



# **Flintridge Montessori Pre School & Elementary Inc.**

## **Admission Agreement and School Policy**



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Our Mission is to provide children with quality education and attentive care in an atmosphere of love which promotes learning and successful socialization.

## *Whose Child Is This?*

"Whose child is this?" I asked one day  
Seeing a little one out at play  
"Mine", said the parent with a tender smile  
"Mine to keep a little while  
To bathe his hands and comb his hair  
To tell him what he is to wear  
To prepare him that he may always be good  
And each day do the things he should"

"Whose child is this?" I asked again  
As the door opened and someone came in  
"Mine", said the teacher with the same tender smile  
"Mine, to keep just for a little while  
To teach him how to be gentle and kind  
To train and direct his dear little mind  
To help him live by every rule  
And get the best he can from school"

"Whose child is this?" I ask once more  
Just as the little one entered the door  
"Ours" said the parent and the teacher as they smiled  
And each took the hand of the little child  
"Ours to love and train together  
Ours this blessed task forever."





# WELCOME

This guide will help you and your child gain the greatest benefit from Flintridge Montessori. We hope to help with your child's school adjustment, social and emotional growth and development.

The school is licensed by the state of California and welcomes all children of any race, religion, color or mild special needs.

The school follows the renowned Montessori Program using their Philosophy, Materials and Equipment. Our Montessori trained lead teachers are a dedicated lot.

The program includes instruction in Math, Phonics, Science, Social Science etc. Also included are sessions in art, music, singing, music & movement, dance etc.

The Management & Staff

Flintridge Montessori Preschool & Elementary.

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# INTRODUCTION

**Flintridge Montessori was started** to serve the needs for the education and care of children in the La Canada-Flintridge area.

Our goal is to facilitate the development of well-disciplined children with emotional social and cognitive skills while honing in good manners and strong learning skills. Partnering with parents in the development of the child ensures that the child is provided with the right environment to become a well-balanced individual both at home and school.



Children in a Montessori environment start with the very basics. Before they begin to identify colors or numbers, they must learn the importance of good discipline and listening skills. That means they need to sit quietly when asked, follow directions when given, put away things, focus on their assignments, not disturb others etc. Emphasis is placed on controlling their impulsive behaviors and the ability to follow direction through a series of activities and techniques that are unique to Montessori teaching style. Only then do they go on to more complex tasks.



Once your child has learned the ground rules, they are introduced to more complex Montessori activities. While your child has the relative freedom to choose an activity, once chosen they will follow the teacher for guidance. The teacher will demonstrate how the activity is to be completed. Most Montessori activities have to be completed on a mat or particular workspace. This ensures that the child does not disturb others and is able to focus on the given task.

Of course, the school is not just about classroom work. We take the time to incorporate a lot of fun activities. We hope that the experience at our school will instill in your child a lifetime of positive experiences. One that they can

use to make the world a better place, with order, kindness and a quest for excellence.

### **HOURS OF OPERATION:**

We are open from 8am to 5:30pm with a 5-minute grace period for pick up no later than 5:30pm. At pick up time in the evening, a few select classrooms remain open. Children must be picked up in a timely manner so our staff can get back to their families. Half Day pick up is 12 noon. Please plan on arriving on time.

Children are required to be in school before 8:55 am since those who arrive later seem to miss out on vital learning time, have difficulty adjusting and disrupt the flow of the activities. Besides, late commers disrupt class rooms.

Late pick-up is \$1 for every minute payable to the staff on duty who waited for you.

Due to the limited parking spaces, parents are requested to leave the parking lot as quickly as possible causing minimum congestion in the morning hours. We appeal to your good sense to respect limitations and be considerate of others. A point to remember is also not to make a 'U' turn opposite the fire station coming west on Foothill Blvd. This can result in a hefty fine by the police.

### **NOTICES AND MESSAGES TO PARENTS:**

Please be sure to read all newsletters, **emails** and other notes sent by the school. This is our primary source of communication and we want you to read them carefully and pay attention.

# **GOALS & OBJECTIVES**

## **A Positive Attitude Towards School**

Learning activities are individualized. Each child engages in a learning task which has a particular appeal to the child, since the activity is geared to their level of needs and readiness. Consequently, the child works at their own rate, repeating the task as often as they like, thus experiencing a series of successful achievements, which builds a positive attitude towards learning itself.

