

## San Tan Montessori Private Preschool Handbook



Dear Families,

Thank you for choosing San Tan Montessori Private Preschool as the beginning school community for your child. The items contained within this handbook are the essential policies and procedures that will help us provide a safe, ordered, and conducive educational environment for your child's intellectual, social, and physical development. Please read the following pages carefully as they will help guide you successfully in the partnership we have embarked on to create a significant learning experience for your child's life.

Educationally Yours,

Dr. Kristofer & Rita Sippel

Founders

# San Tan Montessori Private Preschool Handbook

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## **San Tan Montessori Private Preschool Handbook**

### **Mission Statement**

San Tan Montessori Private Preschool, as a school community, works collaboratively to ensure each student has an academic and social environment designed for their individual success; fostering creativity, critical thinking, and inspiring happiness while honoring each person's humanity.

### **Notice of Nondiscriminatory Policy as to Students**

San Tan Montessori School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.

### **Montessori Program Outline**

#### **PRACTICAL LIFE**

Practical Life activities make up the foundation of the program. They are intended to help the child adapt to his environment. He learns to button, snap, and tie, to shine shoes, sweep, dust, and polish. He also learns the forms of good manners in our culture, such as shaking hands, closing doors quietly, and not interrupting. The activities within the classroom are designed in a sequence of steps through which the child comes to realize order and logic in activity. Attention, concentration, carefulness, and independence originate with this work.

#### **SENSORIAL**

The Sensorial material is not intended to give new impressions but to order, relate, classify, explore, and realize the sense impressions the child has had before coming to school. The equipment is designed to aid the senses in discriminating form, shape, size, color, sound, and touch. Each piece of material isolates a single quality, a single sense impression. The Sensorial materials serve as keys to all other areas of learning. The sound exercises lead to music; the child's interest in sound, form, and texture is utilized in learning the shapes and sounds of the alphabet; form extends into geometry, botany, and geography.

#### **LANGUAGE**

Language is woven into all parts of the program. The child learns that words are made of sounds. Then he learns that each sound has a symbol. Knowing the sound and symbol for each letter of the alphabet, he begins to build words. Stories, poems, plays, and ordinary conversation are important

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in the environment. The aim is to increase the child's knowledge, his organization of thought, and his confidence and ability to express and use his mind.

### **MATHEMATICS**

Montessori observed human tendencies to abstract, investigate, calculate, measure, imagine and create. If the child is allowed to develop these tendencies through manipulating concrete materials, allowing for repetition and concentration, he moves easily on to abstraction and a love for mathematics. As the child is introduced to numbers, first the quantity and then the symbol are taught. Later the decimal system (units, tens, hundreds, thousands) is brought to the child, followed by basic arithmetic processes.

- **Montessori Classroom**

Montessori classes are peaceful environments where concentration and independence deepen and grow. As with all authentic Montessori environments this is the children's classroom and everything is designed around their needs. The children spontaneously learn through concrete hands-on activities which draw their interest, spirit and imagination. The lessons experienced by the child build a solid foundation for future learning. This is especially important for the young child through the age of six, because he has what Dr. Montessori called the "Absorbent Mind" through which he literally absorbs knowledge from his environment. Therefore, everything in the Montessori classroom environment serves the purpose of laying a foundation for the child physically, intellectually and emotionally. There is a special emphasis on connecting the child with nature and things that are real in the world. Dr. Montessori specified that the 3-6 year old child is in the sensitive period for connection with the world.

- **Multi-Age Classrooms**

San Tan Montessori School classrooms are multi-age communities. Dr. Montessori termed these different age groups (0-6, 7-12, 13-18 and 19+) the "Planes of Development." The characteristics of each plane are unique. The classrooms are specially prepared and the teachers trained accordingly to serve the developmental needs and interests of the children at each level. Multi-age classrooms also nurture continuity and strong relationships between students and teachers. The older children have an opportunity to practice leadership skills while reinforcing their knowledge through teaching their younger peers. The younger children have a model of which to aspire.

