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Dear Parents,

Welcome to the Alcott School!

We look forward to partnering with you in providing our children with the most positive experience. We appreciate the trust you have placed in us and would like to take this opportunity to share our philosophy and policies with you.

Our purpose over the past 55 years has remained the same; to provide a quality educational experience for young children in a multicultural preschool environment, utilizing developmentally appropriate methods and materials. Our primary goal is to foster a feeling of competence and build self-esteem, while providing the foundation for each child to attain their personal best, make friends and have fun.

Please read the following information carefully and if you have any questions, feel free to contact us.

Sincerely,

Caitlin Jalalat- Montessori Coordinator

Debra Frank – SCIS Supervisor

Alex Kulpa – Site Director & CPSE Evaluation Coordinator

Alcott School does not discriminate on the basis of race, color, nationality or ethnic origin in administration of its policies or admission procedures.

6/2023

[www.alcottschool.org](http://www.alcottschool.org)

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## **History of Our School**

Alcott School began as a Montessori preschool when founded by two professional educators, Arlene Donegan and Kathleen Rohrs, in September 1968. Alcott School has expanded its range of programs and relocated many times over the years. The school began operations at the Bryn Mawr Park Presbyterian Church in Yonkers. It has moved successively from St. Clare's Academy on Jackson Avenue to Ardsley School on Concord Road, and currently resides in Dobbs Ferry.

Over the years, Alcott School expanded to include special education programs for toddlers and preschool children. These programs began in the Concord Road School and subsequently relocated to Ardsley Middle School, followed by Rumsey Road in Yonkers and finally, to our Broadway site in Dobbs Ferry. The Early Intervention program began in New Rochelle and now resides in Dobbs Ferry.

Overall, we provide a developmentally appropriate early childhood education program for toddlers and preschool students. Our staff and students come from diverse backgrounds. We offer a continuum of special services to address the individual needs of each child enrolled.

## **Mission Statement**

The Alcott School is a Montessori and Special Education preschool whose objective is to provide all children with the opportunity to develop independence, an awareness of their own abilities and a feeling of self-worth. These objectives are met by providing developmentally appropriate, multi-cultural learning environments. Alcott School recognizes the important role parent education and support for the family plays in the development of young children. Alcott School is dedicated to helping support the families enrolled in its programs.

## **Program Goals**

- To provide a stimulating and enriching learning environment
- To foster a sense of independence in all areas of development
- To develop respect for others and the environment
- To guide children towards an attitude of openness and discovery in approaching new ideas and activities
- To foster a child's ability to socialize and maintain friendships
- To develop feelings of positive self-esteem and accomplishment
- To establish a love and foundation for life-long learning

## **Regulatory Oversight**

The Alcott School is affiliated with the American Montessori Society and is voluntarily registered with the New York State Department of Education. Alcott is a not-for-profit corporation chartered under the New York State Board of Regents. Our site is licensed as a child day care center with the New York State Office of Child and Family Services.

**A copy of the Office of Children and Family (OCFS) regulations can be found in the lobby of our school.**

**Our licensor, Leslie Geather – Tel: 914-801-3253**

**New York State OCFS  
Westchester Regional Office  
117 East Stevens Av. Suite 300  
Valhalla, NY 10595  
The OCFS Child Care Complaint Line is 1-800-732-5207**

## **Board of Directors**

Alcott School is governed by its Board of Directors:

Co-Presidents: Barbara Klein and Melinda Raffé Trovini

Secretary: Laurette Olson

Members: Debbie Mumford  
Susan Miron Schwartz  
Simrun Gialleonardo  
Arlene Donegan  
Debra Dalal  
Caryn Freilich

## Montessori Classroom Hours

**Due to operational requirements, arrival and dismissal times may be subject to change. You will receive a phase-in letter in August with your child's start date and class times.**

