

Montessori Plus Schools



Parent Handbook

August, 2009

MONTESSORI PLUS SCHOOL

PARENT HANDBOOK

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Note: In this Parent Handbook you will find the following topics discussed as required by the Department of Social and Health Services:

Ages of Children	Curriculum	Staff
Non-discrimination	Hours of operation	Signing in and out
Napping	Field trips	Snacks
Lunch	Medical procedures	Health procedures
Discipline	Emergencies	Child abuse
Access to class	Parental agreement	Disasters

All of our classes are licensed by DEL, the Department of Early Learning.

What is Montessori?

Scientific observation has established that education is not what the teacher gives; education is a natural process spontaneously carried out by the human individual, and is acquired not only by listening to words, but by experiences upon the environment. The task of the teacher becomes that of preparing a series of motives of cultural activity, spread over a specially prepared environment, and then refraining from obtrusive interference. Human teachers can only help the great work that is being done, as servants of the master. Doing so, they will be witnesses to the unfolding of the human soul and to the rising of a New Man who will not be the victim of events but will have the clarity of vision to direct and shape the future of human society.
Maria Montessori

Dr. Maria Montessori was the first woman physician in Italy, graduating from the University of Rome in 1898. She specialized in pediatrics and discovered the marvelous abilities of young children to learn through their senses. Today there are thousands of Montessori schools throughout the U.S. and the world.

Why Enroll Your Child at an Early Age in a Montessori Program?

The "formative" (or critical) period of profound sensitivity to learning is from birth to six years. Using his "absorbent mind," the young child takes in his world with great ease. The clearest example of this absorbent mind is the child's explosion into speech without any obvious teacher except himself. We build upon this love and ease of learning by providing hundreds of kinds of learning materials for his eyes, hands, and brain to work together as his teacher.

At Montessori Plus School our beautiful learning materials and loving teachers surround the children as they fulfill their profound need to learn.

Being exposed at their most sensitive periods to such an enriched environment, the children develop their abilities to a high level, without pressure and through freedom of choice. Most importantly, however, our students find God as the center of their classroom. Through small life-like figures, the children may choose to tell themselves or each other stories in the life and parables of Jesus Christ. All areas of learning are brought together so that the child understands life as a whole, created by God.

Mission Statement

Our Concern For Children

Our Concerns

We have a deep concern for the "whole" child and feel that each area of his development is of equal importance. . . the physical, social, emotional, intellectual and spiritual growth.

Our Goals

We strive to help the individual child develop fully through his work, according to the teachings of Dr. Montessori, the founder of the "Montessori Method." The following are areas of development you can expect to see in your child:

1. A joy of learning
2. Learning through discovery
3. Independence
4. Self-confidence
5. Self-discipline
6. Concentration
7. Attachment to reality
8. Love of order
9. Ability to choose
10. Enjoyment of quiet and God

Montessori Curriculum

Montessori Plus School is a place where children, ages 2 ½ to 6 years, love to learn by doing, experimenting, touching...using all of their senses. We provide a hands-on classroom with learning materials for all of the main areas: practical living, sensory, math, art, music, language as well as geography, history and science. Even the youngest children learn about their world!

Freedom of Movement: Absorbing a broad understanding of the world through hands-on materials, the children move about freely, choosing their "work" with responsibility and freedom. Their independence and self-confidence grow as they learn through projects that allow them to learn as individuals, at their own pace and to reach toward their full potential.

Guidelines to Learning: Our school is based upon the fundamental need of each child for freedom within limits. Children are longing "to do" with their hands: to touch, to smell, to taste, to see, to hear so that they may learn. They choose their "work" and concentrate for surprisingly long periods of time without interruption.

Socializing as they learn, the children use their newly-acquired speech skills, expressing themselves as individuals as well as chatting about their life values, interests, and family members.

Learning Outcomes: When children begin at **2 ½ or 3 years** of age at Montessori Plus School, they show qualities of enthusiasm for learning, love of work, concern for others, concentration, a drive toward excellence, orderliness and a joy of learning. It is inspiring to see most of the 4 and 5-year olds casually reading to each other, confident in the knowledge that they taught themselves to read!

Adapting to a Traditional Classroom: Because of their self-discipline and independence, children who have been in the Montessori classroom for the full 3-year span adjust readily to traditional elementary classrooms. Since the majority of the children have been reading since they were 4 ½ or 5 years of age, they love to learn, wherever they are.

MONTESORI "CURRICULUM":

Practical Life Activities: Children are offered real life experiences to care for themselves in pouring their drinks, developing healthy eating habits, dressing and undressing themselves, etc. They take care of their environment by maintaining the beauty of their class, watering plants, dusting, etc. The children also learn the healthy habit of taking turns, waiting for the "work" that they want, taking constructive criticism and approval in a positive way, and listening to another person's feelings and needs.

Sensorial Activities: This area of learning is scientifically designed to develop, refine, classify and grade the stimulation that children receive through their senses. These activities have five areas:

- Visual..... color tablets, geometric shapes, etc
- Hearing sound cylinders, bells, etc.
- Tasting tasting tray, etc.
- Smelling smelling bottles, etc.
- Tactile mystery bag, fabrics, etc.

Mathematics: All of the math activities are designed to develop the child's mathematical mind. Learning begins with the child's use of concrete materials such as numerical rods, sandpaper numerals, counting objects, fraction puzzles and many hands-on math games for number relationship, sorting, matching, the four mathematical "operations," and place value.

Language: These activities are organized in a sequential manner to follow the natural language development of the child. Throughout the day books are read together, stories told, songs are sung, and children learn to listen to others speak at circle time. The sounds of the alphabet are presented through the phonetic method in a natural way. Parents soon notice that their child is forming letters and words and beginning to sound out short words. Vocabulary development is emphasized in all areas by using specific words for objects in the classroom. At approximately 4 ½ years, the children begin to put phonetic sounds together to read short words, and by five years of age they amaze their parents with their love of writing and reading.

Science: Through our hands-on materials the children learn to match and sort objects and pictures of living/non-living and plant/animal. They love to make booklets of the "parts" of animals, i.e. head, tail, back, etc. from the insect to the mammal. Exploration of their world through dissection of a flower, apple, or orange brings excitement into the classroom! Our hands-on science materials are the joy of the children.

Geography: The children are introduced to the earth's globe, the world "they live on," and learn about land and water forms through floating miniature boats on a miniature lake, gulf, etc. They use the world and U.S. maps as puzzles, soon tracing and coloring their own maps. Children love to sing the "continent song" to their parents!

History: This subject is introduced through the concept of time measurement with timing devices for 1 minute, 2 minutes, to 1 hour. The children make their own personal time line of their life with pictures, as well as the calendar of the month. On Fridays they carefully prepare all of the work they have made to take home to show their parents!

Art: Our children gain the skills to express themselves with crayons, watercolors, tempera paint, clay modeling, collage gluing and many other kinds of materials. Our teachers are experienced in "feeding back" the feelings of excitement in their work so that the children do not become dependent upon praise.

Music: Music is a natural part of the daily classroom routine in the form of rhythm, instruments, dancing, singing, and finger plays. A variety of Christian and classical music is also played. Children may use headphones and a CD player to hear their favorite composer's work at any time they like.

Physical Education: Since young children are meant to "move" and to practice bodily control with their very active minds, they soon learn to control their large and small muscles. Children carry tables and chairs and gain the confidence that they "can do it!" We go outside every class session for at least thirty minutes unless the weather precludes it: *Pouring:* We do not go outside. *Sprinkling:* We do go outside with our waterproof hooded jacket and boots!

Mixed Ages

Children from the ages of 2 ½ to 6 years of age may enroll at Montessori Plus School. Maria Montessori's method of education has been used successfully with "average" children as well as the gifted, the academically challenged, the emotionally disturbed, and the physically handicapped.

Dr. Montessori found that young children thrive in a mixed age setting, without competition and comparison to each other. At our school the children are mixed in ages from 2 ½ to 6 years. The East Hill preschool classrooms are licensed for twenty children with one certified Montessori teacher and one or more Montessori interning teachers. The Downtown Kent classroom is licensed for twenty-four children with one certified teacher and two or more Montessori interning teachers.

Staff

Each classroom is directed by a certified Montessori teacher and assisted by Montessori interning teachers. All teachers and staff have been checked for a criminal history. All certified teachers and most interning teachers have also completed CPR/First Aid/HIV training and have a Food Handler's permit.

Sound of Letters Used in Montessori Phonetic Program

Parents: Please avoid referring to the letters of the alphabet as "a,b,c,d,etc." You may complement our reading program by calling the letters by the sound it generally makes as listed below. (If you need assistance, ask your child's teacher for help.) We use both cursive and manuscript letters.

a	as in apple	j	as in jump	s	as in snake
b	as in boy	k	as in kick	t	as in toes
c	as in cat	l	as in leg	u	as in umbrella
d	as in dog	m	as in monkey	v	as in valentine
e	as in egg	n	as in nose	w	as in water
f	as in fat	o	as in octopus	x	as in fox
g	as in girl	p	as in pan	y	as in yo-yo
h	as in hat	q	as in quick	z	as in zoo
i	as it itch	r	as in rat		

Our web site outlines an interesting and fun home labeling activity for parents who wish to work with their children in reading. See www.montessoriplus.org. We discourage the use of workbooks for young children.

