make the world a better place, and
 be a sister to every Girl Scout.

CALLING ALL G.I.R.L.S.*
Girl Scout Troop 127

Girl Scout Brownies are ready to take on the world, and Girl Scouting lets them do just that! They want to learn new things and show off what they know. They want to explore the world and meet new people. And they want to do something big that makes them feel great!

Students: 3rd-4th grade MCS students (enrollment is currently limited to 8 girls)

Schedule: 2nd and 4th Thursdays 2:40-3:40pm
 Sept 13—Dec 13, 2018 (8 weeks: Sept 13,27 Oct 11,25 Nov 8 Dec 13)
Make up meetings for Nov/Dec will be decided later

Cost: The cost of annual GS membership for each girl is \$40 (*paid online*)
 Complete and pay online GS registration at: <https://girlscouts.secure.force.com/girl>

Troop Dues: \$30 payable by cash or check to: **Troop 127** Please submit registration and dues by Aug 1.
Dues will cover cost of badges and miscellaneous materials we use throughout the year

Troop Leader: Jennifer Shim, MSW
 cell: (808) 429-4480
 email: shim.iida@gmail.com
If you are interested in being a co-leader please contact me!

Location: Terrace Classroom Lanai Area

Please detach and submit registration form and \$30 dues to MCS by August 1, 2018

Girl Scouts Registration Form: Brownie Troop 127

Student's Name	Class / Grade:
.....
Parent Name:	email
.....	ph.#:
Parent Signature:	allergies/ concerns:
.....