**Stirling Montessori Academy**

**Parent Handbook**

**March 2014**

Stirling Montessori Academy is a non-denominational organization. It does not discriminate on the basis of race, colour, religion, national or ethnic origin in hiring, promotion, or training of employees, nor in the admissions, rights, privileges, programmes and activities of its students.

**Note to Parents**

The Parent Handbook is designed to be a convenient and reference for parents and/or legal guardians of all Stirling Montessori students. If you have any suggestions regarding content please send them in writing to the school via e-mail or contact the Directors directly.

**CONTACT INFORMATION**

Caley Ruzzier – Director

Claire Cumpstey – Director

[info@stirlingmontessori.com](mailto:info@stirlingmontessori.com)

Tel: 905-864-6000

[www.stirlingmontessori.com](http://www.stirlingmontessori.com)

**TABLE OF CONTENTSNFORMATION**

**History**

**Philosophy**

**Mission**

**Goals & Objectives**

**Teacher Qualifications**

**Communication & Parent Involvement**

**Confidentiality & School Records**

**Children with Learning Differences**

**Questions, Comments & Concerns**

**Program Goals**

**Casa Curriculum (3-6 years)**

**Assessment of Progress**

**Program Hours**

**Daily Schedule**

**Registration Information**

**Arrival & Dismissal**

**Before & After School Programs**

**Attendance**

**Health Policy**

**Accidents & Medical Emergencies**

**Fire**

**Behaviour Management**

**Classroom Observations**

**First Day (What to bring)**

**Uniforms**

**School Closings**

**Celebrations & Holidays**

**Food & Snack Guidelines (& sample menus)**

**Miscellaneous**

**Montessori Terminology**

**HISTORY**

Stirling Montessori Academy was established in 2013. We strive to be a positive, loving and nurturing environment for your child.

**PHILOSOPY**

At Stirling Montessori Academy we are dedicated to providing a nurturing and inspiring learning environment for each of our students. Our goal is to deliver a rich program entrenched in Montessori principles which foster independence, confidence and a love for learning.

**MISSION**

At Stirling Montessori Academy our goal is to deliver an authentic Montessori experience. Children are nurtured to become confident, compassionate, independent, self-motivated, life-long learners.

**GOALS & OBJECTIVES**

The main objective of Stirling Montessori Academy is to follow the Montessori pedagogy. We provide a planned, stimulating environment to help children develop the foundational habits, attitudes, skills, and ideas essential for a lifetime of creative thinking and learning.

Our goals include:

1. Developing a positive attitude toward school, learning and life.

2. Developing self- esteem, self-discipline and a sense of order.

3. Building concentration skills for lifelong learning.

4. Encouraging curiosity, initiative and persistence.

5. Developing sensory-motor skills to assist with discrimination and judgment.

6. Allowing the individual to develop his or her true self.

**TEACHER QUALIFICATIONS**

At Stirling Montessori Academy lead teachers are MACTE certified. The assistants are trained Montessori teachers or have their RECE diploma, registered with the College of Early Childhhod Educators, and are under the guidance of the lead teacher.

**COMMUNICATION & PARENT INVOLVEMENT**

There are many opportunities available to interact with teachers, other parents, and the Directors while contributing to your child’s educational experience. Good communication with the teacher is an important element. We keep you informed in a timely way about activities and school plans. Communication includes the following:

* **Parent Letters:** These letters are sent via e-mail to the parents to inform them of current activities at the school, including any notices.
* **Monthly Newsletter:** This newsletter is sent to the parents via e-mail and will contain current information regarding the school and Montessori Education in general.
* **Parent Education Evenings:** Parent evenings will be held throughout the year. Teachers will speak about child development, Montessori materials and methodology, and the philosophy of the program.
* **Parent Interviews:** Parent Interviews will be held twice a year. Interviews help teachers and parents understand the progress of each child and provides an opportunity to discuss the child’s social, physical, emotional and cognitive development. Both parents are encouraged to attend.
* **Observations:** Parents are welcome to book a time to observe the classroom from the viewing window outside the classroom. This allows the parent to see how their child engages in the classroom and how the classroom community functions. We discourage parents from ‘in-class’ observations as this proves too disruptive to the Montessori work cycle.
* **School Calendar:** A school calendar for the year is distributed each summer. Statutory holidays, professional development days, parent interviews, school start and end dates and other important dates are marked on this calendar.
* **Website:** [**www.stirlingmontessori.com**](http://www.stirlingmontessori.com) Our website offers information about Montessori, the school and our philosophy. It also holds current information and announcements.

