



# E1 Parent Handbook

## Welcome to E1!

E1 is the Elementary 1 grade levels of First, Second, and Third Grade. It is made up of two independent classrooms that often work together as a team. Our team includes:

**E1 East Guide**  
Ruby Gulati  
ruby@rmschool.org

**E1 East Assistant**  
Lisa Wridt  
lisa@rmschool.org

**E1 West Guide**  
Andy Saunders  
andy@rmschool.org

**E1 West Assistant**  
Anne Moberg  
anne@rmschool.org



## Communication and Schedule

**Email:** We will be communicating via email for many things. Please feel free to contact us via email for any reason. We are usually able to respond promptly to emails. In order to be as effective as possible, we will typically copy specialists and office staff on emails. Also, please send emails to both classroom staff members when writing to us.

**Take Home Folder:** Please check your child's "Take Home" folder on a **daily basis**. Your child needs to get in the habit of bringing this folder home and returning it every single day.

**Schedule:** The E1 school day begins promptly at 8:40. **Please ensure that your child arrives on time for school each day.** Drop off in the mornings is from 8:25-8:40 A.M. If you arrive after 8:40 A.M., you will

need to sign in your child at the front office. Classroom meetings begin around 8:45 A.M., and the morning time is reserved for lessons and uninterrupted work time for the children. Children will have Music, Art, P.E., and Spanish classes in the afternoon and time in the classroom. **Pick-up time is from 3:15-3:30 P.M. If you arrive after 3:30 P.M., you will need to come in to pick up your child from the office.**

**Our E1 Curriculum Guide is available on the RMS website!**

Inside this issue:

Observations, Volunteers	2
Shoes & Laundry	2
Book Reading/Math Logs	2
Follow-Up Work, Spelling	3
Peace Ed, Etiquette	3
Community Service	3
Birthdays	4
Writers' Café and Lock-In	4

## Lunches and Snacks

Your child needs to bring a lunch to school each day. Microwaves are available for your children to warm up food items. **Please do not send food that requires cooking or preparation! Entrees should be "reheat" only. Do not send Easy Mac or Frozen Entrees** (unless you prepare them in advance at home and send them in a separate container for reheating). **Please ensure that your**

**children are independently able to open the food containers you send.** Encourage your child to help prepare his/her lunch and to bring healthy options.

Children will have the opportunity for a morning snack every day. Each family will provide snack for their classroom for one week out of the school year. There may also be a few specific grocery items

requested during your week to support our etiquette program and/or for our E1 pet. During the first week of school, we will email you a snack schedule for the year that lists your child's week to bring in snacks for their class. Consider the needs of children with food allergies when bringing snacks. Ask your child's guide for details.

**School Supplies:**

- School supply lists are available online
- Students need to have a backpack for transporting lunch, Take Home folder, shoes, etc.
- School supplies should come the first day of school (or the first day of orientation if a first year or new student).



We love our parent volunteers!

### Student

#### Absences

Please relay all information regarding absences (for illness or vacation) to both the classroom guide and the office. Also, please let us know if your child will arrive late or be picked up early.



"A book is a gift you can open again and again."  
— Garrison Keillor

## Observations, Morning Visits, Volunteering

Please join your child for lunch and/or schedule a day to observe. You can contact us regarding lunch, and you may contact the office to set up an observation date. Please wait until after September to observe so that the students have time to adjust to their environment and learn the routines.

Please take advantage of the scheduled parent **morning visits**. This is a great opportunity to see what your child has been

working on. We also strongly encourage you to attend the Montessori awareness parent evenings that we host throughout the year. These sessions will provide you with an understanding of how Montessori education works. There will also be an opportunity for your child to be your Montessori guide for the evening!

In addition to observing in the classroom or joining us for a scheduled morning visit, we would love to

have you volunteer in the classroom. We are always looking for parents to listen to children read, help them practice math facts, cook, or work on special projects. If you have an occupational or hobby-related interest or expertise, please consider sharing your knowledge with the class. Finally, we are always looking for parent drivers for our community service project. More details found in that section.

## Shoes

Students must wear appropriate shoes to school. Your child needs a pair of outdoor P.E. shoes and another pair of indoor P.E. shoes (and boots in the winter time). Students without proper P.E. shoes will not be able to participate in P.E. class that day. We highly recommend that your child have a pair of

shoes they can leave at school every night. We do ask for separate outside and inside footwear to help keep our school clean and mud-free. Students should also have a towel in the bottom of their locker for their wet boots to sit upon. We appreciate your cooperation!

## Laundry

A laundry list will be emailed to you. The laundry will consist of cloth napkins, placemats, washcloths, and other items used for cleaning. Laundry will be sent home on the last day of the week, and we ask that it is returned the first day of the following week.

## Home Books

Even though we have a wide variety of books available in the classroom, your child is welcome to bring a book from home. **Please be sure that your child's name is written in any personal book that comes to school!** Books must be approved by the classroom guide. Students are responsible for the condition and return of these books.

## Reading Logs Math Logs

Reading at home is so important for children at this level. A reading log will be sent home with your child each month. Your child will be responsible for recording how many minutes they read each day at home (not including reading done at school). More information regarding this will come home the first week of school. Reading logs are due at the end of the month.

Daily math fact practice is extremely beneficial to your child during their time in E1. Because of this, we also have a "Math Fact Log" similar to the reading log. We ask that you record the operation and number of math facts practiced each day. These Math Fact Logs are also due at the end of the month.

