



Reach Montessori Preschool
HANDBOOK

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Introduction

The Director and the teachers of Reach Montessori Preschool welcome you and your child to the school. The Parents' Handbook presents the philosophy, goals, policies and procedures of the school. This handbook guides and helps you in understanding the school's mission and the Montessori Method. If you have any questions, the Director and the teachers will be more than happy to help you.

Welcome and we look forward to having your child at Reach Montessori Preschool.

Maria Montessori

Maria Montessori was born in 1870 in Italy and became the first woman to receive a medical degree from the University of Rome. She developed her unique method of education by directly observing and working with mentally disturbed children. She created and utilized a system of manipulative materials based on observation of how children interact with the world around them. Dr. Montessori's method became successful and gained popularity in the schools in Italy and throughout Europe and Asia.

Montessori Method

The primary goal of a Montessori program is to help each child reach their full potential in all areas of life. Activities promote the development of social skills, emotional growth and physical coordination as well as cognitive preparation for future intellectual academic endeavors. The curriculum under the direction of a specifically prepared teacher allows the child to experience the joy of learning, the time to enjoy the process and ensures the development of self-esteem. It provides experiences from which children created their knowledge.

School Philosophy Statement

Reach Montessori Preschool believes that the child is born with his own skills and is naturally interested about the world. The child's sensitive period for movement, language and order supports his involvement in the world.

Montessori Method of education provides the foundation for children's natural inner discipline and control. Caring and respect for others as well as respect for one's self is fostered in the Montessori classroom. By providing a rich and healthy environment and the use of special learning tools and materials developed by Dr. Montessori help facilitate the total development of each child's unique style of learning.

School's Goals for Your Child

The school's goal is for your child (2-6yrs old) to experience nurturance, encouragement and direction in order to optimize the potentiality of your child in social and emotional development, in cognitive and language development and in fine and gross motor skills development.

Basic/Optional Service

The basic services that Reach Montessori Preschool offers care and supervision of your child during our operation 8:00Am to 6:00Pm .Snack is provide with 2 food groups twice a day. (Morning snack will be served at 10:30am and Afternoon snack will be served at 3:30pm). **Parents must notify school the child has any Allergy history . Teacher is responsible to not serve the child with allergy food according Allergy list.** Optional service is not provide this time. The school provide hot lunch choice. If you chose to have your child participate, it will be an additional cost that will be paid directly to our office. Parents is responsible for bring your child home lunch or pay to order hot lunch .

Montessori Learning Environment

The Montessori learning environment and activities for your child reflects the School's Montessori philosophy and goals. In order for self-directed learning to take place, the whole learning environment-classroom, materials and social setting must be supportive of the child. The teacher provides the necessary resources, including opportunities for children to function in a safe and positive environment. Together, the teacher and the child form a relationship based on trust and respect that fosters self-confidence and willingness to try new things.

Hours of Operation

Reach Montessori Preschool is open Monday through Friday from 8:00 am to 6:00 pm. Prompt arrival is important for your child to fully benefit from the program. The general continuity and calm of the classroom is disrupted by late-comers. The following are the arrival and departure times for the following programs.

For Full time Program

Arrival is between 7:00 am and 9:00 am. Dismissal is between 3:30 pm and 6:00 pm.

Community Care Licensing requires families to sign a full signature at arrival and departure of your child. The sign-in and sign-out binder is located at school entrance. The form for administration of medicine is in front of the sign-in and out binder.

Release of Child to Authorized Persons Only

Your child is only released to those people appearing on the Emergency and Identification form that each family completes prior to attendance. Photo identification is requested if the person is not recognized by the dismissing teacher.

If someone is picking up your child that is not listed on the Emergency and Identification form a signed note may be given to the teacher in the morning or faxed to the school during the day

Late Pick Up

The school closes at 6:00 pm. late pick up is when pick up of a child is after closing hours of the school. Occasionally an emergency may arise preventing picking up of a child on time at the end of the day. An automatic, non-negotiable late fee of \$5.00 for each five minutes interval is charged.

