



The Montessori Concept

Over 100 years ago, Maria Montessori, one of Italy's first female physicians, took upon herself the daunting task of educating the underprivileged children of early twentieth century Rome. Her remarkable success sparked an international scholastic movement that has inspired tens of thousands of schools in hundreds of countries worldwide.

The methods she developed through years of careful observation were simple, yet insightful. They begin with the recognition that young children have a uniquely heightened capacity for learning. By providing them with an enriched environment for exploration during this critical period, children are more likely to achieve their full academic potential. Children use hands-on materials for cognitive activities so they learn by doing. Peaceful social relationships are demonstrated and fostered throughout Montessori's curriculum.

Mountain View Montessori School is dedicated to these concepts. The directresses will introduce your child to educational materials which foster the desire to learn. They offer guidance to provide exposure to all academic areas and to ensure choices remain challenging but not frustrating. A child's lead is trusted and his/her choices and individuality are respected. Children may repeat activities and use materials as often as they need to in order to gain the most thorough conceptual understanding possible. This enables students to progress as quickly as their abilities and imagination allow.

WELCOME!

The staff at MVM is looking forward to sharing the school year with you and your child! Please let us know if there is any way we can make it a more rewarding experience for you both.

Enrollment Requirements

Mountain View Montessori School serves children ages 15 months to 6 years old. In order to register in the toddler program, your child must be 15 to 36 months old. In order to register in the preschool program, your child must be at least 2 years and 9 months old and toilet independent. The kindergarten program has a requirement of full time morning attendance with a recommendation of continued afternoon attendance. Space in each classroom is limited. Those who have previously attended MVM are given enrollment priority.

Tuition and Fees

A \$50.00 registration fee is required and must be returned with the signed Enrollment Application, the Tuition Agreement, the Child's Health Information Form, the Family Handbook Compliance Policy, the OTC Medication Authorization Form, the NH Child Care Health Form and the child's immunization records from his pediatrician, in order to reserve your child's place in the classroom. Families with more than one child enrolled are eligible for a 10% discount in the second child's tuition fees. It is understood that the payment of the registration fee is a commitment to enroll and is not subject to refund.

No tuition bills will be mailed to you. You will receive a statement by the 1st of each month, along with the latest issue of the monthly newsletter, by email. At least one email address is required on the Enrollment Application. Please deliver or mail payments (make checks out to Mountain View Montessori School) to the school office promptly by the 8th of each month. A locked drop box is mounted outside the side entrance for your convenience. Payments received after the 8th of the month will be assessed a 5% late fee. Returned checks are assessed a \$20.00 service charge and

whatever bank fees apply. If you should need to discuss financial arrangement options, please speak with the Administrator, Juliet Fleischer. (juliet@mvmontessori.com)

The monthly tuition fee is based on an average for convenience and does not reflect the actual number of days school is in session that month. The per day cost is the annual tuition divided by the total number of school days for the program you choose, so you are not paying for holidays and vacations. Tuition installments are due August through June. A Summer Program is offered the month of July.

Before and After School Care

All full day programs extend from 8:45 a.m. to 2:45 p.m. Drop off is from 8:30 to 8:45 and pick up is from 2:45 to 3:00. After school care is available from 3:00 to 5:00 for toddler, preschool and kindergarten students at an additional per day cost (see Tuition Rate Schedule).

Total after care cost will be assessed each month as it is used.

Capacity is limited so advance notice must be given in writing of your intent to have your child stay for after care. The charge remains the same whether your child has spent 5 minutes or the entire two hours in the program. If your child is absent any day you have signed up for after care, you will not be charged for that day. However, if you have signed up for after care but pick your child up from school before the program begins you WILL BE CHARGED unless you inform a staff member of the change by the previous day.

Drop off as early as 7:30 a.m. is available for an extra charge (see Tuition Rate Schedule). This, too, is a limited capacity program and must be signed up for in advance. If you are interested in either option for extended care beyond the regular school day, please ask Juliet Fleischer for a monthly extra-care calendar to fill out.

