

BENNETT PARK MONTESSORI CENTER

BUFFALO PUBLIC SCHOOL #32



2026-2027

Quick Reference Family Guide



Moving Forward Together

Providing equitable, engaging, and supportive learning experiences that develop the whole child and empower every student to reach their full potential.

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***About this guide:** This Quick Reference Family Guide provides the most commonly requested information families need throughout the school year. Additional policies, procedures, and detailed program information can be found in the Bennett Park Montessori Family Handbook, available online and through the main office.

Why Montessori?

Montessori is a child-centered approach that emphasizes the whole child. Developed through research and observation by Dr. Maria Montessori, the program emphasizes the importance of creating self-directed learners who will pursue a lifetime love of independent learning with a community-oriented mindset.

At Bennett Park Montessori, our mission is to cultivate an inclusive learning environment where each child's unique potential is recognized and nurtured. With a commitment to academic excellence, our staff, with the support of parents and caregivers, provides a developmentally appropriate, multi-aged, child-centered curriculum which fosters respect and celebrates our differences through the Montessori approach.

Your Child's First Day of School: 2026-2027

We are excited to welcome our students back for the 2026-2027 school year! Please review the information below for your child's first days of school.

Pre-kindergarten through Grade 8 and Special Classes (8:1:1 or 8:1:3)

First Day of School: Thursday, September 3rd

Preschool and Prekindergarten

At Bennett Park Montessori, our Preschool (3-year-old) and Prekindergarten (4-year-old) students participate in a gradual "phasing-in" process. This helps children adjust comfortably to their new classroom environment.

Important Reminders:

- *Label your child's backpack with their name.*
- *For the safety of our school community, students walk independently to their classrooms with support from school staff as needed.*

Prekindergarten (4-Year-Olds):

Thursday, September 3 & Friday, September 4

- Morning only. Pick up by **12:15 p.m.**
- Students may ride their regular morning bus to school
- On **September 3rd only** one parent/guardian may walk their child to the classroom

Tuesday, September 8

- First full day of school for Pre-K students
- Afternoon bus service begins

Preschool (3-Year-Olds):

Monday, September 14 & Tuesday, September 15

- Morning only. Pick up by **12:15 p.m.**
- Students may ride their regular morning bus to school
- On **September 14 only**, one parent/guardian may walk their child to the classroom

Wednesday, September 16

- First full day of school for Preschool students
- Afternoon bus service begins

Important: *Preschool (3-year-old) students **only** participate in a phase-out process at the end of the school year. Their last day of school is **Friday, June 11th**.*

General Information

School Hours

Students arrive at **9:10 a.m.** Students will begin **bus** dismissal at **4 p.m.**

Bennett Park Montessori follows a staggered dismissal schedule for **pick up only**:

- **3-6 Program** (Grades PS, PK, K): 3:35 p.m.
- **5-7/6-9 Programs** (Grades 1-3): 3:45 p.m.
- **9-12/12-14 Programs** (Grades 4-8): 3:55 p.m.

Attendance

At Bennett Park Montessori Center, students are expected to attend school daily, arrive on time and be ready to learn. **Students absent for more than 9 days during the school year are considered chronically absent.** If your child must miss school due to illness, an appointment, family need, or another reason, please send a note upon their return indicating the date and reason for the absence.

Arrival & Dismissal

- **Bus arrival:** Students arriving by bus will enter the building at **9:10 a.m.** through the main entrance on Clinton Street.
- **Drop off (Walk/Car):** Parent drop-off on Cedar Street. Staff members will be stationed along the sidewalks until 9:30 a.m. to greet students. All students will walk along the sidewalk on Clinton St to the main entrance doors. **Do not park on the school side of Clinton Street.** There is **no parking** in the Cedar Street drop-off zone. Doors open at **9:10 a.m.** Please do not leave your child unattended, as students may not enter the building before that time.
- **Pick-up:** Dismissal takes place on Cedar Street. Please be prepared to show a valid ID when picking up your child. **Do not park on the school side of Clinton Street.** There is **no parking** in the Cedar Street drop-off/pick-up zone.