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- **Freedom Within Limits**

San Tan Montessori School's environments encourage children to move about freely, within reasonable limits of appropriate behavior. You will not find students confined to desks. There are countless opportunities for activity in the classroom, and the student is encouraged to choose what meets his developmental needs. When he completes his work, he puts it away as he found it with consideration for the next child to work with it. Through this process, the child develops a sense of personal responsibility. They are caring for their environment, the materials and their peers. This allows the child to prepare for a lifetime of meaningful independence and a high sense of responsibility.

### **Montessori Program Extensions**

#### *MUSIC TOGETHER™*

The Music Together™ Preschool program certified specialist provides children with a weekly opportunity to learn music in developmentally appropriate ways. Recordings, songbooks, and teaching materials are provided to each classroom. Music Together™ materials allow children to “bring the music home.” CD sets, music books, and supporting materials are sent home for parent-child musical play, sharing the songs and activities experienced in school.

#### *OUTDOOR ENVIRONMENT*

Our Outdoor Environment activities enable our students to strengthen their connection with Nature and our community through ongoing exploration of the seasons, gardening, tending to the Montessori Hens, as well as flexibility to bring classwork outside. Science work is explored through various projects including studying plant growth patterns inside through our tower gardens vs. outside gardening. Students enjoy harvesting, prepping, and eating what they have grown.

### **Hours of Operation, Tuition, Fees**

San Tan Montessori Private Preschool has a 10-month academic year for all classes.

Hours of Operation: 7:00 a.m. to 5:40 p.m. Monday through Friday.

Tuitions are based on the full year's fee which has been divided into 10 equal monthly payments for your convenience. Full tuition of 10 months can be paid upon the program start and will be given a 5% discount when paid in full. Payments are not considered "monthly" charges; they are the full year's tuition divided into a 10-month period.

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Annual Registration Fee: \$250

Annual Program Extension Fee: \$200

### Multiple Students

Total tuition will be reduced at a rate of 10% if multiple students from the same families are enrolled in our Preschool program.

### Program Ages

Infant Program: 6 weeks to 18 months

Toddler Program: 1 year\* to 3 years (\*Must be eating independently and walking stably)

Primary Program: 3 years to 6 years (Must be potty trained)

Program	Yearly Cost	5 Days	4 Days	3 Days (must be consecutive)
Infant – AM 8:30 – 11:30	\$9,500.00	\$1,000.00	\$900.00	\$800.00
Infant – Full Day 8:30 – 3:30	\$11,400.00	\$1,200.00	\$1,100	\$900.00
Toddler – AM 8:30 – 11:30	\$8,170.00	\$860.00	\$740.00	\$660.00
Toddler – Full Day 8:30 – 3:30	\$9,738.00	\$1,025.00	\$840.00	\$775.00
Primary - AM 8:30 – 11:30	\$7,553.00	\$795.00	\$665.00	\$565.00
Primary – Full Day 8:30 – 3:30	\$9,073.00	\$955.00	\$800.00	\$710.00

Payments are billed on the 1st of every month, beginning July 1st and ending April 1st. Tuition is due by the 11th of each month. We do give a 4-day grace period to pay, and on the 16th day all late payments will incur a non-refundable \$15.00 late fee. Payments not made by month end will cause a disruption in services. Tuition is not refunded or pro-rated due to absences caused by illness, vacations, holidays, withdrawal/dismissal, or otherwise.

Lunches are not provided by the school as part of any program yet can be purchased in advance on our school lunch site or brought from home. The 11:30-12:30 lunch hour is not included in the half-day program. If your child is enrolled in the half-day program and would like to participate in the lunch hour, there is an additional cost of \$50.00 per month.

