



Policy on the Method of Parental Communication

Raab Montessori Academy

Raab Montessori Academy will utilize the following method of communication:

- Email- Parents will receive emails regarding schoolwide updates, and parents will receive emails regarding general updates pertaining to their child. These individual updates include photo updates, skills their child is working on, and additional information on their child's progress.
- Phone call- Parents will receive phone calls immediately when their child has an injury involving shoulders or above. Parents will receive phone calls regarding more specific updates pertaining to their child that may require more detailed conversation.
- Daily Forms- Students will receive daily forms in their backpacks to indicate what the child ate for snack that day, when the child used the bathroom/had a diaper change, the time the child napped, and any items that need to be sent into school.
- Newsletters- Parents will receive Newsletters once a month via email. These will include the monthly theme, new works out on the shelf, new circle time songs, and reminders of upcoming important dates throughout the month.



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- Conferences- A progress report will be emailed to each parent twice a year (once in the fall and once in the spring) to indicate the child's growth in school. Parents and teacher will have an in person conference to discuss their child's progress report twice a year.
- Contacting Us- Raab Montessori staff is available to conduct email responses, phone conversations, or in person meetings any time after school hours. Brief updates may be given during pickup and drop off, but please be mindful that this is not the most conducive time to communicate with your child's teacher.
- Text Messages- If you would prefer text messages in place of emails/phone calls regarding quick updates (minor injuries, items left at school, etc.) please sign below.

I give permission for Raab Montessori Academy to send me text message updates regarding minor injuries shoulders and above, and other small updates.

Parent Signature: _____ Date: _____