## **Self Confidence as an Independent Learner**

Here at our school tasks are programmed so that each new step is built on what the child has previously mastered, thus removing the negative experience of frequent failure. Repeated success builds an inner confidence and the reassurance that the child can learn by themselves and also contributes to the child's emotional development.

## **Building the Habits of Concentration**

Through a series of absorbing experiences, the child forms habits of extended attention, thus increasing their ability to concentrate.

## **Fostering an Abiding Curiosity**

A deep persistent curiosity is a prerequisite for creating learning. By providing the child with opportunities to discover qualities, dimensions and relationships amidst a rich variety of learning situations, the child's desire to know is developed into a habit of being curious about everything.

## **Developing Habits of Initiative and Persistence**

By surrounding the child with appealing materials and learning activities geared towards his/her own, the child becomes accustomed to engaging in activities on his/her own. Gradually this results in a habit of initiative; an essential quality in leadership. "Ground Rules" call for completing a task once begun and for replacing materials after the task is accomplished. This "Completion Expectation" gradually results in a habit-forming persistence.

## **Fostering Inner Security and a Sense of Order**

A child's need for order and security is intensely satisfied through a well ordered, enriching but simplified environment, Ground Rules in a Montessori classroom establishes that every item has its place, satisfying a child's inner need for order.

### **Developing Sensory Motor Skills**

This is achieved through activities calling for manipulation of a wide variety of specially designed apparatus. This goes beyond the scope of traditional Montessori techniques and uses the latest findings of modern psychology. Intriguing tasks involving large and small muscles enables the child to gain increasing control over his/her movements. Many of the tasks for example call for muscular movements and control that has a positive effect on developing proper hand writing skills.

### **Sharpening the Ability to Discriminate and Judge**

Challenging, Sorting and Matching activities confront the child, calling for his/her noting similarities and differences in size, shape, color, texture, odor, sound, etc. in short, sharpening their sensory acuity. Thus, their senses team to report more accurately the various qualities describing his world.

### **Helping Social Development**

Children are encouraged to solve their own problems. If the adult solves every problem, the parent will be expected to solve the child's problems even as they grow up to become adults. Only from hard experience do children understand the need to be diplomatic and considerate of others to get what they want. In short, they need to negotiate a positive outcome without resorting to violence even at the most tender age.

### **Developing Creative Intelligence and Imagination**

Through stimulating programmed activities, the child is encouraged to implement the exciting feeling and perceptions they gain from their total pre-school experience. Opportunities are provided for the child to translate in movement, form, color, sound and work the inner awakening of self. By harvesting thousands of clear perceptions from well-planned practical-life, sensorial, mathematical, music, art, language, science activities, they acquire the "mental building blocks" needed later for grasping the meaning of words, ideas and concepts required for learning how to read effectively.

## **ADMISSION:**

Children are admitted on the basis of a full academic year August 1st through May 30th without discrimination to color, national or ethnic origin, sex or disability. Ages served are 2-6 years. Two-year-olds need not be potty trained. Parents provide diapers, baby wipes etc. Enrollment is year-round dependent on availability.

**Please call us for information re. our kindergarten, 1st and 2nd grade enrollment.**

The main part of our school program is designed towards the Preschool Program (ages 2-6 years) which uses the renowned Montessori teaching method to simulate and prepare your child for kindergarten and primary school.

### **ADMISSION POLICY**

The school admits children aged 2- 6 years. All programs and activities are made available to all students at the school. Those children with emotional or physical handicaps will be considered for admission on an individual basis. Admission will be dependent on the ability of the child to benefit from the program.

### **ENROLLMENT REQUIREMENTS**

- Enrollment procedures include a tour of the school, interview process, paying all fees, and completing documentation.
- A signed physician's report and immunization certificate.

We welcome suggestions for improvement and would like parent involvement in our community with ideas, assistance and contributions in varying forms. We are a private multicultural, non-denominational (We practice love, patience and empathy, that all creatures are created equal) school and respect all religions, faiths and ethnic and other traditions and expect the parents to be respectful of these.

