

# *San Anselmo Montessori School*

**2011-2012**

## **PARENTS' HANDBOOK**

*100 Shaw Drive, San Anselmo, CA 94960 - PO Box 707, San Anselmo, CA 94979*

*(415) 457-3428 office - (415) 457-3092 classroom - (415) 457-0106 fax*

*SAMontessori@aol.com - [www.SanAnselmoMontessori.org](http://www.SanAnselmoMontessori.org)*

*a california non-profit corporation, Tax ID# 94-2588486*

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# **I n t r o d u c t i o n**

## **Mission Statement**

*San Anselmo Montessori School is dedicated to fostering a love of learning in children and providing a solid foundation for future learning. In an enriching and challenging educational environment each child is encouraged to grow to their fullest academic, emotional, and social potential. Consistent with Montessori philosophy, children have the freedom to progress at their own pace, explore their world, make discoveries, and draw their own conclusions with the gentle guidance of a highly qualified Montessori credentialed staff. Children gain knowledge, confidence, and leadership skills that enable them to offer a positive contribution to their community.*

## **Ground Rules**

*The purpose of these ground rules is to aid the children in acquiring self respect, respect for others, and respect for the environment.*

We respect each other

We respect our teachers

We listen and follow directions

We respect the work of others

We may not misuse the materials

We take care of our environment

We walk in the classroom

We use inside voices in the classroom

We do not hurt anyone in any way

We are kind and loving to each other

# Classroom Orientation

## Daily Schedule

<b>MORNING SESSION</b>	9:00 - 11:45	
Drop-off time	9:00 - 9:15	No drop-off past 9:15
Inside time	9:30 - 11:00	
Outside time	11:00 - 11:30	
Inside circle time	11:30 - 11:45	
Morning dismissal	11:45	
 <b>LUNCH</b>	 11:45 - 12:15	
Circle Time	12:15 - 12:30	
Outside Play	12:30 - 1:00	
Pick Up	12:40 - 1:00	
 <b>AFTER CARE</b>	 1:00 - 4:00	 No pick-up between 1:00-2:30 If your child is
Project Time / Free Play	1:00 - 2:30	picked up after 4:00p.m. a late fee of \$25 per half hour will be assessed.

## Early Care / After Care Fees

SAMS Early Care and After Care programs are available to all students. The SAMS Lunch program, which allows students to eat lunch and have some additional recess time, is offered at a flat fee of \$10. After Care ends at 4:00 p.m. and a late fee of \$25 per half hour may be charged for pick ups after 4:00 p.m. Time periods for these programs are as follows:

- Early Care      8:00 a.m. to 8:50 a.m.
- Lunch            11:45 a.m. to 1:00 p.m.
- After Care      1:00 p.m. to 4:00 p.m.; pick up after 2:30 only\*

Program	Drop Off/ Pick Up Times	Fee
Early Care		
	8:00 to 8:30	\$8
	8:31 to 8:50	\$4
Lunch		
	12:40 to 1:00	\$10
After Care**		
	2:30 to 3:00	\$26
	3:01 to 3:30	\$30
	3:31 to 4:00	\$34

\* There is no pick up between 1:00 p.m. and 2:30 p.m.

\*\* All After Care fees include \$10 Lunch Program.

## **Drop-Off**

Drop-off is from 9:00-9:15. Always enter and leave the school through the front gate. The office door is not to be used for drop-off or pick-up. Parents must accompany their child into the playground and/or the building every morning, sign their child in at the gate and drop their child off in the appropriate area. Children are not allowed to come into the building alone or to sign themselves in. (This is for their protection in the case of an emergency.)

During the dry weather, a teacher will be at the gate every morning at 9:00 to greet the children. If the teacher is delayed or you arrive a few minutes early, please wait with your child. Never leave your child on the playground unless a teacher is present.

**If you are not going to be picking up your child yourself, please write us a note on the clipboard posted by the bulletin board. Please note who will be picking up your child, the approximate time you expect them to arrive, and any other important information.**

If someone else is dropping your child off at school please, make sure they understand the drop of procedures. The outside play period between 9:00 and 9:30 is an important part of your child's day. Please arrive promptly so that your child can take advantage of this important time.

### **Rainy Day Drop Off:**

The sign-in board will be inside the classroom on the counter. Please sign in and quickly say your goodbyes. In order to keep the classroom running smoothly it is important for the parents to leave promptly. If you need help, please ask a teacher.

**Always latch the bottom gate securely.**

## **Pick-up**

All children must be picked up and signed out at the gate by an adult. Anyone who is allowed to pick the child up (this includes all parents), must be listed on the **Identification and Emergency Form** in order to be allowed to pick-up the child.