### Toddler Class

The toddler program will run from September through late June. The hours are as follows:

|                      |                   |
|----------------------|-------------------|
| <b>Monday-Friday</b> | <b>9:00-11:30</b> |
|----------------------|-------------------|

### Three to Five Year Old Classes (Monday – Friday)

The 3-5 year- olds attend class according to the following schedule. These classes run from September through late June.

|                         |                         |
|-------------------------|-------------------------|
| <b>½ Day Session</b>    | <b>9:00am – 12:00pm</b> |
| <b>Full Day Session</b> | <b>9:00am – 3:30 pm</b> |

## Phase In

### Toddler Phase In:

Toddlers will be phased in during the month of September. During this time our sessions will be shortened. Each child will have a "Family Meeting" where caregivers and the child will meet with the teaching team. This is a time to get to know each other, develop trust in new caregivers and ask any questions. The class will then be split into smaller groups and children will attend for 1 hour. This gives teachers the time to get to know the children in a smaller group first and support children as they separate from parents. The final step of phase in will bring the entire group of 12 children together for 2 ½ hours class time. Some children are ready for the 2 ½ hours early on, while others need a little more time

to feel comfortable in a new environment. Teachers and parents will work together to help each child have a smooth and comfortable transition.

### **Three - Five Year Olds:**

During the first week of school, children in the 3 - 5 year old classes will be phased in on a gradual basis. All returning students will start their full day schedule from the first day of school. New students will come from 9am-12:30pm the first week of school. (Dismissal for new students will be after lunch.)

## **Arrival and Dismissal**

Parents/caregivers are responsible for bringing their child to the **daily health check**. Parents/caregivers are required to wait for the health check in the case of questions or concerns.

**Punctuality at arrival and dismissal times is essential to maintain safety for everyone and to avoid anxiety in children.**

## **Changes in Pick-Up**

To ensure the safety of your child, if he/she will be going home from school with a different family member or a friend, please make sure to email your child's teacher, as well as the following:

Caitlin Jalalat- [cjalalat@alcottschool.org](mailto:cjalalat@alcottschool.org)  
Barbara Berge-[bberge@alcottschool.org](mailto:bberge@alcottschool.org)

In your email, please include:

- Your child's first and last name
- Who they will be going home with, what day and at what time

**(Name on email must match name on the person's ID)**

**The family member or friend will need to provide a government approved ID.**

*It is important to provide this information even if the person is one of your emergency contacts listed on the Blue Card and/or Emergency Form.*

**Please note that your child will not be released without this information in writing.**

**Important: If we have not heard from you and are unable to reach a caregiver or parent within one hour of dismissal, Child Protective Services will be called.**

## Tuition

Please refer to your ENROLLMENT AGREEMENT AND TUITION AGREEMENT for more information.

## Forms

We are required by law to have certain forms and information in your child's file. The list of required forms is as follows: Day Care Registration (Blue card – front and back), Medical Statement, Medical History, Emergency Release, Photo Consent Form, Emergency Alert Contact Form, Vision Form, Individual Health Care Plans, Summary of School Policy, Rest/Nap Policy. Each medical form is valid for one year from the date of your child's annual physical. **No child will be admitted into the school without these forms.**

If your child has a Severe Peanut/Food Allergy that requires medication, you will need to have additional Medical Forms completed by their Doctor and yourself. (Forms are available within the medical packet, on the website and in the school office). **These forms are valid for six months.**

Enrollment forms which are in this Parent Handbook packet **must be completed and returned to school no later than August 1,2023**

***Copies of government issued photo ID's are required for all adults listed on the child's emergency form.***

Please post the Alcott calendar in a conspicuous place. You will need to refer to it frequently during the year. The calendar is also available on the school website at [www.alcottschool.org](http://www.alcottschool.org).

## Safety/Emergency Plans

Your children's safety is very important to us. Children are supervised at all times during program hours. The ratio of adults to children is in accordance with the Office of Children and Family Regulations.

