



STUDENT HANDBOOK GENERAL POLICIES AND GUIDELINES

WELCOME TO MONTESSORI CENTRES

It is our pleasure to be a part of your child's educational experience. Please feel free to ask questions about the Montessori Method & your child's academic achievements at anytime during the year.

Director: Mrs. Lynn Boone

Preschool/Kindergarten, ages 3 to 5 years of age

Lead Teacher: *Miss Lydia Seedorf*

Teaching Assistants: *Ms. Sue Grizzell*

Primary Class, ages 5 to 9 years of age

Primary Class, Lead Teacher: *Mrs. Regina McShea*

Primary Class, Teacher: *Mrs. Lori Seedorf*

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SCHOOL HOURS

Preschool/Kindergarten	8:30 a.m. - 11:30 a.m. 8:30 a.m. - 3:15 p.m.
Primary/Kindergarten	8:30 a.m. - 3: 30 p.m.

All children should enter in the front door only. If you arrive after 8:30a.m., please allow a teacher to escort your child to the classroom to avoid any disruption.

SCHOOL ARRIVAL & DISMISSAL

In order to provide a sense of security that enhances learning, make sure your child understands:

- How long he or she will be at school either in hours (8:30 a.m. to 3:15 p.m.) or using benchmarks (until lunchtime, until after nap time etc.).
- Assure your child you will come back to bring him/her home at the scheduled time. If other arrangements have been made please inform your child of this beforehand.
- Please leave your child at the front door with a teacher. Our experience has shown us if the parent is cheerful and the teacher is welcoming the stress of the transition is lessened. Though separating from your child can be difficult, it is best if you **DO NOT STAY WITH YOUR CHILD.**
- During the first two weeks of school, especially for new students, it is advisable to bring your own child to school and personally pick him/her up. Again, this will help to provide your child a sense of security while he/she adapts to a new routine.
- After the first two weeks, if you wish to be in a carpool, we will be happy to give you the names of other parents in your area.
- Please be on time when you come for your child. A child may become upset if other parents are arriving and his/hers have not come.
- Due to limited parking, we ask that drop off and pick-up is accomplished as quickly as possible. At scheduled dismissal times, we will have the children waiting for you in the front.

Arriving to school on time is essential in a Montessori classroom because the morning circle time sets the tone for the child's entire day.

Schedules and late charges:

- **SCHOOLS CLOSES AT 5:45 p.m.**
- If you are going to be unexpectedly late, please call the office.
- Pay the mandatory late fee directly **to the teacher on duty.**

LATE CHARGES:
\$5.00 per every 10 minutes after 5:45 p.m.

Safety precautions:

WE WILL NOT RELEASE YOUR CHILD TO ANY UNAUTHORIZED PERSON WITHOUT A WRITTEN NOTE FROM YOU. (IF THE PERSON PICKING UP IS ON OUR EMERGENCY CONTACT LIST, THEN YOU CANT TELL US BY PHONE.)

- If someone other than a parent or a person who has been named on the school form, will be taking your child to or from school, we request that you provide your child's teacher with a written a note stating:
 - Your name and your child's name
 - The name of the person driving your child
 - The address and phone number of the home where the child will be taken
- We will request to see a photo ID before releasing your child to anyone other than a parent.
- If you will be picking your child up early please call or send a note giving the time and reason.
- During locked hours please use the doorbell located near the front door.

The school is LOCKED from:

- 7:30 a.m. - 8:15 a.m.
- 9:00 a.m. - 2.45 p.m.
- 3:30 p.m. - 5:45 p.m.

EXTENDED HOURS

Contracted:

- You may sign up for extended hours at the beginning of each semester and be charged a lesser amount than the occasional extended hours.

EXTENDED HOURS:
7:30 a.m. to 8:30 a.m.
3:00 p.m. to 5:45 p.m.

Occasional extended hours:

- Please call the office and receive permission to leave your child at school for any time other than his/her scheduled time. If you cannot reach the office, check with your child's teacher to receive permission.
- Please tell your child about the change in scheduled routine. If the change happens during the school day, we will be sure to inform your child.
- When you know in advance that you'll be using extended hours, please send payment for the extra hours with your child. Otherwise, payment is expected the next time your child is in school.

OCCASIONAL EXTENDED CARE FEES:
\$4.00 an hour
\$2.00 for any part of an hour

TUITION POLICY AND PAYMENT

- For your convenience, you may elect to use the **eleven or twelve month payment schedule**.
 - Payment are broken into either **eleven or twelve equal payments** (depending on whether you choose the abbreviated or year-round calendar option) regardless of the number of weeks or school days in a given month.
 - All payments are due **by the 1st of each month**.
 - Any payment after the 10th of the month will be considered delinquent. You will be charged a **\$25.00 late fee**.
 - Any checks returned for non-sufficient funds will result in a **\$25.00 fee**.
- Children enrolled after the beginning of the year will be charged tuition pro rata for the remaining period of the school year.
- A \$500.00 tuition credit will be given for each additional child from one family per year. The credit will be deducted from your total tuition and tuition payments will be adjusted accordingly.
- Once each semester, we offer an enrichment week during one of our scheduled breaks for an additional fee of \$175.00 per week. We must have a minimum of ten (10) students to offer the enrichment program.

REFUND POLICY

- A non-refundable registration fee of \$75.00 is required at the time of registration.
- Registration is a one-time fee per family.
- All tuition is NON-REFUNDABLE, with the exception of relocation 50 miles or more.
- No refunds can be made to a student who, for disciplinary reasons, is asked to leave the program.

Signed contracts are binding and the yearly tuition is NON-REFUNDABLE.