Recommended Reading

Gordon, Thomas: Parent Effectiveness Training
Hainstock, Elizabeth: Montessori in the Home
Lillard, Paula Polk: Montessori, A Modern Approach
Montessori, Maria: The Absorbent Mind, The Montessori Method, The Child in the Family, Discovery of the Child, Secret of Childhood, and Montessori's Own Handbook.

Comparison of Montessori and Traditional Education

Montessori Education

1. Active Individualized Learning through stimulating, multi-sensory teaching materials.
2. Ungraded Class is a “natural” social environment that includes a wide range of ages and fosters self-motivation. Students enjoy working for their own sense of accomplishment.
3. Freedom of Choice involves decision-making. Students select their work according to individual interests.
4. Working at One’s Own Pace enables students to work for long periods without interruption. Each individual works at his potential independent of the class.
5. Integral Education balances academic work with freedom of movement and harmony is created between physical, social and mental activities. There is an inter-relationship between subjects.
6. Independence is fostered by a classroom that is specifically designed to encourage maximum development.
7. Self-Evaluation occurs as students learn to evaluate their work objectively through the use of self-correcting teaching materials and individual work with the teacher.
8. Reality-Oriented Education maintains concrete, first-hand experience as the basis for abstraction.
9. Close Student-Teacher Interaction enables complete and precise evaluation of student’s progress, both academically and psychologically.

Traditional Education

1. Passive Class Learning through teacher-centered class lessons, paper work.
2. Chronological Grouping necessitates external rewards such as grades, competition and social conformity.
3. Class Curriculum demands that students cover the same work at the same time with no regard to individual interests.
4. Group Learning involves each academic subject being scheduled for a limited period. Each student is directly affected by the progress of the whole class.
5. Fragmented Education provides academic subjects that are not interrelated. Periods of intense mental effort are alternated with periods of vigorous physical activity to release tension.
6. Dependency is promoted since the activities are initiated by the teacher.
7. Class Comparison occurs as work is evaluated and graded by the teacher. Students evaluate themselves against the group as “best” and “worst” in the class.
8. Abstract Education has students learning through mechanical memorization.
9. Class-Oriented Teaching prevents close interaction between individual students and teacher. Standardized tests are necessary to determine student’s progress.

Changes in Children

During the first few weeks of school, changes you may see in your child are:

- *Desire to take own coat on and off, and to hang it up.
- *Interest in cutting of bread, vegetables, and fruits.
- *Love of cleaning and care of the environment; orderliness, interest in putting away toys.
- *Ability to concentrate on a task of play
- *Love for useful activities and a strong desire to "do it myself."

Some ideas for preparing the home environment to coincide with Montessori philosophy may be found in this booklet. These ideas help to bring home and school together, to minimize your child's frustrations when, for example, she is learning at school to hang up her coat on a low rod, but her own closet rod may be adult height.

Christian Activities

Montessori Plus School is committed to the development of the "whole" child: spiritual, intellectual, emotional and physical. The "Plus" in our name refers to our Christian view of Montessori education. We enjoy the freedom to express our faith in the following ways:

- *Singing Christian songs
- *Telling stories from the Bible, usually with miniature figures.
- *Praying at circle time for children or teachers who are ill, and for other requests of the children.
- *Celebrating the Christian foundation for the following holidays:
Thanksgiving, Christmas and Easter

The children are free to choose a tray of figures from a Bible story and to use it during their work time. No child, however, is required to use these lessons or to share or pray at circle.

Montessori Plus School teachers show the love of Christ to the children as they work and learn together. They aim to follow the standard of Jesus Christ who said, "Do to others as you would have them to do to you." Many of the teachers have chosen this occupation in order to show Christ's love to the children of the world! Jesus said, "Let the little children come to me. Do not stop them. For of such is the kingdom of heaven."

We use activities and opportunities throughout the day to emphasize God's love, acceptance, and concern for each child and adult. Our teachers model the qualities of respect for other people as equals in the sight of God. By observing the teachers and hearing the Word of God, the children absorb these qualities:

- | | |
|--|-------------------------|
| ▪ A personal relationship with God | ▪ Obedience |
| ▪ Love for others and themselves | ▪ Sensitivity to others |
| ▪ Appreciation for their family | ▪ Care of themselves |
| ▪ Ability to solve problems themselves | ▪ Choice-making |
| ▪ The care of the environment | ▪ Self-direction |
| ▪ Self-discipline | ▪ Cooperation |
| ▪ Respect for life | ▪ Creativity |
| ▪ Patience | ▪ Self-control |
| ▪ Responsibility | ▪ Orderliness |

Multicultural Activities

Many of our teachers are from countries other than the U.S. and share their culture with the children in food, song, clothing and stories. The children at Montessori Plus School also exemplify a diverse mix of ethnic and cultural groups. We celebrate our diversity!

Non-Discrimination Statement

Montessori Plus School treats all children and parents equally and fairly and does not discriminate based on ethnic background, gender, age, income level or ability, based on the view of Jesus Christ: "Do to others as you would have them do to you."

Enrollment

AGES

Children from the ages of 2 ½ to 6 years may enroll at Montessori Plus School. Maria Montessori's method of education has been used successfully with "typical" children as well as the gifted, and the academically challenged.

See enclosed enrollment forms

Kent East Hill: 2 ½ through 6 years
Downtown Kent: 2 ½ through kindergarten

TO ENROLL

ANNUAL ENROLLMENT FEE: Each year at the time of enrollment, an annual enrollment fee of \$100 is required. This "enrollment" fee holds each prospective student a classroom placement until July 1st, when the first 1/2 tuition deposit is due. On August 1st, September's tuition is due. The September tuition assures your child a fall class placement.

ENROLLMENT FORM: Each child must have a completed enrollment form signed by both parents. A new form must be completed each year.

IMMUNIZATION FORM: The state requires an immunization form to be on file at our school for every enrollee. You must complete and sign the form at the time of enrollment. If this is not done, your child may not enroll.

AUTHORIZATION FOR EMERGENCY CARE & HEALTH PROCEDURES: These forms must be signed on or before the first day of attending class.

PICTURES: Please bring two small photos or snapshots of your child before the first day of school. They will be used on his or her personalized box for belongings or "work" and on a "name" card. New photos are needed each year.

Child Interview

A child who wishes to enter the school after four years of age or who has a disability will be asked to visit the school, meet the director and tour the classroom in order to determine if the school is a match for the child and what special services may be required. (Children usually enter Montessori Plus School at the beginning of their sensitive period to hands-on learning at ages 2 ½ or 3 years.)

Schedules

SCHOOL CALENDAR: Enclosed in Parent Packet.

The school year begins Tuesday after Labor Day and ends mid-June of the following year.

HOURS OF OPERATION: (See Attached Enrollment Forms)

DAILY ACTIVITY SCHEDULE:

Morning Class: 9 a.m. to 12 noon

Circle Activities: 9-9:20 a.m.

Learning and Creative Activity Time:
9:20-11:10 a.m.

Circle Activities 11:10-11:30 a.m.

Outdoor/Indoor Play: 11:30-12 noon

Arrival, Departure and/or Lunch: 12-12:30p.m.

Afternoon Class: 12:30** -3:30 p.m.

Circle Activities: 12:30-12:50 p.m.

Learning and Creative Activity Time:
12:50-2:40 p.m.

Circle Activities: 2:40-3 p.m.

Outdoor/Indoor Play: 3-3:30* p.m.

** Children four years of age and under who stay more than six hours at school, and children who stay longer than four hours and appear fatigued, will rest for thirty minutes to one hour after lunch.

Extended Day classes for 5-year-olds are available at both schools, 9 a.m. to 3/3:30 p.m.

Kent East Hill: Extra hours are only available from 8 – 9 a.m. Other child care centers are nearby that may provide care and transportation to and from Montessori Plus School.

Downtown Kent: Before and after activities are available from 7-9 a.m. and 3:30-5:30 p.m. by previous arrangement.

Arrival and Departure

On-time Arrival and Late Pick-up: Children may arrive no more than fifteen minutes early, before class begins, and should be picked up promptly at the end of class. We do allow a 10-minute grace period for late pick-up. After the 10-minute grace period, however, we charge \$2 for every five minutes you are late. Please write out your check at that time and give it to the teachers. It is also very important for your child to arrive no later than 5 minutes after the start of class so that she does not miss out on circle activities and other important events. The child feels uncomfortable arriving late, and worried when picked up late as well.