**Naps: Children taking naps in school need to bring a child size sheet & cover (blanket) clearly marked, in a drawstring or zipped cloth bag. All clothes should have the child's name marked.**

## **FEES, TUITION & PAYMENT TERMS**

- Tuition is due on the first day of each month. Late charge is applicable if late by one week.
- A non-refundable registration fee is required when enrolled plus the annual supply/materials fee.
- If a child is taken out of school for any reason, you may keep their place by continuing payment of tuition.
- When a holiday occurs and the school is closed, monthly tuition remains the same. No makeup days can be accommodated for absences.
- Tuition; two (2) weeks in arrears will result in the child being suspended from the program until tuition is paid. The child's place in the enrollment will be terminated if the full tuition is not paid by the Monday of the third week.
- The fee structure and the program plan are not flexible.
- We also request that the school be given written notice of 2 weeks should you decide to withdraw your child from school for any reason.
- There will be no tuition refunds.

## **FINANCIAL OBLIGATIONS**

With the exception of a few state-run programs, the average child care and preschool programs rely on parent funding for all of their operating budget. Consequently, the number of personnel, equipment and other quality improvements can be enhanced only when fees are paid in a timely manner. The most significant factor in the development and well-being of a child in a center with access to responsive and skilled teachers. Thus, quality care and education of young children is costly because the primary resource is skilled staff.

**Tuition rates may be increased as and when needed any time during the year with one prior month notification. We are mindful not to increase fees ad-hoc.**

## **CLASSES**

Parents may choose from a wide variety of programs. These include full time or part time. Please ask for our fee schedule to see which program suits you the best.

## **AREAS OF STUDY**

Our four main areas of study are Language, Math, Sensorial and Practical Life Exercises. The program also includes the study of History, Geography, Science, Biology and Creative Expression. In these areas too, concrete materials are used to enable the child to understand concepts introduced. The purpose of the Practical Life Exercises is to make the child independent of the adult. The exercises include cutting, pouring, dressing themselves and keeping the environment in order. Sensorial exercises sharpen the senses of the young child and enable him/her to understand the many impressions he/she receives through them.

Sensorial materials isolate one defining quality such as color, weight, shape, texture, size, sound and smell. Metal insets, sandpaper letters and wooden movable alphabets are a few of the materials used to assist the child to read phonetically. The concept of “number” is introduced to the child at an early age by giving the child the opportunity to learn through concrete materials such as number rods, cards and counters and the spindle boxes. Spanish is part of the curriculum along with music and singing accompanied by the piano.

While prior notice may be helpful, we have an open-door policy where parents may visit during the day. During Covid pandemic drop ins are limited.

## **ABSENCES**

Please notify the school when a child will be absent. Communicable diseases must be reported to the school immediately. In the event of illness that develops at school parents are contacted immediately; whereupon arrangements must be made for pick up within 20 minutes. A two-week isolation and a negative Covid test must be produced before a child returns to school from a Covid infection.

## **STAFF**

Our staff are Montessori qualified with Early Childhood credentials. The uniqueness of each individual child is respected by a skilled staff of experienced teachers.

## **CLASSROOM OBSERVATION**

Parents are encouraged to observe children at work. Arrangements must be made with the Director of the school to schedule visitations.

All observations are "passive" in order to maintain the classroom's order and effectiveness all observers must refrain from interacting with the children. The goal of observation is to witness what takes place in the classroom without the observer in the room-as the class actually functions.

During Covid pandemic, classroom observations are limited for the safety of children.

## **PARENT TEACHER CONFERENCES**

Scheduled parent/teacher conferences are held twice a year. Meetings with regard to specific matters may be scheduled at the request of the parents or teachers or director at any time throughout the year.

## **SCHOOL HOLIDAYS**

We are open all year around except for one week in December and a few staff training days. Please refer to the school calendar. We are also closed on statutory holidays.

School will be closed the day after Thanksgiving, two weeks in December for winter recess and a week in March or April for Spring break. As an additional service to parents, we may offer daycare on the basis of availability of staff at the rate of \$20 per day during legal holidays. Please note this is purely based on staff availability and dependent on a minimum of 15 children being signed up daily. Daycare will be canceled if less than 15 sign up.