DEVELOPING SELF-DISCIPLINE THROUGH CONSTRUCTIVE GUIDANCE

- At Montessori Centres discipline is regarded as a means of promoting appropriate behavior and discouraging inappropriate behavior.
- We use methods consistent with Dr. Montessori's understanding of child development and human tendencies.
- We work with the children to promote individual development using a variety of positive techniques that are neither threatening nor frightening. This positive interaction encompasses both physical and verbal communications.
- We maintain a secure environment by setting appropriate and consistent limits on behavior and by giving clear explanations of appropriate behavior and description of the negative effects of inappropriate behavior.
- The positive disciplinary techniques used at Montessori Centres are intended to maintain a child's positive self esteem and promote the learning of appropriate behaviors. Some example of these disciplinary techniques would be:
 - Acknowledging a child's feelings
 - Helping the child see alternatives and the consequences of his/her behavior by asking questions and offering suggestions
 - Consulting with parents
 - Looking at the whole situation for clues and motives for a child's behavior and evaluating behavioral patterns with staff
 - Employing gentle, affectionate humor
 - Providing redirection
 - Using supervised isolation ("time out")
 - Modeling appropriate adult behaviors
 - Keeping a logical connection between the child's behaviors and the consequences created from that behavior, allowing children control over those consequences whenever possible
 - Being consistent
 - Changing the environment
 - Praising for effort and achievement
 - Explaining and reminding the child of the rules

Developing self-discipline continued:

- Montessori Centres discipline techniques DO NOT include shaming, violation of basic needs, or corporal punishment.
- Montessori Centres children are encouraged to use words to express their feelings. Using physical force is never acceptable behavior in our classroom.
- One of the biggest challenges the young child faces is learning to understand her/his personal impact on others. Very young children (2.5 to about 4 years) continue to use all their senses to explore the environment, which, for them, includes classmates. This exploration can be hurtful (bites, scratches, tackles, pushes, etc.) or nurturing (comforting pats, hugs, first aid procedures, etc.). Guiding each child into respectful, gentle treatment of one another while keeping all children safe from hurt inflicted by their peers is a challenging task for parents and for teachers.

Montessori Centres staff people use four strategies: **PREVENTION, INTERVENTION, TREATMENT/FOLLOW UP, and EVALUATION.**

- **Prevention** is structured through Montessori's prepared environment. Montessori Centres offers an inviting learning environment to engage each child according to individual skills, knowledge and interest. The child who is engaged with satisfying work becomes aware of her/his own competence and develops a habit of self-discipline with the concrete world.
- **Intervention** is a private, individualized process. Montessori Centres staff will use a quiet voice with serious facial expression and a decisive tone when talking to the hurtful child. Using Dr. Montessori's peace curriculum, both children are invited to the Peace Table where they are guided through conflict resolution.
- **Treatment/Follow Up** is part of individualized safety education. Staff will preview first aid with victim: (Victim's name), your hurt needs (ice put on the bite/bump; the scratch washed with soap and water; gentle rub where you got hurt, etc.). Staff will encourage the hurtful child to assist with first aid. Parents will be alerted at pick up to any minor injuries. An accident report is filed and parents are called if the injury is more serious.
- **Evaluation:** When a child is going through a pattern of hurting others, Montessori Centres staff reviews incident and observation notes, discusses ways to strengthen individualization of all children, and makes arrangements for a private conference with the parents of the hurtful child. Evaluation is confidential and occurs at many levels.

At that conference, parents, director and teacher discuss:

- 1) Observations of the child's development at home and school;***
- 2) Consistent, positive guidance and discipline strategies; and***
- 3) Expectations for how long it will take for the child to develop more social awareness and self-discipline in interacting with others.***

A timely follow-up progress conference with parents is scheduled. All conferences are confidential.

MONTESSORI CENTRES HURTFUL BEHAVIOR POLICY:

Hurtful Behavior:

- Montessori Centres staff make **ensuring a safe and nurturing learning environment** a top priority.
- We define hurtful behavior as a “intentional aggressive behavior toward oneself, another child or a teacher.”
- We recognize that inner feelings are most often communicated through emotional behavior, such as anger and fear, especially when a child has not yet developed sufficient vocabulary to explain his or her feelings.
- We encourage children to use words to express their feelings and teach them the vocabulary to do so.
- Using physical force is never acceptable behavior in our classrooms.
- When hurtful behavior occurs in the classroom the Montessori Centres team works with the family to provide the child with the maximum benefit of these strategies.
- If hurtful behavior continues, the physical and psychological safety of the other students may not be jeopardized. Montessori Centres will ask the family to take a more active role in addressing the situation which may include:
 - Reduced hours in the classroom;
 - Parent presence in the classroom or on field trips;
 - Removal from the classroom for a designated period of time;
 - Withdrawal from the program

**A child’s ability for self-control is an integral part of their development.
One sign that demonstrates a child’s emerging self-control is their
ability to overcome sudden impulses and delay action.
Montessori Centres encourages this development.**

TERMINATION POLICY

- Montessori Centres reserves the right to terminate school for any student who demonstrates behavior that threatens the security or safety of any other student and/or staff member.
- This decision is at the discretion of the Montessori Centres staff.
- Parents will receive prompt notification and your contract will be terminated.

HEALTH FORMS

- This must state that your child has had a TB skin test, which is negative, that your child has received all required inoculations, and that the child is free of contagious diseases.
- If at all possible, it is recommended that the child's vision and hearing be tested.
- The health form is good for one calendar year.

A health form, signed by your child's doctor, must be sent to school within 30 days of the first day of school. Children without a health form on file will not be allowed to attend school until the completed form is turned in.

ILLNESS

- According to the **Marion County Health Department** - The following are symptoms for which children should be kept home from school and receive medical attention:
 - Fever of 100 degrees or higher (child should be **fever free for 24 hours, without medication** before returning to school)
 - Any rash, pink eye, lice, earache
 - Cough persisting more than two days (cough drops sent to school must come to the office with a note from the parent)
 - Nausea and/or vomiting and/or stomach ache persisting more than two days
- Also, if should your child become exposed to a contagious disease at home or elsewhere, we ask you to notify the school so that we may notify other parents.