Kent East Hill:

Please pull up to the front of the loading zone where a teacher will open your child's car door, give you the sign-in sheet, and another teacher will take your child into the building and into the classroom. If a teacher is not present, please call the school from your cell phone and a teacher will come out. If parking is available, you may park, walk with your child to the entrance of the school, sign him in, and take him to his classroom door. Coat racks and shoe racks are available outside of each classroom door. We ask that you assist your child in taking off his coat and putting on his slippers, but please stay no more than ten minutes. When picking up your child, reverse this procedure. If the children are on the playground, please first sign him out in the lobby, and then pick him up from the playground. Remember, no on-street parking is available for our Kent East Hill School. We will send you more specific arrival and departure instructions as our new building is completed.

Downtown Kent: Parents are asked to park in the south parking stalls and to walk your child to the south entrance doors and into the south educational wing. Parents may also park in the church parking lot, enter the north entrance door, walk straight ahead to the school office, and turn right at the hallway of the south educational wing. Please take him to the bathroom if he has not used it within the last thirty minutes, assist him in washing his hands, taking off his coat, hanging it up, taking off his shoes and putting on his slippers. Remember, "Whatever a child can do for himself, he should be allowed to do!" We encourage parents to allow your child the opportunity to hang up his own coat and to walk into the school under his own power.

Please take your child to the classroom door where the teacher will greet your child, and you may say goodbye. If your child does not need to use the bathroom, he may wash his hands in the classroom. The teacher will smell his hands for soap in order to determine if his hands are clean! Before you leave, be sure to sign him in with your full signature. Also check the child's sign-in folder each day so that notes and other communications from the teachers and the office may be picked up. All special daily communication should be written down and given to the greeting teacher. (Verbal communications are easily misunderstood or forgotten.) At departure, parents must meet their child at the classroom door or playground. No child will be allowed to walk alone to or from a parked car! We require a written note in the morning when your child arrives to state the name and description of an unfamiliar person whom you desire to pick up your child. This person must be listed on the child's enrollment form.

Be sure to provide your child with a good night's sleep. As a rule of thumb, a child who has to be at school by 9:00 a.m. should be in bed by 8:00 or 9:00 pm.

Signing In / Out

Parents are required to sign in and out each time they or another designated person brings or picks up their child. Please sign your legal name, not just initials, and time. Children may not sign their parents' names, please! Only persons who have previous authorization may pick up a child at Montessori Plus School.

Closures/Vacations

When the Kent schools close due to bad weather, Montessori Plus School will also close. On the other hand, should the staff decide to close the school during inclement weather when the public schools do remain in session, it is the responsibility of the director to notify television stations of our closure. Listen to television stations for confirmation of school closure. Montessori Plus will not have make-up days for dismissal of classes due to inclement weather. Class will only be canceled to assure the safety of the children.

Montessori Plus School is on vacation on the same days as the Kent public school district, except for their in-service teacher days. Extended hours for working parents may be offered at an additional charge for the vacation weeks of February and April if there is sufficient parental interest.

Absences

Parents are expected to notify the school by 9:00 am if the child will be absent. Montessori Plus School does not have make-up days or refunds for illnesses, absences or vacation. We base our budget on the monthly tuition from each child and need a guaranteed amount to meet our expenses.

Sharing Day

On Wednesdays a child may bring a science item or an interesting artifact and place it on a tray in the classroom. We will also allow items which follow our weekly themes. The child will show it at circle time and tell all of his friends about it. A book is also welcome, but no dolls, stuffed animals or toys, please!

Special Holidays

Thanksgiving, Christmas, Martin Luther King's birthday, President's Day, Valentine's Day and Easter are holidays that children enjoy celebrating and preparing gifts for their families.

Napping

Napping: Children under four years of age and who stay at school longer than six hours must rest after lunch for 30 minutes to one hour each day. These children are asked to bring a small pillow and blanket with their name on them.

These items must be brought in a sturdy, labeled bag and taken home every other week, or more frequently if needed, to be laundered.

Transportation

Montessori Plus School does not provide transportation.

Carpools

The school does not furnish transportation, but will assist parents in arranging carpools. If you would like to form a carpool in your area, or join an existing carpool, please contact the office or director. We will also advise you of the carpool arrangements available in your neighborhood or help you locate interested Montessori Plus parents.

Listed below are some guidelines for a happy, safe carpool:

1. Children must be seated at all times and fastened in with seatbelts. Field trip drivers will not be allowed to drive without "buckling up" all children. Children under 4 years or 40 pounds must ride in car seats. Children 4-8 years old must ride in booster seats.
2. No child may ride in the front seat of a car with an air bag.
3. All doors must be locked.
4. If children will be as much as ten minutes late from school, parents must be notified.
5. Do not allow boisterous laughing, yelling, or hitting.
6. Never leave children alone in a car, even for a minute, to run into a store or friend's home. In the event of car trouble, send a message for help with a passing motorist.
7. Never leave the car running with children in it.
8. Do not allow children to put their hands and arms out a window or play with doors. Windows should be rolled up and doors should be locked.
9. If a disturbance arises in the car, pull to the side of the road and stop. Explain to the children that you cannot go on until good behavior is resumed.
10. A meeting of parents in carpools is recommended to talk about potential difficulties.

Montessori Plus School is not responsible for children as they ride to and from school.

Parking

We appreciate your courteous use of the limited parking space available. If you plan to stay awhile, please park further from the door in order to leave room for other parents' cars. Always walk your child to the school door! By walking on her own power, she receives the message from you that she is "big enough" to go to school.

Field Trips

If parents who have completed a criminal history and an HIV/Aids class are available to drive for field trips, the teachers will plan and enjoy at least two field trips per year per class. Parents must leave their child's car seat for the field trip, of course. Each car must have a complete first aid kit, including plastic gloves and warning cones. An adult in each car must have a workable cell phone. No alcohol, drugs may be used by any person on the field trip. Smoking is not allowed in the presence of children.

If no parents are available, the classes will take short walking trips to nearby points of interest, such as the library, police station, mayor's office and post office. Teacher and children will walk together to gain information about our community.

Although parents sign a "blanket" permission section on the enrollment form, teachers notify parents a few days ahead when a walking field trip will take place. For driving field trips, the teachers will provide the parents with a specific permission slip. On field trip days, all children are required to participate, or they may remain home for that day. Additional fees may be charged for field trips.

School Visits

Parents are asked to bring their child for a visit prior to his first day of school. These visits may occur during the week of preparation before the first day of school in the fall, or at 11:30 a.m. during the school year or summer. Please call the school office to make an appointment to visit.

First Day of School

We have designed several ways to help your child enjoy the first days of school. In the fall, at parent orientation, a sheet of information is given to each family with important guidelines for you to follow the first days of school. In addition to these guidelines, we provide a nametag that your child is asked to wear during the first week of school. Most children find the transition from home to school easier and more comfortable when they bring a slice of whole wheat bread in a plastic bag for food preparation. Remember to give the school two pictures of your child prior to the beginning of school so that on the first day your child can see it on her personalized box.

Children may be hesitant to leave parents at their first school experience. Please say good-bye firmly and remind your child that you will return after school. Smile, take your child to the teacher at the classroom door, and leave quickly. Almost always a child will become happy within minutes after a parent has left when she becomes occupied with interesting activities in the school. If your child continues crying more than fifteen minutes after you have left, we will call and advise you.

Clothing

On your child's first day of school, please bring a complete change of clothes in a zip-lock bag to be left at school. Every child should have an extra pair of socks, underwear, and clothes in case of "spills." Every item must be marked with the child's name. Parents are asked to place this bag in their child's extra clothes drawer in or near the class bathroom.

Children's clothing for school should be practical and washable. Play clothes for both boys and girls are suggested. When selecting slacks for children, check to see if the child can fasten and unfasten them himself. Overalls are not recommended. Children should always try the zipper or buttons on a coat before parents purchase it. Some zippers and buttons are frustrating to the children and almost impossible for an adult to manage. Also, your child will enjoy owning a pair of leather shoes she may polish at school. Parents are asked to provide velcro-fastening shoes for children who are not yet tying. Cartoon shirts are not recommended as they may become a distraction to the child's learning.

Montessori Plus expects parents to be sure to bring warm clothing for children to wear on the playground. When the rain begins, your child will need a water-repellent, warm jacket with hood and waterproof boots. Children do go outside every day for 20 – 30 minutes, morning and afternoon, unless the temperature is very cold or it is pouring rain. Classroom temperature is usually kept at about 70 degrees. Indoor slippers are required for all children. (No animal slippers, please!)

No diapers or pull-ups are allowed at the school. We are willing to risk an accident, so send your young child in underwear. Please do not send your child to school with a coat that has a broken zipper or buttons hanging off. Children are responsible for taking their own coats off and on, and hanging them up, with the teachers' assistance.

Check your child's extra clothing drawer each month to see if clothes need to be replaced, or a larger size is needed. We recommend allowing your child to select her own garments to wear to school, within limits. This can best be done with parents the night before school. Low coat rods and orderly drawers assist the child in becoming independent and happy with herself.