### Emergency Drills

To be prepared for emergencies, we conduct monthly fire drills and two shelter in place drills per year. Our emergency alert system will be utilized in the event of an emergency to inform you of events and student collection

locations.

### **Evacuation Plans**

Relocation may be necessary if the staff and students are unable to safely remain in the school building.

Primary evacuation site: Mercy College

Staff and children will proceed to 565 Broadway (formerly Our Lady of Victory Academy, now part of the Mercy College Campus) and into the school gym or designated classroom.

Secondary evacuation site: Sacred Heart Church

Staff and children will safely walk down Broadway and enter the church which is at the intersection of Broadway and Ashford Avenue.

### **Safe Sheltering in Place:**

We have systems in place to immediately notify the staff and children of the need to shelter in place. **All plans are available for review at each location. All safety plans were made in consultation with our local police departments.** Please note that although we hope emergency situations will not arise, should one occur, the safety and well-being of your children are of utmost concern to us. The children will believe that we are going on an adventure. The staff will bring food, water and other necessary supplies with them.

## **Child Injuries/Accidents**

If your child is injured on the school premises, a staff member will inform you in person (at pick up time) about incidents such as minor scrapes. You will be informed about other injuries such as bumps to the head, large or small, by telephone after the incident occurs. You will be asked to read and sign an incident report at pick-up time on the day the incident occurs. If a parent is not picking up, we will email a copy to sign and be returned to us in a timely manner.

## **Clothing**

**Label each piece of clothing**



Children should be dressed in washable play clothes. Try to use child friendly fasteners whenever possible. Zippers, snaps, belts and suspenders can make it more difficult for children to dress and undress independently. Use elastic waist pants and Velcro shoes/sneakers.

**Only closed-toe, rubber soled shoes may be worn at all times.** Flip-flops and Crocs are not acceptable.

**All children should come dressed to play outdoors . . . even in the cold.**

This means warm coats, hats/hoods, mittens, snowsuits and boots when there is snow. Please send in inside shoes as children will remove boots for indoor activities.

In addition, children should refrain from wearing any type of jewelry for safety reasons.

### **For the 3-5 Year Olds:**

Please send in a box of baby wipes and a complete change of clothes on the first day of school. Please put them in **a labeled in adult size shoe size box**, with two pairs of underpants, socks, a shirt, and pants.

### **For the Toddlers:**

Send in a box of baby wipes and 2 complete changes of clothing (including socks and sneakers) **in a labeled adult size shoe box**. A package of disposable diapers, labeled with your child's name, should be sent if your child is not toilet trained.

**The Toddler staff change diapers. The children are encouraged to participate in this process. Please refrain from onesies, buttons and overalls, as this will help develop independence.**

## **Alcott School Lunch Program**

As parents and staff, we all share a basic desire that our children eat nutritious food in a pleasant atmosphere. Good nutrition is important and something that we are all concerned about. We feel strongly that to be consistent with our interests and concerns, we need to do our best to ensure that each child in our school is provided with wholesome, healthy foods.

Please read carefully our policy regarding lunch:

- Please send your child's lunch in a soft sided lunch box with handles, with his/her **first and last name** clearly marked on it. Handles are necessary so that children can carry their lunch independently.
- Send foods that need to be consumed warm in a thermos. We do not

heat children's food.

- Lunches will be kept in the fridge until lunchtime.

When packing your child's lunch, consider some of your child's favorites from this list:

- fresh raw vegetables like carrots, string beans, celery, peppers, whole peas in pod, cucumbers, cherry tomatoes
- cut up cheese, sliced egg, yogurt, cottage cheese, cereal, leftovers from dinner
- fruit, tuna fish sandwiches, cream cheese on raisin bread, etc.
- whole grain breads or crackers

To avoid choking hazards with food such as: hot dogs, grapes, carrots, etc., please cut them into small bite size pieces.