Parents will be called to pick up their child if s/he has or develops any of the listed symptoms.

COMMON SYMPTOMS

WHERE TO LOOK	WHAT TO LOOK FOR	WHAT IT MAY MEAN
Eyes	Dullness, circles underneath. Discharge, red	These and other signs may indicate a condition of fatigue which increases susceptibility to disease. Could indicate pink eye.
Nose	New discharge or sneezing	May indicate the onset of a cold or be the forerunner of measles.
Tongue	Coating	Indicative of health difficulty, constipation, indigestion, decayed teeth, or similar condition.
Throat	Red and inflamed	May indicate an on-coming cold or scarlet fever. <i>(child's tongue should be flat when you check)</i>
Tonsils	White spots	Inflammation requiring medical attention.
Skin	Rash on arms, chest, neck	May indicate scarlet fever, chicken pox or measles.
Behavior	Irritability Lack of appetite Unusually quiet/sleepy	Often indicates a health difficulty before any physical sign is obvious.
Fever	Flushing, moist forehead	Health problem

COMMUNICABLE DISEASE

DISEASE	INCUBATION PERIOD	EARLY SIGNS	COMMUNICABLE PERIOD
Chicken Pox	14 - 21 days	Usually mild fever at time of eruption, which resembles small water blisters. Occurring more abundantly on the covered than the exposed parts of the body.	From the day preceding the eruption to probably not more than 6 days after eruption. Isolate 1 week or until all vesicles are encrusted.
Pink Eye	2 - 5 days	Pain and redness of the eye and lids, accompanied by swelling of the lids and occasional discharges.	During the active infection. Do not return to school until 24 hours after medication has started.
German Measles	10 - 21 days	Mild symptoms of head cold for 1 or 2 days followed by eruption on the face and body. Enlarged lymph nodes in upper neck behind ears.	From 4-7 days after onset of early symptoms until 3 days after appearance of rash.
Measles	10 days to onset of fever, 13-15 day to onset of rash	Moderate fever, puffy eyes, watery eyes, lining of cheeks and lips studded with small bluish white spots. 1 – 2 days later a rash appears on head and then on body.	From 4 days before until 5 th day after rash appears.
Mumps	12 – 16 days	Swelling of glands on neck and in front of and below the ears. One side swells first. The other side a few days later.	Until swelling is gone.
Common Cold	12 – 24 hours	Runny nose, eyes watery, slight fever and general discomfort.	Most likely not more than a day or two.
Scarlet Fever	2 - 5 days	Sudden onset of nausea, vomiting, headache, sore throat, strawberry tongue followed by bright red rash.	As long as symptoms are present.
Impetigo	1 – 3 days	Starts with blisters with crusty scales soon appearing. Common on the face and behind the ears. Can also spread to legs and arms.	From the time blisters appear until healed.
Ringworm	10 – 14 days	Begins with a small red area and spreads outwards. Edges remain red with center clearing leaving a ring appearance. Occurs on skin and scalp. Patchy loss of hair evident on scalp.	As long as lesions are present and viable spores persist in contaminated materials.
Head Lice	1 – 2 weeks	Louse looks like dandruff. They are white & stick to the hair shaft. When a hair is pulled out, eggs can be found on the hair shaft & do not come off easily.	While lice remain alive on infected person or in his clothing
Scabies	Several days or weeks until itching is noticed	A disease caused by a mite which burrows in the skin leaving lesions. Lesions are most common around finger webs, wrists, elbows, under arms, & at belt line. Itching is intense especially at night.	Until mites and eggs are destroyed
Hepatitis A		Fatigue, loss of appetite, yellowish skin and whites of eyes, dark brown urine, and light colored stool.	1 month or longer

Students are required to receive all recommended vaccinations.

Communicable diseases continued...

- Head Lice: Nit-Free Policy

For the health and safety of the entire Montessori Centres community, any child or adult identified as having nit infestation will be excluded from Montessori Centres participation until nit-free.

Pediculosis (the nit = a louse egg) firmly attaches to the hair shaft of the hair, close to the scalp when laid and moves away from the scalp as hair grows. Nit stays attached to the hair shaft on or off the head. Viable 14 days at room temperature. Hatches in 7 to 14 days at temperatures above room temperature.

When a nit is identified by anyone associating with the Montessori Centres community, the following procedures will be taken:

- Parents/family adults will all be alerted to the situation.
- During this alert, every child will receive a head check at school either by a trained parent or staff member.
- Staff head checks will also be performed.
- The school will remove all cloth and fur items for 14 days to ensure proper laundering.
- Staff will separate nap linens, sanitize mats, cots and cubbies, lower thermostat nightly, open windows to ensure fresh air ventilation, and perform periodic head checks.

The family's role in a nit-free environment:

- Establish periodic head checks at home
- Promptly advise Montessori Centres if a nit or louse is found on a family member or if you receive a health alert from another program.
- Eliminate infestation by following procedures recommended by the Marion County Health Department.

MEDICATIONS

- Montessori Centres staff will only administer medication following these guidelines:
 - Prescription Medication:
 - a. Medication must be in original container.
 - b. Dosage and time to be administered must be clearly stated.
 - c. A Montessori Centres medical authorization form must be on file, signed by the parent/family adult before Montessori Centres can administer any medication. These forms are available in the school office.
 - Teachers give medications to children ONLY after they receive your written permission or a physician's order.
 - Non-prescription medicines/treatments, such as Tylenol, Chap Stick, cough syrup or allergy medication cannot be given to a child by a teacher without written permission from a parent/family adult noting when the medicine should be administered and the dosage.
 - **DO NOT send any medication, including cough drops or other over-the-counter medications, in your child's pockets, backpack or lunch box.**

Give all medications directly to a teacher/office in the original container.

THE IMPORTANCE OF GOOD HANDWASHING

All staff and children at Montessori Centres shall wash hands after toileting and nose blowing, and before food preparation and eating.