- It is important to be on time as it is the end of the day and your child is looking forward to seeing you.
- If you are unexpectedly detained, you can let us know by phoning the classroom emergency number, 457-3092.

Occasionally you may wish to arrange for someone other than yourself to pick up your child from school. We ask your cooperation in insuring a smooth pick up of your child when this occurs.

Please:

- Call the office and let them know of the situation
- Prepare your child, if at all possible, ahead of time by letting them know that someone else will be picking them up
- Have authorized person be prepared to show a picture I.D.

### **Rainy Day Pickup:**

If it is raining at 11:45 pick-up

- Please wait outside until 11:45 when we will promptly dismiss the children from the classroom door.
- Please make sure you sign out on the bulletin board located in the classroom on the counter or possibly outside directly by the door.

If it is raining at 12:40 - 1:00 pick-up

- In order not to disturb the circle, please go directly to the After Care room, sign out on the bulletin board in the after care room on the counter and grab your child's lunch box.
- Walk out the After Care door and walk to the classroom door, and pick up your child who will be waiting for you with rain coat on, ready to go.

**Always latch the bottom gate securely.**

## Separation

Separation is a process we go through all of our lives. Though often challenging and exciting, this growth towards independence can be painful and scary, especially for young children. Parents and teachers working together, showing children that they can trust and believe in one another, offers a foundation of support when the world suddenly seems a new and different place.

**If your child has a hard time leaving you, it is especially important for you to arrive on time. Arriving after the children have gone inside will only be more difficult for your child.** It is perfectly fine to linger on the playground with your child for a few minutes if you think this will help, but once you have said goodbye please follow through by leaving. Lingering around after you've said goodbye only prolongs your child's unhappiness. Once you leave, the teachers will help your child through the transition. We know it isn't easy to leave if your child is crying, but please be assured that if continuous, hard crying lasts more than a few minutes, you will be notified. If there is a special circumstance that may be affecting your child's ability to say goodbye, please keep us informed.

## Clothing

- Should be comfortable and easy to slip on and off
- For more peaceful play, we ask you do not dress your child in clothing that encourages aggressive behavior i.e. capes, super hero shirts, etc.
- Please do not send children to school dressed in dress-up clothing i.e. tutus, crowns, etc.
- Please put your child's change of clothing in their designated clothing box located on the shelves near the bathroom. Please check periodically for replacement (size changes and seasonal clothes.)
- Shoes need to be comfortable and not hinder movement.
- On rainy days please make sure your child has a raincoat with hood and rain boots.

If your child uses his/her change of clothes **please bring a replacement set the next day.** Your child will appreciate having his/her own clothes to change into if the need arises.

## **Lunch – Please, no nuts of any kind in any form**

Each child needs to bring:

- a lunch box with his/her name clearly marked on the outside
- a lunch, completely prepared and placed in containers your child can open and close independently
- a placemat (cloth placemats that can be folded and fit inside your child's lunch box work best)
- a napkin
- a spoon or fork, as needed
- a beverage
- do not send Gogurt or candy, even around Halloween
- due to the large number of children staying for lunch we cannot microwave food

When you drop your child off at school in the morning, lunch boxes are placed on the counter opposite the coat hooks.

## Field Trips

The Kindergartners will go on a number of field trips during the school year. Transportation for these trips is provided by the kindergarten parents. Drivers must complete and have on file a SAMS Field Trip Driver Information Sheet. Parents must complete and have on fill the Field Trip Permission Form. All children must use car seats as per California's Safety Seat Law.

## Art Work and Other Paper Work

At school your child has a drawer to put his/her paper work in. Your child may choose to bring home some work each day, but many children like to leave their work at school. You should periodically check your child's drawer and take their work home. If you find your child's drawer doesn't have much in it, keep in mind a lot of the Montessori work done at school is not intended to be taken home.

## **Birthdays**

We will have a small birthday celebration for those children who have birthdays during the regular school year or summer school. The celebration will be at circle time **on or near** the day of your child's birthday. The school will provide cookies for the whole class as part of the celebration. **Please** do not bring treats from home as many children have allergies and we want to provide a treat that is safe for everyone.

If you are planning a birthday party at home for your child, please be sensitive to those children you are not able to invite.

- Use the roster to **mail out invitations**. Invitations should not be passed out at school by adults or children.
- Please do not plan parties in such a way that a whole group of children will be picked up at school to go to the party.
- If your child is going to a party after school, please don't send the gift to school with your child.
- The kindergartners are a small group. If your child is in kindergarten and you are planning to invite most of the kindergartners, please invite all of them.