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### **Recruitment and Admissions**

San Tan Montessori School's primary goal in the recruitment and admissions process is to help each family find the perfect match between its values and goals, what will work best for the individual child, and the school. San Tan Montessori School will strive to clearly communicate the true nature of the school to prospective families. San Tan Montessori School will encourage them to consider many factors prior to enrollment, including whether or not they believe their child will be successful in our school program and whether their values and goals for their children's education match those of the school. San Tan Montessori School consciously teaches children to accept, respect, and celebrate the rich cultural diversity of the global community.

### **Withdrawal**

This agreement may be terminated by a parent **upon a 60 day written notice**; Parents will be responsible for payment of tuitions and fees for sixty days following the office receiving the written notice of withdrawal. Parent agrees that withdrawal or dismissal of their child(ren) after the execution of this agreement, whether as a result of accident, transfer, relocation due to parent's occupation, financial difficulty, sickness, disciplinary action, disagreement with teaching style, school policies, or otherwise, does not relieve the parent of the responsibility of fulfilling the school's tuition policy.

### **Admissions Criteria**

To begin the admission process for the toddler program, children must be 18 months old by August 1<sup>st</sup> of the academic school year.

To begin the admission process for a primary classroom, children must be 3 years old by August 1<sup>st</sup> of the academic school year. In addition to this, they must also be potty trained (no pull ups).

### **Admissions Process**

Completed application

Registration Fee Paid

Completed emergency card

Copy of immunization records

Copy of birth certificate

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### **Interview, Acceptance & Waiting List**

After the application is completed the prospective family will have an interview with a member of the educational team. We request that both parents attend the interview. The most important factor to qualify an applicant for acceptance is the match between the family's educational goals for the child and San Tan Montessori School's philosophy. Qualified applicants are then selected for available spaces with a focus on maintaining a balance of genders and ages in each classroom. Placement will be determined by the educational team, based on the student's abilities and/or needs. If a space is not available, qualified applicants will be placed on the waiting list. You will be notified by phone or email when a space becomes available.

### **Immunization Policies**

Arizona state immunization law requires all students to have an immunization record on file for school attendance. If your child is exempt from immunizations, he/she must have a signed exemption on file. These forms can be found in the school office. All needed immunization records must be on file prior to the child attending school. If your child does not have immunization record on file, he/she will not be allowed to attend classes until the situation has been remedied. Please bring any updated immunizations records to the school office. Immunization records are the parent's responsibility to keep up to date at all times.

### **Records Policy**

Each parent is required to provide the necessary enrollment information prior to the beginning of school.

- **Custody Issues**

Parent must provide the school with official legal papers.

- **Family Educational Rights and Privacy Act (FERPA)**
- **Privacy/Records Release Policy**
- **Release of Student Educational Records & Information**

In an effort to respect and protect the privacy of San Tan Montessori School's students and parents, San Tan Montessori School will not release students' educational records or information contained



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in educational records without parents' prior written consent. If you wish to have information released to a third party, you must complete a Consent to Release of Records form, which can be obtained from the San Tan Montessori School administration office. In certain circumstances, however, consent is not required prior to the release of information. These circumstances are described below.

Consent is **not** required for disclosure to:

- School officials with legitimate educational interests, such as school administrators, support staff, or a company with whom San Tan Montessori School has contracted (e.g., an attorney or accountant);
- Another school in which the student intends to enroll;
- Federal, state or local educational authorities;
- Educational accrediting organizations;
- A court or other third party in response to a lawfully issued court order or subpoena;
- Parents' Rights to Inspect Educational Records and Request Corrections;
- Parents have the right to inspect and copy their child's student educational records. San Tan Montessori School will make your child's educational records available for your inspection and/or copying within 45 days of receiving a written request from a parent.

The request must contain:

- Student name and social security or student I.D. #;
- Parent's name and signature;
- Description of the specific records to be reviewed.

