



# The Montessori School of Pullman

115 NW State St, Suite 112  
Pullman, WA 99163



[pullmanmontessori.org](http://pullmanmontessori.org)  
509.334.4114

## Parent-Teacher Communication

It is important to establish positive parent-teacher communication. Please note that at pick-up and drop-off times, the teachers' primary focus must be on the children. This is not the best time for parent-teacher communication and answering parents' questions, and the hallway is not a private place to discuss a child's progress and/or behavior.

Therefore we have four main ways to communicate:

- A written note handed to the teacher
- A phone call/message
- Email to [office@pullmanmontessori.org](mailto:office@pullmanmontessori.org). You may add "For [teacher's name]" in subject line.
- Call/email the office to arrange a meeting with the teacher at a time that is convenient for teachers and parents
- A message through our tech messaging app

Teachers will do their best to respond to your question or concern within one work day.

**Parent-teacher conferences** are scheduled twice a year, in November and March. A few days prior to the conference, written progress reports will be sent home. Parents are encouraged and welcomed to sign up to observe their children in class before conferences. Observations will be scheduled in October and February, and a sign-up sheet will be available ahead of time. Similarly sign-up sheets for conferences will be available prior to conference days.

**Back to school night** is scheduled in the spring for you to visit your child's classroom, and watch your child work with the Montessori materials.

We have an **open-door policy**, and you are invited into your child's classroom to observe. We ask you to arrange a visit ahead of time as we do try to limit the number of adults observing in a room at any one time. For the month of September, we ask that parents do not visit the classroom while the new children are settling into their classrooms. You may also join a child for lunch, or join your child enrolled in after-care for after-care activities.

I understand and accept the conditions of the above communication policy.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_