- Recent research points out that hand contact with another is the most common way of transmitting infections to others, even more so than from coughing or sneezing. The cold virus may live up to six hours on the skin. Thus, good hand washing is the most effective way of preventing the spread of illness.
- Hand washing is one of the Montessori lessons that we teach and reinforce at school. Parents/family adults are encouraged to do the same at home. Help your children learn the importance of:
 - Washing hands before eating.
 - Washing hands before preparing food.
 - Washing hands after toileting.
 - Washing both sides of each hand, between fingers, and the wrists. Rubbing the hands together is as important as running water and soap in getting rid of germs.

If your child has any food allergies or dietary restrictions, please inform your child's teacher and the office staff.

SNACKS

- Children in the preschool program have a nutritious snack and drink during the morning.

LUNCH

By helping children build healthy eating habits early, they will approach eating with a positive attitude—that food is something to enjoy, help them grow, allow them to socialize and give them energy.

- Lunches should include a protein, at least one fruit and/or vegetable, and a drink. We recommend that processed foods and sugary treats be avoided or sent sparingly.
- Please send milk, water, or 100% fruit juices; please do not send soda, juice drinks, or Kool-Aid.
- If your child tends to get hungry and is staying after 4:00 p.m., please pack additional food or fruit for him/her.
- Please include napkins and a spoon or fork if your child needs them.
- A microwave is available to heat food for all the children in each class. Please don't

send in frozen dinners that take more than 3 minutes, as there are many meals to heat. Include an ice pack with cold lunches.

- Lunchtime for all children is 11:30 a.m.
- Please write your child's last name in permanent marker on the inside his/her lunchbox. It is helpful to also mark all thermoses and containers).

CHILDREN'S BELONGINGS

Please write your child's name in all removable clothing items brought or worn to school.

Clothing:

- Children may wear any type of clothing. We suggest they wear clothing that is comfortable and simple, which enables them to participate freely.
- Write your child's name on the inside tag of all removable articles of clothing, such as coats, hats, mittens, spare clothes, etc.
- Preschoolers should have an extra change of clothes in a plastic baggie marked with their name. You are welcome to leave the extra clothing at school.
- If weather permits, the children will play outside. Please take this into consideration when your child dresses for school.
- Children must wear shoes with closed toes and heels in order to play on the playground. They may bring a pair of tennis shoes to keep at school.
- There is a lost and found box located in each classroom. At the end of the year any remaining items will be donated to charity.

Children must have shoes with closed toes and heels in order to play outside. Sandals and "Crocs" are not allowed. Inappropriate footwear may prevent your child from playing outside.

Toys/Personal Items:

- Your child's teacher will send guidelines for show-and-tell home with your child.
- If the child uses a personal item/toy for napping or sense of security feel free to let him/her bring it to school. Teachers will gently work with your child to store the item in their cubby or backpack during schoolwork times.
- If your child brings something home that belongs to the school or another child, please return it.

Please explain to your child his/her toys stay at home and school materials stay at school for him/her to use when he/she is there.

FIELD TRIPS

- We take several field trips throughout the year as a way to follow Dr. Montessori's belief that children should experience the outside world.
- Information about each field trip will be noted on the class calendar. Please dress your child appropriately for the event.
- Sign-up sheets for parent drivers/chaperones will be placed on the back bulletin board of the preschool or the front bulletin board of the primary class. Parents are asked to volunteer for at least one event during the school year.

We depend on parent volunteers for transportation to and from field trips. Lack of sufficient volunteers will result in cancellation.

REST PERIODS – PRESCHOOLERS/KINDERGARTEN

- Children who stay all day will have a 60-90 minute quiet time after lunch. The amount of time is flexible, depending on each child's needs.
- Please send your child's favorite small blanket, and pillow if needed, with his/her name on them, in a zipped or drawstring bag. For health reasons, we cannot store bedding without a bag. You may take bedding home to wash at any time. All bedding is sent home at the end of each semester or as needed.

HOLIDAYS

- We observe holidays throughout the school year by reading stories, having guest speakers, showing films and including classroom materials and projects that pertain to the celebration.
- We welcome cultural celebrations from all regions. We do talk about religious holidays, but always from a secular point of view. If you have a tradition or holiday celebration that you observe in your family and would like to share it with the classroom, please contact your child's teacher to arrange your visit to the classroom.
- Our school calendar outlines all the school observed holidays and days off. Please consult it or call the office if you have any questions.

BIRTHDAYS

- You may celebrate your child's birthday in the classroom if you like.
- Please coordinate the birthday celebration with your child's teacher in advance.
- Pre/K students are asked to bring a poster or an album with pictures from each year of life so that they can share their development with the class. Parents are encouraged to stay to share the poster. Your child's Pre/K teacher will provide you with guidelines to aid you in the process, and we encourage you to enlist your child's help in choosing photos.

- If you would like to send a treat for the celebration, we suggest that you send nutritious treats, such as fresh fruit topped with yogurt, yogurt covered raisins, cheese cubes and crackers or juice pops. If you have difficulty thinking of an idea, ask your child's teacher for more suggestions. Teachers can also alert you to any food allergies or other dietary restrictions in the classroom.

BOOKMOBILE

- The bookmobile comes twice a month.
- Any child who can print his/her first name may keep a library card at school.
- Children may check out up to six books at a time. Please let your child's teacher know if six books is too many for your child.
- The bookmobile is happy to fill requests for specific books. Please send your request with your child.
- The library does not charge late fees for overdue books returned to the bookmobile. If you return overdue books to a branch library, you are responsible for any fines accrued.

NEWSLETTERS / CLASS CALENDARS

- The Montessori Centres posts a monthly newsletter and a class calendar on our Web site at www.montessoricentres.com. Copies are also posted at the front and back of the school. If you prefer hard copies, please send a written request to the office.
- We aim to post calendars and newsletters on the last Friday of every month. At times, there may be a slight delay. We will let you know on the front bulletin board and via Facebook when they are posted.
- In case of other take-home material, such as Montessori publications, we provide **one copy per child**. In cases of divorce or other shared custody arrangements, it is the custodial parent's responsibility to share the information with the non-custodial parent, unless prior arrangements have been made with the office.