- **Important:** School buses block access to the staff parking lot on Clinton Street from **9:00 a.m. to 9:45 a.m.** and again from **3:30 p.m. to 4:30 p.m.**, preventing vehicles from entering or exiting the lot. Please do not park in this lot during these times.
- For the safety of our school community, students walk to their classrooms independently or with assistance of school staff.

Arriving Late

Students who arrive **after 9:40 a.m.** will be marked tardy. Late arrivals must enter through the main entrance, where they will be signed in by the clerical team. Parents/guardians do not need to enter the building, as school staff will handle the sign-in process.

Early Dismissal

If your child must be picked up before **3:00 p.m.**, please **notify the teacher in writing** or **call the office before 2:00 p.m.** For the safety of all students, the adult picking up the child must report to the main entrance, present a valid ID, and sign the early dismissal log. Once identification has been verified, the student will be called to meet the adult outside.

Limited emergency requests made after **2:00 p.m.** will require administrative approval. Approved pick-ups after **3:00 p.m.** will take place on Cedar Street.

Student Supply Lists

Supply lists for all grade levels are available online at <https://bit.ly/4fKiuRa> or using the following QR code



Transportation

Transportation information will be mailed directly by the Buffalo Public Schools Transportation Department. Please be aware that route changes, substitute drivers, traffic conditions, and weather may affect pick-up and drop-off times. The First Student app is available and will provide alerts regarding transportation changes or disruptions.

Younger students will receive a bus information tag to be attached to their backpack. The tag includes your child's bus number, bus stop, and contact information. ***Please contact the school if the bus tag needs to be replaced.***

Important Information:

- All 3-year-old students will be assigned a seat with a built-in car seat at the front of the bus to ensure safe transportation.
- Younger students must be met at the bus stop by an authorized adult. If an authorized adult is not present, the Transportation Department will attempt to contact you. This may

result in delays for other students. Authorized adults may be added or updated using the [Adults Allowed to Meet My Student](#) form*.

- For alternate daily pick-up or drop-off locations, please complete the [Second Address Request](#) form*.
- Changes to dismissal **must** be submitted in writing or communicated to the main office **before 2 pm**.
- **Address Changes:** Please contact a member of the school's clerical team. *Two proofs of address are required to process an address change.*
- For questions or concerns regarding transportation, contact the Buffalo Public Schools Transportation Department at **(716) 816-4895**.

*Forms: <https://www.buffaloschools.org/o/dept-transportation/page/transportation-forms>

School Closings

Bennett Park Montessori Center follows all Buffalo Public Schools closings and delays. Families will receive automated notifications, and updates will be posted on the Buffalo Public Schools website and local media outlets.

Allergies/Food Restrictions

Bennett Park Montessori Center is a peanut-restricted environment. To protect the health and safety of all students, please do not pack peanuts, peanut butter, tree nuts, or foods containing nuts in your child's lunch. If you would like to provide a classroom snack, all items must be **store-bought** and free of nuts and nut products.

Please inform your child's teacher of any **religious** dietary restrictions. If your child has a food **allergy** or requires dietary accommodations, the school must receive updated medical documentation each year describing the allergy and any necessary accommodations.

Cell Phones/Internet Enabled Devices

In compliance with the New York State Distraction-Free School Zones Law and the BPS Standards for Conduct Character and Support, student use of personal internet-enabled devices, including cell phones, smartwatches, headphones, earbuds, and other Bluetooth-enabled accessories, is prohibited during the school day. This includes all instructional and non-instructional time.

Violations of this policy will be addressed in alignment with the BPS Standards for Conduct, Character and Support.