**CONFIDENTIALITY & STUDENT RECORDS**

The school maintains a file for each student currently and previously enrolled at the school. The file contains required admission and enrollment forms, attendance records, progress reports, health information forms, and any other information regarding the student. Student records and school-parent communications are confidential. Student information is held in confidence, and will not be disclosed without the written consent of a parent or guardian, with the exception of information regarding a health or safety emergency.

**Access to Student Records**

Parents/legal guardians have the right to inspect the records of their children. Parents/legal guardians may schedule an appointment with the Directors to review the students’ files in the school office and may obtain a copy of the information. Parents may request that their child’s records be amended to correct inaccuracies or provide clarification.

**Release of Student Records**

Student records will be released to another educational institution when we receive a request from that institution. We ask that all financial obligations to the school be fulfilled. Records will not be released if these conditions are not met.

**CHILDREN WITH LEARNING DIFFERENCES/SPECIAL NEEDS**

If we observe any students with special needs we will attend to them by communicating with the parents and discussing a plan. We are trained to individualize and adjust instruction for children in a variety of ways. This training allows us to successfully accommodate children with a variety of learning differences and needs. If a child’s special needs will require too many adjustments to our program or detract too much from meeting the needs of the other children, we will make recommendations of other more suitable environments where the child’s needs can be fully met.

**QUESTIONS, COMMENTS & CONCERNS**

Parents are encouraged to express questions, comments and concerns as they arise. We welcome open communication as we partner with you in your child’s education and development. It is important that you inform us of any major change at home. Please advise us of changes such as the birth of a sibling, a death in the family, divorce or separation, the absence of a parent, your child's inability to sleep for several consecutive nights, the death of a pet, new medication or change in medication dosage, or any other matters which might affect the child's sense of well-being.

**THE MONTESSORI CURRICULUM**

**PROGRAM GOALS**

Goals for our students include developing self-confidence, independence, responsibility for themselves and their learning and an increased curiosity about the world.

Skills young students start acquiring include:

* Keeping track of their belongings - each child has a place to store possessions.
* Understanding order - each child learns to put things away in the proper place, to take turns, and to follow the intrinsic order of the materials.
* Doing things independently - zipping, buttoning, etc. - children develop an interest in these skills when they see older children doing them.
* Sharing an adult - the children realize that they cannot have the undivided attention of an adult.
* Developing self-control - the children learn to observe the limits of the environment and the community they belong to.
* Acquiring language skills - children’s new feelings and experiences will broaden their range of expression.

**Continuity**

Children generally stay in the Casa class for three successive years, allowing teachers, parents, and children develop more intimate relationships.

**Social Environment**

An authentic Montessori classroom is a friendly place where children talk to one another freely and group and regroup at will.

**Repetition**

Presentations introduce the children to materials, show how to handle them, and what to do with them. The key to coordination and developments comes as the child repeats the work with the materials. Through repetition the children acquire a deeper understanding of the concept or skill.

**CASA CURRICULUM (3-6 years)**

The Casa curriculum is an individual program which helps each child develop physically, emotionally, and cognitively at their own pace. The curriculum helps each child gain self-esteem, independence, physical development, and academic achievement.

**Practical Life**

Children learn how to function successfully in their environment. They acquire independence, coordination, balance and muscular control. Children learn work habits, concentration, perseverance, and respect for others.

**Sensorial**

The main objective of the sensorial area is to refine and develop the five senses. The children classify, contrast and compare colour, shape, smell, touch, temperature, weight and textures.