**Newsletters and calendars
contain important dates!!!**

PARENT/FAMILY ADULT EDUCATION & INVOLVEMENT

Parent – Teacher Conference:

- Parent/Teacher conferences are held in November and May.
- If at any time you feel that it is necessary to discuss something with your child's teacher, please call the office, and the teacher will contact you with one business day.
- Please keep in mind that your child's safety and well-being is our first concern. Consequently, the teacher's focus must be on the children during school hours, including playground time.
- You are always welcome to observe your child in the classroom. Please contact your child's teacher to set up a time. We will provide you with guidelines for observing in a Montessori classroom.
- We encourage you to learn as much as possible about the Montessori approach to education. The school has books available for loan and the staff can recommend books for specific areas of interest. Many of Dr. Montessori's books are now in the public domain and can be electronically downloaded at no cost. We will also alert you to conferences and other learning opportunities throughout the year.

Fundamental Differences between Montessori and Traditional Education (courtesy Montessori World Educational Institute):

MONTESSORI	TRADITIONAL
➤ Respect for individual differences;	➤ Emphasis on conforming to the group
➤ Self-motivation and child centered learning processes;	➤ Emphasis on grades, punishment or rewards as motivating factors;
➤ Multi-age grouping whereby students learn "horizontally" from observation of other peoples work, directly or indirectly;	➤ Students group chronologically to suit teachers' pre-planned class lessons;
➤ Students learn by practicing their subject matters while in school with the supervision and assistance of the teacher as needed;	➤ Students must practice on their own and be graded on "busy work" or home work that is often done without close monitoring;
➤ The classroom is used as a library or resource room for projects and studies: the children are free to move and do not grow restless;	➤ Students work at desks and passively sit and listen to lectures for long periods. The work period must be interrupted frequently;
➤ Knowledge is acquired through the use of concrete materials, scientifically designed to enhance conceptual thinking and lead to abstraction;	➤ Knowledge often consists of memorization of irrelevant information from abstract concepts unrelated to the child's daily experience;
➤ Testing is built into the method as the third period of the "three period lesson" and is applied routinely when the individual is ready. Testing aims at self-correction, repetition and competence.	➤ Scheduled testing does not take into consideration the preparation of each individual. Students are intimidated and taught that passing is more important than knowing.

VOLUNTEER OPPORTUNITIES

- To maintain a quality school, we ask you to share your many talents with us and the children. Research confirms that academic achievement is directly proportional to the parental/family adult involvement in the Montessori program.

VOLUNTEERS NEEDED!

- **Drivers for field trips**
- **General classroom help**
- **Classroom help during holiday celebrations**
- **Classroom help with craft projects**
- **Seasonal / thematic classroom decorating**
- **Coordinate school fund raising activities**
- **Help with the school garden**
- **Tutor/work with children in need of one on one encouragement**
- **Share special skills with the children:** music, ethnic awareness presentations, cooking, science projects/presentations, mechanical projects/presentations, dancing, photography, etc...
- **Lead School Clubs** (*these activities only happen if there are parent volunteers*); Chess Club, Book Club, etc...
- **Cataloging software and library books**
- **Schoolyard clean-up**
- **We are always open to new ideas...**

**Please visit with your child's teacher or stop in the school office
to talk about becoming a Montessori Centres volunteer!**

THANK YOU

SCHOOL NEEDS / SUPPLIES

- The Montessori classes can always use any plants, baskets, boxes (small and sturdy), paper supplies, rugs, trays, pitchers, vases, pots, yarn, yarn goods, etc. Anything you might want to throw away may be just the thing that we can use! If you are unsure, ask your child's teacher. We appreciate any and all contributions.

SCHOOL FUND RAISERS

- We set an annual fund-raising goal of \$5,000.
- We work very hard to find fund-raising opportunities that benefit your family.
- You can participate in multiple ways:
 - Your time and talents
 - Donations
 - Purchasing products
 - Extending fundraisers to your family and friends

ADDENDUMS

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... where the love of learning begins

563 West Westfield Blvd., Indianapolis, Indiana 46208

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MONTESSORI PHILOSOPHY

Dr. Maria Montessori recognized that the only valid impulse to learning is child's self-motivation. Children move themselves toward learning. You cannot motivate a child to learn through reward or punishment; in fact anything short of self-motivation ultimately becomes counterproductive. The teacher functions as a trained observer who gently guides the child to increasingly complex tasks based on the child's interests and innate desire to learn. Freedom of choice and freedom of movement are inherent tools in helping children realize their self-motivated learning goals. Self-discipline develops as children complete challenging tasks.

The Montessori philosophy holds that within every child is the adult he or she will become. To develop physical, intellectual and spiritual powers to the fullest, the child must have freedom to be create him or herself through order and self-discipline. At first, children experience the world as chaotic. Gradually, children create order from the chaos, slowly but surely gaining mastery of themselves and their environments.

This is the core of Dr. Montessori's educational philosophy. The purpose of education is not to conform; rather, it is to aid the in the formation of the individual. Social adjustment – the conformity to rules and authority that is the goal of traditional education -- is a by-product of the communal life of the classroom. Patterns of concentration, task completion, and the thoroughness established in early childhood, produce a competent learner in later years. Schools have existed historically to teach children *what* to think; Montessori teaches children *how* to think, and it is all done in an orderly environment full of joy and beauty.

