

Sultan Montessori School



Established 1995

P.O. Box 883
Sultan, WA 98294
360-793-0794
www.sultanmontessori.com

Policies and Information Manual
2011– 2012

Staff: 2011– 2012 School Year

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Non Profit Organization

Phone Numbers:

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360-793-0794**

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**MISSION STATEMENT
Sultan Montessori School**

***Our purpose is to provide
children with a lifelong love of
learning and a sense of community
in a high quality environment.***

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WELCOME

We welcome you to the Sultan Montessori School Community where parents, children, and guides work together to create a peaceful, prepared learning environment for the development of the whole child.

ADMISSION

Children are eligible for acceptance into the school from the age of 2.8 years through 6 years. In order for a child to benefit fully from our program, we encourage early enrollment. Our Montessori program is based on a three year cycle.

Because the program meets each child's individual needs, a child may enroll at SMS at anytime during the year. An enrollment form, a non-refundable registration fee, and an insurance fee must be submitted to the school. An appointment for a classroom observation and family/guide meeting will be scheduled so the guide can find the child's level of development in different areas. When enrollment is full, the applicant will be placed on a waiting list, and the parents will be notified as soon as an opening is available.

ADMISSIONS PROCESS

Step 1: Observation and wait list placement

Step 2: Parent/ guide and student meeting

Step 3: Second meeting

Step 4: Student visit

Step 5: Admission or Wait List placement

Forms needed for Admissions:

* The school must have the following forms on file before a child can start school, as required by state law:

- A. Enrollment Agreement
- B. Certification of Immunization Status
- C. Policy Manual Signature Page
- D. Emergency Information
- E. Student Background Information
- F. Permission Authorization

NON-DISCRIMINATING POLICY

The Sultan Montessori School does not discriminate against applicants on the basis of race, gender, national origin, religion, or physical, mental or sensory disability.

SCHOOL PHILOSOPHY

The philosophical foundation of the Montessori approach is based on the principle that education should be an aid to life. It allows individuals to develop and educate themselves toward their unknown potential in a way that is in harmony with their own nature. It is an approach by which individuals develop a complementary social structure that recognizes the needs of the individual as well as the needs of the group. Respect for a child's personality and trust in the inner potential of each child is the start of an adequate educational partnership.

GOALS:

Believing that children are the most valuable resource on Earth in that they hold within themselves a potential new beginning for humanity, the following goals have been established for our students.

1. Foster in each child a respect for self as a unique individual having a vital role to play in the overall scheme of life on Earth.
2. Nurture in each child a respect for others and an appreciation for the similarities as well as the differences that exist among all the people of the world.
3. Set aglow in each child a respect for the environment all people share and an awareness of the need to preserve and protect it for all living things.

THE METHOD

Maria Montessori developed the method based upon her observations of children during her years as a physician and later as an educator. The method employs observation and the presentation of a series of carefully developed materials designed to discover the most effective ways in which to assist each child's development to its full potential. In this method the guide is more of a passive than an active influence. She is to "give a ray of light and go on her way." A material is presented to a child who has shown an interest and/or is determined by the guide to be developmentally ready for the lesson. Care is given "not to make the child feel that he/she has made a mistake or is not understood."

THE ENVIRONMENT

The classroom itself is designed to make learning an exciting process of discovery, and it promotes independence, concentration, self-discipline, order and responsibility. The primary goal of a Montessori program is to aide in the development of social skills, emotional growth, physical coordination and cognitive preparation. The guide's role in a Montessori classroom is to carefully prepare the environment in the interests of the children, as well as help the children progress from one activity to the next. Montessori guides are trained to assist each child individually, allowing him the freedom to choose from many activities within his range of ability. She stays in the background and doesn't interrupt while the child is working, allowing him the satisfaction of his own discoveries. Together, we can strive to keep the atmosphere of the classroom child-centered. We ask that parents please not linger in the classroom, as it can be disruptive to the student's learning environment.