**Language**

The children write before they read. All pre-reading and pre-writing skills are emphasized in a sensorial manner. Vocabulary, drama, and creative writing are an integral part of our curriculum.

**Mathematics**

The primary purpose is to lay a sound number and geometry foundation. The children are introduced to numbers, quantities and the decimal system. They explore the basic operations of addition, multiplication, subtraction, place value, fractions and measurement.

**Culture**

The children study living and nonliving things, plants and their parts, animals and their parts, life cycles, metamorphosis and the physical sciences. Seasons and temperature are also part of this study. Geography, history, calendar and time enrich this section of the curriculum. In Art the children are introduced to all forms of art expression including studies of pictures by famous artists.

**Music**

The children are exposed to different types of music and sing each day at circle time.

**French**

The class is visited once a week by the French Teacher who will work with small groups of children teaching French vocabulary and songs with the aid of materials.

**ASSESSMENT OF PROGRESS**

A child’s progress is monitored and assessed in a number of ways:

**Self-Correcting Materials:** The self-correcting nature of most of the Montessori materials aids the children to self-monitor their progress.

**Peer Teaching:** Children who have mastered an activity are encouraged to support the work of younger classmates.

T**eacher Assessment:** Teachers observe student’s progress and keep daily anecdotal records. Weekly lesson plans record presentations given, practiced and mastered.

**Parent Interviews:** Parent interviews are held in both the first and third terms. Interviews will be held between 4-7 pm on an evening after school. If you are unable to attend your scheduled time please contact your child’s teacher to re-schedule.

**Reports:** Teachers prepare a year-end report outlining the child’s progress.

**PROGRAM HOURS**

* Morning Casa Program 8:45 – 11:30am
* Afternoon Casa Program 12:45 – 3:30pm
* Lunch/Recess 11:30am – 12:30pm
* Full Day Casa Program 8:45am – 3:30pm
* Before School Program 7:30 – 8:45am
* After School Program 3:30 – 5:30pm

|  |  |
| --- | --- |
| 7:30 – 8:45 am | School Opens for before school children.  Welcome Children. Free play time (colouring/lego/play dough) |
| 8:45 – 9:15 am | Arrival of Morning/full day children. **Outdoor play time**. |
| 9:15 – 9:20 am | Children change into indoor shoes, put their belongings away, wash hands. |
| 9:20 – 11:00 am | Morning work cycle. Throughout the morning children work with the Montessori materials, are given individual lessons, snack time, French. |
| 11:00 - 11:05 am | Children tidy up the classroom |
| 11:05 – 11:20 am | Morning Circle. Daily Calendar, monthly theme discussed (stories/songs) |
| 11:20 – 12:05 pm  11:30 am | **Outdoor play**  Dismiss morning students from playground |
| 12:05 – 12:10 pm | Hand washing/ bathrooms |

|  |  |
| --- | --- |
| 12:10 – 12:40 pm | Lunch for Full day students and students who stay for lunch program |
| 12:30 – 12 :45 pm | Arrival of afternoon students and dismissal of children who stay for lunch program |
| 1:00 pm | Story Time and start of afternoon program |
| (**12:40 – 2:40 pm**) | **Rest time for younger children** |
| 1:00 – 3:00 pm | Afternoon work cycle (math, language, geography, science) children receive small group lessons as well as individual lessons |
| 2:55 – 3:00 pm | Classroom clean-up |
| 3:00 -3:10 pm | End of the day circle (stories, songs, games) |
| 3:10 – 3:20 pm | Children prepare for dismissal (put on outdoor shoes, coats, lunch bags) |

3:20 – 3:45 pm Dismissal from the playground. **Outdoor Play**

3:30 – 5:30 pm After Care Program for children enrolled (outdoor play, free play activities, snack)

5:30 pm School Closed

**GENERAL POLICIES AND PROCEDURES**

**REGISTRATION INFORMATION**

**Admission Policy**

Stirling Montessori Academy does not discriminate on the basis of race, colour, national or ethnic origin in hiring, promotion, or training of employees, nor in the admissions, rights, privileges, programs and activities of its students.

