

Parents: This is your handbook. Please read it carefully and refer to it when questions arise.

Welcome to the Salina Montessori School!

8:30-11:30 a.m. session

12:00-3:00 p.m. session

We hope that you and your child will find this year an enriching experience. Salina Montessori School (SMS) is a nine-month program for children three to six years of age that provides a Montessori environment throughout the day, implementing Montessori philosophy and practices.

SMS provides opportunities for children to grow and progress in physical, social, emotional, spiritual, and cognitive development according to each child's unique pace. Children are provided with developmentally-appropriate periods of work and play combined with relaxing and calming activities.

MISSION STATEMENT

Salina Montessori School provides quality education in a faith-based environment, which fosters children's love of learning and honors the natural development of a child's physical, mental, emotional, social and spiritual growth.

DEFINITION

Salina Montessori School is designed for children ages three to six. It is **located at 1312 McAdams Road** with a morning and afternoon session, Monday through Thursdays. SMS begins the day after Labor Day. It follows the Montessori model of curriculum and instruction and is enhanced by Christian principles with appropriate daily worship.

POLICIES

There shall be no discrimination due to race, creed, color or national origin.

SMS Registration Requirements

- The child must be three (3) years of age on or before August 31 (or receive approval from the director)
- Completed registration form and fee

Registration is complete only when both the registration form and the registration fee of \$100 are received by the SMS Registrar at P.O. Box 1432, Salina, KS 67402-1432 or dropped off at the school.

The SMS class list is formed as registrations and readiness screenings are completed. Register your child as early as possible. Notification of acceptance will be made **immediately following the March screening session of your child.**

First Day of School: The first day of school for returning children will be the Tuesday following Labor Day. All children will attend the second day of school on Wednesday.

Drop-Off Procedures

You may park your car in the Oxbow Park lot to accompany your child into the classroom or you may drop your child off from the circle drive at the entrance. **IF YOU DECIDE TO DROP YOUR CHILD OFF FROM THE CIRCLE DRIVE YOU MAY NOT LEAVE YOUR CAR FOR ANY REASON. THE DROP OFF LINE MUST KEEP MOVING AND THE SAFETY OF THE CHILD IS MOST IMPORTANT HERE.** Encourage your child to carry his/her own belongings and put them away by him/herself. If you have parked at Oxbow and come inside with your child, please make drop off as brief as possible.

Pick-Up Procedures

Drive your car to the entrance of SMS on McAdams. Please do not block the driveways of residents on McAdams. **Stay in your car** and the teachers will bring your child to you. Please move on once your child is safely buckled so that the next child may be loaded. If you need to get out of the car to pick up your child, **you must park at Oxbow Park.** We do not have a sidewalk to keep pedestrians off the driveway, so it is much safer to allow us to load your child for you.

School Closings

SMS will follow the USD 305 school closings as announced on the radio and will post closings on Facebook. If USD 305 starts an hour late, SMS will start an hour late as well. If USD 305 starts two hours late, SMS will be cancelled. You may also call **342-6343** if you have questions.

Toilet Training

Children are required to be fully toilet-trained and independent by the first of August, before they start their first year.

Field Trips

Before a child can participate in any field trip a permission slip must be signed by a parent or guardian.

Tuition

Tuition is determined by the school board annually. **It is \$280, monthly, for a half day.** Full day kindergarten is double plus a \$15 supervisory fee for lunchtime. (There also is a re-enrollment fee of \$75 due in February if families are re-enrolling for the following year.) Tuition payments can be made in **one** of the following ways: 1. **direct withdrawal**, monthly, after completing a form authorizing SMS to receive payment on the first of the month. 2. **a single payment** for the entire school year **or two payments**, per semester, one at the Parent Orientation and one on or before Jan. 3rd.

Absences: if your child is going to be absent, please notify the school at 785-342-6343.

CLASSROOM PROCEDURES

Materials

- Backpack (labeled with name), this is always fun for your child to have, but it also is very important .
- Extra set of clothes labeled in a Ziploc bag (please include **slipper socks with rubber gripping** on the sole.) **Please label all clothes and slippers with your child's name or initials.**

• **A \$25 or more Dillons or Wal-Mart gift card to aid in purchasing snacks each semester is requested. If you would rather make it a one-time thing, then a \$50 card would be thankfully accepted. We are dedicated to making our snacks healthy with the supervision and planning of our facilitators.**

-School supplies can be brought to your child's orientation or during the first week of school. A list of supplies will be handed out at our Sunday, Parent Orientation sessions.

Dress

Dress your child in **play clothes** as he or she will be painting and doing many kinds of activities. Paint smocks are provided for painting. Two-piece outfits must touch at the waist: students are not to wear clothing that exposes the midriff. Sandals need to have a strap around the ankles **and please no flip-flops. Also, ask your child to leave jewelry, and floppy hair decorations at home as we have found it is consistently a distraction** and often disappears during activities. In addition, we prefer that children **not** wear **super- hero shirts**. (Super hero underwear and book bags are fine.)

Candy, Gum and Pocket Treasures

Please leave candy, gum and pocket treasures at home.