We ask that hairbrushes and toothbrushes not be brought to school. Items that must be kept at school are:

1. Complete change of clothes
2. House slippers

Please be sure that your daughter wears tights under her dresses on cold days and that your child's coat and hood are waterproof. We request that children wear shoe boots on rainy days. Please also take home extra sweaters and coats so that the child is not confused about what outer garment to put on.

Outdoor Boots

Parents may eliminate many "headaches" for themselves and the teachers if they remember to have their children try on new boots and shoes before buying them. The boots should be large enough that the child can put them on himself. Shoe boots are recommended since we use house slippers inside the school. Boots are recommended for our playgrounds in the wet winter weather, even when it is not raining. Please keep the boots at home until the day that the child needs them.

Saying Goodbye and Hello

The week before school begins, please speak positively and hopefully about your child's first week of school. Be certain that he has visited the school, met the teacher, used the school bathroom, and played on the playground. Take him along with you when selecting his slippers for class, and his coat and boots.

The first day of class is extremely important for you and your child. On the first arrival day speak firmly to him that he is growing up and may now go to school. If he brings a lunch, plan with him and allow him to assist you in preparing his lunch. The night before school begins, let him select his own clothing for the first day as well, and lay it out in his bedroom. Ask him to select with you his breakfast for the next morning. Get him a small alarm clock of his own and set it together. Tuck him in bed with love and sufficient time to give your attention to him.

The next morning, show your peacefulness about his first day by smiling, and saying, "What a wonderful day this is! You are now grown up enough to go to school!" Plan enough time for a leisurely breakfast and dressing experience. Allow him to put on his own coat, help him with his shoes if necessary, and allow him to carry his own lunchbox to the car and any extra items that he is taking to school. Allow him to walk into the school on his own power and at his own pace, carrying his lunchbox himself.

At the Downtown Kent school (and Kent East Hill, if parking spaces are available), please take him to the classroom door to say "hello" to the teacher, and "goodbye" to him. Plan enough time to leave him gracefully, especially the first two weeks. If he is unhappy at the separation, firmly state that you will be back after class, that you love him, and allow his teacher to take him in to class. Leave immediately with a smile!

Upon returning, show your happiness to see him again. Do not pick him up, however, but bend down to say "hello" and allow him to walk on his own power to the car.

Items to Bring Before the First Day

- All Forms (Registration, Child History, Immunization Form, Emergency Medical Consent)
- 2 wallet-size photos
- Emergency Pack
- Change of clothes in a clear, plastic bag (everything labeled)
- Slippers with rubber soles (no animal or character slippers, please)
- When the rain begins, your child will need a water-repellent, warm jacket with hood and waterproof boots.

ANNUAL REGISTRATION FEE: Each year at the time of enrollment, an annual enrollment fee of \$100 is required. This "enrollment" fee holds each prospective student a classroom placement until May 1st, when the first 1/2 tuition deposit is due. On August 1st, September's tuition is due. The September tuition assures your child a fall class placement.

ENROLLMENT FORM: Each child must have a completed enrollment form signed by both parents. A new form must be completed each year.

IMMUNIZATION FORM: The state requires an immunization form to be on file at our school for every enrollee. You must complete and sign the form at the time of enrollment. If this is not

done, your child may not enroll.

AUTHORIZATION FOR EMERGENCY CARE & HEALTH PROCEDURES: These forms must be signed on or before the first day of attending class.

CHILD HISTORY: This form must be completed and signed at the time of enrollment.

PICTURES: Please bring two small photos or snapshots of your child before the first day of school. They will be used on his or her personalized box for belongings or "work" and on a "name" card. New photos are needed each year.

EXTRA CLOTHING: Please bring one full set of extra clothing (include underwear and socks) in case of an "accident" or spill. Clothing must be marked with the child's name and put into a zip-loc bag with a 3" x 5" card which has the child's name on it, and brought to school to be placed in your child's extra clothing drawer. We prefer iron-on clothing labels on all garments, especially hats and mittens. Unmarked clothing is placed in a "lost and found box" which is emptied the first day of each month. Items are then taken to Goodwill.

Children's Food Preparation Items to Bring

Children are often hungry during the day and need an extra snack besides the ones served at school. Most children also need to work with safe knives to develop their small muscles, concentration, and self-image.

We recommend that parents ask a child two or three times a week, "Would you like to take a slice of bread, or fruit to cut at school today?" Be sure that the food items come in a marked plastic bag, and that the fruit and vegetables are small. A young child can handle a small juice orange or a small banana most easily. Whole wheat bread provides more firmness for cutting than does white bread.

Sequence of cutting food at school:

1. Whole wheat bread, or other firm varieties, in a marked sandwich bag.
2. Small banana (to slice)
3. Small navel orange (to peel)
4. Small juice orange (to juice)
5. Small carrot (to slice) (5-year-olds)
6. Small apple (to dice) (5-year-olds)

Tuition

How We Figure the Monthly Tuition:

1. Tuition is figured on a school year that begins in September and lasts to mid-June. The year's tuition is totaled and divided by 10.
2. We divide the school year's tuition into ten equal payments with ½ of the 10th payment made in advance.

PAYMENT SCHEDULE

Tuition may be paid in full for one year, or in 10 monthly payments. Months having vacation days, therefore, have tuition payments equal to those without vacations. School concludes in mid-June. To see all of our tuition plans, please see our Enrollment Form.

Tuition is due by the 25th of each month for the following month. For instance, October's tuition is due no later than September 25th. We appreciate your cooperation with this schedule so that we may meet the school's financial obligations by the first of each month. Tuition is late after the 3rd of the month at which time a late fee of \$20 is due. You may drop off the tuition payment in the tuition box at each school, or you may mail your payment: Montessori Plus School, 23807 – 98th Ave. S., Kent, WA 98031. We require that parents staple an explanatory payment slip to their check of the tuition payment if it is not a standard payment.

WORK SCHOLARSHIP

Up to ten percent of tuition may be discounted through parents' work for the school for parents who could not otherwise send their child to our school. The first month's tuition must be paid in full, however. See "Parent Work Ideas" for possible tasks that you may accomplish for the school. Tuition is earned according to the time worked per an agreed-upon hourly wage. Arrangements must be made in advance with the director so that work can be done prior to the month for which it is credited for payment. This opportunity is limited to a few parents each year.

PARENT VOLUNTEER HOURS

Montessori Plus School asks parents to volunteer twenty hours for full-day children and ten hours for half-day children, per family, per year. Please look over the attached "Parent Work Ideas" for possible tasks for your family. These required hours must be completed before May 1 or the family will be billed \$10 per uncompleted hour.

PARENT WORKDAY

In the fall and spring, each school holds a Saturday parent workday in which parents work together to accomplish a project for the benefit of the children: yard work, painting, making gardens, carpentry, etc. Parents are asked to attend both workdays not only to help the school, but to get acquainted with other parents. Each family is required to give 10 to 20 work hours per year to the school.

PARENT WORK IDEAS

The following are some of the possibilities that parents can consider to complete their required work hours:

1. Attendance at Montessori Plus School classes on Montessori education and/or parenting. (50% of your class time counts).
2. Driving or walking on field trips. (Parent must have an AIDS/HIV card and have completed the Washington State Criminal History Form.)
3. Assisting with lunchtime.
4. Gardening and yard work.
5. Office work.
6. Research.
7. Sewing.
8. Play equipment maintenance.
9. Making and repairing learning materials
10. Computer programming (counts as double-time)
11. Playing your instrument for your child's class.
12. Planning parent dinners and gatherings.
13. Garage sales
14. Shopping
15. Weekly school laundry
16. Substituting in the classroom as an assistant teacher if you have taken the introductory month of Montessori Teacher Preparation of Washington course, and have completed an HIV/AIDS class, and criminal history.

Hours that have not been completed by May 1st must be paid at the rate of \$10 per hour.

(The jobs listed here, as well as others that fit the parents' talents, may be used toward the discount.)

ASSISTING TEACHERS

Parents who would like to assist the school during lunches, outside play, or arrival and departure times may complete a registration form, an HIV/AIDS class, and a criminal history form. The registration form documents your experience and training in working with children in a group setting. Parents who have completed one month of the Introduction to Montessori will be preferred.

SUBSIDIES

Montessori Plus School is not able to participate in DEL subsidies.

Snacks and Lunches

BREAKFAST AND LATE SNACK

Children who bring their lunchboxes and eat at school may include a small breakfast in their lunchbox if they arrive before 8:30 a.m. Between 8:30 and 9 a.m. the child may eat his breakfast in his classroom. Children who are at school at 4 or 4:30 p.m. may check their lunchbox to see if they have snacks that they would like to finish. If not, the school will provide a small late snack as the child waits for his parents to arrive.

SNACKS

We ask that parents provide snacks once per month for your child's class. Each month you will receive a snack calendar with your assigned day. Please bring the whole food stuffs a day ahead so that the teachers may prepare the snack before class begins. No homemade snacks, please! On birthdays, parents may provide special napkins, muffin papers, artistic and interesting snacks. We "clap" the name of the child who provides the snack that day and thank him for bringing the snack. Snack menus for each month are prepared based upon DSHS guidelines. Snack includes fresh fruit and vegetables and sources of protein presented in a way which offers variety in color, texture and taste. The monthly snack sheet can be found posted on the classroom bulletin board.