The following requirements must be met prior to registration:

* Prospective students must be at least 2½ years old (30 months) by September 1st, fully toilet-trained, and able to leave their parents.
* All forms and contracts relating to registration must be completed and signed in full before the student begins class.
* A deposit is required to reserve the student’s placement.

**Priority of Placement**

Re-enrolling students will be offered the opportunity to make first choice in program and enrollment. After that priority will go to siblings, alumni and students on the waiting-list. The Directors reserve the right to adjust enrollment placement of children at any time.

**Classroom Placement**

The final decision for classroom placement is made in the best interest of the child by the Directors. Parents who have information relating to this decision are asked to communicate a request in writing. Changes in classroom placement will only be made if the well-being of the child is seriously affected.

**Tuition**

* For parents/guardians of prospective new students, the Fee Schedule is included in the Enrollment Package which is distributed on an as requested basis.
* For parents of existing students, the Fee Schedule is included each year in the Re-Enrollment Package which is distributed at the beginning of March of each year.
* The tuition is based on an annual rate. For your convenience, the annual tuition can be paid over ten months from September to June.
* The school provides discounted tuition fees of 10% for a sibling enrolled.
* Fees are payable by post-dated cheque to Stirling Montessori Academy.
* Enrollment is accepted only after the school’s receipt of a completed Enrollment Form and deposit.
* Payment in full or by post-dated cheques is made at that time.
* It is uncomfortable and costly for us to have to remind parents to pay their tuition on time, and so to avoid continual late payments, there will be a charge of 1% per month (12% nominally per annum) on late payments and a charge of $25.00 for NSF cheques.

**Enrollment Deadlines**

* Enrollment forms for parents/guardians of prospective new students are included in the Enrollment Package which is distributed on an as requested basis.
* Re-enrollment forms/contracts for continuing students are included in the Re-Enrollment Package which is distributed in March of each year.
* In general, the application process is completed within 10 days of application. Upon acceptance into the school, a tuition deposit or the full tuition fee is due. In the case of re-enrolment the deposit or fee is due no later than March 25th. Payment is necessary to hold the space for the student. In all cases, it is to the families’ benefit to apply or reenrol in a timely manner.

**Withdrawal / Dismissal from the School**

There is no refund or reduction of fees in case of withdrawal, dismissal, absence, cancellation or non-attendance.

The following constitutes grounds for your child’s dismissal from our program:

* Inability to function in the Montessori classroom - occasionally a child needs more help than we are equipped to give. Parents will be informed if the teacher feels a problem exists.
* Overdue tuition - the school aims to keep our tuition costs down and to provide the best possible program for your child. If you are having financial difficulties please contact us and we will help you work out a satisfactory solution. If parents are one month behind on their payments schedule and have not made special arrangements with us, their child will not be permitted to attend class.

**ARRIVAL AND DISMISSAL**

**Arrival**

Parents are requested to drop their children off at the playground gate (am) or the upstairs foyer (pm) where they will be greeted by a member of staff. Drop off is from 8:45 – 9:00am or 12:45 – 1:00pm – punctuality is encouraged as children have an easier transition to the school day if they are preparing along with other students.

**Dismissal**

Students will be dismissed from the playground (weather permitting) from 11:30 – 11:45am or 3:30 – 3:45pm. After that time students will join the After School Program.

**Pick Up Authorization**

Children will be released to authorized persons as indicated on the Enrollment Information. If you know in advance that a person not indicated on the card will be picking your child up, you must send a note or e-mail of authorization. In an emergency, a telephone call will be sufficient. A child will not be released unless we have received notification of the change. We take these precautions to ensure the safety of your child.

**Parking**

The drop-off area is provided for cars at the side parking lot of the building. Parking is legal on Main Street in front of the school. PLEASE do not leave the engine running in your vehicles. If you are waiting outside for your children PLEASE turn off the ignition.

**Early Pick-Up**

Please notify the school office at the beginning of day about any plans to pick up your child from school early.