**Please do not send any of the following for lunch:**

Soda, candy, gum, lollipops, popcorn or any junk food (Twinkies, Ring Dings, etc.)

**Additional Suggestions:**

Remember to choose foods your child enjoys eating. Preparing lunch with your child the night before often leads to a more leisurely morning routine.

***Due to the increased incidence of allergies and asthma, we request that you DO NOT send peanut or nut products to school. We are a nut restricted environment.***

## **Food Allergy Guidelines**

Our staff strives to provide a safe and healthy environment for all children. We follow these guidelines to the extent possible, but we do not guarantee that we can keep our environment completely free of food or other allergens that might cause a severe reaction.

- All children's allergies that require treatment must be documented by a medical professional, including symptoms that indicate a reaction is occurring and instructions for administering medication. Appropriate

Alcott School documentation must be completed and turned in before the start of school. See medical forms in this mailing.

- We talk to the children about the importance of keeping the classroom safe and healthy for fellow classmates.
- We encourage frequent hand washing, especially before and after meals and snacks.
- We clean tables and other work surfaces several times a day, before school begins, before lunch, after lunch and at the end of the session.
- We do not permit the sharing of lunches.
- We post lists of allergies in every classroom. The teachers and assistants are required to be familiar with every child's allergies.
- We make every effort to avoid serving foods that contain peanuts or tree nuts or may contain traces of such foods.
- Other foods such as shellfish, eggs, or milk may be served on a classroom-by-classroom basis depending on the food allergies present in that classroom.
- If children have life-threatening allergies to foods, we ask that the family provide an acceptable snack to be kept at school and served as an alternative, as needed. Snack must be in a container with a lid, child's first and last names and date. At their parents request, these children may sit apart from the others when eating snacks or lunch.
- We ask that parents speak with their child's classroom teacher regarding children with allergies in the classroom before sending in special snacks or treats.

Our guidelines apply to all functions in the school building in areas where children are present.

## **Promoting Healthy Living Habits**

The following is to share information with you about healthy food and beverage choices and the prevention of childhood obesity.

The foods children eat and lifestyle habits they learn have a lasting effect on their health. There are ways that Alcott School is promoting healthy habits while your child is in our care:

- We offer a fresh fruit and vegetable snack program as well as other options: for example, healthy cereal, crackers, avocado, cream cheese, trail mix, etc.
- We engage in daily physical activity. Our staff supervises the children at mealtimes and models appropriate table manners and conversation.
- Eating healthy habits is part of our classroom nutrition curriculum. We dedicate time and provide the children with activities that reflect this

topic.

The following are good ideas for the home to help your child set healthy living habits:

- Offer the fruits and vegetables you see served in your child's classroom at home. Sometimes new foods take time. Offer new fruits and vegetables many times.
- Allow your children to help with food preparation, table setting and food planning at home.
- Cook and bake together.
- Chart how many different fruits and vegetables the family eats each week using stickers or drawings.
- Eat together.
- Talk about the healthy foods that you eat as a family.
- Stay active together. Going for walks or bike rides or playing in a local park are great ways to enjoy activity with your children.
- Limit screen time as much as possible. Physical activity helps children's bones and muscles grow strong and lowers the risk of weight gain.

For more information about healthy eating and exercise, visit:

Choose My Plate

[www.choosemyplate.gov](http://www.choosemyplate.gov)

Eat Smart New York

[www.otda.ny.gov/programs/nutrition](http://www.otda.ny.gov/programs/nutrition)

Core Nutrition Messages for Healthier Food Choices

[www.fns.usda.gov/fns/core-nutritionmessages/default.htm](http://www.fns.usda.gov/fns/core-nutritionmessages/default.htm)

## **Rest**

We believe that preschool children who follow a full day schedule require a daily rest/nap period during their school day.