Dr. Maria Montessori developed what she called the **prepared environment** which already possesses a certain order and disposes the children to develop at their own speed, according to their capabilities, and in a noncompetitive atmosphere in their first years of school. During the 3-6 phase of development, the prepared environment frees children to acquire good manners and habits consistent with their culture, while laying the foundation for the higher order thinking that develops in the 6-9 phase. The specially designed materials are not meant to teach specifics as much as underlying broad concepts. To that end, Montessori called her materials **materialized abstractions**. Because **control of error** is built into the materials, children are able to complete the work successfully without adult interference while at the same learning from their own mistakes.

WHAT IS MONTESSORI?

The Montessori method is a system of education named after Dr. Maria Montessori. It is both a philosophy of child growth and development and a rationale for guiding such development.

Maria Montessori was born in 1870. In 1895, she became the first woman in Italy to obtain the degree of Doctor of Medicine. Intending a career in psychiatry, Dr. Montessori realized that the classroom could become a laboratory. She studied child development using the scientific method and the practice of observation to determine the best approach to educating human beings.

Throughout her career she tested and re-tested the validity of her theories and the materials she designed to support them. Her materials and techniques advanced the method of educating all children (including those with special learning needs, which encompasses everything from profound learning disabilities to those considered gifted) far beyond previous practice. To Dr. Montessori, education was a preparation for life not merely a search for intellectual skills.

Montessori education was introduced in the United States in 1912, when one of the first schools was established by Alexander Graham Bell in his own home. In 1915, America enthusiastically welcomed Dr. Montessori to establish classrooms for the World Exhibition in San Francisco, California.

Dr. Montessori died in 1952. Today, after almost 75 years of international application, the Montessori Method thrives in the United States, with more than 3,000 schools established since 1957.

Pieces of the Montessori PIES

Tamara Castleman

The Montessori philosophy covers four distinct areas of development, which like pieces of a pie fit together to create a whole:

Physical

- To develop coordination of movement, balance and poise
- To encourage freedom of movement in purposeful activity
- To provide experience in coordinating large and small muscle groups
- To encourage peace with self, classroom, community, and the world

Intellectual

- To fully develop of love of learning
- To encourage independent decision making
- To observe the universe with all of his or her senses
- To provide a variety of experiences, including opportunities for creative activity and problem solving
- To strengthen a love for order, which is the basis of the intellect

Emootional

- To increase self-discipline
- To develop the ability to concentrate
- To encourage independence and self-help
- To create a healthy self-concept and build self-confidence
- To appeal to a child's unique personality and inspire individuality

Social

- To increase awareness to the needs of others, including those outside the walls of the school
- To encourage working together peacefully and productively
- To develop basic social graces and courtesies

MONTESSORI EDUCATION

- A Few Questions and Answers

What is it?: This system of education is both a philosophy of child growth and a rationale of guiding such growth. It is based on the child's developmental needs for freedom within limits and a carefully prepared environment which guarantees exposure to materials and experiences through which to develop intelligence as well as physical and psychological abilities. It is designed to take full advantage of capabilities. The child needs adults to expose him to the possibilities of his life but the child himself must direct his response to those possibilities. Premises of Montessori education are:

- Children are to be respected as different from adults and as individuals who differ from each other.
- The child possesses unusual sensitivity and mental powers for absorbing and learning from his environment that are unlike those of the adult both in quality and capacity.
- The most important years of growth are the first six years of life when unconscious learning is gradually brought to the conscious level.
- The child has a deep love and need for purposeful work. He works, however, not as an adult for profit and completion of a job, but for the sake of the activity itself. It is this activity which accomplishes for him, his most important goal; the development of himself - mental, physical, and psychological.

Does Montessori work for all children?: The Montessori system has been used successfully with children between ages two and a half and eighteen from all socio-economic levels, representing those in regular classes as well as gifted, retarded, emotionally disturbed, and physically handicapped. Because of its individual approach, it is uniquely suited to education, where children of many backgrounds are grouped together. Because of this unique approach to education, children learn at an early age to work independently.

Is the child free to do what he chooses in the classroom?: The child is free to move about the classroom at will, to talk to other children, to work with any equipment whose purpose he understands, or to ask the teacher to introduce new material to him. He is not free to disturb other children at work or to abuse the equipment that is so important to his development.

What does the directress do?: The Directress works with individual children, introduces materials, and gives guidance where needed. One of her primary tasks is careful observation of each child in order to determine individual needs and to gain the knowledge necessary to prepare the environment to aid the child's growth. Her method of teaching is indirect in that she neither imposes upon the child as in direct teaching nor abandons him as a non-directive, permissive approach. Rather, she is constantly alert to the direction in which the child himself has indicated he wishes to go and she actively seeks ways to help him accomplish his goals.

What does it do for the child?: Montessori has several goals for children: It encourages self-discipline, self-knowledge, and independence, as well as enthusiasm for learning, an organized approach to problem-solving, and academic skills.

What happens when children go from a Montessori class to a traditional class?: Most children appear to adjust readily to new classroom situations. In all likelihood this is because they have developed self-discipline and independence in the Montessori environment.

Courtesy of Paula Lillard, author of *Montessori - A Modern Approach*



TUITION AGREEMENT
SCHOOL YEAR 2011/2012

CLASS ENROLLED	PAYMENT AMOUNT	NO. OF PMTS. <small>(Including Deposit)</small>	YEARLY TUITION	PRESCHOOL/ KINDERGARTEN	PRIMARY/ADV. KINDERGARTEN
5 Days/Week Aug. - May Aug. - June	572.18 568.25	11 12	\$6294.00 \$6819.00		
3 Days/Week Aug. - May Aug. - June	\$432.54 \$436.50	11 12	\$4758.00 \$5238.00		
2 Days/Week Aug. - May Aug. - June	\$311.81 \$315.16	11 12	\$3430.00 \$3782.00		
5 Half Days/Week Aug. - May Aug. - June	\$367.09 \$371.16	11 12	\$4038.00 \$4454.00		
3 Half Days/Week Aug. - May Aug. - June	\$262.18 \$265.00	11 12	\$2884.00 \$3180.00		
2 Half Days/Week Aug. - May Aug. - June	\$192.90 \$194.83	11 12	\$2122.00 \$2338.00		

PER FAMILY MATERIALS/EDUCATIONAL FEE: \$225.00 DUE IN AUGUST _____
SECOND CHILD CREDIT _____ \$500.00/second child per year.

