



Parent Handbook

Montessori

"The most important period of life is not the age of university studies, but the first one, the period from birth to the age of six. For this is the time when man's intelligence itself, his greatest implement, is being formed. At no other age has the child greater need of intelligent help..." Maria Montessori, M.D,

Mission Statement

The mission of Montessori House Inc. is to provide a quality educational program as an alternative to public school education. It is our mission, through the Montessori method, to meet individual children's needs while simultaneously creating an atmosphere of cooperation, teamwork and group participation involving parents in unique student related programs and offering viable intellectual growth and a continued desire and enthusiasm to learn for all students.

Goals

Montessori House, Inc. has as its goal to serve the community by providing an authentic Montessori environment and education for all students. The four core curriculum areas, practical life, sensorial, math and language, are enhanced by cultural studies including music, art and geography. We believe in Maria Montessori's philosophy that all children are unique, curious about their world, and are born with a desire to learn. We respect these characteristics and it is our goal to provide an environment where the child will have a quality learning experience.

Admissions

- **Preschool:** The child should be at least three years of age or have previous Montessori experience. To provide maximum advantage of the Montessori method, including the kindergarten year, we recommend a three-year program. Children should be toilet trained and weaned. Manageable behavior and obedience are expected. The child should be able to follow simple directions, such as, "Put the puzzle on the shelf and come sit down." If no spaces are available in the school, the child may be placed on a waiting list after submitting a completed enrollment form, having an interview with the administrator and paying the 50.00 euro nonrefundable registration fee.
- A tour is arranged and a family member and the child tour the school with an administrator who will explain what happens in classes. This is a time to ask questions to determine how your child will do in this environment. If at all possible, an observation should be arranged so that the parent can see first hand how active learning occurs.
- Students and siblings of those already attending the school will have first priority for new year enrollment. Parents will be notified of dates for enrollment

Attendance, Discipline, Tardiness, and Departure

- **Attendance:** An important step in admission is that parents read and agree to observe the attendance policy .Regular attendance is most important.Children should be at school from 8:30 to 9:00. As the lesson begins at 9:00 try to be at school on time. Please call school
- (04 321 121)if you are late . Please inform school for the reasons of absence so we should be aware in case of a virus or illness .
- **Discipline:** An important step in admission is that parents read and agree to observe our discipline policy .All children will be directed to positive choices for their behavior at school. The Montessori environment encourages students to develop self-control. However, when children come from other schools it sometimes takes time for this sense of freedom and choice with responsibility and accountability, to make a difference in a child's self control. If a child is having a particular behavior problem that is not corrected after using positive classroom management, the parent will be called and an agreement reached between the teacher, parent, and child as to how the child will correct the negative behavior. If this does not solve the problem, the parent will be called and asked to come and spend time in the classroom with the child during the class period to more fully help the child manage his behavior. If this does not resolve the problem, the child, parent, teacher, and administrator will meet to determine if the child should be asked to leave the school. The child may then be expelled.

- **Tardiness:** Classes begin with lessons, which help children succeed during their school day. It is very important that children arrive on time (8:30 a.m.) otherwise they will feel embarrassed because he will draw the others attention. Please make every effort to enhance your child's self esteem and success at school by being on time. If you are late please accompany your child at the class with the teachers help.

Departure: School ends at 4:00 p.m. Teachers will have children ready to go home and will look for you as you drive through. Children will only be dismissed to those who are authorized by the parent

Sign-out: If you are picking up your child early, you must call the office and leave your name ,sign out time and the reason why you are picking up your child early. The teacher is responsible for your child till the moment you arrive. If you need to deliver a message or consult with a teacher, either send a note with your child or call the office. If you have business in the school, please park in designated parking areas, not in the middle of the driveway or on the side of the street. **Do not**, under any circumstances leave your vehicle unattended in drive, especially with motor running. That "30 second stop" easily runs into many minutes, and you not only block traffic but create a danger with your vehicle .A teacher will bring the child to you make sure that the child is with you.. Please be patient the teacher prepares the children to leave one by one. Remember, this is a residential neighborhood and we do not want to create unnecessary traffic that might cause neighbors to complain.

Authorization for child picking up

Except the parents only authorized people can pick up the children from school. At the door will be a list with the children's names in alphabetic order. Arriving and departure will be registered there .Also the person who brings and takes children from school will sign at the list.

Imunnization

Before entering the Montessori school the children should bring the folder containing the immunization history.

Classroom Observation

All parents are invited to observe their child in class. Please let the office know ahead of time in order to avoid overcrowding in the classroom. Pick up observation guidelines at the office prior to the observation.

Parent Conferences

Parent-teacher conferences are conducted 3 times during the school year - October, January, and April. There is no excuse good enough for missing these conferences as the teachers are willing to schedule them at any time parents are available to attend. Your child deserves for you to attend these important meetings. Sign-up sheets will be available a week prior to these conferences.

Field Trips

The purpose of field trips is to enhance learning. All field trips are age-appropriate. Sometimes we cannot bring the real item to the school (such as the lake, theatre), so we need to go and visit. We welcome participation of parents on field trips. If you would like to become involved in field trips, please tell your child's teacher. All drivers must show proof of current license, registration, and insurance. All children participating in field trips must turn in a signed permission slip.

Health

There is a staff member present at all times who is trained in health and safety procedures. In case of illness or injury, parents would be contacted immediately. Parents are asked in enrollment packet for persons to notify in case of emergency in case the school cannot reach parents. If necessary, a child would be transported by ambulance to the hospital.

