

**BERESFORD
MONTESSORI**

**PARENT
HANDBOOK**

Welcome to Beresford Montessori!
Please keep this handbook for a guide during the school year.

**“The child is a well-spring of love.
Whenever we touch the child, we touch love.”
- Maria Montessori**

PHILOSOPHY

Beresford Montessori is committed to the development of the whole child in a loving and nurturing environment. A Montessori education must include many facets of development: the intellectual pursuits, psychological well-being, physical development, and social awareness. These facets of development are interlocking within an applied philosophy that allows encouraging the child to grow to his or her fullest potential.

The school believes that development occurs in an enriched environment where the child is encouraged and challenged. They are neither hurried nor hindered. They work independently, direct themselves to the materials of their choice until they satisfy their inner needs for learning.

The teacher works with individual children, introduces materials and gives guidance when needed. A primary task is to observe each child in order to determine his or her needs. With this knowledge, the teacher can introduce materials appropriate to each child's growth level.

The method of teaching is indirect in that it neither imposes upon the child as in direct teaching, nor abandons the child in a non-directive, permissive approach. The teacher is constantly alert to the sensitive needs of the child and actively works with the child to achieve his or her goals.

We hope that each child may develop a loving attitude towards others and the world.

MARIA MONTESSORI

Maria Montessori, born in Italy in 1870, developed a system of teaching, which encourages children to develop and nurture their spontaneous urge to learn and ability for self-discipline.

Children develop their own pace for learning through a series of sensitive periods in which they are very much in tune to language, order, their senses, and the world around them. Her method allows the child to explore these sensitive periods through a stimulating and loving environment.

Her goal was to allow the child to build positive self-esteem and confidence. She supported the development of the child to become independent and self directed. She provided children the opportunity to learn how to learn.

INTRODUCTION TO PRE-SCHOOL YEARS

The preschool years of the child is an exciting adventure for both child and parents. These early years of development are critical in every child's life. The Montessori environment provides the child with a rich, caring place to allow him/her to develop to their fullest potential. The following are among the areas of development:

1. One important facet of development is social interaction. Through interaction with other children and adults, the child is prepared for the larger environment outside home.
2. Encourage the child to do more things for himself.
3. Encourage the child to verbalize his/her thoughts, feelings, and needs.
4. Play games that challenge their thinking and reasoning. Following directions is very important in their formative years.
5. Establish a productive rhythm in which the child can develop around.

CURRICULUM

The Montessori curriculum encompasses five areas:

1. Practical Life: Here the children develop order, coordination, concentration, and independence. These include the care of self, care of the environment, and grace and courtesy.
2. Sensorial Area: With the use of Montessori designed materials, children refine and organize their sensory perceptions. Children learn to develop sensory impressions of the world around them.
3. Language: Children are exposed to various phonetic components that constitute the English language. They progress using concrete materials which aid them in developing their reading skills.
4. Math: The importance of one's sense of order is emphasized in the development of the mathematical mind. Manipulative materials are used to allow children to discover abstract mathematical ideas through concrete models.
5. Cultural and Science: In this area the children learn about the world around them.

The aim is to stimulate interest in and equip the children with the skills to explore nature and societies around the world.

PROGRAM

Morning Program:

8:30 a.m. - 9:00 a.m.	Free play time
9:00 a.m. - 9:30 a.m.	Circle (Curriculum activities, calendar, and music)
9:30 a.m. - 10:30 a.m.	Free choice (Children direct themselves to age appropriate activities in five areas. Teachers assist and introduce new activities)
10:30 a.m. - 10:50 a.m.	Music
10:50 a.m. - 11:15 a.m.	Playground time
11:20 a.m. - 11:30 a.m.	Story time and morning dismissal
11:30 a.m. - 12:15 p.m.	Washing hands and lunchtime

Lunch Time:

Parents provide a nutritional lunch and a drink for the child. We do not heat food for children. If you wish to send rice, noodle, soup or pasta, we suggest that you heat it up in the morning and put it in a thermos. We do not let children share their lunches. We encourage children to eat their main food first before their dessert. For dessert, we ask you not to send candy or any food with high sugar content. There is an additional charge for children having lunch at school.

Afternoon Program:

12:30 p.m. - 1:00 p.m.	Free play time
1:00 p.m. - 1:30 p.m.	Circle
1:30 p.m. - 2:30 p.m.	Free choice
2:30 p.m. - 2:50 p.m.	Music
2:50 p.m. - 3:15 p.m.	Playground time
3:20 p.m. - 3:30 p.m.	Story time and dismissal

*Morning children should be picked up between 11:20 a.m. and 11:30 a.m.