FEES AND OBLIGATIONS

Yearly Registration: A yearly, non-refundable registration fee is required with each application:
\$50.00 per year for preschool-age students

Yearly Insurance Fee: \$125.00 per year per child

Tuition: Tuition is based on yearly enrollment and is divided into 10 equal monthly installments from **August to May** for the convenience of the school's members.

Preschool (10 months) \$300.00 per month.

As the disbursements are in no way lessened by the departure or absence of a student, refunds and/or credits cannot be given for absences, even extended absences of several weeks.

If you plan to withdraw your child for any reason, you must notify the school *in writing* at least sixty (60) days in advance or by August 1 if registered for fall term. If you fail to give allotted notice, you will be charged an additional two (2) month's tuition.

A 10% late fee will be charged for monthly payments that have not been received by the 5th of the month, unless special arrangements have been made. If payment of tuition is not made in accordance with this policy, the Sultan Montessori School shall have the right to not admit the child to class and to terminate enrollment.

DISCIPLINE POLICY

“Discipline means training that enables the child to develop self-control and orderly conduct in relationship to others (peers and adults).”

— Maria Montessori

Inner Discipline: The development of inner discipline in a child is always the goal at Sultan Montessori School. Self discipline is fostered in many ways. The classroom environment is organized in an orderly manner; children choose work according to their interest and are free to use it for as long as they wish without interference from others.

Respect: The children are taught to respect themselves, the guides, other children, and their prepared environment by the guide’s example. Within the open classroom setting there is much freedom, but it is freedom with structure and responsibility. In cases of disputes and misunderstandings, the children are encouraged to “talk it out”. All conflicts are settled verbally. Physical aggression is not permitted. Discipline includes positive guidance, redirection, and the setting of clear-cut limits which fosters the child’s own ability to become self-disciplined. Should a child lose control or become unreasonable, she/he is removed from the situation to sit and regain his composure while still being able to observe what is going on in the classroom.

The Department of Social and Health Services (DSHS), in the Minimum Licensing requirements , WAC 388-73-048, concerning corporal punishment states: “Corporal punishment is prohibited. The use of such amounts of physical restraint as may be reasonable and necessary to:

- 1) Protect persons on the premises from physical injury;
- 2) Obtain possession of a weapon or other dangerous object;
- 3) Protect property from serious damage; shall not be construed to constitute corporal punishment.”

DISMISSAL POLICY

If disciplinary problems that are detrimental to the well being of the children, environment, guides or class as a whole are encountered, the parents will be called and a conference held to discuss and correct the problem. If there is a second incident, steps will be taken as stated above, A third incident will be cause for immediate dismissal. If Sultan Montessori School finds it necessary to dismiss a child, his/her parents remain responsible for tuition for the month the child was dismissed. Keep in mind that each child is different and it takes longer for some to adjust than others, which is why we have a eight-week adjustment period for all children. Please be patient and talk with the teacher if you feel your child is not happy. Likewise, the guide will notify you if she feels your child is not ready for school.

DAILY CLASS SCHEDULE

(Monday, Tuesday, Thursday)

Arrival time: 8:50– 9:00 am

Morning Group: 9:00am

Afternoon Group: 12:30pm

Pick-up time: 1:00pm

Late Starts, Closures, Etc...

Snow or flooding eventually becomes a part of our school year. We will go by **Monroe School District** and **Sky Valley Education Center** announcements to cancel school. You may look online at www.schoolreport.org and type in Monroe School District or listen to your radio or television for school information.

We also follow **Sky Valley Education Center's** school calendar for school delays, early releases, closures, etc...

ARRIVAL AND DEPARTURE TIMES

Students may arrive between **8:50am– 9:00am**

Prompt pickup of your child at **1:00 p.m.** will help prevent child from feeling forgotten and teachers from missing afternoon appointments.

CHANGES IN HOME ROUTINE

If there are any circumstances, situations, or changes in your home routine, which may affect your child's behavior, please let us know as soon as possible. Knowing what is causing changes in behavior will help the teacher to meet the needs of your child more effectively.

