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Mission Statement

San Tan Montessori,
as a school
community, will
strive for excellence
in Montessori
education by
providing a clean,
structured, safe
environment, which
will foster the
curiosity, creativity,
and imagination born
within us all.

Contact Information

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Dear Parents,

Thank you for choosing San Tan Montessori as the 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 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,

Kristofer & Rita Sippel

San Tan Montessori Pre-School Family Handbook

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Mission Statement

San Tan Learning Center, as a school community, will strive for excellence in Education by providing a clean, structured, safe environment, which will foster the curiosity, creativity, and imagination born within us all.

Notice of Nondiscriminatory Policy as to Students

San Tan Learning Center admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. San Tan Learning Center 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 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.

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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, both the symbol and quantity are taught. Later the decimal system (units, tens, hundreds, thousands) is brought to the child along with basic arithmetic processes. Numbers, both the symbol and quantity are taught. Later the decimal system (units, tens, hundreds, thousands) is brought to the child along with basic arithmetic processes.

MUSIC

Music is fundamental in the classroom. All types of music are integrated. Music appreciation is cultivated, and music used by the civilizations throughout history is unfolded before the child. Music will find its way in all aspects of the classroom - - as a subtle background during work time, to signal clean-up time, as an integral part of the cultural curriculum, as a form of celebration and fun. The Music Together preschool program is part of San Tan Learning Center's Montessori Primary Level core curriculum. (See **appendix A**).

The Primary Level (3 – 6 year olds)

Primary 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 they have what Dr. Montessori called the "Absorbent Mind" through which he literally absorbs knowledge from his environment. Therefore, everything in the Montessori classroom environment serves a purpose of laying a foundation for the child physically, intellectually and emotionally. There is a special emphasis with connecting the child with nature and things that are real in the world. Dr. Montessori specified that the primary aged child is in the sensitive period for connection with the world.

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Multi-Age Classrooms

San Tan Learning Center classrooms are multi-age communities. Dr. Montessori termed these 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 opportunity to practice leadership skills while reinforcing their knowledge through teaching their younger peers. The younger children have a model of which to aspire.

Prepared Environments

San Tan Learning Center’s classrooms are designed to help children fully develop their unique potential through a carefully prepared learning environment that meets their individualized needs. Developmentally appropriate hands-on materials facilitate learning in a hierarchy from simple to complex and concrete to abstract. Everything in the classroom is child sized, beautiful and inviting.

Freedom Within Limits

San Tan Learning Center’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.

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Hours of Operation, Tuition, Fees, and Discounts

Tuition: All Prices Are Per Month

PRE SCHOOL STUDENTS ONLY

<i>Primary - 5 Days (Full Day)</i>	\$650.00 School Day (8:30-3:30)
<i>3 Days</i>	\$450.00
<i>2 Days</i>	\$375.00
<i>Primary - 5 Days (Half Day)*</i>	\$500.00 Half Day (8:30-11:45) (12:15-3:30)
<i>3 Days*</i>	\$350.00
<i>2 Days*</i>	\$265.00
<i>(Full Day) - Extra Day</i>	\$35.00 A Day
<i>(Half Day) - Extra Day*</i>	\$25.00 A Day
Before School Care 7:30-8:30	\$125.00
After School Care 3:30-5:30	\$175.00
Before and After School Care 7:30 AM-5:30 PM	\$250.00

* Indicates a program with no lunch at school

Fees:

Annual Significant Learning Extension Fund

Pre School Students \$500.00

Discounts:

Tuition will be reduced at a rate of 15% if multiple students are enrolled. (Pre School Students ONLY)

When a student is enrolled in the 5 full day a week program, as well as the Before and After School Care, the cost will be reduced by 50% off the extended care amount. (Pre School Students ONLY)

Snack Policy

Healthy and nutritious snacks will be provided for your child everyday. The snacks will be low in sugar and will be served with water. Water will be made available at all times.

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.

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Rest Time

Students may have a rest or nap time. Mats are available for any child needing to nap.