It's a way for the children to "re-charge their batteries" since their minds and

bodies are busy working hard at practicing and learning new skills. Learning how to relax your body in this fast paced world is a life skill that plays a part in our overall health.

Children enrolled in the full day program at Alcott School have a daily rest/nap period in their classroom after lunch. Each child brings a bedroll from home along with their rest shoes. These items stay at school during the week, **and the bedroll goes home for laundering on Friday to be returned on Monday.** Each child has their own labeled rest cot which the school provides. Cots are cleaned and sanitized by the classroom staff. During rest/nap time, the lights are dimmed, the blinds are closed, and the teachers help them relax and feel comfortable. Children lay on cots in a head-to-toe pattern to maximize social distancing. Sometimes soft music is on, audible stories are played or a teacher reads a book aloud.

## **Rest Shoes**

We require shoes for rest time. To maintain a clean cot, please send your child to school with rest shoes. These are shoes that have not and will not be used for outdoor activities. They must have solid soles for emergency evacuation, in any kind of weather, in order for the children to walk out safely. Shoes should not light up or make noise.

During rest/nap time, all the children are expected to rest their minds and bodies for a reasonable amount of time while lying down on their cot. Many children will sleep each day, but those children who don't fall asleep after a period of time will be able to engage in quiet work while the rest of the class rests. The length of time that each child rests varies depending upon multiple factors such as: when did the child fall asleep, did the child have a poor night sleep, how the child is feeling, etc. The classroom staff will share with you your child's rest/nap patterns at school and we ask that you please do the same in regards to it at home.

## **Child Abuse – Mandated Reporters**

Employees of the Alcott School are mandated reporters of suspected child abuse and/or neglect according to New York State law. If any school employee has a reasonable basis to suspect that a child may be the subject of child abuse, maltreatment or neglect, the school employee **MUST** make a phone call to the Child Protective Services Hotline and provide them with enough information that the government may conduct an investigation to determine if the child is being neglected, abused or maltreated. A written report must also be submitted. It is not within the authority of Alcott

employees to investigate suspected situations of abuse, but it is an illegal act to fail to report the suspicion.

## Keeping Your Child Healthy

Our goal is for all of the children enrolled at Alcott School to have a healthy and productive school year. We are asking your help in achieving this goal. The following guidelines will minimize the chances of your child contracting an illness during the course of the school year.

- Help your child develop the habit of washing hands frequently.
- Teach your child to blow own nose and to wash hands afterwards.
- Teach your child to cough into elbow.
- Teach your child to keep their hands out of their mouths and away from their faces.

### **Keep your children home if they are sick or look like they may become sick during the day.**

Upon entering the building all students must wash their hands with soap and running water. While at school, the children will wash their hands when they are dirty, after toileting, before and after food handling or eating, after contact with bodily secretion or fluid, and after coming in from outdoors.

## Illness Policy

- Please keep your child home if they are unwell. Children present in school will participate in all indoor and outdoor activities.
- If your child will be absent, please call the school office.
- A note from your child's health care provider is required upon returning to school if your child has been hospitalized or seen in the emergency room. If your child gets hurt outside of school and as a result ends up in a cast, brace, stiches, staples, etc. they must return with a doctor's note clearing them to come to school and participate in activities without restriction, Please see information in the medical packet within this mailing.

**If a child's symptoms become severe and we cannot reach the parents or designated emergency contact, we will call 911.**

## Immunizations

By New York State Law, as of June 13, 2019, there is no longer a religious exemption to the requirement that children be vaccinated in order to attend:

- \* Public, private or parochial school (for students in pre-kindergarten through 12<sup>th</sup> grade) or
- \* Child day care settings

Please see medical packet for more information.

## Medications

No prescribed medications will be administered to children except in the event of an emergency. If your child has an allergy, asthma, seizure history or any other medical condition which may require the emergency administration of medication, a health care plan will be written. A *Request for Administration of Medication* for each medication must be completed by your child's health provider including signed parental permission.