Additionally, the school assumes no liability for the damage, destruction, theft, or loss of personal internet-enabled devices on school property. The student and/or parent assumes the risk of potential damage, destruction, theft, or loss when making the decision to bring such devices to school.

At Bennett Park Montessori Center, the following procedures will be in place:

- **Preschool through Grade 3:** Students may turn their device in to their teacher or place it in a designated lockbox on their floor.
- **Grades 4-8:** Students must follow our school's device collection policy upon arrival. Students arriving late must report to their homeroom first to store their device before reporting to class.

Important: If you need to reach your child regarding an urgent matter or relay important information during the school day, please contact the main office at **(716) 816-4603**.

Bullying/Harassment

Bennett Park Montessori is committed to providing a safe and respectful learning environment for all students. Families with concerns regarding bullying, harassment, or discrimination should follow the steps outlined in [When Questions or Concerns Arise](#) or submit a report through the Buffalo Public Schools Report Bullying Form.

Dress Code

Students are expected to come to school appropriately dressed and ready to learn. For detailed information regarding dress expectations and responses to policy violations, please refer to the **Buffalo Public Schools Standards for Conduct, Character, and Support**.

Immunization Requirements for Students

New York State Public Health Law Section 2164 requires every student attending public, private or parochial school in New York State to show proof of all required immunizations within 14 days of the start of the school year.

Please submit proof of your child's immunizations as soon as possible to our school nurse or email medicalrecords@buffaloschools.org. For the 2026-2027 school year, the Buffalo Public Schools deadline is **September 16, 2026**. Students who do not meet the immunization requirements by this date will be excluded from school in accordance with New York State law.

Outside Time/Recess

Outdoor learning is an important part of a Montessori education. Students in the 3-6, 5-7, 6-9, and 9-12 ages may go outside daily for recess and learning activities when the "real feel" temperature is **above 20° F (-7°C)**. Please send your child to school dressed appropriately for the weather in clothing that can get dirty during outdoor play and exploration.

If your family needs assistance with seasonal clothing or outdoor gear, please contact your child's teacher. We may be able to provide support through donated items available at the school.

Visitor Policy

All visitors must enter through the main entrance on Clinton Street and report to the Main Office. Visitors must sign in and out of the building and wear the visitor badge provided for the duration of their visit.

Visitors are expected to:

- Remain in areas of the school related to their scheduled activity/event.
- Enter and exit the building at their scheduled time.
- Refrain from disrupting the learning environment.
- Comply with all security screenings.
- Schedule appointments in advance to ensure availability.
- **Ensure that students are supervised by an adult at all school events.**

In the event of an **unauthorized visitor**, administration and/or building security will be notified. Appropriate safety precautions will be implemented in accordance with Buffalo Public Schools policies.

Volunteer Policy

Volunteers play an important role in our school community. All volunteers must be approved annually, sign in through the Main office, wear a volunteer badge, and follow district expectations regarding confidentiality and conduct. Please find the volunteer application online at Buffalo Public Schools.

When Questions/Concerns Arise

At BPMC, we believe that open communication and respectful problem-solving are essential to a strong school community. Most questions and concerns can be resolved quickly when addressed with the person closest to the situation.

- Contact your child's teacher first through Seesaw, email or by leaving a message with the main office.
- If additional support is needed, contact the Main Office to speak with or leave a message for an administrator.
- If you would like to discuss a concern in person, please reach out to schedule a meeting in advance to ensure staff availability.
- Families may share concerns verbally or in writing with the school principal at any time.
- Non-urgent matters are typically addressed within **48-72 hours**. Student safety concerns will be prioritized and addressed as quickly as possible.
- If concerns remain unresolved after following the steps above, families may contact the Buffalo Public Schools Parent Advocate at **(716) 816-4678**.

Contact Information

Bennett Park Montessori
342 Clinton St
Buffalo, NY 14204

<https://www.buffaloschools.org/o/ps32>

Phone: (716) 816-4603

Fax: (716) 851-3895