Lunch Policy

San Tan Learning Center offers a school lunch program for an additional fee, which must be paid on a per month basis. However, if parents should choose to pack their child a lunch, the lunch must include healthy foods that are low in sugar and preservatives. 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. This policy will be enforced to support the child's needs for proper nutrition. A forgotten lunch by a parent becomes a sad and embarrassing moment for a child. Please make no exceptions to this policy. NO candy and soda pop are to be served by staff members or parents. We are a water only campus. If your child has a special diet or is allergic to certain foods this must be noted on the Emergency and Immunization Card. In an effort to support our families with this policy, we have partnered with NSA (National Safety Association) to provide nutritional information and ideas. **(Please see appendix B).**

Sharing Guidelines

We encourage children to share items of educational value with classmates. We request they be clearly marked with the child's name. These materials include rock or leaf collections, bird nests, books, tapes or postcards. Animals will not be allowed for this sharing period unless first discussed with the teacher. Instead, a photo of a pet is welcome and your child may verbally share in this way. We cannot accept toys or personal treasures. This includes money, candy, gum, or toy guns. Please discuss this policy in advance with your child to avoid disappointment. We have items in our classroom that may look like "toys" that are used for language exercises. If anything should accidentally be carried home in a pocket, please return it immediately to the school. In addition, we also have very small block-like materials and puzzle pieces that are very attractive and also extremely expensive and difficult to replace. Please help us keep these items at school. The children learn quickly about the "community" of a School and the need to protect all these items for everyone's use and enjoyment.

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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 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.

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 Learning Center does not schedule school field trips.

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Book Orders

Monthly book orders are available to you and your child at a discount price. Not only does your child benefit, but San Tan Learning Center also receives points to use toward obtaining books for FREE! Our goal is to acquire more books and listening tapes for the children. Order forms and catalogs will be distributed on a monthly basis. Please note the deadline posted on each order form.

Recruitment and Admissions

San Tan Learning Center'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 Learning Center will strive to clearly communicate the true nature of the school to prospective families. San Tan Learning Center 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 Learning Center does not discriminate in matters of admission or enrollment on the basis of race, religion, or ethnic background. San Tan Learning Center consciously teaches children to accept, respect, and celebrate the rich cultural diversity of the global community.

Admissions Criteria

To begin the admission process, children must be 3 years old by September 1st of the academic school year. In addition to this, they must also be potty trained (no pull ups). San Tan Learning Center's age criteria may be accepted or rejected at the Superintendent's discretion.

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Admissions Process

Completed application

Significant Learning Extension Fund Paid

Completed blue emergency card

Copy of immunization records

Copy of birth certificate

INTERVIEW

After the application is completed the prospective family will have an interview with a member of the educational team. Whenever possible, we strongly suggest both parents attend the interview.

ACCEPTANCE

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 Learning Center's philosophy. Qualified applicants are then selected for available spaces with a focus on maintaining a balance of genders and ages in each classroom.

WAITING LIST

If a space is not available, qualified applicants will be placed on the waiting list. You will be notified by phone when a space becomes available.

PLACEMENT

Classes are filled with an emphasis on balancing gender and ages. We strongly believe in the strength and integrity of all San Tan Learning Center classrooms. It is the policy of San Tan Learning Center not to accept parent requests for specific classroom placements. Placement will be determined by the educational team, based on the student's abilities and/or needs.

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.

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Withdrawal

This agreement may be terminated by 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.

Release of Children

Children will be released to those persons listed on the Emergency and Immunization Card only. If there is any change to this card it must be submitted in writing and added to the Emergency card. Proof of identification is required at the time of pick up from anyone at anytime when requested.

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 to release their child at time of pick up. The authorized person must present a picture ID upon arrival at the front desk. Sign out with a full signature is required. Always have contact with a staff member in the classroom or on the playground when picking up your child. Please encourage your child to say goodbye or give a handshake to a Lead teacher or assistant.

After a parent has signed their child out and is present in the child environment, it is the responsibility of the parent to take any necessary disciplinary action or redirection for his or her own child. Staff members are not responsible for disciplining children when the parent is present. Staff members may alert parents to any situation that needs attention for their child.

Custody Issues

Parent must provide the school with official legal papers.