PARENT INVOLVEMENT

Parents are an integral part of the Montessori experience and a crucial component of a successful school. The goals we have set for our students can only be accomplished with the commitment and involvement of all members of the school community. Parents, students and faculty members must all contribute time, energy, money and creativity to ensure the quality learning environment we want for our students. Each family will be called upon to support the school and there are many ways to help.

Many things your child will learn at school can be reinforced at home. Therefore, reading into the field of Montessori and Early Childhood Education theory and application is strongly advised. Many Montessori books, as well as other books, magazines and related materials may be borrowed from the school library.

In advance we thank you for the important role you will play in helping us create a nurturing environment for the development of your child.

*If you have a special job, skill or interest that you would like to share with the class, please let us know! We would love to learn from you!!!

Helping with Independence

Many wonder why helping children gain independence is so important. Observe it this way. If everything is done for him, it sends the child the message "You can't do it yourself." He will not only lack the experience that gives him competence, but he may also lose confidence of his own ability. Much of the learning at school depends on the student's desire to try new things. If he does not have the confidence in himself, he will more likely think or say, "I can't do it." Children who feel respected and competent develop a far greater sense of emotional well-being than children who are doted upon. As soon as independence is reached, the adult who keeps on helping becomes an obstacle. We ask for your help in encouraging your child to become an independent and confident student.

* Paragraph from *Montessori Insights for parents of young children* by Aline D. Wolf

COMMUNICATION

The best time to reach us is after school or calling after school hours.

Phone number: 360-793-0794 or 425-367-7040

Student-Led Conferences: Once a year your child will present lessons to you on favorite activities they have been working on in their classroom.

Parent/Guide Conferences: Meetings may be scheduled any time you would like to discuss your child's progress or any questions/ concerns.

Educational Parent Meetings: periodically throughout the school year.

Observations: After an eight- week "settling in" period, we encourage you to visit the classroom to see your child at work. Each parent should observe their child's classroom once a year. This is a great and informative experience for you, since children this age are learning through manipulative materials, not through paperwork they can bring home, and most children are unable to verbalize all that they do in class. Set up a time to observe with your child's guide. *Please read the observation guidelines sheet in preparation to your visit.*

** In respecting the dignity of the child, we ask that parents and guides never talk about a child in his/her presence.

NEWSLETTER:

A newsletter is sent home each month to inform you of upcoming events, areas of study, etc. Please read it each month to keep abreast of school life.

BIRTHDAYS

Birthdays: We will have a “Celebration of Life” for each child on his/her day of birth. The “Celebration of Life” involves having the child hold the “earth” and walk around the “sun” while the teacher shows pictures and tells the story of his/her life prepared by the parents. The story is added to each year - we will give you the forms the month before your student’s birth month. Please talk to a guide before bringing snacks for suggestions and allergy alerts.

If you are planning a home party for your child, please do not hand out invitations in the classroom. Likewise, if your child is attending a party or get-together after school, please do not send gifts to school with your child. In the past, we have found this can create hurt feelings and sad children. We also encourage children not to talk about play dates in the presence of their school friends.

FIELD TRIPS

Family field trips will be organized with parents providing the transportation for their child to these events. We will give advanced notification for field trips when our classroom will be cancelled due to the field trip.

LUNCHES

The vital need for a complete lunch has been emphasized by health officials and educators. Children respond and work better when their nutritional needs are met. Please make sure your child has a small lunch each day. We supply water to drink which nourishes the mind and body and helps develop pouring skills. Water is very important for brain function. We ask that you **do not** pack any other kind of drink in your child's lunch.

Some lunch suggestions might be: sandwich, soups, yogurt without dyes or artificial coloring, crackers and cheese, leftovers from the night before, fruits and vegetables. The lunches should include foods from the following groups each day:

1- protein	1-bread / grains
2-fruit or vegetables	1-dairy

*Small portions of each are usually best for the small child.

Please no chips or sweets.

