



Dear Parents,

In order to make your child's summer program experience as pleasant as possible, please read the following information carefully.

We have included some very important forms that must be completed and returned to Alcott before the first day your child attends the summer program. Please print clearly when completing the forms. Children are required to have a physical before they attend the Alcott summer program. If you have a medical report on file with the school that has been completed within 12 months, there is no need to obtain a new doctor's report. Do not wait for your child's medical form before returning the rest of the paperwork to school.

If this is your child's first separation experience (especially for the 2 and 3 year olds), please be prepared to stay the first few days. This will give your child the opportunity to become comfortable and learn to know and trust the staff members. It is important to be patient and supportive of your child's first separation experience.

If you have any question about the summer program, or the materials enclosed, please feel free to contact us.

Please return all forms to the school office of the location your child will be attending:

Dobbs Ferry: Alcott School, 535 Broadway, Dobbs Ferry, NY 10522  
Crane Road: Alcott School, 27 Crane Road, Scarsdale, NY 10583

We are looking forward to having "fun in the sun" with your child this summer.

Sincerely,

*Sarah Marinelli*

*Pamela Serra*

Sarah Marinelli,  
Dobbs Site Director

Pamela Serra,  
Crane Road Site Director

**Dates:**

- Crane Road Montessori Programs run from 6/26/17 – 8/4/17
- Dobbs Ferry Montessori Programs run from 6/26/17 – 8/4/17
- Crane Road SCIS Programs run from 7/03/17 – 8/11/2017
- All programs are closed on Tuesday, July 4, 2017

**Arrival and Dismissal:**

- Parents are responsible for bringing their child to the teacher at the designated area i.e. classroom, playground, etc.
- **No child should be dropped off at the front door of the school or enter the building unescorted.** We cannot be responsible for your child unless we actually know he/she has arrived.
- The classroom doors will remain closed until the class is ready to begin. The teachers use the time before and after class to set up the classroom and plan the day's activities.
- It is important that children be picked up promptly. A parent who is late picking up his/her child adds to the insecurities many young children have regarding their separation experience.

**Children's Clothing:**

- **Label all items of clothing with your child's name.**
- Use pen or permanent magic marker. Young children often cannot identify their own jackets, raincoats, shorts, and towels.
- Send in a complete change of clothes for us to keep during the summer. Please put it in a shoe box and label it with your child's name.
- If your child is not toilet-trained, please send in a package of disposable diapers and baby wipes with his/her name on the packages. When they are used up, we will notify you.
- For safety reasons, **Crocks and Flip Flops should not be worn to school.** Only closed-toe, rubber-soled shoes or sandals may be worn.

**Medicals:**

- No child will be allowed to start the program without a current medical report on file. Medical reports are good for 12 months.

### **Snack:**

- Healthy snacks will be provided.

### **Outdoor water Play:**

- The children will have the option of using sprinklers during the day when the weather is appropriate.
- Please send your child in with a bathing suit, towel, and water shoes (or any kind of shoe that can get wet).
- Please use water shoes that are easy for the children to put on and take off themselves but also allow them to safely run and climb.
- We will not allow children to go barefoot on the asphalt, since it gets too hot in the summer.
- If a child does not have water shoes, he/she will not be allowed to participate in the outdoor water play.

### **Sunscreen:**

- We recommend that your child wear sunscreen while outdoors.
- Be sure to apply a waterproof sunscreen **before** sending in your child to the summer program.
- For half day sessions, the classroom teachers do not apply sunscreen to the children before going outside.
- Children are encouraged to wear wide brimmed hats and UV protected clothing.

### **Parking Lots:**

- Please drive slowly and carefully in the parking lot!
- Do not pass buses with their lights flashing!
- Park only in designated parking spaces.
- Do not park or drop off in fire lanes, in the numbered spots adjacent to the church at the Crane Road location, in the circle in the Dobbs Ferry location, or the handicapped spaces unless you have handicapped plates or a hang tag.
- Do not leave children in the car unattended!
- Do not leave your car running in the parking lot.

### **Birthday Observances:**

- Children can celebrate their birthdays during the summer program.
- If parents wish to send refreshments, please talk to your child's teacher.

- We prefer to have fruit, vegetables, cheese, crackers, muffins, ice cream, etc., rather than cookies, cupcakes or cakes.
- In order to build our book collection, we suggest your child donate a favorite book to the class library on his/her birthday.
- Since some children may have food allergies, please include the ingredients list for all baked goods. We make every effort to avoid serving foods containing tree nuts or traces of these ingredients.
- Please do not send in goodie bags.