School Calendar and Newsletter

MVM offers a 4 week summer program in July and a 200 day school-year program that begins the middle of Aug. and runs to the end of June. We take a two week break over Christmas and New

Years, and the same one week breaks that the local public school system takes in both Feb. and April. A school year calendar is provided in the registration materials and available by request.

Parents will receive a finalized update of the school year calendar before classes begin in August and monthly newsletters with calendar updates. Please check the newsletter for any changes on the master calendar and the specific dates of parent meetings and classroom events. Information concerning you and your child is available in every newsletter, as well as special events that are being planned. We try to include community events when we are aware of them and always appreciate your suggestions of information to include in the newsletters. If there is anything you would like to include or promote, please email info@mvmontessori.com.

Arrival and Dismissal Procedures

Arrival Procedures: Weather permitting, the preschool/kindergarten class conducts arrivals and dismissals from the playground. **Toddler students arrive and dismiss directly into and from the classroom.**

Please park and walk your child into the school gate or into the building. Parking on the grass is permitted. Children MUST HOLD THE HAND of an adult when walking in the parking lot.

Please make every effort to arrive on time, by 8:45 a.m.

Tardy arrivals are disruptive and even upsetting to younger children. You may arrive as early as 8:30 a.m. without incurring additional charges.

Dismissal Procedures: Please pick up your child promptly at dismissal time, 11:45 a.m., 2:45 p.m. or 5:00 p.m. Children cannot be released into the parking area, so please park and walk in.

Young children gain security through being picked up promptly at the same time every day. No child likes to be the last one left at the end of the day. If you are more than 15 minutes late picking up your child, an additional \$13.00 charge will be levied on your next monthly statement.

Communication with Teachers: The playground time during arrivals and dismissals is your opportunity to connect daily with the head teachers of both the Toddler and Pre/K programs. Our head teachers make every effort to be available for parent conversation at these times. Please understand, however, that promptly at 9:00 teachers must begin class and can not stop to talk then. By 3:15 they are heading home. Please arrive by 8:45 a.m. or 2:45 p.m. if you want to have a short chat. It is best to ask to schedule a conference to speak about any issue that will take longer than a few minutes to discuss.

For information about your toddler's day, check the binder at the entry to the classroom. Each child has a tab with their name.

Saying Good-bye

Those first days of class when you are ready to leave your child, it is important to leave IMMEDIATELY after saying good-bye. Being absent from you is not nearly as painful for your child as the act of separation, so make the separating short. The "one more hug" syndrome just prolongs the child's anxiety, becomes lengthier with the passage of time and never goes away. "Good-bye" must mean, "I am leaving NOW." Assure your child that they are safe and loved here, they will have fun, and they will be picked up by ___ at ___ time. Then kiss, hug and walk away. If your child has not been able to be consoled after 20 minutes, be assured we will call you. And you are welcome call to check how your child is doing at any time.

Transportation Authorization

A **written notice** with your signature and date is required if your child is to be picked up by anyone not listed on the authorization section of your enrollment form. Children WILL NOT be released to an unauthorized person. If you expect to have another person pick up your child on a regular basis, please add this person's name to your authorized pick up list. This is for your child's protection and safety and is a NH state licensing requirement.

NOTE: Even if you are having another student's parent, who we know, pick up your child, we must have official word from you that you approve.

Bringing School Items Home

School materials are expensive and difficult to replace. If your child should happen to bring home a little object, block, puzzle piece, etc. from school, please return it. One missing piece can make an entire activity unusable.

Sharing Things From Home—Me Bag

Please do not allow your child to bring toys into school, even with the intention of "just leaving it in the backpack" or "only bringing it out on the playground." Assure your child that her toys are for home use and that at school she has other special things to play with. "Lovies" and "binkies" for use during nap time are the exception, particularly for toddlers.

The opportunity for preschool and kindergarteners to share books, pictures, vacation souvenirs, or items of interest is granted regularly throughout the school year when your child is offered the "Me Bag" to take home. This will happen about once a month. Then she may bring in 3 things to share and make available for all children to handle. Toy weapons, war toys, and toys promoting destruction are prohibited. We encourage sharing items the child has made herself or objects related to culture, science or nature. Check with the head teacher in advance before bringing live animals.

