

TODDLER INFORMATION *at a glance*

CLASS LOGISTICS:

Class Time: 9:00am-11:45pm or 9:00am-3:00pm **Childcare:** 7:30-9:00am and 3:00-6:00pm

Drop Off/Pick Up:

- Front Door Code to enter the main building will be provided on your child's first day of school.
- Parents and toddlers will be greeted at the classroom doors.
- Parents will be asked to sign their child in/out as required by California State Community Care Licensing and complete a [Daily Report](#) which allows us to better anticipate your child's needs each day.

Health Policy regarding Illness: Children with a contagious disease, respiratory illness or symptoms, including fever, persistent cough, or sore throat, should stay home until they are fever free for 24 hours without medication AND symptoms are mild and resolving. See the [Parent Handbook](#) for the complete policy.

HOW TO CONTACT US:

Phone: 925-455-8021

To email your child's classroom teachers: Use the [classroom name](#) followed by: Teachers@VMSchool.org

Reception Desk & Registrar: Nichole Phillips x120 nphillips@vmschool.org
Contact for Student Records, Immunization Updates and general questions.

Director of Early Childhood: Ana Suan x200 asuan@vmschool.org

Head of School: Patti Wilczek x225 pwilczek@vmschool.org

Tuition Questions: Jenny Quan x210 jquan@vmschool.org

Schedule/Childcare Changes: Tracie Scharlemann x100 tscharlemann@vmschool.org

FACTS Family Portal Questions: Tracie Scharlemann x100 tscharlemann@vmschool.org

Montessori Compass Set Up Questions: Nichole Phillips x120 nphillips@vmschool.org

Montessori Compass Usage Questions: Sabrianna Farris x211 sfarris@vmschool.org

Volunteer Opportunities: Complete [Volunteer Interest Form](#) volunteers@vmschool.org

HOW WE COMMUNICATE:

Wednesday News: Emailed each Wednesday, **it is our primary communication for class & school information.**

Schoolwide Text Messages: Used for brief information, important reminders and time-sensitive messages.

FACTS Family Portal: factsmgmt.com. Complete forms, view parent directory & access student information. Click Parent Login then Family Portal. Enter District Code **VMS-CA** & your login/password from re-enrollment.

Montessori Compass: MontessoriCompass.com Log in to see photos and view student progress reports. New families will receive an email invitation with login information. Check spam folder if not received.

VMS Website: VMSchool.org See the Programs tab to access the Toddler program page.

Social Media: Follow us on [Instagram](#) and [Facebook](#) to see student photos and event announcements.

School Policies & Procedures: See [Parent Handbook](#) which includes school policies related to illness.

Google Calendar: Subscribe using +Google icon on your class program page for important VMS dates.

Printable Schoolwide Calendar: [2024-2025 Calendar](#) (Link also available in upper right corner of website.)

TODDLER CHECKLIST & IMPORTANT DATES

- **Snacks & Lunch: VMS is a nut safe school.** Healthy and nutritious, *nut-free* snacks are provided by VMS in the classrooms in the morning and in afternoon childcare. For full day students, send healthy *nut-free* lunch to school. Lunch also may be purchased through [Choice Lunch](#). Use code **VMS** to register. Lunches can be ordered now for the first day of school.
- **Naps:** VMS provides cots, sheets and a small blanket for your child to use at naptime.
- **Photo of your child:** Email photo to your classroom to be used to identify your child's cubby.
- **Family photo:** Email photo to your classroom so your child can add it to the classroom family tree.
- **Parent Handbook:** For important information regarding VMS policies and procedures, please read the VMS [Parent Handbook](#) paying special attention to the VMS Health Policy.
- [VMS Spirit Gear](#): Get your Gear for the new year!
- **Bring the following by your first day of school:**
 - [Extra Clothes](#): Bring a small pack of diapers (plus diaper ointment, if needed) with 3-4 complete changes of clothing including shoes labeled clearly with your child's name & label **ALL** outerwear.
 - [Getting To Know You](#): Complete this form to provide us with information about your child.
 - [Toddler Needs and Services Form](#): In accordance with California State Community Care Licensing requirements, this plan must be completed at the time of enrollment and updated every 3 months **until the child is two years of age**.
 - **Medications:** If your child takes medication or is prescribed an EpiPen, inhaler etc., bring it to school along with this completed [Authorization Form](#). All medication must be in original container with prescription label. In addition, Food Allergies and EpiPens require a [Food Allergy Action Plan](#).

Some Thoughts on First Day Separations....

We welcome your child to our school and into his or her new classroom. This is a very exciting time for us and a very special time in your child's life. For many children, this will be their first school experience and perhaps the first time he or she will be apart from you for an extended length of time.

The toddler age can be a difficult age for children to leave their parents but working through the separation process with respect and confidence now will build self-esteem, self-assurance, and independence in your child, making them better prepared to deal with life's next challenge.

Remember that it is natural and expected that both you and your child may feel a certain amount of anxiety on the first day of school. Some children will enter the classroom with no hesitation. However, most children will be at least a little apprehensive while some will be very unsure about leaving you and entering the new environment.

We are here to help both your child and you through this process. Below we have provided the answers to some frequently asked questions about the separation process.

1. How should I prepare my child for the first day of school?

We encourage you to talk to your child about coming to school in the few days leading up to their first day of class. Tell them about what the upcoming day has to offer them; waking up in the morning and getting dressed, driving to school, meeting the other children and the teachers, and about the exciting materials they will find at school. Let them know that school time is their special time. It is also very important to tell them that you will be leaving but that they will be safe with the teachers and that you will come back after school.

On the first day of school, give yourself plenty of time to get ready so neither you nor your child will feel rushed or stressed and to allow for some relaxed playtime before school.

2. How can I meet my child's individual needs during the separation process?

Each child is a unique individual, with their own temperament and response. You understand your child better than anyone else and only you can anticipate their needs. Please talk to your child's teacher about your child's individual personality and how you think they will handle separating from you on the first day of school. If you think your child may have some difficulty, please let the teachers know and, together, we can develop a separation plan and routine that works for your child and for you.

3. How should I say good-bye to my child at school?

Our goal is to have your child say good-bye to you at the door. Because you have already talked to your child about school, your good-byes should be short and should convey an attitude of confidence, trust, and happiness. "You are going to have a great day at school. The teachers will take good care of you and I will come back to get you after school. I love you. Good-bye!" Your tone will convey to the child that this is a place that they can trust and where they will be safe.

When you have said your short good-bye, please follow through promptly. Your child may protest but remember that stretching out the initial separation from you also extends your child's anxiety over a longer span of time. The sooner you convey your trust in the environment, the sooner your child will be able to begin working through any anxieties they might have.

4. What should I do when I pick up my child?

Enter Door Code* at the front of the school and walk to your child's classroom. Please wait outside the classroom door and we will bring your child to you. If you are picking up your child at a time other than your regular pick up time, please indicate the time on the Daily Report.

Feel free to email the teachers with any questions or concerns. While separation may be initially challenging, children are very resilient, especially in a caring and respectful environment, and we know from experience that it will happen! And, you will have helped your child become a more self-assured individual.