Before entering Montessori House, Inc., each child must be immunized for DPT, polio, MMR, and Hib. Or parents must sign a written exemption. In case of outbreak of an immunizable disease and child is not immunized, such family will be notified to keep the child away from school until a safe time has elapsed.

We ask that parents keep their child home on **days that the child has:**

1. Inflamed eyes or ear, or a heavy discharge from either.
2. A rash
3. A temperature over 99
4. An upset stomach or vomiting
5. Any contagious disease, i.e. chicken pox
6. A contagious bacterial infection, e.g. strep

Medication: We will not administer medications at school. Many medications are now long lasting and may be administered in the mornings and again in the evenings. Please ask your doctor if it is possible to prescribe this type of medication because school staff will not administer it.

Show and Tell

We encourage children to bring objects of educational value such as plants, flowers, shells, nature and science objects, tapes, books, current newspaper articles or pictures to school at any time. It should be understood, however, that these will have to be worked into the teacher's classroom plans and may not be able to be presented that day. We do not have a regular show and tell day but usually take some time before lunch to share these items at our gathering time. We ask you to cooperate, however, in seeing that toys, treasures, money, play jewelry, etc., be left at home. We also do not want Barbies, Disney items, or other such fads brought to school. These items only cause trouble since the children cannot play with them during the school period and they are easily lost or broken. Cowboy boots, guns, holsters, gum and candy also fall into this category. Live animals may be brought to school, but please talk to the teacher first.

Dress Code

Children's clothing should not be an obstacle to their enjoyment of the activities at school. Their clothes should allow them to run and climb and play freely. Certain accessories are a distraction to children at school-jewelry, purses, hats, sunglasses, toys, and money. These items are better left at home. Dresses are acceptable for girls or knee-length shorts and long pants. Blouses and shirts should have sleeves. Boys should wear knee-length shorts or long pants, shirts with sleeves and avoid T-shirts with fad based pictures (monsters, pokemon, batman, etc.)

We strongly recommend that soft-soled shoes be worn to enable the children to effectively participate in activities which will develop coordination. Hard leather-soled shoes and cowboy boots can be hazardous as well as defeat the purpose of these activities. Also, do not send your child to school in "flops" or sandals. Shoes with closed toes are acceptable. Socks should be worn with shoes.

Although we do wear aprons for some of our work involving water, paint, food, etc., accidents still happen and we would encourage you to not have your child wear some of his/her most expensive or favorite "good" clothes. We ask that all children bring an extra set of clothes (socks, too) with his name marked on it.

This way, if your child ever needs a change of clothing, it is available. Also, we do not use diapers or pull-ups at our school. If the child is working on or new at potty training, please send him/her to school in real underwear or under panties, and provide a few extra pairs for accidents if they occur.

Our program stresses independence and clothes that allow a child to dress and undress himself, without help, are preferred and of great benefit in that regard. Avoid difficult snaps, belts, shoulder straps, or anything that your child cannot undo or do himself.

Snacks

Snacks are available to the children at all times. Some of our work is food preparation such as carrot or apple slicing, baking a potato, or nuts to crack.

Parent Meetings

Parent meetings will be held on the third Thursday of each month. Various aspects of Montessori education and philosophy will be discussed at these meetings. If there is a specific topic that you are interested in covering, please let the teacher know. No childcare will be provided at these meetings and it is suggested, that except for nursing babies, that children be left at home. Meetings begin at 7:00 p.m. and will last one hour. Montessori-House has formed a parent council to promote involvement with all the families in our school through social and organizational activities. All are strongly encouraged to attend and participate. Meetings are held monthly and will be listed on the calendar with the newsletter.

Critique

Montessori House, Inc. is established for the sole purpose of providing the very best care and education of young children, and to help parents achieve their highest goals in education of their children and in their family life. It is our goal to follow the teachings of Maria Montessori to the best of our abilities. Parents are expected to become informed on these teachings through study and ready observation, and attendance at parent meetings. Also, we have a small library on hand and it is available for your use. Montessori House is a special school. If you are here and your child is enrolled, it is not by accident. You are probably a very educated parent who is not satisfied with the "norm" and you have checked out many situations for what is best for your child. You will feel a "spirit" here that will differentiate Montessori House from other schools that you have observed. We represent something that is collapsing in society - being "different". Children who

are strong in their beliefs and who are leaders in their homes, schools, communities, and society are not "followers". This school exists to form young minds and hearts based in the tradition. We are loyal to the Montessori method of education, which helps the child to learn to discipline himself, to perfect himself, and to progress at his own pace. We care about academic success and the enthusiasm for knowledge and learning. We support respect for elders, and above all, respect for parents and teachers.. We thank you for trusting us with your child. We promise to do our best in contributing to his success and happiness in life.

Celebration of Life

This is a very special way for a child to celebrate birthdays. Parents are invited to come for this. Please give us your child's written Celebration of Life when registering; it will be updated each year. Talk to the teacher about this.

The child walks around the circle one time for each year of life. A short paragraph is read as the child walks to describe a few things of importance that happened each year. One time around the circle is for one year. And so it continues for each year. A few sentences about the year is adequate. Each year the child is in school here, parents will be asked to add to the history which will become a part of the child's file. We appreciate the time and effort the parents expend to celebrate your child's birthday in this manner.