Not only is the purpose of eating snacks at school to nurture the body of the young child, but it is also for the purpose of social interaction with grace and courtesy. Ways of snack presentation are:

1. In the context of the classroom "community" at circle time: Children are called to come to receive their snacks by asking, "Would you care for snack?" and the child replies, "Yes, please," or "No, thank you." When receiving the snack, the child also is shown how to say, "Thank you."
2. At the individual snack table: Portions of snack are prepared by the teacher with a quantity label, such as "three slices of apple." Either 100% fruit juice or filtered water is also provided on the snack table in a small pitcher for self-service. The children soon learn that "they can do it." Small sponges are available for spills. Our motto is "Whatever a child can do for himself, he should be allowed to do." Usually two or three children sit together to eat, talk and socialize. The children are also shown how to bow their heads and thank God for their snack, if they like.

LUNCHES

Five-year-old children who are able to work all day without a nap are allowed to stay until 3:30 p.m. for the "extended day" class. Younger children may also stay all day in a licensed classroom. These children must bring a lunch that includes food from each of the lower food groups.

In licensed, all-day classes the DEL policy for providing lunches for children, ages 3-6 year, is:

<u>Meat or alternate</u>	1 oz.
<u>Vegetable and/or fruit</u>	½ cup: 2 items
<u>Whole grain and/or Enriched bread/Cereal/pasta</u>	½ slice
<u>Milk*</u>	½ cup

* Unless they are allergic to milk, each child should be drinking milk for lunch or have a milk product in his lunch.

Meat that is mixed with pasta may not weigh one ounce so please add an additional source of protein in his lunch. If necessary, measure the food so that the amount of food brought to school is not too large and overwhelming. Notice that two vegetables and/or fruit items are to be included in the lunch.

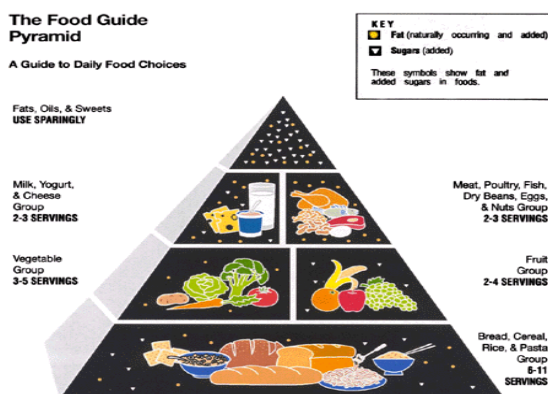
Since we are required to refrigerate all lunchboxes, please select a small-to-medium-sized lunchbox with your child. Place your child's food inside a large zip-loc bag so that the teacher can remove it and place the food into the refrigerator. Backpacks and lunchboxes are not allowed in the refrigerator. We will give you and your child instructions regarding where to place his lunchbox upon arrival at school. Lunches that come to school in an oven-proof container will be warmed to 165 degrees by the teacher.

We recommend sending sandwiches made of 100% whole wheat bread. To wean a child from white bread, you might try a sandwich of one slice of white and one slice of wheat, until the child becomes accustomed to wheat bread.

Food Exclusions

We ask that no candy, cookies, desserts, fruit roll-ups or "fruit snacks," soda, gum, lunchables, potato chips or French fries be brought to school. We are not allowed to microwave lunches.

FOOD PYRAMID



BIRTHDAYS

Children's birthdays may be celebrated on the actual birth date or closest school day to it. Parents may bring simple treats that are easy for children to manage. Please remember that all foods must be whole foods or store-made. Usually cookies or fruit are a good treat. Beverages, ice cream, sticky candy and icing are not recommended. Fruits, vegetables and special treats from different parts of the world are especially enjoyable. Please feel free to call the school if you are uncertain about a particular treat. Parents are welcome to attend your child's birthday circle or to leave a camera for pictures to be taken in your absence.

In order to inculcate a spirit of giving away at birthdays, we suggest that the child bring a gift to the school on that day, such as a beautiful book, rock, or artifact.

SPECIAL FOODS

Food substitutions, due to allergies or special diets and authorized by a licensed health care giver will be provided, within reason, by the school. These special snacks may also be provided by the parent.

Care of Children

MEDICAL PROCEDURES

Medications will be stored in the refrigerator in as closed container with a medical authorization attached. All medication must be in the original container and labeled with clear instructions. A signed consent from parents or guardian is required before we give any medication to a child. Medication Authorization Forms are available on the sign-table. Used medication will be returned to parents, or property disposed of in outside trash.

A doctor's authorization is not required for administering non-prescription drugs, such as anti-histamines, non-aspirin pain relievers and fever reducers, cough medicine, decongestants, anti-itching creams, diaper ointments and powders, sunscreen. See Health Plan for more information.

HANDWASHING

To control infection at our school, all children must wash their hands with soap and water upon arrival to the classroom, after toileting, before lunch or snack, and after being on the playground. Teachers check each child's hands to see if they smell soapy! Teachers also follow the same guidelines, as well as washing their hands in a special hand washing sink that is set aside for food preparation only.

THREE STEP CLEANSING

Before and after class the teachers take care to clean the surfaces that children use, such as tables, door knobs and water faucets with cleanser, rinse, and then Clorox water.

SICK CHILDREN

1. Each child is observed daily for signs of illness.
2. Children who are contagious must stay at home. All parents of children at the school, as well as the Health Department, will be notified of communicable diseases so that you can take appropriate action to protect your child and to protect the other children.
3. If a child should become ill during the day, you will be notified immediately and will be expected to pick up your child within one hour. Symptoms for which a child will be sent home are: uncontrollable coughing, greenish nose discharge, rash and fever. Your child will be isolated from the other children until you arrive.
4. A child with a fever must stay home 24 hours after the fever has subsided.
5. Children with contagious diseases, such as chicken pox, mumps, measles, etc., must stay home long enough to ensure a complete recovery.
6. If your child shows any of the following symptoms, she may not come to school:
 - Diarrhea: Three or more watery stools in a 24-hour period, especially if the child acts or looks ill.
 - Vomiting: Vomiting on two or more occasions within the past 24 hours.
 - Rash: Body rash not associated with diapering, heat or allergic reactions, especially with fever or itching.
 - Eyes: This mucous or pus draining from the eye, or pink eye.
 - Appearance/Behavior: Fatigue that prevents participation in regular activities, unusually tired, pale, lack of appetite, difficult to wake, confused or irritable.
 - Sore throat: Especially if associated with fever or swollen glands in the neck.
 - Fever: Temperature of 101 degrees F or higher and sore throat, rash, vomiting, diarrhea, ear ache, irritability or confusion.
 - Lice: Children who have lice may not return to school until they are free of nits and lice.

See Health Plan, Communicable Diseases, pp. 9 & 11 for further information.

ASTHMA AND ALLERGIES

1. Asthma:
 - An Asthma Information Report and Individual Emergency Treatment Plan shall be kept on file for any child with asthma.
 - Asthma triage plan shall be implemented when child exhibits asthma symptoms at school.
 - Parents shall receive a written report on accident/illness form.
2. Allergies:
 - A Food Allergy/Intolerance statement shall be filled out and kept on file for children whose registration form or parent report indicate severe food allergies. This form must be signed by a Health Care Provider and list of foods to avoid, a brief description of how the child reacts to the food, and appropriate substitute food(s). There should be a space on the form for the Health Care Provider to indicate if the reaction is severe or not. If the reaction is severe, staff should follow an emergency protocol indicated by the provided such as the following:
 - Administer prescribed epinephrine (EpiPen) immediately AND/OR

- Administer other prescribed medication
- Call 911
- Call Child's Health Care Provider
- Call the Child's parents
- Stay with the child at all times

See Health Policy.

ACCIDENTS AND INJURIES

1. With your signed consent, Montessori Plus School teachers and staff are allowed to give First Aid and CPR to your child. Minor cuts, bruises and scrapes will be washed with water and bandaged. Please keep your work and home numbers current so that we can notify you at the time of accident or injury in case you would like to take your child home.
2. In the event of a serious injury or emergency, we will, of course, call 911. We will then notify you immediately to let you know if your child is being treated at the hospital you indicated on your enrollment form, or at some other emergency center.
3. If an injury results in medical treatment or hospitalization, we are required to notify the Department of Social and Health Services and to submit an Accident Report Form to them as well as a copy to you.

AGGRESSION

Should a child show atypical aggressive behavior, her teacher will complete an "Aggression Report Form", describing the child's actions and the teachers' response. A copy of this form is provided to the parent on the day of the action, and another copy is placed into the child's file.