11 PAYMENT OPTION _____ **DEPOSIT PAID** _____

1-10 PAYMENTS OF _____ DUE AUGUST 2011 THUR MAY 2012

12 PAYMENT OPTION _____ DEPOSIT PAID _____

1-11 PAYMENTS OF _____ DUE AUGUST 2011 THUR JUNE 2012

IF YOU WISH TO PAY TUITION IN FULL the total will include a **7% discount**.

Your payment will be \$ _____

TWO PAYMENTS there is a **5% discount**, \$ _____ is due _____ & _____.

*ALL PAYMENTS ARE DUE ON THE FIRST OF THE MONTH.
 IF AFTER THE, 10th A LATE FEE OF \$25.00 WILL BE CHARGED AND DUE IMMEDIATELY.
 Any delinquent tuition will be cause for dismissal.*



EXTENDED HOURS AGREEMENT

SCHOOL YEAR 2011/2012

EXTENDED HOURS:

7:30 a.m. to 8:30 a.m. and 3:15 p.m. to 5:45 p.m.

HOURS PER DAY	COST PER BALANCED YEAR	COST PER MONTH
1/2 Hour 	\$540.00	\$60.00
1 Hour 	\$880.00	\$80.00
2 Hours 	\$1,100.00	\$100.00
Over 2 Hours 	\$1,925.00	\$175.00
October 17-21 Enrichment Week 	8:30am-3:30pm	\$175.00
March 26-30 Enrichment Week 	8:30am-3:30pm	\$175.00

PAYMENT CHARGES

All payments are due the 1st of the month. After the 10th of each month, payment will be considered delinquent and the family will be charged a late fee of \$25.00. There is also \$30.00 fee for checks returned due to insufficient funds. Tuition will not be credited for absences due to illness, vacation, holidays, etc. Tuition will be prorated for those enrolled after the beginning of the school year.

REFUND POLICY

Registration fees are non-refundable. No tuition refunds after July 1, 2011, unless your family is moving 50 or more miles away. Voluntary withdrawal does not constitute grounds for a refund. No refund will be made to a student who is asked to leave the program for disciplinary reasons.

TERMINATION POLICY

Any student whose behavior jeopardizes students and/or staff will be asked to leave the school. This determination is at the sole discretion of Montessori Centres staff and does not end a parent's financial obligation to the school. Parents will be notified immediately in this event.

The extended hours needed:

____ a.m. to 8:30 a.m. = ____
 # of hours
 11:30 a.m. to ____ p.m. = ____
 # of hours
 3:15 p.m. to ____ p.m. = ____
 # of hours

ARRIVAL AND DEPARTURE TIMES

Students are to arrive no more than 10 minutes before the beginning of class and are to leave promptly at dismissal. Students, without an extended hours agreement, arriving earlier or staying later will be charged \$3.00 per 1/2 hour and \$4.00 per hour. This fee must be paid the day of service.

I/we have read this agreement and agree to comply with the above policy. I/we also agree to pay the above extended hour fees as per your request. My child, _____, will be accepted as a student of Montessori Centres before and after school care program upon remittance of the signed agreement/payment.

Parent/Guardian Signature: _____

Home Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone (____) _____ - _____ **Driver's License #:** _____

ANY DELINQUENT PAYMENT WILL BE CAUSE FOR DISMISSAL.



STUDENT REGISTRATION INFORMATION

SCHOOL YEAR 2011/2012

CHILD'S NAME: _____
Last First Nickname Middle

ADDRESS _____
ZIP Phone

BIRTHDATE _____ BIRTHPLACE _____

FATHER'S NAME _____ WORK PHONE _____ CELL _____

EMPLOYED BY _____ AS _____

ADDRESS (if different than child) _____

MOTHER'S NAME _____ WORK PHONE _____ CELL _____

EMPLOYED BY _____ AS _____

ADDRESS (if different than child) _____

PARENT'S PREVIOUS PROFESSION _____
(if not presently employed outside the home)

FAMILY E-MAIL ADDRESS _____

NAMES AND AGES OF OTHER CHILDREN _____

HAS CHILD ATTENDED ANY OTHER SCHOOL? _____ WHERE? _____

REFERRED BY _____

I AM INTERESTED IN ENROLLING MY CHILD IN _____
(Month) (Year)

PLEASE CIRCLE ONE ITEM FOR EACH CATEGORY:

- | | | | |
|-------------------|-------|---------|---|
| 1. DAYS PER WEEK: | 5 | 3 | 2 |
| 2. SESSION: | A.M. | ALL DAY | |
| 3. CLASS: | PRE/K | PRIMARY | |

I WILL NEED THE FOLLOWING EXTENDED HOURS: _____ A.M. _____ P.M.



EMERGENCY CONSENT FORM

Dear Parents/Family Adults:

From time to time, emergencies arise and school personnel must locate a parent or another responsible adult. Please note alternative emergency contacts, by filling out this form as accurately and completely as possible.

Students Name: _____

Address: _____ City/State: _____ Zip: _____

Telephone: _____ email: _____

Father's Name: _____

Address (if different): _____ City/State: _____ Zip: _____

Telephone: _____ email: _____

Employer: _____

Other Phone Numbers (mobile, pager): _____

Mother's Name: _____

Address (if different): _____ City/State: _____ Zip: _____

Telephone: _____ email: _____

Employer: _____

Other Phone Numbers (mobile, pager): _____

Other Adults who may be contacted in an emergency:

Name: _____ Relationship: _____

Address: _____ Telephone: _____

Name: _____ Relationship: _____

Address: _____ Telephone: _____

Family Doctor: _____ Telephone: _____

Family Dentist: _____ Telephone: _____

Does your child have any serious allergies or other medical issues which the school should be aware?