Education records do **not** include medical records or internal, informal notes created by a teacher or administrator and maintained solely by the creator of the note. If, in the course of reviewing your child's educational records, you find an error, you may request a correction by notifying the administration office in writing, by describing the nature of the error and the correct information. San Tan Montessori School will review the request and respond to you in writing within 45 days. San Tan Montessori School reserves the right to make a determination, in its sole discretion, as to whether the information is correct or incorrect and whether a correction should be made. If San Tan Montessori School determines that a correction is not appropriate, you have the right to add a written notation to the file, describing the information you believe is incorrect and why it is incorrect. This right does **not** include requests to change grades, disciplinary findings, or the opinions or reflections of a school official.

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### Arrival and Dismissal Procedure

Parents are required by law to sign their child in and out every day. The Sign In/Out Binders are on the tables in the foyer of the preschool. Should any changes occur in your pick-up schedule, however temporary, please give the teacher a note indicating the change. We cannot release a child to an unauthorized person. Always inform a staff member when picking up your child, and sign your name and time on the sign-in/out form. Be prepared to show identification to staff until we become familiar with who you are.

On occasion a parent may need to call the School to authorize an additional person to pick up the child from School. The parent must give the authorized person's full name and relationship to the child and whether they are listed on the Emergency Card. If they are not listed on the Emergency Card, prior written authorization from the parent needs to be left at the front desk by the parent, to release their child at time of pick up. The authorized person must present a picture ID upon arrival at the front desk.

### Attendance Policy

**Parents are requested to see to it that their child(ren) arrive(s) on time. It is important that your child arrives on time to have the full benefit of the Montessori environment.** If children arrive late, they are missing out on valuable class time. Dr. Montessori stressed the importance of the child being given an uninterrupted work period every day which allows for time to become oriented to the environment, choose a starting activity, and eventually choose a challenging activity which requires concentration. At San Tan Montessori School, this period is from 9 am to 11:00 a.m. and again from 1:00 p.m. to 3:00 p.m.

Every person who enters the class after the arrival window of 8:20-8:40 disrupts the class. Children may be distracted by the adult and child entrance, the adult/child separation experience, talking to the teacher and taking her time away from lessons started, etc. Absences and tardiness are disturbing to students, require readjustment to the class routine, and slow down learning. Parents are urged to make every effort to schedule doctor, dentist, and other appointments for students at times outside the school day. This will reinforce the importance of school. A call to the school office to inform the school of the child's absence should be made as soon as possible. Please leave a message if necessary.

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### Discipline Policy

The faculty of San Tan Montessori Preschool understands the development of each child. We see each child where they are and discipline using a re-directive Love and Logic Arbinger (Heart at Peace) approach. As a young child, they explore the world by using their senses. Young children at this age are beginning to understand the consequences of their actions. To reprimand inappropriately will not help the child develop self-control & self-discipline. Our philosophy promotes a respect for self, a respect for others and a respect for the environment. In such cases where this philosophy is not honored, the following actions will take place:

*First Incident* may include a Written Incident Report sent home to all parties involved.

*Second Incident* Parent, Teacher conference to evaluate situation.

*Third Incident* Parent, Teacher, Director Conference.

*Fourth Incident*, Possible disenrollment based on Director's discretion.

Situations will be treated on an individual basis and frequency of occurrence.

### **Love and Logic®**

Love and Logic® is a method of working with students which was developed by educational expert Jim Fay, child psychiatrist Foster W. Cline, M.D. and Charles Fay, Ph.D. Love and Logic has many tools for educators, principals and districts that promote healthy parent/teacher and teacher/student relationships and positive school wide discipline. And yes, Love and Logic works along with all other school discipline programs. It can actually improve their results!