POSITIVE DISCIPLINE POLICY

1. Students receive demonstrations concerning the use of the learning equipment. They are then able to use the equipment as they desire without abusing/misusing the equipment.
2. Students hear the classroom guidelines from the teachers and other children of respect for one another, safety, and maintaining the environment with such positive statements as:
 - "We walk at our school"
 - "We put our work back on the shelf"
 - "We walk around a student's working rug"
 - "Can you find your work?"
3. The guideline is reviewed in a restatement as needed.
4. Alternative choices are given when needed:
 - "Would you like to find your work, or walk with me until you decide?"
 - "Would you like to put the work away yourself, or do you want me to help you?"
 - "Would you like to walk, or shall I carry you?"
5. Teachers become experienced in reflecting the student's feelings so that he can solve his own problems and become productive again.
6. Teachers use "active listening" and "I-statements" to allow the student to help solve his own problems and unmet needs.
7. Teachers will help two or more students to creatively solve their own problems and differences. When students hear how each other feels and thinks, the students usually work out a solution productively together.
8. A short "time out" may be used in the context of the classroom to help the child control himself and to choose an engaging "work."

Teachers and students are human, so every effort is made to work through misunderstandings and hurt feelings to help each individual become all that he can become.

BEHAVIOR GUIDELINES

Montessori Plus School does not allow any form of corporal punishment or withholding of food to modify a child's behavior. If recurrent problems arise in the child's behavior, the director of the school will arrange for a written record of the child's actions to be made for a period of two weeks, followed by a discussion with the child's parents. Referrals to outside specialists may be made. Behavior that is not allowed at Montessori Plus School is:

1. Excessive hitting, biting or other aggressive or intimidating behavior
2. Behavior that is contrary to healthy thinking and safe childhood activities, such as excessive name-calling, bullying, use of sexual and private-parts words.
3. Excessive disrespect to other children or to teachers.
4. Refusal to respect the school's guidelines during learning and outdoor playtime.

When a child displays these negative behaviors, her parents will be notified immediately to pick up their child. Children who habitually exhibit the above behaviors, or are a danger to themselves or others, will be asked to leave the school.

EMERGENCY CLOSURES

When the Kent schools close due to bad weather, Montessori Plus will also close. On the other hand, should the staff decide to close the school during inclement weather when the public schools do remain in session, it is the responsibility of the director to notify television stations of our closure. Listen to television stations for confirmation of school closure. Montessori Plus will not have make-up days for dismissal of classes due to inclement weather. Class will only be canceled to assure the safety of the children.

DISASTERS

Our out-of-state emergency number is Kent Stancliffe, 785-246-1488. Emergency Assistance Phone Numbers are listed in our Disaster Plan. The following topics are included in this plan: Child Abuse, Assault on Child or Staff, Fire Alarm Emergency, Gas Leak, Earthquake, Flooding, Building and Site Evacuation, Field Trip Incident, Power Outage, Storms & Snows, External Hazardous Materials Accident, Internal Hazardous Materials Accident, Emergency Lockdown/Intruder Alert Procedure, Shelter-in-Place Procedure, Bomb Threat, Crisis Response. See Disaster Plan, p 2.

FIRE AND EARTHQUAKE DRILLS

Fire drills are held on a monthly basis and earthquake drills twice per year for the safety of the children. Our disaster plan details the response to ground movement and the procedures following the earthquake. See Disaster Plan, pp 3 and 8-9,

CHILD ABUSE REPORTING

Teachers and other staff are required by state law to report any suspected child abuse or neglect, or exploitation to the Department of Social and Health Services, Child Protective Services, and local law enforcement without consulting the parent or guardian. See Health Policy, p. 34.

SUBSTANCE USE

Persons under the influence of alcohol and drugs are not allowed on Montessori Plus School premises. Smoking is also not allowed.

Montessori in the Home

Preparing the Home Environment

BEDROOM:

Good, low bed
Fitted sheets
Bed cover, easy to pull up
Low shelves for books
Low shelves for toys, space for each toy (never a toy box), just a few toys at one time
Low clothes rod
Low chest of drawers, which the child can use easily
Full-length mirror
Shelf below mirror for a comb and brush
Shoe rack
Low desk or table and two chairs
Proper lighting, low lamps
Carpet area for floor work (blocks, etc.)
Two working rugs (2 x 3')
Vinyl floor area for water work
Two aprons, to fit child and a friend
Soft, real colors on wall (not drab or neutral, but not bright red)
Large clock with numerals clearly marked, with second hand
Art works in room: pictures, prints, wall hangings, sculptures (many may be checked out from the library)
Bulletin board
Art center: crayons, glue, liquid crayons, scissors, newspapers, creation box of miscellaneous collage items
Cleaning supplies, dust mop, duster, broom, dustpan, carpet sweeper, sponge and bowl
Plants, pets: only those which a child can care for
Hideaway: sheets, blankets to make a tent

KITCHEN

Low paper towel rack
Tray, bowl, and sponge for spills
Small tray and pitcher for milk pouring at mealtime
Space in refrigerator and/or cupboard for acceptable snacks (container of water so that the child may help himself)
Dishes down low so that the child can help set the table

BATHROOM:

Low towel rack
Low shelf for toothbrush, toothpaste, soap, sponge, comb, mirror, bowl, bucket and washcloth for hand washing
Footstool
Access to clothes hanger

INDEPENDENCE

The foundation for all of learning at Montessori Plus School is the child's independence. Our motto is "Whatever a child can do for himself, he should be allowed to do." Since children change and grow daily in their skills and knowledge, it is required of the adult to observe these changing needs and abilities. When examining a task, we recommend that you break it down into the parts that the child can do for himself, and those that he cannot do. Allow him to perform the parts he can do (such as zipping his coat or putting on his shoes), while you do the parts he cannot do (such as starting the zipper, and tying his shoes).

By preparing everything in his school environment to help him to succeed and to be independent, we assist his growth of independence. We ask that parents, as well, prepare the home environment so that every unnecessary obstacle to his growth may be removed. As a result the child becomes self-confident and happy.

EMPOWERING LANGUAGE

A key concept in Montessori education is respect of each child as an individual. Words, as well as actions, convey this respect. Our teachers practice the art of "active listening" and "I-statements" to help children get in touch with their own feelings. They also try to eliminate phrases of flattery such as "good job, great job, very good" and, instead to say, "You're proud of your work!" Teachers also attempt to eliminate the ubiquitous phrase, "you need to..." Instead, teachers say, "We walk in school," or "Please wash your hands before lunch!" We hope that parents will participate with us in this respectful language with their children. For further information, you may read Dr. Thomas Gordon's book, Parent Effectiveness Training. He gives his "Roadblocks to Learning" to communication as follow:

1. Ordering, directing, commanding
2. Warning, admonishing, threatening
3. Exhorting, moralizing, preaching
4. Advising, giving solutions/suggestions
5. Lecturing, teaching, arguing
6. Judging, criticizing, disagreeing, blaming
7. Praising, agreeing
8. Name-calling, ridiculing, shaming
9. Interpreting, analyzing, diagnosing
10. Reassuring, sympathizing, consoling
11. Probing, questioning, interrogating
12. Withdrawing, humoring, diverting

FRESH AIR / EXERCISE

Rather than working with children on workbooks at home, we hope that you will provide a stimulating and creative home environment. Time in God's natural world gives children time to think, creative and enjoy a peaceful environment. We encourage parents to provide time outside every day, rain or shine, and especially during vacation days, for their child to run, play, dig in the dirt, build and explore.

CORRELATING THE HOME AND SCHOOL ENVIRONMENTS

The following are some simple, everyday suggestions for Montessori in the home, encouraging the child's independence, self-confidence, reasonable freedom of choices, orderliness and responsibility:

1. Arrange bathroom facilities for the child (stool to reach the sink with his own washcloth, towel, hairbrush, clothes basket, etc., in an assigned place).
2. Place a container of juice or water on a low shelf in the refrigerator, and an accessible cup or glass for all those, "I want a drink" requests. Simply say, "You may get it."
3. Purchase a small pitcher or measuring cup at mealtime for the child to serve himself and, later, others.
4. Invite the child to help you make his bed, dust, sweep, care for pets, and sort laundry according to dark and light for washing, and then to fold simple items.
5. Create the "possibility" of order for the child's toys and belongings (just enough space so that each item can have its place on a shelf.) Display only toys and materials the child can handle and work with successfully: i.e., scissors, old magazines, paste, crayons, paper, matching games, puzzles, books and a variety of toys adapted to the child's level. Purchase 2 work rugs (2'x3') for big work and a friend.
6. Show the child how to clean up after working with something and where to return it to its place. Be sure that this is done before other activities are begun.
7. Set aside an area of the yard where your child can really garden, hoe and rake, plant and water.
8. Reflect on a typical day. Were the majority of your encounters with your child of a negating or restraining nature? Build up a positive relationship between you and your child, play games with him occasionally. Give him your total attention, if only for a few moments. Matching games, which stimulate sensory perception, are easily invented and prepared. Example: Present him with a color, then, ask him to show you objects of that same color in the room. Show him a piece of wood, glass, plastic, etc., and ask him to find other objects made of this or that.
9. Observe your child and watch for times when he is particularly interested in color, shape, number, texture, etc.
10. When your daily schedule allows for a non-rushed trip to the grocery store, your child can benefit from this. On this occasion, let him walk instead of ride through the aisles with you. "Oranges, we need six – 1, 2, 3, 4, 5, 6." Point out, name, examine gently, count, weigh, etc.
11. Excursions to the zoo – the entire zoo area need not be covered in one visit. Follow your child and occasionally give him an example of what observing really is. Sit or stand and watch a particular cage or family of animals for some time. Do not simply flit past everything with him in hand.
12. Whenever demonstrating a task to your child, first perform actions very carefully yourself. Show him step by step, using as few words as possible.
13. Respect and observe your child. An inner guide is directing him. Become sensitive to anticipate and aid him. Read the Montessori philosophy found in Dr. Montessori's books. Many can be checked out in the school office.
14. Introduce the rules and limits of your household gradually. Make them possible for the child to adapt to. Once you have made them, be as consistent as possible, and remember, your example is the best teacher. The child is observing you with his entire being.
15. When school starts, these steps may be helpful:
 - a. At bedtime, choose and lay out all clothing to be worn the next day at school.
 - b. Awaken the child early enough for unhurried dressing, eating, and toileting. Note: If he resents being awakened, then set an alarm clock to awaken him, giving the child the responsibility of getting up by themselves.
16. Children learn by imitating the adults, so set a good example of being on time for school and other things involving the family.
17. Plan some time each day to be shared with your child alone.