Afternoon children should be picked up between 3:20 p.m. and 3:30 p.m.

POLICY

1. All children who come to this school must be toilet trained.
2. Wednesdays is our show and tell day. We encourage children to bring materials that are related to our curriculum for that period. Please discourage children from bringing toys or objects that easily break. Toys are allowed, but not action figures such as batman, power rangers, etc.
3. Snacks are provided by the school and also by the parents on a voluntary basis. When the children bring snack they may serve it. This is a good exercise for grace and courtesy.
4. We celebrate important holidays. We make these celebrations low key so as not to over stimulate the children.
5. Field trips are scheduled throughout the year. In some cases there may be additional charge to cover admission fees. We encourage parents to accompany their child. Parents will be notified well before a field trip, to give parents ample time to make appropriate arrangements should they wish to accompany their child.
6. The Montessori environment thrives on independence and order. Should there be a child who is not socially ready to be in this environment, the child may be asked to withdraw and reapply at a later date.

CHILDREN'S HEALTH

1. A child who is ill should be kept at home. If the child has been ill due to a contagious disease (chicken pox, measles, green mucous from their nose, lice, conjunctivitis, and others) a note from their physician must be presented to the teacher indicating that it is all right for the child to be back in school.
2. If the child displays symptoms (e.g. diarrhea, fever, etc.) indicating a contagious condition during school hours, the parents will be called to pick up the child immediately.
3. Parents are required to advise the staff of any physical, emotional, or environmental condition that may affect the child's health and progress in school.

4. In the event that the children are exposed to a child with a contagious condition, a notification will be sent out to parents.
5. In case of a minor accident first aid will be immediately administered to the child. For major accidents, the staff reserves the right to call 911 or bring the child to the nearest hospital for proper care.

POLICY ON MEDICATION

From time to time, you might request teachers to administer medicine to children. Unfortunately, we cannot assume responsibility for giving medicine for several reasons. First, our teachers are busy looking out for the welfare of all the children. It is too easy to become busy with the group and forget to give the medication at the proper time. Also for the safety of all the children, we prefer not to have medication in the classroom. Usually prescription medication which needs to be taken for several days after the child has recovered can be given before and after school and in the evening.

If this policy presents an extreme hardship to you in a particular case, please contact the office and we will try to accommodate your needs.

Please do not send vitamins, cough drops, ointments or any type of over the counter medicine. It is particularly dangerous to send these in lunch boxes, since a child will share these with other children.

Thank you for your cooperation. Please call if you have any questions or concerns.

BIRTHDAY

We celebrate birthdays with a special celebration. The birthday child walks around a candle which symbolizes the sun. Each trip around the sun represents one year of life. Either a parent or the teacher will say something special concerning the events in the child's life for that year. We ask the parent

and child to make a time line with pictures of the child to display in the classroom. (This is optional)

TUITION

1. Tuition may be paid monthly or by semester. Payments may be mailed or placed in the tuition envelope. Tuition is divided into ten monthly payments. The first payment is due when the child is offered admission into the program or by August 1 st and the last payment is due on May 1 st. A non - refundable deposit is required at the time of enrollment. The deposit will be credited toward the first payment due on August 1 st. There are separate fees for the summer program.
2. Tuition received in full will receive a \$200.00 discount and tuition received in two payments will receive a \$150.00 discount.
3. There is a non-refundable registration fee of \$100.00.
4. There will be a \$35.00 fee if payments are not made promptly. Unless other arrangements have been made, after 10 days of delinquency, the child may be asked to withdraw.
5. Parents whose children are not picked up promptly will be charged \$5.00 for each 5 minutes the child remains overtime. This will be paid to the employee detained at the time of pick up.
6. Thirty days advance written notice is to be given if you decide to remove your child from the school. Refunds cannot be made after April 1.
7. The school will be closed as indicated on the school calendar.
8. **Refunds or make - ups for days absent due to illnesses, holidays, or vacations cannot be made since school expenses continue while a child is absent.**
9. Returned checks are subject to a \$20.00 fee.

ATTENDANCE

1. Emergency information is kept in the school's file at all times. Children will only be released to those persons authorized on the card file and parents

should also write it in a notebook next to the sign in sheet. Teachers will also require picture ID. Should there be any changes please notify the staff in writing. Children will not be released to anyone not written on the card. We must think first of the child's safety despite of all inconveniences.