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Records Policy

Each parent is required to provide the necessary enrollment information prior to the beginning of school. Immunization records are the parent's responsibility to keep up to date at all times. All records of the child are kept confidential. There is a parent folder for each child placed in the School lobby. These folders are for the parents only. No children are to handle these folders. It is the parent's responsibility to check the folder in the lobby daily for communications from teachers, administration, Director, etc.

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 Learning Center's students and parents, San Tan Learning Center will not release students' educational records or information contained 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 Learning Center 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 Learning Center 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 Learning Center 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.

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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 Learning Center will review the request and respond to you in writing within 45 days. San Tan Learning Center 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 Learning Center 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.

Arrival and Dismissal Procedure

Never leave any child in the car alone for any reason, or for any period of time. You will be handed a sign-in/out notebook for your signature at the time of arrival and departure (Pre School Only). 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.

As the administrators of San Tan Learning Center, it is our responsibility to safeguard the children and to protect their right to an authentic education. Please support us in this by cooperating with school policies. Every policy is based on sound principles, which apply to the elementary children as well as the primary children. Some of these are:

- The child's sensitive period for order
- The child's need for independence
- The child's need to learn concentration skills
- The child's need to complete a cycle of activity.

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Dr. Montessori stressed the importance of the child being given an uninterrupted three-hour 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 Learning Center, this period is from 8:30 to 11:30 a.m. and again from 12:30 p.m. to 3:30 p.m. Every child who enters late is disoriented, like entering a movie after it has started. You don't know what happened before and it takes a while to figure out what's going on. The child also loses part of the 3-hr. work period, which is designed to follow a child's natural pattern of learning.

Every person who enters the class after 8:30 disrupts the class. Children are distracted by the adult and child entrance, the adult/child separation experience, the parent often putting away items for the child, talking louder than the class is used to, talking to the teacher and taking her time away from lessons started, etc.

Parents and children who arrive after 8:45 are to go to the office. If there is a separation problem, a parent may stay with the child outside of the classroom until the child is calm and/or the parent has to leave. Staff will escort late children to class.

To help begin a student's transition from home to the classroom, San Tan Learning Center has a "phasing in" policy, as shown below (Pre School Only):

- Day 1: Parents can spend the entire day at school (ie: 6 hours)
- Day 2: Parents can spend half as much time at school as the day before (ie: 3 hours)
- Day 3: Parents can spend half as much time at school as the day before (ie: 1 _ hours)
- Day 4: Parents can spend half as much time at school as the day before (ie: 45 min.)
- Day 5: Parents can spend up to 20 min. at school

Please help us with our responsibilities as San Tan Learning Center 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.

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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. If the child arrives after class time has begun, please check with the front office for assistance. Regular attendance and punctual arrival at school are two habits that dramatically impact student achievement. Absences and tardiness are disturbing to students, disrupt their schedules, 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 and will prevent the student from getting behind in his work. In case of an absence the following procedures should be followed:

1. 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.
2. Frequent patterns of absences may result in a meeting with the teacher. Penalties for excessive absenteeism may have an impact on successful completion of a grade level, suspension from school or removal from the regular school program.

Tardiness

1. The school day starts at 8:30 A.M. A student is considered late if they are not signed in at the start of the school day.
2. Frequent tardiness may result in a meeting with the teacher and an administrator.

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Discipline Policy

The faculty of San Tan Learning Center understands the development of each child. We see each child where they are and discipline using a re-directive approach. As a young child, they explore the world through using senses. Young children at this age do not understand the consequences of their actions. To reprimand inappropriately will not help the child develop. We choose to use a more direct approach in cases of an extreme nature. 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.

Classroom Rules

- We respect each other.
- We respect our teachers.
- We listen and follow directions.
- We respect the work of others.
- We may not misuse the materials.
- We take care of our environment.
- We walk in the classroom.
- We use inside voices in the classroom.
- We do not hurt anyone in any way.
- We are kind and loving to each other.

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

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Outside Rules

- Keep the woodchips or sand on the ground.
- One at a time on the monkey bars, left to right order facing the bars.
- Balls are to stay inside the fence.
- Stay on red walking area of jungle gym.
- Go down the slide on bottom only, feet first and only one at a time.
- No rough physical contact.
- Children need to park tricycles when they are finished.
- Be respectful of nature.

