



## *Marlboro Montessori Academy*

### **POLICY ON PARENTAL NOTIFICATION METHODS**

One of the most important roles we, as educators of young children, have at the school is that of being effective communicators with students, peers, and parents.

We have compiled a list of various methods to approach communication between the Academy and parents. We believe the following avenues will make all the difference in strengthening our partnership.

- Welcome letter: A welcome letter indicating the first day of school and other related information is mailed in August.
- Meet the Teacher Orientation: Teachers contact the parents of their students and schedule an orientation before school starts. This is an optimal time to go in depth about the school calendar, curriculum, schedule, and goals. Methods of communication are discussed at this time.
- Newsletters: Newsletters have always been a great form of communication. A monthly newsletter with the month's general curriculum and calendar is posted on the website. The website also includes upcoming events and pictures of children at school. An email or text is sent to remind parents to view the newsletter online. This is a great way to save time, money, and the environment.
- Text messages will be forwarded to remind parents of upcoming events and other information. In order to receive text messages, please complete a new emergency card and indicate your cell phone carrier.
- For questions or information, parents may call the Academy directly (732) 946-8887 or email us at [admin@marlbormontessoriacademy.com](mailto:admin@marlbormontessoriacademy.com) or [marlbormontessoriacademy@gmail.com](mailto:marlbormontessoriacademy@gmail.com). Administration will respond or forward the request to the appropriate teacher.
- A picture says a thousand words! Teachers have been assigned accounts in which they can forward photos of your child at work. Look for these special photos in the upcoming months. A release form to photograph your child must be on file in order for us to take pictures.
- Conferences: Parent/Teacher conferences are held semi-annually, in the Fall and in the Spring. Conferences are a great time to share observations, student samples, and suggestions for continued activities to support the child's growth and development. Parents may also request phone conferences and face-to-face conferences throughout the year. Just call the Academy to request a conference with your child's teacher.
- School closings: In case of inclement weather, parents will be notified via text and email. They can also watch news channel 12 for school closings.
- Open Door Policy: Our Open Door Policy welcomes parents to drop in at any time during the day and observe their child through an observation window. This is a wonderful opportunity to see your child interact in a Montessori environment.
- Written Daily Report: Parents of toddlers will receive a daily written report on their children. The report indicates nap time, diaper changing, eating schedule, etc.
- Emergency reports: In case of any emergency, minor or major, a parent is notified of the injury, where and how it took place, and the treatment given by phone.