## **SUMMER PROGRAM**

An additional summer activity fee of \$110 per child for each month of June & July is due 1st of June. This is to cover additional costs that are incurred with having outside vendors.

## **TOYS & JEWELRY**

Please ensure that your child does not bring toys to school, since it is difficult for staff to ensure the safety of these toys. No jewelry for safety and loss.

## **COMMUNICATION**

Open communication between parents and staff is considered vital to the responsive and respectful care of children. If at any time you have questions, comments or problems, a care provider or the Director is available and will talk with you. Please be aware that the first responsibility of the staff is supervision of children so it's best not to take up their time during school time. Please make a conference request

## **SCHOOL PICTURES**

School pictures are taken twice a year. Parents will be advised when this will occur.

## **FIELD TRIPS**

Preschool children are not taken on field trips. Kindergarten children visit the museum(s) restrictions permitting.

## **EXTRACURRICULAR ACTIVITIES**

Computer, Gymnastics, Dance, Karate and other extracurricular classes may be offered by the school at an extra cost. Please consult the bulletin board at the school for the latest program updates.

## **OTHER SERVICES**

### **Vision Screening- Free to Families**

California Elks provides vision screening annually for children enrolled at the school. This valuable service should not be ignored since in the past, they identified many children who needed assistance. Parents are encouraged to sign up for this free service.

Hear Screening: Annual with no charge to parents.

After School services: Call for information.

## **EMERGENCY EVACUATION**

In case of an emergency such as an earthquake or fire, the school will evacuate all children to two possible locations. Either one of these locations may be used, depending on availability at the time of the evacuation. Parents please note, we may lose telephone contact during such an emergency. We will make every effort to contact you.

LOCATION 1: Foothill Progressive Montessori School

827 Houseman Street, La Canada CA91011

Tel: (818) 952-7232

LOCATION 2: Foothill Progressive Montessori Elementary

4526 Indianola Way, La Canada CA91011

(818) 952-0129

## **WITHDRAWAL**

**Withdrawal** of a child from school will **require two weeks written notice** of such intent, or two weeks tuition in lieu of notice.

- **Tuition is based on a full ten-month school year on enrollment and not whether the child is in attendance** is due and payable on the **1st each month**. No invoices are issued. We depend on you for timely payments. A late fee of \$25 is charged for payments received after the 10<sup>th</sup>, and an additional \$1.00 a day thereafter until all fees due are settled. While you are on vacation, we still have to cover our operating costs and staff salaries because we don't charge extra to make up for such losses.
- Any legal and other costs incurred in collecting overdue payments will be charged to the parents.
- Tuition credit will not be given for miscellaneous absences from school, short or long vacations taken during the school year and Spring break and Winter break or for early withdrawal in the month of May. This rule is strictly monitored.
- We encourage annual payments which can save you 5% if paid in a lump sum for 10 months.
- A **Security Deposit** of half a month's tuition for full and part-time students is required at the time of enrollment. This is refunded when a child leaves assuming all financial obligations are met. To provide credit for this deposit, a month's written notice of withdrawal is required.
- **\$25 is levied on returned checks to defray bank costs.**

# RULES & REGULATIONS

## ARRIVAL & DEPARTURE (SIGN IN & SIGN OUT)

It is imperative that arrival and dismissal times be closely adhered to. The time before class is vital for teacher preparation to ensure a smooth and productive day. Children who arrive late, or who are picked up late tend to feel uncomfortable.

Tardiness can be very disruptive to the teachers and classes in session and creates an awkward beginning for a child's day. Children arriving at school on time have the opportunity to meet with friends and adjust their schedule before their work cycle begins. If a child arrives late to school adults do not need to further disrupt the class by entering the classroom, please say good-bye to your child outside the classroom.

Each child must be accompanied by an adult into the building. **The law requires parents to sign IN and sign OUT their child from school with a full signature to ensure your child is actually in attendance.** Failure to do so may incur fines from the Department of Social Services for which parents are liable. The law also requires the school to dismiss children only to those authorized to take the child from the school to parents or others on file with the School Office. Any changes must be in writing. Your teenage child cannot sign out your toddler.