Read labels, please. If the first two ingredients are sugar or salt, we ask that you save them for a treat after school. Examples of sweets and chips are: drinkable yogurts, cakes, cookies, high sugar puddings, gummi fruit snacks, potato chips, Jell-O. Thank you.

FOOD PREPARATION

We offer food preparation in our practical life area. Your child is able to choose this work throughout the day. Some children may choose to not eat all their lunch because this work is available. This is one reason why small portions in lunch are a good idea. **PLEASE let us know if your child has any food allergies or religious reasons for not eating a specific food/ drink item.**



HEALTH POLICY

At enrollment, the parents will fill out the appropriate forms regarding Emergency Medical Information, non-medical information, and the “Who May Pick Up” form. **The child must have proper immunizations, and will not be allowed to attend class until immunization forms are completed .**

Children **should not** be sent to school with:

- 1) any communicable illness or skin condition
- 2) fever
- 3) One or more of the following:
 headache, earache, sore throat or rash
- 4) vomiting within the past 24 hours
- 5) diarrhea (3 or more watery bowel movements) within the past 24 hours; or any bloody stool
- 6) Draining rash and/or open, oozing sores
- 7) eye discharge or pink eye
- 8) lice or nits
- 9) fatigue, irritability or confusion that prevents participation in regular activities, such as sleeping more than usual, no appetite, or multiple cold symptoms.

Following an illness or injury, children may come back to school when:

- * they no longer have the above symptoms
- * they have been without fever for 24 hours **without being treated** by an antipyretic such as acetaminophen (Tylenol) or ibuprofen
- * 24 hours have passed since starting antibiotic treatment
- * they no longer have significant discomfort

MEDICAL POLICY

Minor Injuries such as scratches, abrasions and bruises will be cared for as outlined in the Red Cross First Aid Manual.

Potentially serious illnesses and injuries requiring immediate care by the staff and by a physician, will be handled according to the First Aid Manual

Emergency Care

Priority on the illnesses described above is as follows:

- 1) Apply initial first aid.
- 2) Dial 911 to summon professional help.
- 3) Notification to the Child’s parents.
- 4) Notify the family physician.

The guides will never take it upon themselves to make the decisions concerning serious illnesses or accidents.

Suspected Child Abuse will be reported to the Child Protective Services, as required by law.

Immunizations

Sultan Montessori School must have on record completed Washington State Immunization Forms before your child may attend class (RCW 28A.210.080)

When there is an outbreak of a contagious disease, such that there is the potential for a case or cases within the school, Sultan Montessori School shall take all medically appropriate actions deemed to be necessary to control or eliminate the spread of the disease, including, but not limited to:

- 1) Closing the school
- 2) Causing the cessation of school activities or functions
- 3) Excluding from school any students, staff, and volunteers who are infected with, or deemed to be susceptible to, the disease (WAC 246-110-020)

Safety and Security

Our program takes various measures in protecting the health and safety of the children. The safety of our children is our first concern. Our staff members are required to take a course on first aid treatment, emergency procedures and pediatric cardiopulmonary resuscitation. A first aid kit is available at all times in case of minor injuries.

Fire and earth quake drills are conducted monthly. An evacuation sign is posted in the classroom. A guide will stay with the children at all times during an emergency situation. A well marked fire extinguisher is available at all times. Fire alarms are checked regularly.

We will not release a student to anyone not on our release form, signed by a parent or guardian. If you wish to have someone pick up your child not on the form you must have a signed written note. We will check the person's driver's license and photocopy it if we feel it necessary for safety reasons. Please inform them of our policy.

For security purposes the school does not provide transportation for field trips.

Volunteers:

1. Fill out Disclosure Form/Request for Criminal History Information form (needed to run WATCH) and provide clear photocopy of identification, such as a Driver's License (to be kept on file at school)
2. Fill out Application with Contact and Emergency Contact information (to be kept on file at school)
3. Must be cleared by Washington Access to Criminal History (WATCH) (copy to be kept on file at school)

Visitors: Our program maintains an open door policy (within reason). Parents and friends of enrolled children are welcome to visit the school at any time school is in session. Students, prospective parents, and other observers should telephone first to arrange a convenient time for observation. Tours of the school will be scheduled on a regular basis as part of the admissions process. All visitors should make themselves known to a teacher when they arrive.