Special Days

Each child will have a special day at school, either on his/her birthday, or on an alternate day chosen by the teacher and parent if the child's birthday falls on a no-school day. The child may bring their favorite HEALTHY snack. **(No Dillon's cupcakes or anything doused with icing, please.)** Parents are encouraged to share their child's life story and to be a part of this special activity. **A sign up sheet will be set out at the parent orientation meeting so look for this and sign up for your child's "celebration of life."** Half birthdays are encouraged for those born in the summer months. **Once school begins, the calendar fills up, so please do this at parent orientation so your child has his or her spot reserved in our lesson plans.**

Observations

Parents are welcome to come and observe. We suggest that parents wait to visit the school till after September. This time should give the students and their teachers an opportunity to make adjustments

to the newness of school. The one-way windows, each, only accommodate one viewer at a time, so if they are not in use, you are welcome to observe at your convenience.

Illness and Medication

- Keep children at home when they are feverish, nauseous or have a contagious disease.
- Your child should remain at home until he/she is fever-free for 24 hours and/or has received 48 hours of antibiotic treatment.
- **If a child is unable to go outside to play, he/she should stay at home.**
- If a child becomes ill at school, parents will be requested to come pick up their child. If the parent cannot be reached, the designated person listed on the emergency form will be contacted. Please respond or have someone available who can pick up your child within a 20 minute time frame.
- Teachers are unable to administer medicines except in emergencies such as an allergic reaction or asthma attack. Please supply us with those means in appropriate labeled container and accompanying directions.

Ground Rules

Ground rules are for everyone to follow, including teachers and parents. These rules are enforced at all times because they provide a safe environment for learning; they encourage respect and thoughtfulness of others; they aide the child in developing a sense of responsibility; and they encourage the child to accept the consequences of his/her actions. Our Ground Rules are:

- We speak quietly.
- We walk.
- We handle things gently.
- We wait for our turn.
- We put things back where we found them.
- We line up outside when the teacher claps her hands or rings the bell.
- We say “please” and “thank you.”
- We stop when the bell rings and listen to the message.
- We are polite to one another. • We don’t talk to someone who is doing his/her work.
- We ask before touching another’s work.
- We clean up our messes.
- We take care of others when we hurt them.

- We touch the teachers shoulder to get her attention (we love if you would practice this at home.)
- We are polite and cooperate with our parents when it is time to go home.
- We keep toys at home.

Mistakes are opportunities for learning. We do not expect perfection from children nor from adults. When new rules are needed, they are discussed during rectangle time.

COOPERATIVE DISCIPLINE

Positive guidance techniques facilitate the development of interpersonal skills, respect for oneself and respect for others. Children learn from each other and benefit from peer stimulation. They learn to participate in group activities and develop an awareness of others. They are encouraged to solve disagreements using and learning appropriate communication techniques. These techniques are presented to the child by:

- Modeling
- Encouraging expected behavior
- Re-directing
- Setting clear limits
- Offering alternatives

Our goal is to have a classroom that is a thriving community where children are treated with respect and dignity and, as a result, want to treat others with the same respect and dignity. The teachers support the children's emotional development by assisting them in using various strategies to deal with their feelings and solve social problems. Young children must be given the tools they need to live and communicate with the people around them. Teachers help by modeling appropriate verbal and non-verbal communication skills.

If a student has difficulty following the rules of the community, the response will be age-appropriate. Personal attention, re-direction, and removal from the situation are typical approaches. Students may experience the logical consequences of their actions (i.e. mopping up paint that has been dropped on the floor).

If a child continues to have difficulty being a respectful member of the community, the teacher will seek to find out the underlying reasons for the behavior. This involves talking with the parents, asking questions, and coming up with a cooperative strategy to address the behavior.

Parent's Role

Partnership with Parents

Children are largely dependent on their families for identity, security, care, and a general sense of well-being. Good communication between parents and teachers helps build mutual understanding which provides consistent guidance for the child. Partnership between parents and teachers forms a basis for mutual problem-solving regarding concerns, behaviors and observations. It enhances the learning process in both the home and the school by strengthening ties. Parents' input on the child's behavior at home and changes the child may be experiencing (i.e. new baby, move to a new house, death of a loved one, sickness) is crucial to the teacher's understanding of the child.

Parent Conferences

It is school policy for all parents to attend the two conferences scheduled during the school year. Special needs and concerns can be addressed at any time. The facilitators will meet with you for conferences in October and in February, as well as any other time that you request or when the facilitator feels it is necessary. A sign-up list will be posted in the hallway the week before conferences. Each conference will be scheduled for twenty minutes.

SALINA MONTESSORI SCHOOL WEBSITE & FACEBOOK PAGE

Our primary communication tool for newsletters, announcements, upcoming events, procedure changes, etc. is **via e-mail**. Please check your e-mail regularly to stay up-to-date and informed. Sherry, Molly, and Wendy like to post last minute information on the Facebook site so please sign up for that as well. (See PTO officers to do that)

PROGRAMS AND GOALS

Pre-Primary Program

A typical day in a Montessori classroom begins with children choosing activities. The facilitator observes and gives individual lessons for approximately the first two hours. The last hour is a combination of circle time with group lessons, outdoor classroom, and worship with Bible stories.

Montessori education for 3 to 6 year olds is a three year program which enables the child to attend for their kindergarten year which should be their third year in Montessori. We have openings for all-day kindergarten, but those fill up quickly so families must register for that early on. We also have half day kindergarten. As you see, Montessori believes in choices and the continuation of those lessons and ideas utilizing the Montessori Method.

Goals for the Child to Develop are self-esteem, order, responsibility, individual work skills, independence, interpersonal skills, and awareness of community, critical thinking, large and small muscle coordination, and concentration.

Notes