Parent / Teacher Communication

PARENT ORIENTATION

A special night of orientation is offered each year to new parents (no children, please). The directors and teachers will present a short information meeting to parents on the topic, "What is Montessori Education?" and will answer your questions. Each parent who is new to Montessori Plus School is asked to attend.

PARENT CLASSES/MEETINGS

Parents are invited to register for an "Introduction to Montessori Education," by joining the fall Montessori Teacher Preparation of Washington classes during late August and September, one Saturday per month and every Tuesday evening from 5-9 p.m. Parents are asked to make a commitment to 100% attendance for the free classes. One-half of the hours attended by parents will count toward work hours.

Throughout the year, special parent-teacher meetings may be held at the schools. The date, time and topic of each meeting will be announced on the gate or door. If you have ideas or suggestions for these special meetings, please call the director. All parents are encouraged to attend and to become better informed about Montessori and the child.

In the fall a parent study on "What is Montessori?" may be held. This study is especially for new parents and is led by various Montessori Plus staff, if sufficient interest is shown. Please let us know at any time you have a question or would like to suggest a group discussion.

PARENT LETTERS AND EMAILS

We encourage open and continual exchange between parents and teachers and the director about any matter, especially developmental changes in your child. Short exchanges can take place at arrival and departure, but longer discussions about your child should occur through a telephone call to the director. The teachers prefer that you also write down your concerns and give them the note when you arrive. We are happy to schedule an early parent/teacher conference for you at any time. We plan to establish group emailing to parents in the near future.

Information letters from the director may be found on the sign-in and out table. Notes from your child's teachers will be given to you at departure time.

FREE ACCESS/NOVEMBER OBSERVATION MONTH

Parents have the right to visit the classroom at any time. Out of courtesy for the office staff and teachers, however, we ask that you call ahead, if possible, that you would like to visit. Remember that some children are distracted from their learning by their parent's presence in the classroom. The visit should last only a short time, from 30-45 minutes at the most, and that you follow our "Visitor's Guidelines" to make the most of your visit for yourself and for the classroom. We do ask that every mother and father schedule a 30-minute visit during our observation month of November.

PARENT / TEACHER CONFERENCES

Attendance at parent-teacher conferences is recommended during the fall and spring. At these times, schedule sheets will be posted on the class bulletin boards for parents to sign for a conference time. School is closed on these days. The purpose of each conference is to acquaint the parents with their child's teacher and to promote dialogues between parents and the school for the benefit of the child. Please do not bring your child to school at this time! If you bring your child with you to the conference, we will have to ask you to reschedule your conference. This policy is based upon our deep respect for the feelings and privacy of the child. Although we schedule parent-teacher conferences in the fall and spring, special conferences may be arranged any time during the year. Please call one of your child's teachers to make an appointment. Fall: New child conferences Spring: All school conferences

Please avoid questioning your child's teacher about your child before or after class, or in the presence of your child. At these times, the teacher is obligated to focus attention on saying goodbye to all the children. Please feel free at any time, however, to relay to the teachers any helpful information concerning your child's health, attitudes, etc. A written communication is especially helpful to the teachers.

MOTHER'S AND FATHER'S TEA

Special events for mothers and father are held each spring in celebration of Mother's Day and Father's Day. The children are shown how to welcome their parents into the classroom, how to serve them snack, and to give them a lesson of their favorite work.

OPEN HOUSES

An open house may be held each spring for the public. Visitors are welcomed to visit at any time during the year by appointment only.

MONTESSORI PLUS SCHOOL WEB SITE

Please check our web site at www.montessoriplus.org for information about the school and the Montessori Teacher Preparation of Washington. Our email address is mplus@montessoriplus.org.

TEN SPECIAL REMINDERS FROM YOUR CHILD'S TEACHER

1. Bring him on time.
2. Do not carry him in.
3. Leave right away with a matter-of-fact smile and kiss.
4. Be sure his coat's zipper works.
5. Label every item of clothing.
6. Provide slippers and two pictures so we don't have to ask.
7. Have patience to wait for your child to collect his items to leave.
8. Be firm that it is time to go.
9. Find out about school in some way other than asking, "What did you do today?"
10. Do ask you child's teacher if you may help in any way i.e.; driving for field trips, cutting paper or fabric, sewing, carpentry, etc.

BROKEN ITEMS

If a piece of learning equipment is accidentally broken by a child, the teacher will repair it. If a child purposely breaks something, then the child and parent are asked to repair or replace the item. We suggest that the child use his allowance to purchase a replacement piece.

LOST AND FOUND

Items which are found and are unmarked will be placed in a box near the entrance of the school. On Fridays please check the "lost and found box" and also check the school coat rack for missing coats and sweaters. After one month, extra items are given away!

TAKING WORK HOME

On the last day of class for the week, each parent is asked to clean out the child's work cubbie. Please save art and academic work for your next parent/teacher conference. We hope that you will appreciate his small cuttings, beginning art, writing, etc.!

We invite parents to make an art folder for each child with two pieces of poster board and tape at the bottom and to write the date of the work on the back of each piece. Place the work in chronological order in the folder. At the time of spring parent-teacher conferences, we ask that parents bring this folder to discuss with the teacher. The teacher will be accumulating some academic work in a school folder as well.

Please do not let your child take work home other than the last day of the week. Do not come inside the classroom each day to look at your child's paperwork. We encourage learning through hands-on materials rather than paper and pencil work.

Montessori Plus School Organization

CORPORATION AND GOALS

Montessori Plus School, Inc., is dedicated to the development of the young child to his full potential. We believe that a Montessori experience at a vital, young age can help give the child a basis for strong character and moral development, happiness, and fulfillment: tools with which he may live a life with inner peace, harmony, and courage. Our Christian emphasis and hands-on learning materials assist the child to understand more fully his entire world.

THE DIRECTORS

Mrs. Sharlet McClurkin directs the schools and training programs. She has been the director of Montessori Plus Schools since 1971 and of Montessori Teacher Preparation of Washington since 1973. Mrs. McClurkin holds a B.A. from Sterling College and an M.A. in American history from Florida State University. She received her teaching certificate for the 3-6 level from the Montessori Institute of America in Kansas City in 1972. She also took the Birth to 3 course from the American Montessori Society in 1996.

Mr. Donald McClurkin, co-director and administrator, holds a B.S. in science from Pepperdine University, a B.D. from Reformed Presbyterian Seminary and a M.Th. from Columbia Theological Seminary. He took his MIA certificate in 1982 for the 3-6 level, and in 1992 for the 6-9 level. Other well-qualified instructors also assist in the courses.

THE BOARD

Montessori Plus is a non-profit, non-discriminatory corporation directed by a board comprised of the following persons:

Sharlet McClurkin.....	President/Director
Donald McClurkin.....	Vice-President
Beth Camp.....	Treasurer
Sharron Reece.....	Secretary /Program Director
Dr. Page Carter.....	Board Member
Barry Lane.....	Board Member

Gifts to the school are tax-deductible.

In addition to the above persons, working with the children are certified Montessori teachers and interning Montessori teachers. The interning teachers are granted Montessori teaching certificates after one year of in-service training and completion of the academic program.

Business Policies

TUITION

How We Figure the Monthly Tuition:

1. Tuition is figured on a school year that begins in September and lasts to mid-June. The year's tuition is totaled and divided by 10.
2. We divide the school year's tuition into ten equal payments with ½ of the 10th payment made in advance.

LATE FEES

Tuition is due by the 25th of each month for the following month. Tuition is late after the 3rd of the month at which time a late fee of \$20 is due.

