

Montessori Sprout House



Planting seeds of **knowledge** through **self-discovery**, **independence**, and **joyful learning**!

Parent Handbook

This handbook is intended to help you understand how our school operates, what our policies are, and what your responsibilities as a parent will be. Please carefully read through this handbook and feel free to contact us if you have any questions or concerns.

Mission Statement

Welcome!

We are proud to invite you to Montessori Sprout House Preschool. We serve children 3-6 years in age. It is our true belief that each child is an individual who will learn and develop at his or her own rate. Because of this, we have prepared and created an environment that will nurture as well as inspire the child to reach their full potential.

Our multi age classroom provides the opportunity to learn from one another. The younger children watch and learn from their older friends, while the older children realize their responsibility to set a good example. This creates independence, confidence, and respect for others.

Thank you for allowing us the opportunity to provide the foundation in early education. It is our goal to provide a peaceful, safe, and joyful environment for your child. At the heart of our philosophy we know that each child is an individual, and we are excited to be a part of their beginning steps in this journey.

We look forward to seeing you in the upcoming school year!

Sincerely,
Ms. Janine Church & Ms. Ashley Tichy
Co-Owners

"It is necessary for the teacher to guide the child without letting him feel her presence too much, so that she may always be ready to supply the desired help, but may never be the obstacle between the child and his experience."

-Maria Montessori

Montessori Method

Montessori education is an educational approach developed by Italian physician and educator Maria Montessori. We believe in the Montessori Method and we have prepared our environment to promote the development of independence, problem solving, care of the environment, social interaction, and confidence!

What is Montessori?

- mixed age classrooms
- student choice of activity from within a prescribed range of options
- uninterrupted blocks of work time
- "discovery" model, where students learn concepts from working with materials, rather than by direct instruction
- specialized education material

Prepared Environment

Montessori education method calls for free activity within a "prepared environment", meaning an educational environment tailored to basic human characteristics and to the specific characteristics of children at different ages. The function of the environment is to allow the child to develop independence in all areas according to his or her inner psychological directives. In addition to offering access to the Montessori materials appropriate to the age of the children, the environment should exhibit the following characteristics:

- Construction in proportion to the child and his/her needs
- Beauty and harmony, cleanliness of environment
- Order
- An arrangement that facilitates movement and activity
- Limitation of materials, so that only material that supports the child's development is included

5 areas of the classroom

- Practical Life and Art
- Sensorial
- Language
- Math
- Cultural Subjects- Geography, History, and Science

Schedule

- We will be operating on a ten month school year, September-middle of June
- We will provide a Montessori Sprout House Calendar (subject to change)
- Our hours will be Monday-Friday 9:00am-12:30pm
- We believe lunch is a very important and fun part of a child's day! It is an important time for socialization, courtesy and manners, and care of the environment. Our hours reflect morning curriculum, as well as the lunch time hour!

School Day Schedule

9:00-9:30	Circle & flag salute
9:30-10:45	Work time and snack
10:45-11:15	Second circle, music, and sharing
11:15-11:45	Lunch
11:45-12:30	Recess and dismissal

Tuition and Fees

We offer schedules including two, three, and four days a week. Please inquire within on current yearly rates.

A non-refundable registration and enrichment fee per child is required when your child is enrolled at Montessori Sprout House. This will hold your spot for the upcoming school year as well as buy supplies for your child. Registration is required yearly. Tuition payment is due on the first of every month. If no payment has been made by the 5th of the month, a \$5.00 per day charge will be added. If the account becomes delinquent 10 days, the school reserves the right to request that your child be withdrawn from school until satisfactory payment arrangements have been made. For those families with more than one child enrolled in Sprout House, a 10% monthly discount will be given for other siblings!

- **We have a yearly tuition. For your convenience we have broken it down into 10 equal payments. Full tuition is due in December and June.**
- **There is no credit for time missed.**
- **There is a \$1.00 per minute late charge for children picked up after 12:40pm.**

Withdrawal

Montessori Sprout House requires 2 weeks written notice to withdraw from our program. If in the event substantial notice is not given, full tuition will be charged for the month. Also, Montessori Sprout House reserves the right to withdraw a child at any time from our program for any reason we deem necessary. Also, biting, scratching, hitting, or violent behavior will not be tolerated.

