

Freehold Montessori Village Preschool

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PARENT HANDBOOK

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Thank You

1. Welcome!

We at the Freehold Montessori Village Preschool hope the years you and your child(ren) spend with us will be both exciting and enriching. Please take a few moments to read through our handbook and if you have any questions, feel free to contact us.

2. Philosophy

A great deal of time and care went into preparing the classroom environment. The child's work within this "prepared environment" consists mainly of using the materials especially designed by Maria Montessori.

The child's motivation and interest in the work comes partly from his ability to actively decide for himself/herself the work with which he/she wishes to become involved in. Montessorians believe the process of the work is important, rather than the product.

Ideally, then, the child is motivated for the performance of the activity itself, and not the end result of that activity.

Repetition plays an important role in the child's process of learning. It is through repetition of an activity that the child learns to perfect himself/herself and his/her skills. The child strives for precision and perfection in order to build his/her own self-esteem and confidence. That is why, in the Montessori environment, the child is able to repeat activities as much as they desire. Each time a child repeats an activity, he/she is gaining confidence in his/her abilities.

3. Class Sessions

Full day session:	9:00 am to 3:00 pm
Morning Half day session:	9:00 am to 12:00 pm (Freshman room only)
Afternoon Half day session:	12:00 pm to 3 pm (Freshman room only)
Extended hours:	6:00 am to 7:00 pm; offered before & after school

4. Arrival & Dismissal

Punctuality helps set the tone of the day and reduces confusion in the classroom. Therefore, please arrive at the beginning and conclusion of your child's session.

Circle time is an important part of the children's day. If children filter in after the classroom door is closed, circle time is disrupted for the entire class. The children's ability to concentrate is compromised when their attention is diverted away from the group activity to the late arrivals at the door. And, just as importantly, children who are late miss a very important part of their school day.

Teachers and staff spend time immediately before and after class handling record keeping, cleaning, preparing the classroom, and discussing children's progress. It is absolutely essential that they have this time free for these duties. Therefore, please note the following arrival and dismissal times.

5. Arrival & Dismissal Schedule

7:00 AM to 8:30 AM	Extended day, children accepted into classroom
8:30 AM to 8:50 AM	Doors closed. No children accepted. Teacher's preparation time (Please do not disturb)
8:50 AM to 9:10 AM	Doors open. Morning & Full day session children accepted into classroom
9:15 AM to 11:00 AM	Circle time, lessons, story time, specials, snack & work time. Assistant will open the door for any children arriving late, filter in quietly, please don't disturb the class.
Class 1: 10:30 to 11:00 Class 2: 11:00 to 11:30 Class 2: 12:00 to 12:30	Outdoor play time Freshman Outdoor play time Junior Outdoor play time Senior
12:00 PM -----	Morning session children (Freshman) dismissed. For pick-ups, parents please stay in your cars in a designated line, and wait for the children to be walked by their teachers.
11:30 AM to 1:30 PM	Lunch, nap, or quiet time activities.
1:30 PM to 2:00 PM	Wake-ups, Clean-ups
2:00 PM -----	Children come on the line (circle)
2:00 PM to 3:00 PM	Circle, lessons, snack, work time, and story time
3:00 PM-----	Full day children dismissed. For pick-ups, parents please stay in your cars in a designated line, and wait for the children to be walked by their teachers.
3:30 PM to 6:30 PM	After school children are combined for group games and activities. Free play, snacks, etc.

6. Separation

Children handle separation in many ways. The key to your child's adjustment will be a cooperative effort between the parents and the staff. Children need time to adjust to their "new" routine. As a result of this, while your child is adjusting you may see tears and hear "please, I want to go home." This is simply your child's way of handling a new routine.

During this adjustment period, it is very common for the tears to stop within minutes of the parent's departure. For the benefit of your child, please follow through on your departure after saying good-bye. When a parent says good-bye and does not leave, it creates a sense of fear in the child (ie. Maybe mommy's not leaving because something is wrong). As your child masters this new routine, the tears will cease. This is all part of the process of growing up, while at the same time helping to build a confident, self-assured child.

7. Toys

The many Montessori materials available should be the focus of your child's attention. Therefore, please keep all toys at home.

8. Personal Belongings

Little fingers love to put "things" in little pockets. Please check your child's pockets before arriving to ensure no small "home" items are making their way into the school. This is for the safety of all children. Also, kindly check upon his/her return home for any unfamiliar objects which might be part of the school's equipment.

9. Lunch and Snacks

Full day children should arrive with a healthy lunch. Feel free to pack hot or cold lunches. All lunches are refrigerated, and if necessary, heated in the microwave oven. Containers should be microwave safe and labeled with your child's name.

Rotating Snack: Snack time is fun and healthy. Snacks consist of fresh fruit, cookies, pudding, juice, etc. Once a month a notice is sent home indicating each parent's snack day". Then on the indicated day, the parent provides enough of one snack to serve 25 children.

This system has worked very well in the past, keeps snack time different for the children, introduces children to a greater variety of healthy foods and more importantly, provides the teacher with more time to continue interacting with your child rather than preparing 25 different snacks.

Extended day children should bring an extra snack (fruit, yogurt, sandwich, milk) depending on how late they will be at the school.

10. Clothing

One of the goals of the Montessori method is to develop in children self-confidence and a sense of independence. Naturally, the first and most important areas are those of dressing and toileting. The child who experiences success here will move into other areas more freely and confidently. Therefore, it is important that you dress your child in comfortable clothes that he/she can easily handle alone. This includes boots and outer clothing.

Please - please, label all clothing with your child's name, especially, sweaters, hats, mittens, coats and boots.

Your child's day will frequently include painting and/or outdoor play. Please dress your child appropriately for this type of play. It is important that you and your child feel comfortable about his/her clothing knowing that spills and stains happen.

11. **Illness**

For the safety of all children, we take every effort to provide a clean and healthy environment - free from as many germs as possible. The following are symptoms of illnesses when a child should be kept home:

- a. A temperature above normal
- b. A rash
- c. A discharge from the eyes or ears
- d. Cold and/or flu symptoms

Any child experiencing one or more of the above symptoms will not be permitted into the school. It is school policy to send any child home that displays one or more of the above symptoms after arriving for the day.

12. **Birthdays**

We enjoy celebrating your child's birthday with a very simple group snack from home. A new tradition we would like to begin is to have each child donate a special "Birthday Book" to the school's library on your child's special day. Your child's name and birth date are placed on the inside cover and the book is presented at circle time. So many children will benefit over the years with books donated by a birthday child.

13. Parent Participation

Parents are welcome to participate in class activities-teaching or sharing any talents or interests you may have. If you are gifted with a talent or have a special interest, please consider sharing those experiences with your child's class. Parents may also contribute by assisting on school-sponsored field trips.

14. Tuition Policy

(For accurate record keeping) Please deposit all tuition checks in the locked mailbox located by the playground fence by the 5th of each month. Please do not place any checks in lunchboxes or folders. Checks will not be accepted by any of our personnel.

15. Thank You

Thank you for taking the time to read this handbook. We look forward to a great school year and are most happy that you have entrusted your child to the Freehold Montessori Village Preschool.