**Late Pick-Up**

Children who are not picked up at their scheduled time will be placed in the After School Program and be charged accordingly. Please do your best to contact the school if you are going to be late.

**BEFORE & AFTER SCHOOL PROGRAM**

The Extended Day Program was created to provide families enrolled in the school with convenient childcare consistent with the Montessori philosophy. Before School Care is available from 7:30 – 8:45 a.m.. After School Care is available from 3:30 to 5:30 p.m. You may use the Extended Day Programs on an occasional basis when your schedule demands, a drop-in fee will apply.

**Late Pick-Up Fees**

If you are delayed, and cannot arrive before 5:30 p.m. a late-fee of $20 will be charged for every 15 minutes.

**Arrival for Before School Program**

Students are to be brought up to the main foyer/classroom where they will be met by a teacher.

**Dismissal for After School Program**

Dismissal will be from the playground unless the weather is inclement and we are indoors.

**ATTENDANCE**

**Absences**

Regular attendance and punctual arrival at school are two habits that aid the child in establishing routine. In case of absence please call the school office to inform the school of the child’s absence. Communicable diseases need to be reported to the school immediately so that if necessary we can notify all the parents. When possible, please notify the school in advance if your child will be absent for more than two (2) days.

**HEALTH POLICY**

**Immunization**

The Day Nurseries Act stipulates that prior to admission each child must be immunized according to the local Medical Officer of Health. The province immunization law requires all students to have an immunization record on file for school attendance. If your child is exempt from immunizations, he/she must have a signed exemption on file.

**Illness**

It is our policy that children too ill to play outside remain at home. If your child will not be attending school please call or e-mail the school office by 8:45am. Your child should not be sent to school with any of the following symptoms:

- elevated temperature (above 38.5 degrees) - diarrhea

- vomiting - pink eye with secretions

- evidence of chicken pox or scarlet fever - head lice or nits

- severe rash - any other contagious virus

Children who have exhibited these symptoms can return to school when they have been symptom free for 24 hours. If such symptoms occur during school, we will contact you, or if unable to reach you, we will contact the persons listed as your child's Emergency Contact and temporary care will be provided until you are contacted and your child can be taken home.

**Health and Administration of Drugs**

Staff at Stirling Montessori Academy will administer both prescription and non-prescription drugs to children, inaccordance with provincial legislation. We require non-prescription drugs (i.e.Tylenol) to have a full doctor’s prescription and label. We require that parents provide:

* A completed Medication Treatment Permission form, providing information including the dosage and times any drugs are to be given.
* For children with allergies, a completed Emergency Allergy Alert Form, signed Epipen Administration Consent and Individual Plan. Parents will be asked to train staff on the individual plan.
* Medication in the original container, clearly labelled with the child’s name, date, name of drug, instructions for storage and administration of the drug. Medication is not to be left in the child’s care. Please give it directly to a staff member.

**ACCIDENTS AND MEDICAL EMERGENCIES**

**Minor Accident**

In the case of a minor accident the child will be tended by a staff member. Appropriate first aid will be administered when needed (soap and water and/or an ice pack, bandage), and the injury will be reported to the person who picks up the child.

**Serious Accident or Medical Emergency**

In the case of a serious accident or medical emergency, the parent or person responsible for the child will be notified. The physician listed on your child’s Enrollment Form will be phoned to ask for their recommendation. For serious injuries the Director or Supervisor will call 911. If the child needs to go to the hospital and the parents cannot be reached, the child will be transported to the Milton General Hospital. A staff member will accompany the child to the hospital and take their file folder with them in case emergency care is needed. It is important that you keep all contact information up to date.

**FIRE**

In the event of a fire, students will follow the teacher out of the classroom to the playground. The Director will check all rooms, then follow the classes out and check attendance accounting for every person. If we are unable to return to the school building, staff will escort the students to the designated place of shelter where parents will be contacted. Monthly Fire Drills will be practiced with students and staff in accordance with Halton legislation.

***Designated Place of Shelter: 12 Martin Street, Milton, Ontario (Tel: 905-636-0088)***

**BEHAVIOUR MANAGEMENT**

**Freedom and Discipline in the Classroom**

The two basic rules at school are that children may not hurt or abuse people or equipment and children may not disturb or interfere with another`s work.