Drop Off and Pick-Up

Class begins at 9 am. It is important to have your child ready and prepared for class on time as to not interrupt or disturb the morning circle in progress.

Punctuality is an important lesson for your children. We will have a staff member at the school by 8:45am. State law requires that all children must be escorted to school and signed in and out by the adult responsible for their transportation to and from school. Montessori Sprout House does not provide transportation. You are also responsible for your child anytime you are at the school with them. Please have your child stay with you during these times. We ask that you be prompt in picking up your child from school. If you anticipate being late, or if an emergency arises, please call the school to let us know. **There is a charge of \$1.00 fee per minute for care after 12:40pm.**

Valet Service

For your convenience Montessori Sprout House provides a "semi" valet service when picking up your child. We will have your child packed and prepared to go home behind the wooden gate. You may sign your child out at this time and we will release them to you. Once your child has been released to you, they are your responsibility. Please also know that any person other than yourself (i.e. grandparents, friends, other school parents) will require your written consent and proper I.D. from those persons to pick-up or carpool with your child.

Field Trip

Field Trips are a wonderful way to integrate our curriculum as well as an extension of self-discipline and discovery. Children will be transported in your private vehicles, and a nominal fee may be required. We will do our best to organize carpools and any parent volunteers must show proof of insurance and a valid driver's license.

Lunches and Snacks

Lunch will be held from 11:15-11:45. Please send them with a nutritious lunch including food from all four food groups and a beverage (no soda please). Montessori Sprout House will have snack daily. Each family is required to bring a snack from our sign-up sheet once a month. If your child has a food allergy, please speak with us personally and we will make proper accommodations. A thankful prayer is given prior to snack and lunch daily. Participation in prayer is not forced or mandatory.

Holidays, Birthdays, and Special Occasions

In the Montessori classroom, we celebrate birthdays with a special song during our afternoon circle time. It is both fun and educational to have the birthday child bring photos of him/herself with labels from birth through their current age. We will celebrate Halloween, Thanksgiving, Christmas, Valentine's Day, Dr. Seuss (read across America), and Easter. We also celebrate our Mother's with a tea in Spring. We will recognize Jesus' birthday during the Christmas season, as well as other Christmas traditions from around the world. Religious and traditional songs will be sung during the Christmas season. We respect and recognize other music and traditions from around the world during our holiday curriculum.

Assessments and Evaluations

Assessments will be handed out once a year during the month of March (subject to change). However, evaluations will be conducted all year round. Please feel free to schedule an appointment with us at any time when you feel it is needed. We have an open door policy and we encourage you to check in on your child's progress.

Immunizations

Immunization records must be kept current and on file within the first week of school. Immunization forms are available in the office.

Illness or "In case of Emergency"

In case of an emergency our first phone call will be to 911 and then to the parents. Parents should contact the school prior to class time if your child is absent due to illness or other causes.

If your child becomes ill at school, we will provide immediate attention (all of our staff has been trained in CPR and First Aid per state requirements) and we will notify you at once. Please be sure the school has current information regarding how parents and emergency contacts can be reached. In order to protect your child and other children in the center, we have set-up some guidelines regarding illness. Do not bring your child to school if he/she has any of the following symptoms:

- Fever over 99 degrees
- Diarrhea
- Vomiting or nausea
- Severe cough
- Pink eye
- Skin or eye lesions, or rashes that are severe, weeping, or infected
- Severe cold with fever, sneezing, and green mucus
- Contagious illness such as measles, chicken pox, mumps, or whooping cough
- Head lice

If our staff feels that the child is too sick or contagious, he/she will not be allowed into school. If a child becomes ill at school, a parent is expected to pick-up the child within an hour from notification. If your child has a fever, diarrhea, or vomiting he/she needs to stay home for a full 24 hours AFTER the symptoms have cleared before returning to school.