## **Personal Items**

Toys, stuffed animals, etc. should be left at home. Explain to your child that these special items belong at home, not at school where they may get lost or broken. Please try to handle this situation before you get to the school gate. If this is an ongoing problem with your child, please let us know. We will be able to give some helpful suggestions on how to handle it. There may also be some underlying issues which we would all benefit from talking about.

## **Cell Phone Use**

We ask for parent cooperation in refraining from using cell phones while at SAMS.

# Communication

The more accurately informed we are about your child, the better we can care for him/her. Please inform the teachers of any changes at home that may have an affect on your child at school.

## Phone

There are two phone numbers for the school, 457-3428 is the office phone number. Calls should be answered all day but if no one is available, the answering machine is on and we will return calls as soon as possible.

457-3092 is the classroom phone number. This line is to be used if your call needs immediate attention dealing with a classroom issue i.e. late pick-up. This number should only be used for emergencies as answering the classroom line interrupts lessons.

## Email

Emails are sent out periodically as it's one of the most efficient communication methods. You will receive newsletters, calendars, updates and general information by email.

## Bulletin Board

Sign in, sign out and early care/after care sheets are posted on the bulletin board. We also use the bulletin board to post pertinent school information, please check it daily. All postings on the school bulletin board need prior approval by Michele.

## Parent/Teacher Conferences

Scheduled conferences are held once a year, however you may request a conference at any time. This gives parents and staff an opportunity to discuss the child's social, physical, emotional and cognitive development. Both parents are encouraged to attend. Check the school calendar for specific days.

## Change in Plans

If your plans change during the course of the day and someone else will be picking up your child or you will be arriving fifteen minutes later than anticipated, notify the day care teacher by phoning the **classroom at 457-3092**. It is important that you speak with the day care teacher directly. **Do not leave this information on the message machine in the office.**

# Health and Safety

## **Nut Policy:**

We have children attending school who are severely allergic to peanuts and/or tree nuts. In addition to children who may experience reactions from eating or touching these foods, we have children whose sensitivity includes airborne contact with any type of nuts. We rely on the cooperation of parents, students, and staff members to make sure that no nuts or nut products are brought to school at any time. **No nuts or nut products are allowed on the school grounds at any time.**

- Please do not send nuts or nut products to school.
- Avoid any kind of nut or nut product in any food, snack, lunch, classroom treat or party food at any time in the school or on the school grounds.
- If an individual comes into contact with peanuts, other nuts, or foods containing nuts at home just before coming to school, that person should wash their hands with soap and water.
- The school will provide information to parents by distributing this statement, publishing reminders in newsletters, and responding to any questions that may arise.
- Signs are posted at school entrances.

This practice will be monitored by school personnel to provide, to the extent possible, a safe school environment for children with allergic reactions to peanuts or any other type of nuts. While we do enforce our no-nut policy we cannot guarantee SAMS is completely nut free.

Please direct questions about this statement to the school office at 457-3428.

## **Illnesses**

Please call or email when your child is home ill.

It is important for the good health of our school community that a child who is ill not attend school.

If your child becomes ill while at school, we will contact you immediately and expect them to be picked up as soon as possible. Please remember to keep the information needed to contact you, as quickly as possible, up to date. In the case of chicken pox, measles, pink eye, and other contagious diseases where other parents should be notified, please notify the school immediately. We are required to post notices about possible exposure to a communicable disease.

### **Guidelines: When a child needs to stay home**

A child should be kept home at least 24 hours after a fever and 24 hours after starting antibiotics.

Please keep your child home if they experience any of the following symptoms.

<b>Cough:</b>	Your child coughs frequently, coughs up phlegm, or his/her cough sounds like a bark or is accompanied by a sore throat or wheezing.
<b>Earache:</b>	Your child's pain is constant or severe - a sign of otitis media.
<b>Fever:</b>	Your child has a morning temperature of 99 degrees Fahrenheit or higher, or his/her temperature is below 99, but he/she is achy, pale and tired.
<b>Rash:</b>	The rash blisters, develops pus, or is uncomfortable, which would signal chicken pox or impetigo.
<b>Sneezing or Runny Nose:</b>	Your child is sneezing a lot, and his/her nose won't stop running or has green mucus.
<b>Sore Throat:</b>	Your child has tender, swollen glands and a fever of 99 or higher.
<b>Upset Stomach:</b>	Your child has had one or more episodes of vomiting or diarrhea or has had one in the past 24 hours and feels tired or ill.

From our experience we have learned that sick children seldom, if ever, gain anything by attending school. They are much better off at home where they are most likely to get the necessary care for recovery and early return to school. Keeping ill children at home also protects other children, their parents, and the school staff.

## **Guidelines: When a child can return to school after being ill**

These guidelines are recommended by the American Academy of Pediatrics and the American Public Health Association. These guidelines will be observed unless your child has a doctor's release.