Observation in Classrooms

Parents are welcome to observe in the classroom at any prearranged time. Observation for parents who have children enrolled usually begins after the fourth week of school in order to give the students time to become comfortable with their new classroom environment. Observation for others interested in the school may be arranged from September on. Please contact the head teacher and arrange a convenient time.

Parental Involvement

There are a variety of ways in which parents can be involved in the school, all of which will enrich the children's experience and the parent's relationship with and appreciation for their own child.

Having Dad come to school is especially exciting!

Direct Involvement with the Class. Come to the class for a special interest time and share your pictures, cooking, gardening, love of nature, art, playing an instrument, your vocation, hobby, skill, lore, etc. Children *love* to have their own parents come to class!

Service to the School Environment. Make materials, prepare a special snack, create an ongoing classroom lesson or activity, help maintain or beautify school rooms or grounds. These services should be coordinated with the director.

CREATE YOUR OWN INVOLVEMENT. Got an idea? Share it with us! Chances are the children will enjoy it more than what their teacher may have suggested. We'll help you work it out!

Discipline Statement

MVM's goal is to establish positive self discipline within the child by giving him rules for peaceful interactions and the gentle guidance and encouragement to follow them. The purpose of the rules is to aid in the development of self respect and respect for others:

No child may hurt another or himself in any way.

No child may disturb the work of another.

No child may harm the environment.

When a child does break a rule, we talk to her to see that she understands the rule. We may change her activity or work area or partner. If the misbehavior continues or a disturbance pattern develops, we have the child hold the teacher's hand and walk around with her until the child has regained enough self-discipline to again choose her own work. If a child loses control, she is encouraged to separate herself from the class until self-control is regained.

If a problem persists, the parents are contacted so we can work on behavior change together. The directress will first present and discuss the problem with the parents to exchange ideas for

helping the child. A behavior modification plan and length of time for implementation is developed and agreed upon by both parties and put into action in both the school and home environments for consistency. The directress will then document both successes and setbacks in the child's journey toward self-discipline, according to the arranged modification format. Finally, the parents, teacher and administrator will hold a conference to decide what further action, if any, should be taken to best meet the needs of the child and the other students in the classroom. At any time, if there is a continuing danger to other students, or if a child consistently demonstrates a lack of capacity to function positively in the Montessori environment, or if the parents and directress can not agree on implementing a behavior modification plan, the child may not be able to continue as an MVM student.

Health Policy

Please keep your child at home if he has any of the following:

- * fever (within 24 hours)
- * acute cold
- * swollen glands
- * sore throat or ear ache
- * bad cough
- * nausea or vomiting (within 24 hours)
- * diarrhea (within 24 hours)
- * skin eruptions or rashes
- * chills, flushed appearance, headache
- * pediculosis (head lice)

Children who arrive at school with symptoms of an illness will be sent home. Please report contagious diseases to the administrator immediately so that parents of children exposed to the disease can be informed.

You will be asked to sign an accident report should your child receive a minor injury at school that changes the skin's appearance or causes a bump. If emergency medical care is ever required, we will contact the names listed on your child's Medical Emergency Statement, including your doctor. For life threatening

medical emergencies we will call 911. All MVM staff members are certified in first aid and CPR.

Medication

Occasionally it may be necessary for your child to receive medication during the school day. In this case the OTC Medication form that is part of the registration materials is checked and its instructions are followed. We can dispense prescription and other medicine only if the following procedures are followed:

1. The medicine is in the original bottle from the pharmacy. If it is a prescription, the bottle must be labeled with the child's name, the dosage, the drug name, and how often it is to be taken.
2. The medicine must be accompanied by a "Medication Authorization" form obtained from our office. This must be filled out and signed by the parent prior to administration.

Please NEVER give your child vitamin pills, cough drops, bug spray, sunscreen or any other medication in lunch boxes or backpacks to use on their own. Staff members are directed not to allow any child to take medication unless the above procedures have been followed.