### **Love and Logic helps educators, administrators, and counselors:**

- Set firm limits in the school-wide community using empathy instead of anger, frustration or sarcasm
- Provide underachievers hope and willingness when the going gets tough
- Raise the odds for kids to stay in school by building nurturing relationships with adults
- Build strong connections between home and school
- Improve attendance
- Quickly manage disruptions to preserve the learning/teaching environment
- Make teaching and learning more fun and productive
- Get and keep students' attention
- Build positive student-teacher relationships
- Guide students to own and solve their own problems
- Bully proof children, diffuse power struggles, and handle difficult people

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### It works because:

- When adults take care of themselves by modeling accountability and responsibility; they teach students to handle their own problems by holding them accountable and responsible for solving them
- When the student is allowed to solve the problem, they develop critical thinking skills
- When students are thinking critically, they learn that all decisions have consequences
- When students are handling real world consequences, they learn about cause and effect and to think about their decisions before they cause a problem.
- When students think, "How is this decision going to affect me and others?" they have learned self-control.

### Classroom Rules

- I will treat you with respect, so you will know how to treat me.
- Feel free to do anything that doesn't cause a problem for anyone else in the world.
- If you cause a problem, I will ask you to solve it.
- If you can't solve the problem, or choose not to, I will do something.

\*The purpose of these rules is to aid the children in acquiring self-respect, respect for others, and respect for the environment.

### Due Process Procedures

If there is a problem, question or concern related to an incident or situation with your child at school, parents are encouraged to do the following:

- Talk with the teacher first about the situation
- If there's no resolution, talk to the Director
- A meeting will be set between the teacher/parent/director

### Illness Policy

When children are ill they need special attention and tender loving care. The time between exposure to an infectious process and symptom onset varies with certain illnesses. With most illnesses, children are contagious for at least three to five days before they develop any signs or symptoms. Please be aware of any unusual behavior such as, pulling at ears, or rubbing neck, etc. This can alert you to the presence of an early infection. Please do not send your child to school when he/she is ill with early signs of any of the following symptoms, including, but not limited to: fever, sore throat, bad cough, vomiting, flu symptoms, or drainage from the nose that is not clear. Please provide a doctor's note to the front office to verify that your child has a communicable

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disease. If 10% of a class' students have a communicable disease (verified with a doctor's note), parents, and the state of AZ will be notified within 24 hours.

Symptoms that would exclude a child from school include:

- Fever of more than 101 degrees
- Unexplained Rash or Sore
- Discharge from eyes, ears, or nose
- Vomiting or Diarrhea
- Productive cough or dry cough lasting more than 1 week without doctor attention
- Any illness or injury that keeps a child from participating in regular activity

Should your child develop any of these symptoms while in our care, he/she will be isolated and a parent will be contacted and required to pick him/her up immediately. Children should be free of fever, vomiting or diarrhea for 24 hours (without medication) prior to returning back to school. It is at the Director's discretion to determine whether a child is symptom free and able to return to school.

### **Medication Administration & Emergency Procedures**

All staff members at San Tan Montessori School are certified in Child CPR & First Aid. If required, we will administer medical attention to the level of our training. Parents will be notified of any minor injuries. If further emergency care is necessary, 911 will be called and the parent will be notified immediately.

Medications are only administered for life threatening conditions (Example: Epipens or inhalers). Per State accordance, the medication must be brought in its original container with a prescription label that includes the child's name, doctor's name, medication name, required dosage, expiration date, and instructions for administering. A permission medication form must be filled out completely and signed by the parent before medication can be accepted.

### **Lice and Nits Checks**

Lice and nits are commonly transmitted in children when they share combs, brushes, hats and coats. Lice and nits checks are performed on students when the parent or teacher suspects the child has lice, or if classmates and/or siblings have lice. If a child is found to have head lice or nits, the parent will be notified immediately to take their child home. School personnel will verify that the child has been treated and all nits have been removed from the hair shafts before the student may

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return to school. If lice are found on a student, the parents of every student in the classroom will be notified.

### **Accident Policy**

If a child has a minor injury while in school, he/she will be treated with appropriate first aid. If a more serious injury occurs, first aid will also be given and the parent notified. A written incident report will be filed. Accidents of a very serious nature will be handled as a 911 emergency call. Thereafter the parents will be notified immediately. If a child needs to be transported to a hospital, he/she will be taken to the one listed on the child's emergency information.