Medication forms and instructions can be obtained in the medical packet in this mailing, in the school office or on our web site. Medication consent forms must be **renewed by your child's health provider every 6 months.**

Health problems such as a history of sudden febrile seizure may require that the child's temperature be monitored through the day.

Thank you for your cooperation. Your child's safety and well-being is important to us.

## Emergency Closing

Inclement weather or any other emergency situation may sometimes necessitate closing school. School closings will be posted on Optimum Channel 12 in Westchester. A message via robo call, text and/or email will be sent using information provided on your communication form. If you are in doubt, call the school and listen for our message on the answering machine.

Please understand that delaying and/or closing school is not something done without a great deal of thought. Our primary concern is the safety of the children.

## Parking

Do not pass school buses with flashing lights.

Do not leave children in your car unattended.

Do not leave your car running.

Do not park, wait for or drop off passengers in the fire lane!

- Park in designated spots only and escort your child to his/her classroom designated drop-off area (TO BE ANNOUNCED). Drive slowly and with caution.
- Be prepared to wait for a parking spot to become available.
- Be considerate of others and leave yourself plenty of time.
- During drop-off and pick-up, you may park behind cars facing Broadway in the lower lot. Those cars belong to staff members.

**Please do not...**

- Send your child to the drop off area unescorted.
- Park in the circle in front of the building where buses pull up.
- Leave your car parked in the middle of the parking lot, blocking other cars from pulling out.

## **Parent – Teacher Conferences**

Two conferences are scheduled each year (Fall and Spring). We encourage both parents to attend conferences whenever possible. The director and teachers are always available for special conferences whenever they are necessary. Children should not attend conferences. Please make arrangements for their care.

Do not hesitate to ask questions or share information (re: illness, separation, a death in the family, etc.) with the staff. It helps us respond to the needs of your child if we are informed of anything unusual occurring within your family. Very often what is happening at home affects a child's behavior in the classroom. Please keep communication open.

At any time during the year, if you should have any questions about the program, policy, or procedures, please speak with the Site Director, Education Director or the Montessori Coordinator.

## **Class Parents**

At the beginning of the school year, the teacher will send out requests for class parent volunteers. Responsibilities include helping with classroom communication, teacher appreciation, and school wide events. We thank you in advance for your support and partnership.

## **Student Behavior Management Plan**

Preschool children and toddlers are inherently working upon and refining their social skills. At the Alcott School, we help the children to develop internal self-



control, independence and empathy for others. At times it becomes necessary to intervene in a child's behavior and therefore, we have developed and implemented a behavior management plan.

Alcott School's behavior management plan consists of the following techniques to preempt instances where behavior management is necessary and to intervene in a child's behavior as needed:

We redirect, i.e. in a conflict we provide choices and alternatives. For example, "You can either sit on a rug or at a table for story time."

- \* We focus on "Do" rather than "Don't." For example, "We walk inside," instead of "Stop running inside!"
- \* We encourage children to use friendly words rather than physical acts. For example, "This is my work."
- \* We praise positive behavior. For example, "I like the way you used your words."
- \* We model desired behaviors in order for the children to learn by example.
- \* We arrange the classroom space to positively impact children's behavior. For example, avoid large open spaces that might encourage children to run indoors.
- \* The classroom is the children's place. We listen to the children and respond to their needs proactively to achieve their goals. We aim to keep the children engaged with activities thus helping to prevent conflict.
- \* We involve the children in the development of the classroom rules.

The Alcott School adheres to the following guidelines when implementing behavior management techniques with a child enrolled in the program:

- \* Children may only be disciplined by the director, head teacher, program coordinator, program supervisor, classroom therapist or assistant teacher.
- \* The Alcott School applies all rules consistently and appropriately to the ages of the children and their developmental level and abilities.
- \* Any behavior management used will relate to the child's actions and be handled without prolonged delay.
- \* A child may be briefly separated from the group, but only long enough to gain self-control and will be in view of, supervised and supported by the director, head teacher, program coordinator, classroom therapist or assistant teacher.
- \* We do not use corporal punishment.
- \* We do not use methods of interaction that punish, demean or humiliate children. Nor do we physically restrain children, other than to keep them safe.
- \* Any abuse or maltreatment of a child, either as an incident of discipline or

otherwise, is prohibited.