## Follow-Up Work, Homework, and Spelling

Follow-up work is the work given after a lesson to see if the students understood the concept from the lesson. This work is checked on a daily basis. Students refer to their personal follow-up plans for completing assignments. Failure to complete follow-up work on time may result in homework being sent home and/or loss of other privileges. Follow-up plans are emailed and hard

copies are sent home at the end of each week.

On some Fridays, we may send home a brief exercise that pertains to the students' school lessons. These should be completed at home and returned on Monday. There may be occasional projects given to the students, (usually this is only in the second semester). We strongly encourage you to work daily

on math facts, reading, and writing with your child. The commute to/from school is a great time for this practice!

We use the same Spelling curriculum that E2 uses. Links to each spelling list are emailed home at the end of the week. Spelling tests are on Thursdays unless you are informed otherwise.



Students are responsible for completing and recording their work.

## Peace Education (Virtues, Fish!, Etiquette)

Peace education is an important component of our Montessori curriculum and helps our classrooms to be free of distractions and negative behaviors. We aim to create a respectful and peaceful environment for the children through lessons and opportunities to work together. We use Non-Violent Communication methods to provide children with tools to resolve conflict and maintain positive relationships. Being responsible for one's actions is an important aspect of E1, and

we frequently discuss freedoms and responsibilities with students. We also focus on building positive character traits using the Virtues Project.

Our Peace education time includes the Fish for Schools Program. Fish is research-based and integrates well with our Montessori environment in maintaining a respectful environment. There are four simple, yet effective, practices within Fish — Be There, Play, Make Their Day, and Choose Your

Attitude. Don't be surprised if the Fish philosophy and language starts coming home and getting shared with siblings!

In the E1 Etiquette program, students have the opportunity to learn and practice polite manners, grace and courtesy, and table dining skills. As a "graduation" from this program, we try to arrange a formal restaurant dining experience for our third year students at the end of the school year!

### E1 Class Fee (Field Trips)

The E1 class fee is used for field trips, luncheons, or outings. We try to plan a couple of trips each year.

## Community Service — Charter House

Community Service is a special part of our program. We have an Intergenerational Program partnership with Charter House. Three students and one E1 staff member visit Charter House one afternoon each week to play games with the residents. Permission slips and details go home at the beginning

of the year. Students must have had a flu shot in order to attend.

**In order for this program to happen, we rely on parent drivers to transport three students and one adult to and from Charter House each week (~1:00-2:30 PM).**

In the past, we have had parents interested in other service projects as well (e.g. Meals on Wheels). If you are aware of other community service projects that you think the children would enjoy, please let us know.



Our E1 students visit residents of Charter House each week.



5099 7th Street NW  
Rochester, MN 55901

Phone: 507-288-8725  
www.rmschool.org



Check us out online!  
[www.rmschool.org](http://www.rmschool.org)



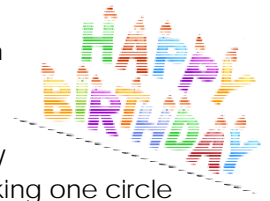
### Hallway Use

When visiting E1, please use the Toddler/Middle School hallway so as not to distract our Children's House students!

Thank you!

## Birthday Sun Ceremonies

In E1, there is a special celebration for each child's birthday. We invite parents, siblings, and other family members to attend our "sun ceremonies" during which the birthday child carries a globe around the "sun," walking one circle for each year of his/her life. After each orbit, parents share special memories from that year of the child's life. Parents often put together a photo presentation, but it is completely optional. The ceremony typically lasts 30 minutes.



Birthday treats are optional. **Please check with your child's guide to find out about allergies and food restrictions.** Some children choose to provide a pizza lunch, but this is not necessary or expected. If you do choose to bring a pizza lunch, please provide **only cheese pizza.** **If you choose to bring cake or something that would require plates/utensils, please supply all necessary paper/plastic products as we do not have those on hand.**

As your child's birthday or half-birthday approaches, please schedule a time that works for you to join us for a celebration. If you prefer not to have a sun ceremony, that is also an option. Please let us know if you have any questions!

## Public Speaking, Writers' Café, and Lock-In

During our morning meetings, your child has the opportunity to share. Sharing is a time to build public speaking skills and confidence. Students are encouraged to share a personal story, and the students in the classroom can ask thoughtful and relevant questions and comments. This process helps students learn how to ask important questions in order to gather more information, build communication and conversation skills, and become better listeners. If your child chooses to bring an object, make sure it is of an educational nature and appropriate. Students should not bring in toys or stuffed animals.

Writers' Café in E1 is a significant event for students. It is the culmination of their writing and public speaking work all

in one event. Each child has the opportunity to share a piece of writing they have worked hard on. Parents and family members are the audience. E1 East and E1 West have separate evenings for this event. **Please mark your calendars now!** It usually takes place near the end of April.

Another big happening in E1 is the Lock-In that occurs in May. Students look forward to this event all year long! E1 students are invited to stay overnight at school for our annual Lock-In chaperoned by E1 staff (and often a few parents). Since not every child feels comfortable sleeping away from home, your child has the option of being picked up at 10:00 PM that night and returning in the morning if he/she prefers. The

Lock-In occurs near the end of May. **The children will need to be picked up from school between 11:00-11:15 AM on Friday morning (after the Lock-In).**

### Extras Notes:

- Please refer to the RMS school calendar (available online) for important E1 and school-wide events.
- The RMS Parent Handbook is an excellent resource for school and classroom policies.
- Please contact us at any time with any comments, concerns, or questions!