### **Procedures for Unforeseen Events**

In the case of any threat to the safety of the children or staff caused by civil commotion, riot, or any other threatening behaviors the police will be called. Children will be kept in the safest possible location on the school premises and protected by the staff until the police arrive and pronounce that the threatening event has passed. In the event children are to be sent home due to school closure for any reason, the parents will be notified by phone and the children will be kept in the safest location possible on the school premises until the children can be picked up by parents or other authorized persons. When the children are picked up, the school's responsibility for the child ceases. In the event of fire, the fire department will be notified. The children will be kept in the safest location on the school grounds until the Fire Chief declares that the fire danger has passed. If necessary, parents will be notified to pick up the children as outlined above. For emergency evacuation due to flood, toxic cloud, or any other dangerous event, the children will be transferred off campus. A monthly fire drill is conducted as required by the State Fire Department. All children will be instructed on emergency evacuation procedures.

### **Pesticide Application Procedure**

Our pesticide application schedule is consistent on a monthly basis, and will be posted on the bulletin board in the front office. Any emergency visits will be notified to the parents 48 hours before such application.

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### Snack Policy

Healthy and nutritious snacks are available every morning and afternoon for your child. Parents take turns providing snack, following the monthly snack calendar. The snack calendar can be found at the front of the sign in and out book. The snacks will be low in sugar and will be served with water. Water will be made available at all times for students in and outside the classroom.

### No Nuts Policy

In order to comply with the U.S. Americans with Disabilities Act and to keep those students with a deadly form of nut allergy safe at school, San Tan Montessori School is a nut free school. **Any foods containing nuts, or any other form of peanuts or tree nuts, are not allowed on school grounds.** This includes, but is not limited to, peanut or tree nut sandwiches, granola bars containing nuts, trail mixes containing nuts or nut powders, other snacks.

Due to the growing number of students who are affected by nut allergies and other allergies, **sharing food is not allowed** at school.

The following nuts are **not allowed** on campus: Peanuts, Almonds, Cashews, Beechnuts, Brazil Nuts, Chestnuts, Hazelnuts (NO Nutella), Macadamia Nuts, Pecans, Pistachios, Shea Nuts, Walnuts.

The following items are **not allowed** at school:

- If any of the above-mentioned nuts are listed in the food item ingredients
- If the packaging states that the food item contains or may contain nuts, tree nuts, peanuts

The following items **are allowed** at school:

- Food products that are made on shared equipment or in a facility that also processes peanuts or tree nuts but does not contain nuts

Some alternatives to nuts and protein are (available at most stores):

Soy Nut Butter	Tahini	Lunch Meats
Sun Flower Butter	Pumpkin Seed Spread	Cheese
Pea Butter Spread	Avocado Spread	Cream Cheese
Chickpea Butter	Hummus	Egg

### Low Sugar Policy

Consistent studies and research confirm that consumption of food with high added sugar content reduces students' focus and ability to learn in the classroom. To encourage an optimal learning environment, San Tan Montessori School is a low sugar school.

The following items are **not allowed** at school:

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- All food and beverages listing sugar, in any form, as the first ingredient (including soda and carbonated beverages)
- All food and beverages with 13 grams of sugar or more per serving (excluding fruits)
- All forms of candy (excludes sugar-free mints)

Fresh fruit and vegetables are highly encouraged as a classroom snack.