Please note that, we do not tolerate or in any manner condone an act of abuse or neglect of a child by an employee, volunteer, or any person under the programs control.

## **Birthday Observances**

Two weeks prior to your child's birthday, please reach out to your child's teacher to collaboratively make a plan. The toddler celebration will be simple. The 3-5 year old children, your teacher will guide you regarding the traditional Montessori birthday celebration. This includes a photograph and milestone comment at each year of life. Details to come. Snack will be provided by the school.

## **Toilet Training**

Children attending 3-5 year old classes are expected to be toilet trained, or at least actively working on the process. If you are concerned about this, please speak with your child's teacher. Toddlers are not expected to be toilet trained.

## **Personal Belongings**

Children should not bring any personal items to school such as toys, stuffed animals and books.

## **Pocket Treasures**

From time to time every child takes home something from school, usually inadvertently. Often these items are very small in size like a penny or small gold bead. Frequently these tiny treasures are part of a classroom activity and without them the activity is incomplete. If any unidentifiable objects like this turn up at home, please return them to the school. We can usually tell at a glance whether or not they are pieces of apparatus from the classroom or sometimes a random object picked up from a friend.

# Special Notes for Toddlers

## Separation

Parent-Toddler separation is different for each individual. Some children separate easily while others may take a little longer.

Parents and caregivers can best help with this process by following these simple suggestions:

- Talk about the program **only** a few days before classes begin
- Use simple, matter of fact words; and drive by the school building and point out "This is where you will be going to school".
- Do not "over sell" the activities.
- Talk about all classroom teachers at home, not just the head teacher.

**Remember:** Arriving too early or too late can lead to confusion, tears, or clinging behavior. Goodbyes are most easily accepted when brief and confident.

Talk with your teaching team to come up with a plan that is right for your child.

Following the plan that the staff has for you and your child usually leads to a successful separation. As phase-in progresses, friendships and trust with peers will replace your child's anxiety and he/she will relax and begin to enjoy the program,

## Class Routine

Following a routine helps to provide comfort and confidence to the toddler. The knowledge of the order of the activities helps the child acquire a sense of time - a beginning, middle, and end to each session. A typical classroom routine consists of work time, story time, songs, and gross motor play. The teacher will share a daily schedule with parents once school starts.

The classroom is divided into areas including: block building, practical life and sensorial activities, art, reading, gross motor, and manipulatives. Art projects are open-ended and focus on the process rather than the end product.

## Staffing

**Caitlin Jalalat**

**Montessori Coordinator**

Caitlin can be reached at (914) 693-4443 or at [cjalalat@alcottschool.org](mailto:cjalalat@alcottschool.org)

**Debra Frank**

**SCIS Supervisor**

Deb can be reached at (914) 693-4443 or at [dfrank@alcottschool.org](mailto:dfrank@alcottschool.org)

**Alexandra Kulpa**

**Dobbs Ferry Site Director & CPSE Evaluation Coordinator**

Alex can be reached at (914) 693-4443 or at [akulpa@alcottschool.org](mailto:akulpa@alcottschool.org)

**Theresa Osborn**

**Montessori Admissions/Accounts Receivable**

Theresa can be reached at 914-693-4443 or at [Tosborn@alcottschool.org](mailto:Tosborn@alcottschool.org)

A staff member will be available in all locations during the school day. An answering machine will be on when no one is available to answer the phone. Please leave your message on the answering machine or in our voice mail system if nobody is available to speak with you.

7/2023