Programs

Reach Montessori Preschool serves children ages 2 years old to 6(Entry of Kindergarten). We offer the following programs and services to meet parents as well as each individual child's needs.

PRESCHOOL PROGRAM

Children ages 2 years old to Entry of Kindergarten are accepted into this program. Children must be fully toilet trained and be mature physically and emotionally ready to participate in the Preschool Montessori Program. In addition to the core Montessori curriculum, the program is enriched to include music, art projects, story time and outdoor supervised activities. The child to teacher ratio is 1:12. We offer the following schedule in the preschool program:

Full Time Program(7:00 am - 6:00 pm)

5 days - Monday through Friday

3 days - M, W, F(7:00am-6:00pm)

2 days - T, Th (7:00am-6:00pm)

Part Time Program(8:00 am - 12:00 pm) or (12:00-6:00pm)

5 days-Monday through Friday

Admission Policy

Reach Montessori Preschool is an educational service for children ages 2 to 6(Entry of Kindergarten). Enrollment is available to children within this age range regardless of race, gender, ethnic background, national origin, religion or disability. Enrollment is then open on a first come, first serve basis. The school reserves the right to refuse admission based upon likelihood to benefit from the school program.

Child's File Requirement

Prior to attendance the following forms must be completed and submitted to the school:

- Application and application fee
- Enrollment Agreement
- Parents' Rights (LIC 995)
- Personal Rights form (LIC 613A)
- Consent for Medical Treatment (LIC 627)

- Identification and Emergency Information(LIC 700)
 - Physician's Report (LIC 701)
 - Child's Permission Health History form(LIC 702)
 - Emergency Information Card
 - Parents' Handbook Acknowledgment
 - Immunization Record:
 - 1) Polio - at least three doses (if the third or last dose was given before two years of age, one additional dose is required)
 - 2) DTaP/TD - at least four doses (if the fourth or last dose was given before two years of age one additional dose is required.)
 - 3) MMR (Measles, mumps and Rubella) - one dose of each on or after the first birthday.
 - 4) HIB or HepB - third dose at least four months after the first dose.
 - 5) Varicella - on or after first birthday.
- NOTE: These forms must be reviewed and updated each year of enrollment.

Tuition

Tuition must be paid on time. Tuition is due on the 1st of each month and delinquent after the 5th of each month. A late fee of \$25.00 is billed after the fifth of the month. Each subsequent ten days (10th and 20th) incur an additional \$25.00 late fee each. Full tuition will be charged even if your child missed days of attendance regardless of whatever reasons it maybe. Late charges will be assessed on delinquent accounts. Should this happen, you will not be allowed to bring your child back to school until your balance is paid in full. Extremely delinquent accounts will be terminated and sent to a collection agency. Please read your tuition schedule for details.

Withdrawal

A thirty days written notice in advance is required when you are withdrawing your child from the program. Deposit applies the last month of the tuition.

Sickness Policies and Procedures

It is the responsibility of Reach Montessori Preschool to maintain the best standards of health. It is hoped that parents will do their share to preserve these standards of health. It is hoped that parents will do their share to preserve these standards for the sake of the children as well as the school.

Sick children are not admitted to the School. A child is deemed sick if there is a temperature over 100 degrees, sore throat, cough, active cold, diarrhea or vomiting or other indications of illness. Advise your child's teacher of special health conditions or considerations so that they are alert to the health of your child.

Should your child become ill or injured in school, we will notify you immediately and take whatever steps you have indicated on your emergency forms. You will also be informed if your child has had any minor accident during the day. If your child becomes sick while at school, he/she will be kept in isolation and we will contact his/her parents so that the child may be picked up as soon as possible. **We cannot ac-**

cept children back in school until contagious symptoms have been absent for 24 hours or if a doctor releases the child. Due to a state law prohibiting sick or contagious children from being at school, it is very important that your child be picked up within an hour of being called.