If your child is seriously injured, and school personnel are unable to contact any person on this form, may school personnel have an ambulance transport your child to an emergency center?

YES NO Preferred emergency center: _____

Parent/Family Adult Signature: _____ Date: _____

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**MEDICAL/PERSONAL
AUTHORIZATION**
2011/2012 SCHOOL YEAR

I/We give authorization for Lynn F. Boone to attend to the needs for _____
from August 8, 2011 to June 29, 2012. This includes any necessary medical attention that
may occur.

Parents signature

Date



**FIELD TRIP
CONSENT**
2011/2012 SCHOOL YEAR

I/We give permission for _____ to participate in Montessori
(student's name)
Centres' field trips. I/we understand that my/our child may travel to scheduled field trips with
parent/family adult volunteers.

Parents signature

Date



**PHOTO
RELEASE**
2011/2012 SCHOOL YEAR

I/We give permission for _____ to be photographed while
(student's name)
participating in Montessori Centres' activities. I/we understand that the photographs/images
may be used to help illustrate and explain Montessori Centres' educational programs.

Parents signature

Date



YEARLY SCHEDULE

School Year (Abbreviated) – Mon., Aug 8, 2011 - May 25, 2012

School Year (Balanced) – Mon., Aug. 8, 2011 - Fri. June 29, 2012

PROFESSIONAL DAYS AND HOLIDAYS

.....	Monday, Sept. 5, 2011
Labor Day	
Fall Break (Optional Enrichment Week) Monday, Oct. 17 - Friday, Oct. 21, 2011
Thanksgiving Break Monday, Nov. 21 - Friday, Nov. 25, 2011
Winter Break Dec. 19, 2011 - Jan. 2, 2012 (School resumes - Tue., Jan. 3, 2012)
Martin Luther King, Jr. Day Monday, Jan. 16, 2012
Presidents' Day Monday, Feb. 20, 2012
Spring Break I (Optional Enrichment Week) March 26 – March 30, 2012
Spring Break II (School is Closed) April 2-6, 2012
Last Day of School (Abbreviated Calendar – 11 payments) May 25, 2012
Spring Break III (School is Closed) May 28 - June 1, 2012
Last Day of School (Balanced Calendar – 12 payments) June 29, 2012

SNOW DAYS

Snow days, if more than four will be scheduled at the end of the abbreviated school year.

Please listen to WIBC (93.1 FM) radio station and local network television stations during adverse weather conditions for school cancellations.

SUMMER CAMP

Summer camp is scheduled between July 9, 2012 and August 3, 2012. An exact event calendar will be issued by May 20, 2012.

TUITION DUE DATES

Tuition is due the first day of the month for the months of August 2011 through May/June 20, 2012. If admission is started late, payments are pro-rated and begin from that time.

Tuition is considered late after the tenth of each month. A late fee of \$25.00 will be assessed to your account. There is also a \$25.00 fee for any check returned with insufficient funds. Any delinquent tuition will be cause for student dismissal.

All dates are subject to change.

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CHILD CARE CENTER HEALTH RECORD
Marion County Health Department

Child's Name _____ Birth Date ___/___/___
 (Last) (First) (MI)

Street Address _____ City _____ Zip _____

Child lives with _____ Name _____ Phone _____
 (Relationship)

MEDICAL HISTORY

Communicable Diseases	Month/Year	Condition	Explain if present
Measles	_____	Allergies:	_____
Rubella (German Measles)	_____		_____
Chickenpox	_____		_____
Mumps	_____	Handicapping Conditions:	_____
Scarlet Fever	_____		_____
Whooping Cough	_____	Other:	_____
Other _____	_____		_____

PHYSICAL EXAM

Date of Exam _____ Age of Child _____

Skin _____	Heart _____
Lymph Nodes _____	Lungs _____
Eyes _____	Abdomen _____
Ears _____	Genitalia _____
Nasopharynx _____	Skeleton _____
Teeth and Mouth _____	Other _____

Note any unusual findings: _____

Does this child have any health condition that would be hazardous either to him/herself or to other children in a setting as a result of participation in normal activities (including sports)? No ____ Yes ____ . If yes, what modification of normal activities would be necessary to protect the child and his/her classmates: _____

Have you prescribed any medications or special routines which should be included in the center's plans for this child's activities? No ____ Yes ____ If yes, explain: _____

(over)

HISTORY OF IMMUNIZATIONS & TEST

(indicate: month/day/year)

	1	2	3	4	5
DTaP/DTP/DT/Td					

(* if 4th dose of DTaP/DTP/DT/Td is given after the 4th birthday, a 5th dose is not needed.)

	1	2	3	4	5
Polio					

(* if 3rd dose of Polio is given after the 4th birthday, additional doses are not needed.)

	1	2	3	4	5
Hib					

(*if 3 or more doses are given, the last one must be given after 12 months of age.)

(**if only 1 or 2 doses are given, the last one must be given after 15 months of age.)

	1	2	3
Hepatitis B			

	1	2
Measles		

	1	2
Mumps		

	1	2
Rubella		

	1	2
Intradermal TB Test **	Date:	Results:

** ATB skin test is not required for entry into a child care or school, but may be recorded above, if placed.

Note: To be considered adequately immunized a child 24 months through 59 months of age should have received 4 doses of DTaP/DTP/DT/Td, 3 doses of polio, 1 dose of measles, mumps and rubella (MMR) given after the first birthday and 3 doses of Hib* vaccine. Any child 60 months of age and older should receive a 5th dose of DTaP/DTP/DT/Td, a 4th dose of polio, a 2nd dose of measles (usually given as an MMR) and 3 doses of hepatitis B vaccine.

Name of Physician Completing Form: _____ Phone Number: _____
(Please Print)

Physician's Signature: _____

ADDITIONAL NOTES AND INSTRUCTIONS : _____