**Discipline Policy**

Children are disciplined in a positive manner at a level that is appropriate to their actions and their ages in order to promote self-discipline, ensure health and safety; respect the rights of others and maintain equipment. Methods of discipline are discussed at staff meetings, and consistent disciplinary measures are agreed upon. The school does not permit spanking or other forms of corporal punishment.

**Positive Approaches to Behaviour Management**

The development of inner discipline in a child is always the goal of a Montessori program. The classroom environment is organized in an orderly and logical manner. Children choose work that they are capable of doing and are free to use it as long as they wish without interference from others. In addition, the mixed age group gives the younger children an opportunity to emulate the more mature behaviour of the older children. Children are encouraged to handle their disagreements by talking to each other first and by attempting to resolve conflicts independently before seeking help from an adult. Skills needed for conflict resolution and problem solving are learned as an important part of the Montessori lessons presented and practiced in the classroom. Parents are contacted in the case of a repeated misbehaviour or a single serious incident.

**Outdoor and Playground Rules**

Playground rules are explained to the children during the first weeks of school. They include:

* No rough physical contact.
* Children are encouraged to work things out themselves.
* Be respectful of the outdoors and equipment.

**CLASSROOM OBSERVATIONS**

Parents are welcome to book a time to observe the class once students have settled at the beginning of the year. Observations can be booked through the school office. During the observation you may notice the following aspects of the Montessori Classroom:

* children’s interactions with the total classroom: people, materials, etc.
* how they initiate activities (independence)
* activities initiated by the child and by the teacher
* the ability to concentrate and to be absorbed, how it varies from child to child
* small group and/or individual activities
* interaction between the children - teamwork, courtesy, etc.

**FIRST DAY (What to bring)**

* Children are to bring a labelled zip locked bag with a pair of extra clothes. The extra clothes do not have to be uniform. Please include socks, underwear, shirt and pants. When items are used please be sure to send in another spare set.
* A pair of black leather indoor shoes are required as well as a pair of outdoor shoes. Running shoes are recommended for outside play. Flip flops and croc like shoes are not permitted at school.
* Please send your child ready for outdoor play (hats, sunscreen, snow pants, boots, hats and mittens). Children will be going outside everyday (weather permitting) please ensure that they are adequately dressed.

**UNIFORMS**

The school office will have a supply of school uniforms from McCarthy`s. Uniforms are purchased directly through the office.

**Labelling Clothing**

Please label child’s uniform and additional clothing as many of the children have items that are the same style and/or size; the school cannot assume responsibility for lost clothing or personal articles.

**Outside Play and Clothing**

Please be sure your child is dressed appropriately for daily outdoor play. Snow pants, gloves and hats are necessary all winter.

**SCHOOL CLOSINGS**

**School Closing Policy**

We will use our discretion whether to open or close the school, to open late or to open on time due to inclement weather. Parents will receive a phone-call and a message will be recorded on the school telephone number.

**Professional Development Days**

PD days will be announced at the beginning of each school year in order for parents to have adequate notice in accommodating for these closings.

**Holidays Observed**

The school will be closed on the following statutory holidays during the school year:

* New Years Day
* Family Day
* Good Friday
* Easter Monday
* Victoria Day
* Labour Day
* Thanksgiving Day

**Other Vacation Dates**

The school will also be closed for Winter Break, March Break and Summer Holidays. The scheduled dates for these vacations are published in the school calendar.

**CELEBRATIONS AND HOLIDAYS**

**Holidays**

Stirling Montessori Academy is non-discriminatory and non-sectarian. Holidays are times for sharing of family heritage and traditions. We ask that you note the following:

* For Halloween children are asked not to wear costumes to school as they often become uncomfortable throughout the day. Instead children are welcome to come dressed in black and orange. Please to not send treats on this day.
* For Valentine’s Day children are welcome to come dressed in red, pink or white. Children are able to bring Valentine’s cards for each member (addressed to ‘My Friend’) of the class if they choose. Please to not send in any treats on this day.