If your child will be absent for more than two days, notify the School. If your child has a communicable disease (e.g. chicken pox, measles, lice, pink eye(conjunctivitis), impetigo, streptococcal infection, whooping cough, ringworm, pinworm, hand, foot and mouth disease) notify the school immediately.

It is important that the school knows where and how parents can be reached. If you move, change jobs, or change your phone number (cell phone, home phone, work phone), it is important to let the school know. In the event of an emergency or accident, it is the information that you have provided that assures your prompt notification.

Medication

The school will administer doctor prescribed medication to your child on your written request noted in the Administration of Medication Request Form. School will not administer over the counter medication to your child.

Give all medication directly to the teacher. Medication containers are required to have the child's name, the name of the medication, the dosage, the expiration date and the time and frequency of the administration of the medication.

Your child's medical problems and accidents at school are recorded and reported to you. A written record is kept on file for such accidents.

Notify the teacher if your child is taking any medication that may account for behavioral changes.

No Financial Responsibility for Emergency Medical Treatment For an Injured/Sick Child

Reach Montessori Preschool is not responsible for the payment of medical bills for injuries a child may incur while attending the center or any expenses relating to a child's illness or injury.

All reasonable efforts will be made by center staff to reach you or an identified emergency contact person if your child is ill or injured. If staff is unable to reach you or an identified emergency contact person, and it is determined that your child's illness or injury requires immediate medical intervention, 911 will be called for assistance. In the case of illness, emergency medical treatment and/or ambulance transport is the financial responsibility of the parent/guardian. The medical response unit will bill you for the services rendered for your child.

You can help us avoid unnecessary calls to 911 by making certain that the center has your correct telephone numbers. It is also very important that center personnel are fully informed of any medical condition that might require attention beyond normal first aid procedures.

Clothing

It is very important that all personal belongings of your child must be labeled. Remember clothing for your child should be comfortable and allow for freedom of movement. The children will have outside play whenever the weather permits. Shoes must be ones that are suitable for active play.

Napping bedding

Parents providing all the beddings for your child to use at nap time in school. All the bedding need to take home and wash on Friday of each week. School will be responsible to sanitize the napping mat.

Birthday Celebration

Your child is invited to have a birthday celebration at school. We like to observe this special day for the children. You may bring low sugar cupcakes, pizza, cookies, juice or whatever the child wishes to share at school. Birthday celebration normally takes place after nap time. Contact the teacher if you wish to bring a special snack. The family is welcome to come during this time.

Transportation

No transportation provided from preschool , parents must provide own transportation to drop off and pick up children .

Field Trip

No field Trip will be organized at Reach Montessori Preschool.

Community Resource

Reach Montessori preschool is not use any community resource.

Discipline Statement

Montessori is a method of education that strongly believes in respecting the child and his/her feelings and ideas. Children develop a sense of responsibility, self-discipline and self-control. Children experience security where there is consistent adult guidance and discipline. Adults, in their role of caring for children, model, teach and reinforce pro-social behavior. Teacher uses constructive and consistent methods of discipline in order to maintain a peaceful and nurturing environment that supports learning.

The teachers do not use negative physical touching such as spanking, slapping, tapping, pulling, pinching, etc. Additionally, teachers do not use humiliation, intimidation, ridicule, threats, mental abuse or interference with daily living functions. Instead, teachers make the children be aware of the consequences of their actions and are given choices for more positive behavior.

The teachers are trained in observation to anticipate possible conflicts and to prepare the environment to minimize difficult situations. Techniques such as redirecting, natural and logical consequences, active listening and I-messages are techniques used by teachers. The family is contacted in situations in which the child is or potentially may inflict harm to self, others or the environment.

Consistent ground rules and reminders of proper behavior result in clarity for children in a majority of the time. In situations in which the array of techniques does not produce expected results, the School's position is that this environment is not meeting the child's needs and more suitable environment is required.

Observation Period

Reach Montessori preschool offer Free Trial and Assessment Class.