If you observe someone who does not belong on campus, please notify a Head Teacher.

GETTING READY FOR YOUR CHILD'S FIRST DAY

Here is a list of items that your child will need for their first day in their classroom. Please write your child's name on **all** personal items that come to school.

We strongly agree with experts on school dress codes. **Characters** on clothing or slippers worn to school can be a distraction, counter-productive to the learning environment, and many children's ability to concentrate on their important work. Hats are a distraction as well. Please help us by reminding your child to remove hats when entering the classroom.

We will be going outside every day, so clothes and accessories that are weather appropriate will be necessary and should be taken into consideration before arriving to school.

Shoes: *We encourage you to purchase shoes your child will easily be able to put on and take off by themselves.* Since we wear slippers in the classroom, your child will be removing their shoes at least once, possibly two or three times during the day. It is frustrating for the child to always have to wait for an adult's help when getting ready to go outside. Velcro fasteners can help your child to develop independence and a sense of self-reliance. Shoes that give good support for walking and playing are a must for your child's safety.

Slippers: As is customary for most Montessori Schools, all children wear slippers or socks in the classroom. The slippers should be very easy for the child to put on, as well as take off. Slippers with big animal heads are not recommended. Small slippers stay on feet better.

Lunch Container: It is much easier for children to carry their lunch to school in a small lunch box / bag specifically designed for this purpose. Be sure to mark your child's name on the lunch container. It is very important your child can open his/her lunch pail and food containers independently. Try them out at the store with your child before purchasing. Characters on lunch boxes distract the classroom from a quiet peaceful lunch. Please try to find small, easy-to-open bags.

Extra Clothes:

Please send a gallon, re-sealable bag, labeled, with a complete change of clothing, including underwear and socks for your child.

Emergency Kit: Separate sheet provided for suggestions on what to supply

Family Photo: We will have a family photo wall in the classroom. If you wish, you may send your child to school with a family photo to add to the wall!

Arrival:

A guide will be there to greet your child. Please encourage your child say goodbye at the door, enter their classroom alone, and remove his/her outer garments independently. If assistance is needed, the guides are available to help with this. It is a good idea to talk to your student and/or practice saying goodbye before school begins.

Thank you for your attention to these matters. It will help your child get a good start in the classroom!

MISCELLANEOUS SCHOOL POLICIES

Personal Items: Money, toys, dolls and candy are **not allowed** in the classroom. Your cooperation is greatly appreciated. If we are all consistent, children quickly learn that these things do not belong in the classroom. Please help us by reminding your child **before** they come to the classroom.

Things in Pockets: Occasionally small pieces of classroom materials accidentally make their way into pockets or bags. They may not seem very significant, but they can be very expensive and take weeks to replace, so if you find any strange objects in your child's pockets (marbles, rocks, buttons, beads, or cubes, etc.) please return them to the classroom. There is no need to scold your child, just explain that classroom items stay at school. We do not allow children to give things they bring from home to other children without permission from the parent.

Sharing Items:

If your child has something of interest that pertains to our classroom activities or study, please contact the guides **before** bringing it to class. We encourage the students to share the results of their hard work and creativity done in our classroom. We want to foster the idea that the child is important, not their material possessions.

*Please keep in mind that children share a cubby space. Large lunch boxes, bags, or backpacks make it very difficult for students to fit their items into their space. We recommend backpacks remain in the car or at home. Students do not need them for class.

----- **CUT HERE** -----

please sign and return

**We have read the Policies and Information handbook.
Our family agrees to the philosophy and will help our
child reach the goals and objectives stated.**

Parent/Guardian #1 Signature _____

Parent/Guardian #2 Signature _____

Student #1 Signature _____

Student #2 Signature _____