### **Lunch Policy**

Parents are responsible for providing their child a lunch. They may either pack a lunch or participate in the hot lunch program. The menu and ordering for the hot lunch program is available on the school website. Hot lunch is ordered on a monthly basis, a month in advance. When packing a lunch please remember that we are a Nut Free school. Items packaged or processed in a facility that processes nuts are fine; nuts cannot be listed in the ingredients. For more information please see our nut policy above. Lunches must include healthy foods that are low in sugar. Please no juice; we are water and milk only preschool. We also ask that you not send sweets such as cookies, cakes, fruit rollups, fruit snacks, etc., please see our Low Sugar Policy above. We will ask the child to save these items for home. Lots of fruits and veggies are great alternatives to sweets. Remember, *children often have to try things multiple times (15 or more) before they like them.*

Parents need to provide an ice pack in the child's lunch box to ensure freshness and a thermos for hot foods. Please label all non-disposable food containers with a name. A forgotten lunch by a parent becomes a sad and embarrassing moment for a child. Please help us prevent this. If your child has a special diet or is allergic to certain foods this must be noted on the Emergency and Immunization Card.

### **Nap/Rest Time**

Students may rest or nap as determined by their parents. Mats are available for any child needing to nap. Nap time is facilitated peacefully from 12:30 – 2:30 daily in the classrooms as requested by parents. Students that wake up early go back to work in the classroom.



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### **Clothing Requirements**

Your child should wear washable and comfortable clothes. Clothes which can easily be managed by the child are necessary. Bring a change of clothing to leave at school in case of necessity. These should be labeled with the child's name, as should sweaters and jackets. Shoes should be comfortable but give good support. No thong sandals, please. Apply sunscreen to your child in the mornings when dressing.

### **Sun safety**

We strongly encourage parents to put on sun screen on your children before school and train your children to reapply sunscreen by themselves. Send sunscreen to school with your child clearly marked with their first and last name. Staff cannot apply or reapply sunscreen.

### **Toy Policy**

No toys are allowed, including stuffed animals. The only exception is an item necessary for a child to nap.

### **Birthdays**

You are invited to celebrate your child's life with us in the classroom. We meet together at our line and set up the months of the year around a "sun." Your child holds the continents globe and starting at his birth month walks around the sun one time for each year of his life. The teacher usually introduces the child, and then mom or dad tells about the child's day of birth and events of the first year. It is fun to have one picture for each year. The child walks around the sun. Parents then tell about the next year, and so on.

This is a very nice time celebrating the life of the child without a focus on presents or food treats. Food is not allowed. An alternative to a food treat\* would be to donate a book or an item on the wish list to your child's classroom. None of these extras are expected at school. We know celebrating includes a family and/or friends party outside of school. Our focus is not to entertain the children, but to acknowledge this special time by recognizing the unique and special traits and events in your child's life. Please see your child's teacher to schedule the date and time to celebrate your child's birthday.

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### *EXAMPLE:*

Mary was born in San Francisco four years ago today. She was a happy, healthy baby. This picture is of her first trip on a cable car. She loved going up and down the hills. Her first Birthday was celebrated with her grandparents out at the park.

Second year: See how much she has grown and look at all the nice curly hair she has! She learned to walk and talk and we took her to visit her cousins in Arizona. These are her cousins and this is their back yard.

Third year: We moved out to Phoenix just before Mary's third birthday and she has a new baby brother whose name is Mark. See what a great big sister she is! Here she is helping mommy take care of Mark.

Each year the child is in the school we ask the parents to add to this brief history. The children love to show and tell on this very special day and we appreciate your help and participation.

\*This treat should be non-edible, eg. a pencil, a keychain, stickers, etc.

### **Field Trips**

San Tan Montessori School does not schedule school sponsored off-site field trips. On-site field trips are scheduled throughout the school year through their own field trip forms and fees.

### **Observation Policy**

Parents are welcome to observe the classrooms at any time through the one way windows of your child's classroom.

### **Parent Involvement Policy**

Due to the age and developmental needs of the children we ask that parents wait to observe/volunteer in the classroom until October of every year giving children an opportunity to acclimate to the environment. It is disconcerting for many young children to co-exist at school with their parents. If you would like to support/assist us in maintaining this special environment, we have a list of items that are always needed in our classrooms. Also, speak with your child's teacher; she may have a project with which she could use some assistance.