**Birthdays**

If you are planning a home birthday party for your child invitations will be distributed in class only if each child is invited, as it is a sensitive issue at this age. Otherwise please speak to the teacher about how to contact the parents/children you would like to invite.

To help the children understand the passage of time, we have a special activity where we observe each child’s birthday by singing a song where each year is celebrated.

As a birthday tradition we welcome book donations to our school library from the birthday child. Your child’s favourite book or a theme book would be very much appreciated in growing our school library.

**FOOD & SNACK GUIDELINES**

**Daily Snack**

The children are provided a small, nutritious snack during the work period in both the morning and the afternoon sessions.

**Dietary Needs and Food Allergies**

Children’s special dietary needs and allergies will be posted in the servery and classrooms. Stirling Montessori Academy is a **NUT RESTRICTED** school. Although it is not possible for us to guarantee a nut free school, our goal is to create the safest environment possible for our anaphylactic students. Therefore, as some of our students have a life-threatening allergic reaction to nuts, all peanut butter, peanuts, tree nuts, nut products, or anything that could have traces of nut products are banned from the school.

**LUNCH GUIDELINES**

We offer a healthy hot lunch program for all students, the program is mandatory for students enrolled in the full-

day program or lunch program. Menus will be posted on the bulletin board in the school foyer, any changes will be noted. If you choose to send a water bottle to school, please have it clearly marked with your child’s name. (*See sample menu).*

**MISCELLANEOUS**

**Lost and Found**

Misplaced items will be placed in the lost and found box in the school office. Unclaimed items will be given to charity. We will attempt to return items if they are marked with your child's name.

**Mysterious Objects**

Many of our classroom materials consist of small attractive objects that are appealing to children. If you find any “mysterious objects” in your child’s possession, please return them to school.

**Toys vs. Things to Share**

Toys are not permitted at school or during the Before and After School Programs as we have organized activities and items for free play during those hours.

We welcome a child's "special things," items of interest to be shared with the class, especially if such items relate to the current theme. If you have any questions regarding toys vs. things to share, please check with the teacher before sending anything to school.

**Field Trips/Visitors**

During the course of the school year we will have occasional field trips to enrich the children's learning experience. All trips will be announced in advance with regards to the destination and time. All families must sign a field trip waiver form. Field trips will be in the local Milton area (ie. Springridge Farm/Chudleighs). We will also have regular visitors to the school such as the Fire Department, Milton Library, to enrich the students’ learning experience.

**Rest Time**

Children who are enrolled in the Full Day Casa program will have a rest time after lunch where they may rest quietly or nap – cots are provided.

**Parent Library**

The school office houses a collection of books and magazines of interest to parents. Topics include parenting, discipline, and Montessori philosophy. Parents are welcome to borrow these materials at any time.

**Class Photos**

Photographs of each student and class are taken each year. Parents will be notified in advance of the date and time. All parents are asked to sign a release form that gives the school permission to publish photographs of their child in articles, ads, or the web page. The child’s name will not be used.

**FOOD POLICY**

**MONTESSORI TERMINOLOGY**

**The Absorbent Mind**: A mind able to absorb knowledge quickly and effortlessly. Montessori said the child from birth to six years has an “absorbent mind.”

**Children’s House**: The English name for Montessori’s Casa de Bambini (Italian). A place for children from 3-6 years to live and grow.

**Concrete to Abstract:** A progression both logical and developmentally appropriate. The child is introduced first to a concrete material that embodies an abstract idea such as size or colour. Given hands-on experience, the child’s mind grasps the idea inherent in the material and forms an abstraction.

**Control of Error:** A way of providing instant feedback. Every Montessori activity provides the child with some way of assessing his own progress. This puts the control in the hands of the learner and protects the young child’s self-esteem and self-motivation.