## HEALTH & MEDICATION

Each child's health form **must be filled out BEFORE** they begin school. State law requires your child's medication to be in the original prescription container with written instructions and a signed release permitting staff to dispense the medication and must be delivered to the classroom teacher **by the adult, not** the child. Do not send your child to school on days when any of the following symptoms are present:

Fever, Rash, Cough, Diarrhea, Vomiting, Discharge of mucus from nose or eyes.

In case of a medical or dental emergency parents will be notified to pick up their children immediately. If they are not available, the staff may call emergency services.

## **EMERGENCY MEDICAL CARE**

If a child requires emergency medical attention and it is not possible to contact the parent, guardian or family doctor, we will take whatever measures necessary for the child's welfare. Every effort will be made however, to notify the parent(s) immediately under any emergency condition. It is therefore very essential that both parents always keep the school informed of their current home and business phone numbers and addresses. If medication has to be administered, written instructions and authorization must be provided by the parent/guardian. NO medication will otherwise be administered.

## **ILLNESS**

The state requires exclusion of any sick child from school. Parents are required to exercise sound judgment and keep sick children at home and seek medical attention. If a child is found ill at the school, the parent is required to pick up within 20 minutes of receiving information of the illness. This helps us not only to protect your child but also others in the center.

Fever over 101°F, signs of a cold, cough, sore throat, watery eyes, green or yellow mucus discharge from nose or eyes; headache or head pain, loss of appetite, excessive irritability or unusually passive, diarrhea, vomiting, inflammation of the eye, abscess or draining sores, rash, and head lice are reasons to keep the child at home and seek medical attention.

## **CLOTHING**

Play clothes are encouraged. Simple, washable, sturdy and easy to manage clothes are recommended. The school has many activities that include paints, oils and solutions that stain clothes. Montessori environments are "hands-on" classrooms-clothes get dirty and stained. Pre-School children should be able to manage their own clothes and take them on and off.

Belts, leotards, and overalls are often too unwieldy for young children. Avoid "accidents" with clothes they can remove. If they can't yet tie their own shoes, they should be wearing Velcro-closing shoes. Sneaker or rubber-soled shoes are recommended.

Clog, "flip flops," and other fashion driven footwear, are potentially dangerous and a deterrent to active participation in all aspects of school activity. (Clothing motto: *Function not fashion!*)

- All clothes must be labeled
- A complete change of clothing must be kept at school

## **SLEEPING FACILITIES**

The law requires us to provide sleeping facilities for children under 5 years of age. Therefore, please provide

(1) crib sheet and one (1) blanket which are taken home every Friday, washed and returned on the following Monday.

## **FOOD SERVICE PROVISION & GUIDELINES**

- Snacks - Two snacks are provided free of charge by the school daily
- Lunch- Parents must send a well-balanced meal in reusable containers and not plastic throw away. School will not warm up plastic containers in the microwave.
- If you are sending lunch, please help them pack a well-balanced, nutritional meal, *excluding* candy and other highly sugary foods with excessive quantities of additives, salt and preservatives.
- Please make sure your child's name is clearly marked on lunch boxes and interior containers-which your child should be able to open and close.
- Lunches are to be packed in a container with the child's name on it and need to include his or her lunch beverage. No plastic bags please! We are trash-free! Use reusable containers that your child can open and close.
- Lunch is a ceremonial meal at school, with several key lessons based on developing independence.

## **FOOD & BIRTHDAYS**

We strive to promote a policy of 'healthy food' for the children and urge parents to minimize food with high sugar and fat content. Please encourage healthy food habits from a young age. Birthday Parties are celebrated on Fridays only. Acceptable food: mini cupcakes with no frosting, fruit. goody bags. NO DOUGHNUTS, OR FROSTED CAKES.

## **DISCIPLINE**

At Flintridge Montessori, we use the COMMON-SENSE approaches to solving behavioral problems that your child may have. One of our guiding principles is to reduce or prevent behavioral problems from happening before the fact, by observing the following

- Respecting and trusting children
- Listening to children
- Using positive approaches
- Encouraging and accepting expressions of feelings
- Carefully preparing the environment and giving choices
- Setting realistic limits
- Giving plenty of advance notice when activities must end and carefully planning for transition times
- Being a model for the behaviors you would like to see increased in children.

