

**THE PARKSIDE MONTESSORI SCHOOL  
POLICY ON METHODS OF PARENTAL NOTIFICATION**

When there is a need to communicate with parents for any reason at all, we do so by the school telephone (973-509-7379). Home, business AND cell phone numbers should be on the Emergency Form in the space provided. We will not communicate via e-mail in the case of an emergency. If your child is ill or hurt, we will call you first. If we cannot reach you, we will call either of the "Emergency Contact" numbers listed on the Emergency Form.

In the case of non-emergencies, such as policies, reminders, upcoming events, schedule changes, snow closings, we do so via e-mail. Should you need to communicate with us during the day for any reason such as a child's absence or late arrival, a change in the person dropping off or picking up, or an early pick-up, please do **NOT** e-mail us, but rather call the school number (973-509-7379) to alert us to such changes. Because we are busy in the classrooms during the day, we may not see an incoming parent e-mail until the afternoon. We are always reachable by the school phone.