The trial class is between 9:30-11:30am by appointment only. The purpose of the free trial and assessment class is to ensure your child is placed in the right environment and classroom.

Dismissal

Reach Montessori Preschool reserves the right to dismiss a child who is not suited to our individualized program, who is not benefiting from the school environment or who exhibits inappropriate behavior patterns. Inappropriate behavior patterns include biting, pinching, punching, etc. of children or teachers. The family is legally liable for any damage done to property or to another person. Further, a child is dismissed if the family member(s) exhibits abusive or disrespectful behavior to children or adults at the school. Finally, any tuition not current by the end of the month results in automatic dismissal of the child.

Child Abuse Reporting

While everyone should report suspected child abuse and neglect, the California Penal Code requires that certain professionals and laypersons must report suspected abuse. The mandated reporters include Child Care Custodians. Failure to report suspected abuse by a mandated reporter within 36 hours is a misdemeanor punishable by 6 months in jail and/or a \$1,000.00 fine. Marks on your child that are not satisfactorily explained to the school are reported to authorities.

Disaster Procedure

In the event of a disaster such as an earthquake your child remains at the school unless advised by authorities to evacuate. If your child is moved, the location will be posted. All reasonable precautions for your child's safety and health will be taken. Three days of supplies are on site for each child.

Personal Belongings

Personal belongings that clearly relate to the intent of the classroom are welcome. The personal belonging is placed in the classroom and is available to all children on

the same basis as any other material in the classroom. Toys remain at home or in the car. Please label all your child's belongings.

If your child brings home an object that does not look familiar, please check with the teacher. Even seemingly insignificant objects may be critical to a Montessori material. Please return all materials.

Parent-Teacher Conference

You are invited to initiate a conference at any time you feel the need. Your child's progress, accomplishments and difficulties at home and school are discussed. Parent-teacher conferences provide the opportunity for continuity of input between you and the school.

Family and School Partnership

Families are in partnerships with the School, establishing and maintaining regular, ongoing, respectful two-way communication to build trust and mutual understanding and to ensure that your child's learning and developmental needs are met. Teachers greet you at arrival and at dismissal. Changes in a child's physical or emotional state are reported to you regularly. Notes and/or telephone calls are used to communicate if you do not bring your child personally to the School.

You are informed about the program and about the curriculum through the school newsletters, flyers, and the bulletin board. Policy changes and other critical issues are communicated to you by letters.

Communication between teachers and families ensures your child a smooth transition from home to the School or from one program to another during the day. Major changes that affect your child such as changes in room or in teacher, and use of special services are discussed with you before decisions are made.

Involvement in the School is encouraged. Your involvement can take whatever form your interest and your schedule allows. Families contribute to the class by sharing their talents. Your child enjoys having you come to School to talk about or demonstrate a special interest. This talent can be cooking, reading a story, a demonstration of your profession (doctor, dog groomer, carpenter, etc.), dancing, playing an instrument, etc.

Grievance Procedure for Families

Difficulties and differences that arise from interactions between teachers and families are resolved through special conferences or individual meetings involving all participants. The school director facilitates the meeting.

SCHOOL YEAR CALENDAR

Reach Montessori Preschool will be CLOSED on the following days:

Presidents' Day

Good Friday

Memorial Day
Independence Day
Teacher In-service day (End of Summer)
Labor Day
Veterans Day
Thanksgiving Day & Friday after
Christmas Holiday Week
New Year's Day

*NOTE: If the holiday falls on a weekend the school will be closed the day before or the day after the holiday.

Conclusion

This handbook is intended to be a basic guide as to how Reach Montessori Preschool functions. If you have any further questions concerning our policies, feel free to ask the director or call us.

Parent Handbook Receipt:

I _____, the parent of _____ have read and understand this agreement, tuition schedule and services of Reach Montessori Preschool and will Comply with said polices and terms of this agreement.

_____ Date ____ / ____ / ____

Parent/Guardian Signature

_____ Date ____ / ____ / ____

Parent/Guardian Signature