No corporal punishment, caning or any form of physical punishment is administered at Flintridge Montessori. If a child is exhibiting behavioral problems that are causing a disruption, the school may ask a parent to remove the child for part of the day, the whole day or a couple of days until the child's behavior improves.

If after this, the child still exhibits behavioral problems, the school will ask for a parent teacher conference to determine an appropriate course of action. Depending on the circumstances, a parent may be asked to have their child assessed by a physician.

Once we have discussed your child's behavior, we will continue to monitor your child. If in the opinion of the director of the school no improvement is seen, we reserve the right to terminate your child from the school. Should a child hurt/bite another child we will have a conference with the parents to resolve this behavior. If this continues 3+ times in the name of safety of other children we may ask the child to be removed.

**Please note our discipline procedures does not violate your child's Personal Rights indicated on Form LIC 613A which all parents are given at enrollment. Take a few moments to review these rights.**

## **EMERGENCIES**

In the event of an accident or sudden onset of illness the School will not hesitate to seek proper care for a child. The child's individual emergency instructions on file in the school office are consulted immediately and the parents are called.

## **SUPPLIES**

It is the responsibility of the parent(s) to provide extra clothes, blankets, diapers, diaper wipes as needed.

## **INSURANCE /ACCIDENTS or INJURY**

The school has a nursery accident policy. The purpose of this policy is to supplement any existing coverage that may be held by the parents, and is not to be used in lieu of such coverage.

# MONTESSORI METHOD



## Dr. Maria Montessori

Dottoressa Maria Montessori (1870 -1952) was born in Italy in 1870, and subsequently became Italy's first female doctor in 1896. At the age of 28 she became the director of a school for mentally disabled children. She spent long hours at the school developing her own approach to learning, and after two years, these children, who had formerly been considered ineducable, took a school examination along with normal children and passed successfully.

In 1907, she was presented the opportunity to apply her educational theories to normal children. She was given the responsibility of establishing a school—a day-care center—for the 50 children living in an impoverished tenement building. The property's owner was tired of the children's vandalism and offered Dr. Montessori her first chance to set up her concept of what a child-centered environment should be.

From these early beginnings developed a method of education that has spread around the world. In 1929 Dr. Montessori founded AMI (Association Montessori Internationale) to establish and coordinate training centers to authentically prepare teachers. Dr. Montessori, who's legacy includes being nominated three times for the Nobel Peace Prize, died in Holland in 1952, and today more than 4,000 schools worldwide have adopted the *Montessori* method.

# TERMINATION

The school reserves the right to terminate a child from school, if in the opinion of the Administrator and/or Director it is in the best interest of the child/parents or the school. The Director's decision is final.

Community Care representatives have the right to interview children and to view their records at any time. Parents are requested to read this school policy carefully and understand their rights and obligations and agree to abide by them.

I/We have received a copy of the school policy, read and understood our obligations.

1. ....

Signature of Parent (father) or guardian

2. ....

Signature of Parent (mother) or guardian

Date: .....

Please tear/print this page, sign and return to school. Thank you.

# **DAILY SCHEDULE FOR PRE SCHOOL**

8:00-9:00	Morning Arrival/outdoor play/daycare
9:00-9:30	Pledge of allegiance/anthem/Snack
9:30-11:00	Montessori Work Time/class room and outdoor lessons
11:00-11:30	Outdoor free play
11:30-12:00	Lunch/half day dismissal
12.30 -2:30	Nap time
2:30-3:00	Cleanup/bathroom breaks/snack
3:00-3:30	Story time/reading/art projects
3:30-5:30	After School daycare activities

Children have the freedom to engage in creative projects, puzzles, Legos, dramatic play, dinosaurs, playdough, building blocks and much more.

## **DAILY SCHEDULE FOR KG**

8:00 – 9:00	Arrival
9:00 – 9:30	Play Time
9:30 – 9:45	Morning snacks
9:45 – 10:00	Pledge of Allegiance/ National Anthem/Greeting/Circle Time
10:00 – 12:00	Montessori Lesson Presentation/ Montessori Work
12:00 – 12:30	Lunch
12:30 – 1:00	Playtime
1:00 – 3:00	Montessori Lesson Presentation/ Montessori Work
3:00 – 3:30	Afternoon Snacks
3:30 – 5:30	Afternoon Daycare