Medication

Prescription medications will be administered only with written permission from the parent. This includes cough drops and sunscreen. Prescription medications must be labeled with the students name, instructions on how and when to administer it, the name of the medication, physician's name, and must be in the original container. Nonprescription medication must have instructions including the name of the medication, circumstances under which it may be administered, dosage, and frequency of administration.

Child Abuse, Neglect, and Exploitation

Teachers are required ethically, and under penalty of law, to report any suspected child abuse (physical, emotional, sexual, or neglect).

WAC388-296-1260 state "As part of ensuring a child's health, safety and welfare you (Staff of Montessori Sprout House) must protect children under your care from all forms of child abuse, child neglect, and exploitation as required by RCW 26.44.030. We are mandatory reporters of such abuse or neglect or exploitation.

We can and must report any such behavior to 509-363-3333

Disaster Plan and Fire Drills

In case of an emergency or natural disaster, in which we are no longer able to stay in this building, our emergency location will be Seth Woodard Elementary School located at 401 E. Mission Ave. In the event we are able to stay in the school, classes will not be dismissed, the children will remain under the supervision of our staff and the following procedures will be used. When the situation indicates it is safe for the student to leave the school grounds, they will be released to authorized parents or persons'. The enrollment/emergency form contains this information. Please update this form as needed during the school year. Located in our school is a first aid and emergency kit providing food, water, and other necessities.

We conduct monthly fire drills, and quarterly disaster drills. Your child will also be learning about fire safety yearly.

Snow or Cancellation of School

We will follow the Central Valley School District's decision on snow closures or severe weather systems. If in the case Central Valley School District delays start time due to weather, we will not follow that procedure. Please follow your local news or radio stations. We will send out a text and/or email prior to Montessori Sprout House's start time informing you of school closures as well.

Discipline

The discipline policy at Sprout House is simple; we always practice kindness and respect! Touching or disturbing others work, unkind or inappropriate words, and physically harming others is never allowed. When a child makes a bad choice our first step will always be to try and redirect them. If this does not work and the problem continues we will remove the child from the situation. We will describe this to the child as a time to get control of their mouth and body. They will be allowed to rejoin the group when this is accomplished. If the problem still persists, the teacher will then call the parents and appropriate action will be taken.

Parents and family members are also required to respect the rules and methods of Montessori Sprout House. Proper language, behavior, and respect for other adults and children are expected.

Bathroom Independence

A requirement of all children is that they are completely "potty trained." This means that they are 100% independent when it comes to wiping, washing their hands, and dressing themselves. However, we do understand that accidents do happen. In an effort to keep the accidents to a minimum we encourage you to help your child by dressing them in comfortable clothing that is easy for them to remove. Try to avoid clothes such as tights and overalls, or buttons and snaps that are hard to undo. In case of an accident we ask that each child has at least one extra set of clothes (weather appropriate) at school. This should include a shirt, pants, underwear, and socks. We will label their clothes in a large Ziplock bag to be kept at school.

Outdoor Play and Clothing

When weather allows and the temperature is above 25 degrees we go outside. Always send your child in weather appropriate clothing. This includes warm coats, snow pants, hats, mittens, and boots!

We also require each child to have a pair of slippers or crocs to keep at school. They will put these on in the cubby room when they arrive each day. Slippers can have words or characters on them but please do not bring the big over stuffed versions. They are hard to walk in and may cause distractions. Please be sure to clearly mark all of their clothing and shoes with their name. Each morning when your child arrives, he/she will put their shoes on the shoe rack, change into their slippers, put their coat and lunch away, and wash hands.

Parent Communication

Most of our parent communication will be sent home to you via email. This will include our monthly newsletter, announcements, and reminders. If the internet is unavailable to you we will make different accommodations. Email or texting is a great way to send us a note, reminder, or a concern. If a situation needs immediate attention please call us or talk to us in person.

Thank You

Thank you parents for entrusting us with your child: we feel grateful for the opportunity to educate and learn from them. Please continue to check our website and parent handbook for additional and current information. Enjoy the school year and feel free to make an appointment at any time for questions or concerns.

Montessori Sprout House is an equal opportunity educational institution and will not discriminate on the basis of race, color, gender, religion, or national origin.



Montessori Sprout House
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