**Practical Life Exercises:** One of the four areas of the Montessori prepared environment. The exercises of practical life resemble the simple work of life in the home: sweeping, dusting, washing dishes, etc. These purposeful activities help the child adapt to his new community, learn self-control and begin to see himself as a contributing party of the social unit. His intellect grows as he works with his hands; his personality becomes integrated as body and mind function as a unit.

**False Fatigue**: A phenomenon observed in Children’s Houses around the world – often at approximately 10:00 a.m. The children seem to lose interest in work, their behaviour becomes disorderly and the noise level rises. It may appear as if the children are tired. However, if the directress understands this is simply false fatigue, they will return to work on their own and their work will be at an even higher level than before.

**Grace and Courtesy:** An aspect of Practical Life - lessons which demonstrate positive social behaviour help the young child adapt to life in a group and arm her with knowledge of socially acceptable behaviour, practical information, useful both in and out of school.

**Human Tendencies**: Central to Montessori philosophy is that human beings exhibit a predisposition towards exploration, orientation, order, abstraction, work, self-perfection, communication and a spiritual life.

**Isolation of a Difficulty**: Before giving a presentation, the Montessori teacher analyzes the activity she wants to show the child. Procedures or movements that might prove challenging are isolated and taught to the child separately. For example, folding cloths are shown before table washing, an activity requiring folding. A task should neither be so hard that it is overwhelming, nor so easy that it is boring.

**Indirect Preparation**: The way nature has of preparing the intelligence. In every action, there is a conscious interest. Through this interest, the mind is being prepared for something in the future. For example, a young child will enjoy the putting together of various triangular shapes, totally unaware that because of this work his mind will later be more accepting of geometry.

**Learning Explosions:** Human development is often not slow and steady; acquisitions seem to arrive suddenly, almost overnight, and with explosive impact. These learning explosions are the sudden outward manifestation of a long process of internal growth. For example, the explosion of spoken language around two years of age is the result of many months of inner preparation and mental development.

| oryan-logo-revised.BMP | | | | | |
| --- | --- | --- | --- | --- | --- |
| **DAY/WEEK** | **MONDAY**  **(Chicken Day)** | **TUES**  **( Pasta Day)** | **WED**  **(Salad/Sandwich Day)** | **THURS**  **(Beef Days etc)** | **FRI**  **(Fun Foods)** |
| 1 | Chicken Cacciatore, with tomatoes, peppers, zucchini, and rice | Macaroni & cheese and all beef wieners and carrots | Chicken Salad on  Whole wheat bun  Chicken Noodle Soup | Ground Beef Stir Fry  Oriental vegetables  Served with rice | Individual Pizza with Turkey Pepperoni and  Caesar Salad |
| 2 | Italian baked chicken  Roasted Vegetables and Potatoes with Dinner roll | Penne Pasta  with meat sauce  Garden salad | Tuna salad sandwich  on whole wheat  Potato Soup | Tangy Meat balls,  Steamed potatoes,  Carrots  Dinner Roll | Pan fried Cheese & Potato perogies with  Turkey sausage links  Corn |
| 3 | Chicken Stew with  Carrots, potatoes and other garden vegetables with rice | Baked Meat and Cheese Ravioli and Sweet Bell Pepper Salad | Grilled Ham and Cheese, Navy Bean Soup | Meatloaf  Mashed potatoes  Mixed vegetables  Whole wheat bun | Turkey Sub with lettuce and tomato  Cucumber and sweet bell pepper strips |
| 4 | Chicken Stroganoff  Buttered egg noodles  Peas | Pasta with sautéed vegetables, basil pesto sauce, Tomato and Cucumber Salad | Ham Sandwich Sandwich on whole wheat | Hawaiian Meatballs with rice and pineapple plus seasonal vegetables | Chicken & cheese quesadillas and Spanish Rice |
| 5 | Honey curried chicken and  Rice, and Whole Beans | Italian Baked Pasta, mixed vegetables, with diced chicken  Coleslaw | Naturally Smoked Turkey with Cranberry Mayo  Vegetable Soup | Shepherd’s pie  Garden salad  WW Dinner Roll | Mini beef or chicken burgers  Broccoli bites w/dip |

**NCIAL INFORMATION**