2. Please drop off and pick up your child at the door.
3. Please sign in and sign out the child.
4. In case of absences please notify the school between 8:00 a.m. and 9:00 a.m.
5. We ask parents to walk out of the school holding the child's hands. Please always remember to put the cord back around the top of the gate.

SIGN IN AND SIGN OUT

1. It is required by law that you or the authorized person signs in and out for your child. Please note that you need to sign your full name and the exact time on the sheet.
2. A communication book is available next to the sign in sheets. We encourage parents to use it for better communication. Please remember to date and sign by the message.
3. Parent box is also next to the sign in sheets. We ask parents to check it daily.

CONFIDENTIAL INFORMATION

We do not release confidential information, including addresses and telephone numbers or our students. We encourage you to use the parent box to leave notes, invitations, telephone numbers, etc.

PARKING

Please do not block the driveway when parking on the street. The driveway next to the church building belongs to the doctor's office next door.

CLOTHING

The children wear uniforms during the school year. The uniforms can be purchased at Dennis Uniforms in Redwood City. Uniforms are not worn during the summer sessions.

Each child has a box of extra change of clothing, which should include a couple of underwear, socks, shirts, and pants. Please update the box from time to time. Please note that the extra clothing does not have to be a uniform.

PARENT COMMUNICATION

Parent observations can be scheduled throughout the year. The classroom is open for observation at any time should a parent wish to observe.

Parent conferences are scheduled twice a year, one in each semester. Parents may bring up their concerns and the staff will inform the parents of the level of accomplishment of every child. When necessary, conferences can be held at other times. Parents are encouraged to contact us if they have questions or concerns at any time.

Special holiday affairs will be scheduled throughout the year.

PARENT EDUCATION EVENINGS

Throughout the year we schedule parent education evenings to help parents understand the Montessori philosophy and to provide information on parenting techniques and other relevant topics. We welcome suggestions of topics and speakers. We strongly encourage all parents to attend.

BACK TO SCHOOL NIGHT

At the beginning of the school year, we ask parents to join us for an orientation meeting. It is required that all parents attend this meeting.

PICTURE DAY

An experienced child photographer comes to the school each year to take individual and group pictures of all the students. Parents will be notified when picture day will take place.

IMMUNIZATION

State law requires that all children entering school be immunized. We need a copy of your child's immunization card and please keep it updated.

FIRE AND EARTHQUAKE DRILLS

We conduct fire and earthquake drills monthly to teach the children how to respond in case of an emergency.

In case of a fire: 1) the signal to leave the building is the sound of the fire alarm beeping for several minutes. 2) children follow the teacher through the door. 3) director checks all the rooms follows the class outside taking all emergency cards and checks the role sheet for proper accounting of every student. Class may not enter the building until safety has been established by proper authorities.

In case of an earthquake: 1) during the shaking the children will stay inside the building and calmly go under the tables or proceed to the headers of door openings. 2) In case of serious quakes, parents will be asked to pick up the

children. A teacher will remain with the children at all times. Parents will be notified of the nearest disaster relief site where the children will be taken.

DISCIPLINE

Childhood is a learning process and experience. We believe that discipline is necessary in this process. By creating an environment where there is less failure but allowing the child to experience success, satisfaction, and security brings about a well disciplined child.

The ground rules include:

1. No child may hurt others or themselves.
2. No child may disturb the work of another child.
3. No child may abuse the materials or the environment.
4. In case of misunderstandings, the teacher will discuss the situation with the director.
5. Parents may be called for special conferences if deemed necessary.
6. A probationary period will be established. Follow up communication will follow after probationary period to decide what further action may be undertaken to meet the child's needs.
7. Teacher may not use corporal, verbal, or psychological punishment. They may not deny children basic needs such as food, nourishment, or sleep as a behavior modification.
8. Community care licensing will investigate any complaints as needed.

IN CASE OF EMERGENCY

Relocation:

Sequoia High School 2302 Brewster Avenue, Redwood City 367-9780

McKinley Middle School 400 Duane, Redwood City 366-3827

Out of State Contact: Jan Eshelmen (541) 484-5716

REGISTRATION STATEMENT

Beresford Montessori is nondiscriminatory in its admission policies. We believe in equal attention and care for all children without regard to race, color, creed, national origin or ancestry.

Registration procedures:

1. The child must be 2 ½ years old.
2. The child must be toilet trained.
3. Fill out the application form and submit the fee.
4. Complete all needed state regulated forms.

“Education is a natural process spontaneously carried out by the human individual and is acquired not by listening to words but by experiences in the environment”

Maria Montessori