

# PARKSIDE SCHOOL



## Montessori-Kindergarten – ABC as of August 2021

### **Absence of the kindergarten teacher**

If the kindergarten teacher is sick, the Pre-School-Team looks after the children.

### **Absences**

If your child is sick or cannot join the class, please let us know by 8:30 a.m. at the latest. To be assured, we shall call you if your child is absent without an excuse.

### **Address Changes:**

Please inform us about an address change or new emails or telephone numbers.

### **Administrative matters**

Administrative matters please directly to Marlies Bühler  
[marlies@parksideschool.ch](mailto:marlies@parksideschool.ch), Tel. 044 720 42 68

### **Allergies / Special needs**

Please let us know if your child has any allergies or special needs.

### **Birthday**

We celebrate every birthday in the kindergarten. The children enjoy having a special snack. This could be: a cake, cookies, etc. (please without nuts). It can also be a healthy snack, such as fruit.

### **Call / E-Mail**

Use the general number of Parkside School (Tel. 044 720 42 68).  
You can send us an E-Mail on [info@parksideschool.ch](mailto:info@parksideschool.ch)  
Or call before or after the kindergarten hours.

### **Clothes**

The clothes must be comfortable and they have to be a good fit for the weather. We also go outside when it rains or snows. Your child should not wear their newest and nicest clothes, as they sometimes get dirty.

### **Daily Kindergarten Feedback**

At pick up time, you will receive daily feedback about your child. News and other information will be put up at the notice-board by the entrance or sent out by email.

### **Drinking cup**

Every child gets a drinking cup to use at Parkside School. In the evening we empty and wash the cups. For the forest days on Tuesdays the children need to bring their own water bottle from home.

### **Extra Clothes**

Please leave some extra clothes for your child in the wardrobe (swimming suit, bath towel, hat and rain gear (with rain trousers) and etc).

### **Forest days**

Every Tuesday we go to the forest the entire day. We also have lunch there. Your child should wear appropriate clothes for the weather. If possible, we go in every weather. Your child should wear long sleeve clothes also in summertime (no summer shoes or summer dresses). Furthermore, your child needs a backpack for the forest day.

Please send your child to kindergarten with insect spray already applied (tick spray). Check in the evening to see if your child has ticks.



### **Handcraft materials**

From time to time, we will ask you to bring materials to utilize for handcrafts with the children. For example: PET-bottles, carton, cans, newspapers etc. We will inform you in advance.

### **Head Lice**

Head Lice can be everywhere. Children play together and have contact with each other. If you discover head lice on your child, please inform us immediately to help to prevent a wider spread of the infestation.

### **Holiday programme**

During the public school holidays, we have a holiday programme for the kindergarten children.

### **Important information**

We will send you important information by EMail. You can also find the information by the entrance.

### **Kindergarten times:**

07:15-08:30 Bringing time  
08:30 - 16:30 Kindergarten hours  
15:30-19:00 Pick-up time

Parkside School opens at 07:15 am and closes at 07:00 pm Mondays to Fridays

### **Logopedia**

A qualified logopedist annually checks on the older children. We will inform you about the date in advance.

### **Music**

Fixed rituals are very important in kindergarten. They give structure and help the children. Music is also a ritual that takes place in the kindergarten. We always learn and create new songs for different topics in the kindergarten.

### **Parent-teacher meeting**

At least once a year. You will be notified in advance.

### **Parents visit**

You are welcome to visit the class at any time, but please let us know in advance.

### **Parking**

Please use our own 8 visitor parking spaces. **Under no circumstances shall the pathway be blocked or the cars put on the neighbours plots, please!** You can instead use the public parking spaces along Spielhofweg.

### **Physical Education**

Children that are attending on Wednesday afternoons, need a backpack with a t-shirt, sport trousers, sport- or gymnastic shoes and a water bottle. You can leave the sports bag in the wardrobe. Physical education lessons are in the sports hall or outside if the weather is nice. Please check the clothes in the evening and replace them with a new set of washed or aired clothes (maybe they are wet from sweating).

### **Portfolio**

Your child will receive a folder from us with content that will document his/her own handicrafts, photo documentation and learning progress. During the holidays, as well as after the time at Parkside School, your child can take his/her portfolio home.

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## **Property**

We ask all children not to bring any toys from home or if they do so, please leave them in the wardrobe. We have often seen toys broken or lost in kindergarten. We cannot be held responsible for other people's valuables. In order for the children to show their friends things from home, they are allowed to bring something from home on the respective show and tell days.

The children keep a change of clothes and rain gear in kindergarten. Please mark everything with the name of the child. In addition, please only send clothes that can get dirty.

## **Punctuality**

Please take care that your child arrives at the kindergarten **no later than 08.30.**

## **Reflector band**

Every child gets his/her own yellow reflector band. The name is already on it. Please write a phone number on the reflector band. The child should wear the reflector band if he/she walks alone to Kindergarten. During the Kindergarten day the reflector band should hang in the changing room because we also use it for a walk / the forest days / to walk to the gym.

## **Show and tell**

On the Show and Tell days the child can bring a toy from home and show it to the other children. Please no toys on the other days, except for a stuffed animal for siesta every day. The stuffed animal stays in the box in the wardrobe until siesta time.

## **Slippers**

Every child needs slippers. They must be comfortable and closed at the back (best with a rubber sole, but please no big animal slippers).

## **Sun protection**

We go outside every day. If it is sunny weather, please send your child to kindergarten with suncream already applied.

## **Timetable**

Enclosed you can find the timetable. We would like to stay flexible in teaching so that we can address the lessons according to the needs of the children. This is why we have not fixed the subjects on the days of the week.

We work on different subjects in the Montessori kindergarten: Early music education, languages (English & German), maths, cosmic education (nature, humans, society), arts&crafts, and physical education.

## **Traffic education**

The police officer visits us every year in order to teach the children how to behave in traffic and how to cautiously cross the roads.

## **Trip / Excursion / Special event**

The dates and excursion details will be sent together with the quintal planning. We are happy if you would like to join us for excursions. Please contact the kindergarten team in advance.

## **Way to school**

Children may also walk to kindergarten on their own. We recommend discussing this with the kindergarten teachers and finding an individual solution for each child.