

PRIMARY INFORMATION *at a glance*

CLASS LOGISTICS:

Class Time: 9:00am-12:00pm or 9:00am-3:00pm **Childcare:** 7:30-9:00am and 3:00-6:00pm

AM Carline Drop Off: Available for all primary students between 8:45-9:00am. Review the drop off location for your student's classroom - [see map](#).

- Parents will be asked to sign their child in/out as required by California State Community Care Licensing.
- Teachers will escort children out of cars and direct them to their teacher at the playground or classroom.

Classroom Drop Off: The VMS Front Door Code will be provided on your child's first day of school. Walk students to their classroom and sign in. Teachers will open the door and greet the children at **9am**.

PM Pick up: Arrive at child's classroom promptly at 12:00pm (or 3:00pm) and sign out child before leaving.

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.

Childcare: Due to staffing requirements, childcare is pre-planned only. Drop in is not available.

HOW TO CONTACT US:

Phone: 925-455-8021

To email your child's classroom teachers: Use your [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: Sabrienne 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: factsmgt.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 PROGRAM tab to access the Primary 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.)

PRIMARY 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 and extended day students, send healthy *nut-free* lunches to school. Lunches may also be purchased through [Choice Lunch](#). Use code **VMS** to register. Lunches can be ordered now for your child's first day of school.
- ___ **Photo of your child:** Email it to your classroom to be used to identify your child's cubby.
- ___ **Family photo:** Email to your classroom so your child can add it to the classroom family tree.
- ___ **Carline:** Review [Carline Map](#) noting your drop off location for your child's first day of school.
- ___ **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 on your child's first day of school:**
 - **Extra Clothes:** Bring one complete change of clothes for your child and diapers if needed - enough for 1-2 weeks, in a bag labeled clearly with your child's name. Also, all outerwear should be labeled.
 - **Small Blanket:** If your child naps, bring a small blanket. VMS provides cots and sheets.
 - **Getting To Know You:** Complete [this form](#) to provide us with information about your child.
 - **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](#).