Changes in Home Environment

Please let your child's teacher know about any changes in your routine or home environment, as these can affect children dramatically. Our knowing can guide us in helping your child deal with such situations as the illness or death of a family member, friend or pet, divorce, new sibling, lengthy absence of a parent, moving to a new home, etc. Also, please let us know if your child's behavior or attitude at home changes dramatically or he complains about school. This information is considered privileged and will remain strictly confidential.

Nap Procedures

MVM is required by the state of NH to provide a rest period for children under 5 years of age who are at the school more than 4

hours each day. Toddlers are soothed for as long as it takes to encourage them to sleep. Preschool children who have not fallen asleep after half an hour to 45 minutes of lying on a mat are invited to quietly rise and choose activities to work with.

Napping children should bring their own pillow and blanket(s) to use on a resting mat that is provided by the school. Comfort toys and pacifiers are also encouraged for children who use these items to ease into sleep at home. These personal items should be clearly labeled with your child's name and will be sent home every 1 to 2 weeks to be laundered (more often if requested). Children are asked to use the bathroom in preparation for their nap. Staff members prepare children for relaxation with a combination of ceremony, stretches and calming words, and ease them into resting with stillness and gentle touch when the child's permission is given. Generally, soft instrumental music is played during nap time or stories are read.

Clothing

Your child will be encouraged to pour, polish, scrub, paint, dig, climb, dance and run at school. Loose fitting clothes that aren't fancy and that have easy fastenings make exploration much easier. Aprons are worn for messy work but they are by no means foolproof. Parents are encouraged to have children wear clothing they can remove and put on themselves or with minimal assistance, particularly for toddlers learning toilet independence.

We encourage full foot coverage for safety in outdoor play. Flip flops, sandals, open toed shoes and cowboy boots often hinder a child's freedom of movement and can be a tripping hazard. In winter when your child will be wearing snow boots to school, we encourage you to keep a pair of hard soled slippers or slip-on shoes in your child's cubby at school. These can be worn in the classroom and will make changing out of and into snow boots much easier.

Please supply a change of clothing suitable for the season to be kept at school. Toddler parents should include 2 changes of clothing and **at least 3 diapers per day**, every day. Your child's name should be on each piece of extra and outer clothing your child

brings to school. Toddler parents may leave extra diapers in your child's cubby.

All students go outside every day, even in winter, except in the pouring rain or bitter cold. Therefore it is extremely important to be sure your child has appropriate outerwear to keep them warm and dry. Extra mittens and socks are encouraged for full day students.

Food

Toddler full day students are provided lunch by the school. Pre/K full day students should bring a lunch in a container clearly marked with their name. Lunches should be well balanced and include a drink. The school has no place to keep everyone's lunch or drink cold, so please include a cold pack when necessary. A microwave is available to warm items that will take **a minute or less to heat, only!** We do not have the time to fully cook microwavable meals. Involve your child in selecting and preparing nutritious items for his lunch.

Students who stay for after care will be provided with a nutritious mid-afternoon snack each day. These will generally consist of a combination of the following: breads, crackers, rice cakes, variety of cheeses, cereals, yogurt, nut butters, pasta, milk, fruit juice, and a variety of fresh fruits and vegetables. Parents are encouraged to provide extra snacks for your child, especially if your child has food allergies, is particular about what he will eat or has a large appetite.

Please do not permit your child to bring gum, candy, soda or foods high in sugar to school. **Be sure to keep information about any food allergies your child may have up to date.**

Snack Basket

As part of the kindergarten and preschool "grace and courtesy" curriculum, every child will be invited to supply a morning snack for the whole class about once a month. This enables the children to be hosts or hostesses and to set up the snack table with their choice of

decorations. Snacks need not be costly or elaborate, but should contain something from at least two food groups, including one serving of fresh fruits and vegetables and one serving of breads, crackers, rice cakes, cheese, cereals, yogurt, milk, nut butters or nuts. Please try to include your child in the planning and purchase of their snack to expand the experience of hosting. The school supplies cups, bowls, spoons, spreading knives, napkins, etc. A class calendar is published once a month with the snack basket assignments listed. If your child is assigned a day that is inconvenient for you, please let the directress know. We want this to be a positive experience for both you and your child. If your child becomes unable to attend school when she has the snack basket, do not worry about bringing in food. There is always a supply of snack foods on hand at school to fill in with.