## **San Tan Montessori Private Preschool Handbook**

### **Communication with Teachers**

We ask that parents share and communicate with the teachers on a regular, as needed, basis. It is difficult for the teachers to discuss anything at length during drop off and pick up times or during school time. Please leave a message via email or written note. If necessary, a message may be given to the front desk or left by voicemail. Teachers appreciate all messages, questions, and information in written form whenever possible.

### **Communication with School**

Communication is encouraged between school, parent and child. The success and future of the school depends largely on the ability for effective communication to become the core and central part of the school. Please check your email regularly as this is our primary mode of communication as a school community.

### **Conferences**

Parent/Teacher Conferences will be held during the months of October and March. Please be prepared to collaborate with your child's teacher regarding your child's work, development (emotional, physical, social, spiritual, and intellectual), and goals. Your child's teacher will share with you our observations and interactions with your child at school, Montessori materials your child is currently working with and progressing toward, and more. At San Tan Montessori School, we believe in the strength of the partnership between families and the school and strongly encourage attendance at all conferences. Our mantra is "We make decisions with parents not for parents."

### **General Information**

Hours of operation are: 7:00 a.m. to 5:40 p.m. Monday through Friday.

We do not transport children to and from school.

San Tan Montessori carries the appropriate insurance according to Statute R9-302.A. The certificate of insurance is available in the front office for review upon request.

San Tan Montessori's CDC # is 15101

San Tan Montessori is regulated by:

Arizona Department of Health Services 150 North 18<sup>th</sup> Avenue, Suite 400  
Phoenix, Arizona 85007-3244 (602) 364-2539

## **San Tan Montessori Private Preschool Handbook**

Facility Inspection Reports may be viewed in the front office Emergency Procedures binder upon request.

### *Licensing and Certification*

San Tan Montessori School is a certified and licensed program. We operate in accordance with the licensing rules and regulations for Child Care facilities as outlined by the Department of Health Services through the State of Arizona. The teachers at San Tan Montessori School are required to have their Montessori credentials.

Please help us with our responsibilities as San Tan Montessori School administrators and show respect for the children and staff and regard for the safety of the children by following school policies. This sets a good example for the children. Thank you for all of your support and cooperation. If you have questions regarding this policy, please ask for clarification in the school office.

# San Tan Montessori Private Preschool Handbook

## Handbook Acknowledgment

### Responsibilities of the School

- To engage in a partnership in collaboration and communication on behalf of the student.
- To provide an environment that is safe, clean, and attractive.
- To maintain the standard and licensing requirements by State, County and City Agencies.
- To provide a Montessori program that is developmentally and age appropriate.
- To provide trained teachers who are exceptional in their capacities for observing, guiding and caring, and who are pursuing excellence in their professions.
- To report to Child Protective Services suspected cases of child abuse and neglect.

### Responsibilities of the Parents

- To engage in a partnership in collaboration and communication on behalf of your child.
- To bring and pick up child on time. To **ALWAYS** sign your child in and out with first and last name.
- To fulfill financial and legal obligations to the school promptly.
- To support both child and school by attending parent meetings and conferences, by keeping informed of policies of the school and goals for your child, by volunteering time, resources, effort, and talent where possible.
- Parents must treat the staff and their children with respect both verbally and physically.
- Clothes should be modest and conservative.
- Use a soft voice while inside the classroom.
- Refrain from using inappropriate language.
- If you have a conflict with a staff member, parent, or student, please take it to the Administrator immediately. Unsubstantiated gossip undermines the professionalism of the school.
- Parents must be sober and not under the influence of drugs or alcohol when on campus and picking up children. Smoking is not allowed on campus.
- Firearms and other weapons are not allowed on campus.

### Responsibilities of the Child

- To be actively engaged in the classroom in a safe and constructive manner.
- To respond to direction and correction.
- Exercise school appropriate behavior.

By signing you are agreeing to abide by the policies of San Tan Montessori's Private Preschool.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Age

\_\_\_\_\_  
Parent Printed Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date