NON-REFUNDABLE FEES

The enrollment fee, building fee, and ½ of the last tuition payment, are non-refundable.

ABSENCES

Parents are expected to notify the school by 9:00 am if your child will be absent. Montessori Plus School does not have make-up days or refunds for illnesses, absences or vacation. We base our budget on the monthly tuition from each child and need a guaranteed amount to meet our expenses. There are no deductions for days of illness or absence.

INSURANCE COVERAGE

Montessori Plus School carries school liability insurance with Brown & Brown – Seattle, 206-956-1600.

Montessori Plus School provides accident/injury insurance for each child enrolled in our school. This insurance is with Nationwide Insurance, 1-800-525-8669, x 3733. This policy is a secondary type which only becomes active when the following situations exist:

- No major medical policy is in force.
- Major medical deductible is not met on the date of accident.
- Primary policy does not or will not pay entire medical expense leaving a remaining balance.

WITHDRAWAL FORM

This form must be filled out and mailed or faxed (253-859-1737) to the school office thirty days prior to withdrawal. If the school does not receive the withdrawal form thirty days prior to withdrawal, the family is responsible for the tuition for that month.

WITHDRAWAL FORM

I hereby give 30-day notice that my child, _____
will withdraw from Montessori Plus School on _____ . (date)

This fulfills my responsibility to give a 30-day notice to the school.

Date

Parent Signature

Date

Parent Signature

Kindergarten Curriculum

Please consider continuing your child in Montessori Plus School for his kindergarten year. Now that he is reading, this is his year of great work. Please read over our "kindergarten curriculum" carefully and you will see the advanced learning that is possible for the 5-year-old child!

I. PRACTICAL LIFE

- Grace and Courtesy** (Tea Party)
- Creative sewing** (Embroidery)
- Carpentry** (Sawing wood)

II. SENSORIAL

- Visual perception and reading** (Matching picture and reading cards)
- Forming an 18-tablet color wheel and labeling, then drawing and coloring**
- Discrimination of metric size, geometric objects and names** (Pink tower, broad stairs, long rods, color tablets, knob cylinders, geometric cabinet)
- Recognition of solid shapes and names** (Geometric solids with labels)
- Perception of three-dimensional shapes/areas with their algebraic foundation** (Binomial and Trinomial cubes)
- Recognition of plane geometrical figures and their equivalences/labels** (Constructor triangles, plus names)
- Composing and writing music, notation and singing to tone** (Bells, with labels)

III. MATH

- Unit family combinations to make 10** (Numerical rods, combination of 10)
- Adding in 4 digits** (Addition: one, two, three and four places)
- Exchanging** (Dynamic addition and changing)
- Forming quantities to 19 with beads and matching to numeral** (Teen boards, with problems)
- Forming quantities to 99 with beads and matching to numeral** (Ten boards, with problems)
- Counting 100 chain by 10's, with numerals** (Chain of 100, with markers)
- Counting 1,000 chain by 10's and 100's, with numerals** (Chain of 1,000, with markers)
- Counting chains by 5's, 6's, 7's, 8's, and 9's with bead bars and numerals** (Skip counting)
- Squaring with chains and squares of 5, 6, 7, 8 and 9 with numerals** (Square of numbers)
- Cubing with chains and cubes of 5, 6, 7, 8 and 9 with numerals** (Cube of numbers)
- Counting in sets of 10's to 100** (Hundred board)
- Finding all possible combinations of quantities to equal 10** (Bead stairs, combinations of 10)
- Putting two quantities together to get a sum, up to 18** (Addition strip board, problems and charts)
- Making an addition chart up to 5 digits** (Dot game)
- Subtracting (taking away) bead quantity from larger quantity** (Negative snake game)
- Subtracting quantities from a larger one, up through 18** (Subtraction strip board)

- Adding the same quantity 2 to 9 times** (Multiplication board, with problems)
- Building a multiplication problem with beads** (Multiplication with bead bars)
- Dividing a quantity (100's and 1,000's) among several children** (Division with decimal system)
- Dividing a given quantity, up through 81, among skittles** (Division board, with problems)

Identifying 3-dimensional fractions, from 1 whole to “a whole in 5 parts” (Fraction skittles, whole to five)

Finding equivalences among plane fractions, from 1 whole to “a whole in 10 parts (Fraction insets, with paper)

Finding equivalent denominators and adding them (Fraction addition)

IV. WRITING

Practicing writing, both manuscript and cursive, with lightness of touch (Metal inset designs, movable alphabets and writing cards)

Cursive writing with ink

Writing name within lines (Free-hand name on prepared paper)

Using loose letters and inventive spelling to create letters and stories (Friendly letter and creative writing)

V. LANGUAGE

Labeling objects in the environment (Environment matching cards with tracing paper)

Making simple phonetic words with loose letters (Moveable alphabet with spelling strips)

Reading and acting out phonetic commands (Phonetic command cards)

Sorting phonogram objects, matching to sandpaper phonogram cards and writing words (Phonogram buckets and sandpaper cards)

Reading and matching phonograms words (Phonogram puzzle boxes)

Reading and matching phonograms to pictures (Phonogram work pages, reading booklets and picture boxes)

Making a tree or house of families of words (phonograms) (House and tree of words)

Learning commonly-used non-patterned words, simple and difficult (Puzzle words)

Reading sentences and matching to pictures (Picture sentence boxes)

Reading definitions and matching to pictures (Definitions)

Fitting loose words together to make a sentence (Puzzle sentences)

Reading difficult commands and acting them out (Command cards, second level)

Matching and sorting special kinds of words (Synonyms, antonyms, and homonyms)

Placing objects into alphabetical order

Sorting words into like groups (Words having associations)

Sorting singular and plural objects and matching with words

Reading books from phonetic through phonogram (Reading books)

Making phrases with grammar objects (Grammar boxes)

Identifying parts of speech with symbol stickers

VI. GEOGRAPHY

Sorting land, air and water objects (Three forms of matter)

Making land shapes from clay (Land forms, all 10)

Cutting opposite land shapes from paper (Making paper land shapes)

Sorting continents into hemispheres

Forming continents or countries from clay (Making clay maps of countries)

Tracing and making country and continent maps (Map making)

Free-form drawing and coloring of flags of nations (Flag making)

Matching objects with continent or country (Using artifact boxes of countries)

Researching facts about countries (Fact folders of countries)

Identifying national anthems of world countries

VII. HISTORY

Sorting timing devices for 1, 2, 3 minutes and one hour with labels

Making a paper clock with quarters (Traditional clock making)

Making a clock booklet (Clock booklets)
Making a timeline of "my day" (My Day)
Participating in making a class diary
Matching days of week to timeline (Days of week, with writing)
Making calendar of the month (Calendar making)
Sorting and matching pictures with age of person (Personal time lines)
Digging in sand for fossils and naming them (Archeological "dig")
Laying out earth's time line

Matching and sorting picture cards and labels for the needs of humans throughout history (Food, shelter, clothing, transportation, defense, art, music and religion)
Reading about a composer, and playing his music
Sorting still-life, landscape and portrait art
Sorting styles of art

VIII. SCIENCE

Sorting magnetic/non-magnetic objects
Matching sedimentary, igneous and metamorphic rocks, with labels (Rocks, three types)
Sorting inorganic/organic objects
Sorting living/non-living objects
Making a parts-of-plant booklet
Dissecting a flower and naming parts
Making a parts-of-animals booklets
Matching plant picture cards to labels (Matching cards)
Making a booklet of kinds of plants, leaves, flowers
Matching skeleton parts cards with labels (Skeleton matching cards)
Sorting animals with or without backbones (Invertebrate/vertebrates)
Sorting animals with backbones (Fish, amphibians, reptiles, birds, mammals)
Sorting animals into family groups (Male/female/baby sorting)
Sorting objects showing life cycles for frog and butterfly, with labels
Making a volcano
Laying out planet replicas in their order (System of planets)
Making constellations with lights

IX. ART

Leaf pressings and rubbings
Melt art
Crayoned textiles
Crayon engraving
Monoprinting
Sculptures
Block printing
Paper-mache
Clay modeling
Charcoal drawing
Stitchery

Note: Most 5-year-olds will not complete all of this work. It will be completed in the 6-9 elementary classroom.

Summary

Assisting your child to learn and caring for him is our great privilege and ministry. We make every effort to provide the best learning and caring environment possible for your child. One of our goals is to be open to learn from you and from your children. It is our hope that we, as directors and teachers, can work together to help your child reach his full, God-given potential! Thank you for your trust and for the privilege of serving your child and family.

Sharlet and Donald McClurkin, Directors

Parent's Statement of Agreement*

I have read Montessori Plus School's Parent Handbook and agree to comply with the school's requirements, standards and philosophy as written.

I acknowledge that I have discussed the school's enrollment forms and procedures to my satisfaction with a school administrator.

I have read the school's Health, Medical and Disaster Plans.

(Parent/Guardian Signature)

(Date)

Please make a copy of this agreement and turn it in with your enrollment papers.