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. 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.

Symptoms that would exclude a child from school include:

- Fever of more than 99 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.

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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 must be symptom free for at least 24 hours before returning to San Tan Learning Center. It is at the Director's discretion to determine whether a child is symptom free and able to return to school.

Illness Reduction Guidelines

Infectious diseases are caused by germs, such as viruses, bacteria, fungi, and parasites.

Children are highly susceptible to contagious diseases because they have not yet been exposed to (or built up resistance or immunity to) many of the most common germs.

In order for germs to be spread from one person to another, several events must happen:

1. Germs must be present (i.e. a person is carrying a germ – usually several days before obvious symptoms are noted);
2. The germ is transmitted to surfaces or directly to other individuals (exposure);
3. Another person, not immune to the germ becomes exposed to the germ;
4. Infection occurs.

It is common when large groups of children spend time together that childhood diseases like chicken pox and strep throat can be spread easily. Children “catch” infections when they come in close contact with someone who is sick or when they touch something that is harboring the infectious agent. Often times these germs travel from one child to another through hand or surface contact or via airborne or droplet infection (coughing, sneezing, and close proximity talking – within 3 feet or less).

Bacteria and viruses that cause colds and flu easily enter the body through the mouth, nose or eyes (mucous membranes) when touched by contaminated hands, thereby causing illness. It has been proven that regular hand washing with soap, friction, and warm running water is the primary method to decrease the spread of many contagious diseases. Please continue to encourage your children to wash their hands frequently, especially before eating and after using the bathroom. To reduce the incidence of infection, please remind children to wash all ‘four sides’ of their hands: palms, tops of hands, between the fingers and the nails/nail beds. Children mimic what they see, so making hand washing an ‘event’ that they can practice will instill good hygiene at an early age. Using colorful soaps with different shapes and using foaming hand wash can make hand washing an enticing event. You can also count (to 15, or count to 10 twice) or sing (the ‘Happy Birthday’ song, etc.) with your child while you wash, making it a rule

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that hands aren't washed completely until the counting or song is done.

Other Germ Reduction Ideas

- Teach the children how to cough or sneeze with their hand properly over their mouth, then to wash their hands immediately.
- Teach the children NOT to share toothbrushes, cups, hairbrushes, hats etc.
- Make certain your child's immunizations are up-to-date.

Medication Administration & Emergency Procedures

All staff members at San Tan Learning Center 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. Over the counter or antibiotic medications will not be administered at San Tan Learning Center.

Medications are only administered for life threatening conditions (Example: Epipens or inhalers). In these situations, 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 to Administer Medication form must be filled out completely and signed by the parent.

Procedures For Unforeseen Events

Police will be called in case of any threat to the safety of the children or staff caused by civil commotion, riot, or any other threatening behaviors. 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 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.

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Observation Policy and Guidelines

Observations may be scheduled through the office. There are observation guidelines that we hand out to maximize your time in the classroom. We ask parents to refrain from doing any observations in the classroom prior to October, as the children are busy establishing routines and settling into the school year. Since the children will be working, it will be necessary for you to enter the classroom unobtrusively and sit down while you quietly observe. You may want to take notes for further reference. Please refrain from engaging the teacher in conversation during lesson time. If you wish to have a lengthy talk with the director, or the teacher, please schedule it at another time.

Rules For Observing

1. Enter classroom quietly and sit in designated chair provided for you.
2. Observe, and write down observations for discussion later at your appointed conference time.
3. Please refrain from directing the children in their activities or encouraging the children to visit with you.

Parent Involvement Policy

The Montessori Method is one which involves the parents, the teachers and the child. The learning environment overlaps as do the duties of the parents, teacher and child. We ask that you consider our prepared environment as an extension of your home and contribute to maintaining its beauty and ordered richness in whatever “special” way you see fit. Parents are encouraged to volunteer their time and talents towards making the learning experience of their children optimal. You may volunteer to come in and read with some children or teach a special craft lesson, or talk about your ethnicity or help us celebrate a holiday, help maintain the conditions of the materials, assist in playground supervision, teach sewing, make materials, sing songs, eat lunch with us, etc. You are always welcome! If you wish to visit with other parents while at school, please do so. However, please be considerate of the children’s need to work quietly. Have your conversations outside. Thank you for your understanding.