Field Trips

Maria Montessori believed in "bringing the world in" to preschool children. Younger children feel more secure in an environment they are familiar with, so we usually invite community members to come in to our preschool class, rather than plan field trips. We try to plan one big end-of-the-year all day field trip to some place exciting and educational and we invite all parents and siblings to join us. Field trips require permission slips to be signed as well as volunteer parental drivers and chaperones. Drivers must have a current driver's licence and proof of auto insurance. All MVM students are required to wear seat belts when traveling to and from field trips and those weighing less than 65 pounds are required to be buckled into car seats. Please read MVM's monthly newsletter for details of field trips and other planned events.

Snow Days and Days Missed

If the public school, SAU #9, is closed or delayed due to snow, MVM will close or delay, also. Child care services can be offered when school is closed for snow days for an extra charge. This option, too, has limited capacity and must be arranged in advance.

We will make every effort to get a “closed” or “delayed” announcement on the air at WMWV 93.5 FM, on our Facebook page, and on the WMUR list by 6:30 a.m. Please check these information sources first. You may also call the school with questions about closing.

For each “snow day” that occurs on a day your child is registered to attend, you may choose an extra day of attendance in the following months at no extra charge. For those enrolled full time (5 day a week program) your child may attend one day free in our summer program for each “snow day” school was cancelled. There is no reduction in tuition fees for snow days, illness, holidays or family vacation.

Facebook Page

The administration will invite all parents of currently enrolled students to join a private, closed Facebook group to share photos and information. This will not be viewable on-line by anyone except those in the group – current parents. If you choose to join you will be able to check the page regularly for updates and reminders of school events. Head teachers will be posting regularly. This is a great way for parents to connect with teachers – especially if you are not the one who drops off your child or picks him/her up.

Special Days

Birthdays get special treatment in our classrooms. Parents are invited to bring in treats for the class and to participate in a ceremony honoring the birthday child. The ceremony is usually held at the opening of the school day but it can be rescheduled for your convenience. For the treat, we ENCOURAGE muffins and fruit cups in lieu of cupcakes or cookies, but we understand the need to placate the birthday child. Please do not allow your child to distribute invitations to birthday parties at school unless he is inviting **everyone** in the class. When we get a request from parents for a class list of names, addresses and phone numbers to send birthday

invitations, we will share your information unless you have requested otherwise on your enrollment forms.

We also celebrate holidays from different cultures and have seasonal parties that are festive and acquaint the children with a variety of holiday traditions and meanings. Parental help and suggestions are always appreciated. All students are invited to attend school on party days, even if they normally do not attend on that day of the week. Look for sign-up sheets on bulletin boards in the side entry around party time, and be sure to sign the sheet for the class your child is in.

Withdrawal from School

MVM operates on the concept of an academic year. If it becomes necessary to withdraw your child before the end of the school year, a written notice of intent to withdraw is required 30 days prior to your child’s final day of attendance. Tuition will be adjusted based on this notice. Thirty days notice will not be accepted after May 15, and you will be responsible for completing the remainder of the annual tuition fee. No reduction to tuition costs will be made to compensate for illness, vacation or snow days.

Current Information

Please notify the administrator if you have a change of address (residential or mailing), phone number (home, work or cell), change of job or marital status. It is required by the State of NH that school records be kept updated, and it is important for us to have current information to best serve your child. We also need to be apprised of changes for those you listed as emergency contacts on your registration form, as well as changes in who is allowed to pick up your child from school.

Equal Employment and Education Opportunity

Mountain View Montessori School accepts enrollment of all 15 month old to 6 year old children regardless of their heritage, their religious affiliation, their sex, their race or the sexual orientation of their family members. MVM employs personnel on the grounds of their personal virtues and their educational achievements and experience, regardless of their heritage, national origin, religious affiliation, sex, sexual orientation or race. We believe all people have a right to work and learn in an environment free of discrimination.