Parent Education

Parent Education classes will be scheduled throughout the year to share information about our school and the School’s methods and materials. Your attendance is highly encouraged.

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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. It is the parent's responsibility to check the classroom folders and the Parent Information Board on a regular basis for communication from the School. E-mail will be used as well for those parents that have indicated that they would like this method of communication.

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Conferences

Parent/Conferences will be held each quarter. Conferences will be held on weekday afternoons for a period of 30 - 45 minutes. Please be prepared to discuss your child's work, development (emotional, physical, social, spiritual, and intellectual), and goals. We will share with you our observation and interaction with your child at school. Montessori materials your child is currently working with and progressing toward will be explained. Conferences are an opportunity for the parent and teacher to speak without the child present. We believe at no point is it positive or productive to speak about a child, good or bad, in front of them. We will work with each family to select a conference time and date each quarter that gives families enough time to arrange their schedules to allow both parents to attend. At San Tan Learning Center, we believe in the strength of the partnership between families and the school and strongly encourage attendance at all conferences.

Licensing and Certification

San Tan Learning Center 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 prepared teacher is defined as a certified Montessori Directress. The teachers at San Tan Learning Center are required to have their Montessori credentials.

Accident Policy

If a child has a minor injury while in school, he/she will be treated with aid. If a more serious injury occurs, 1st 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.

Resource Materials

Booklist for Children

Maria Montessori: A Biography for Children, Hayes, Rayma S.,

Little Star Montessori School Supply House, Winthrop, Washington, 1986

Our Peaceful Classroom, Wolf, Aline D., Parent Child Press, Hollidaysburg, Pennsylvania, 1991.

Mammolina; A Story about Maria Montessori, O'Connor, Barbara, Carolrhoda Books, Minneapolis, 1993.

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Suggested Reading for Adults

Look at the Child, Wolf, Aline D., Parent Child Press, Hollidaysburg, Pennsylvania, 1978.

Montessori and Your Child, Malloy, Terry, Nienhuis Montessori, USA, 1974.

At Home with Montessori, Oriti, Patricia, North American Montessori Teachers' Association, 1994.

Montessori Education. American Montessori Society, 1994

Parents' Guide to the Montessori 3-6 Classroom, Alene Wolfe

Positive Discipline, Jane Nelson, Ed.D., 1-800-456-7770

Maria Montessori: A Biography – Rita Kramer

Books by Maria Montessori

Child Education

Education and Peace

Education for a New World

From Childhood to Adolescence

The Advance Montessori Method, Volume 1 and 2

General Information

Hours of operation are: 7:30 a.m. to 5:30 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.

San Tan Montessori's CDC # is 12683

San Tan Montessori is regulated by:

Arizona Department of Health Services

150 North 18th Avenue, Suite 400

Phoenix, Arizona 85007-3244

(602) 364-2539

Facility Inspection Reports may be viewed in the front office Emergency

Procedures binder upon request.

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School-Parent-Child Compact

Responsibilities of the School

- 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 an authentic Montessori program that is stimulating, developmentally appropriate, and the best possible.
- To provide trained teachers who are exceptional in their capacities for observing, guiding and caring, and who are pursuing excellence in their professions.
- To remain committed to professional growth and openness to new ideas.
- To report to Child Protective Services suspected cases of child abuse and neglect.

Responsibilities of the Parents

- To bring and pick up child(ren) on time. To **ALWAYS** sign your child(ren) 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 on policies of school and goals for your child, by volunteering time, resources, effort, and talent where possible.
- Parent must treat the staff and their children with respect both verbally and physically.
- Clothes should be modest and conservative. This includes refraining from exposing tattoos or unusual piercing.
- 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 construct the adult he/she will become.
- To respond to direction and correction.

Please sign and bring to the interview for acceptance into San Tan Montessori.

Parent Signature

Date

Administrator Signature

Date

By signing you are agreeing to abide by the policies of San Tan Montessori.