<b>Conjunctivitis (Pink Eye):</b>	24 hours after documented treatment for conjunctivitis has begun.
<b>Fever:</b>	Must be fever free for 24 hours with fever reducing medication. In the case of an ear infection, the child may return after treatment of antibiotics has started.
<b>Hepatitis A:</b>	Cannot return until one week after the onset of illness or until after immune serum globulin has been given to the appropriate children and teachers in the program, as directed by the responsible health department staff.
<b>Impetigo:</b>	Cannot return until 48 hours after treatment has been initiated.
<b>Infestations (e.g. head scabies):</b>	Cannot return until 24 hours after appropriate treatment has begun and <b>lice</b> , has to be checked by a teacher before re-entering.
<b>Measles:</b>	Cannot return until 6 days after the rash appears.
<b>Mouth Sores:</b>	Must have a doctor's note stating that the child is non-infectious.
<b>Mumps:</b>	Cannot return until 9 days after the onset of swelling of glands near the ear.
<b>Pinworms:</b>	Cannot return until 24 hours after starting treatment.
<b>Rash:</b>	With any rash accompanied by a fever or behavior change, the child cannot return until they have a doctor's note stating that the illness is not a communicable disease.
<b>Ringworm:</b>	Cannot return until 24 hours after starting treatment or a doctor's note saying non-infectious.
<b>Rubella:</b>	Cannot return until 6 days after the rash appears.
<b>Shingles:</b>	Child needs to be excluded only if the sores cannot be covered by clothing or a dressing, until the sores have crusted.
<b>Strep Throat:</b>	24 hours after documented treatment has been initiated.
<b>Uncontrolled Diarrhea:</b>	Defined as an increased number of stools compared with the child's normal pattern, with increased watery stool and/or decreased formed consistency that cannot be contained by toilet use. The child cannot return until he/she has had a normal stool for 24 hours. If a child is on a medication that causes diarrhea, we need a doctor's note for the file (which we can keep for further reference).
<b>Varicella (Chicken Pox):</b>	Cannot return until 7 days after onset of rash or until all lesions have dried and crusted.
<b>Vomit Free:</b>	Must not have vomited for 24 hours.
<b>Whooping Cough:</b>	Cannot return until 5 days of appropriate treatment has been started.

## **Medical Appointments**

Parents should try to schedule visits to the doctor and dentist so that they do not conflict with school hours. If this is not possible, inform the school in advance so that the staff can be prepared if your child must arrive late or leave early. If your child has an early morning medical or dental appointment, it is possible to come to school at 11:00 during outside time; however, please arrange this with the office beforehand. When bringing your child late, make sure a teacher is aware of your child's arrival.

## **Medication**

Do not send medication to school in your child's lunch box.

- A designated staff member is responsible for the administration or all medications including storing, supervising ingestion, and recording.
- A medication consent form must be completed by the child's parent in order for the school to administer medication.
- Prescription medication needs to be in its original container dispensed by a pharmacy.
- **We do not give non-prescription drugs to children at school. This is a state regulation.**

## **First Aid**

California State law dictates that we can not apply ointments, creams, lotions or medication to cuts or scrapes. If your child gets a cut or scrape at school we will wash it out and apply a bandage. Please give appropriate care at home.

## **Emergency and Disaster Plan**

In the event of a natural disaster or civil defense emergency, it is important that you know our procedures for handling the safety of your children and where you should call for information.

In the event of an emergency, students and teachers will remain at the school site. The school has emergency supplies on hand. We are obviously not equipped to take care of a large group of children on a long-term basis; therefore, parents are encouraged to pick up their children as soon as possible. If a parent is unable to get to the school or emergency shelter, a child may be released to a previously authorized adult. Please make sure you have filled out your disaster/civil defense form and returned it to the school office.

**If evacuation has taken place, location of students and other pertinent information will be posted in the classroom windows. (According to the San Anselmo Police Department our evacuation site would probably be the Red Hill Shopping Center parking lot, unless the disaster was a flood in which case they would choose a location on higher ground.) If at all possible, parents will be contacted by telephone.**

Parents may obtain vital school information during any emergency by tuning into the following radio stations: KCBS (740 AM), KGO (810 AM), KSRO (135 AM), San Anselmo Emergency Information (1610 AM).

In addition, the following agencies will also have vital school information:

### **Emergency Telephone Directory**

San Anselmo Montessori School - office.....	457-3428
classroom .....	457-3092
Marin County Emergency Services.....	499-6584
Fairfax Police Department.....	453-5330
San Anselmo Police Department.....	258-4610
Marin County Sheriff's Office.....	479-2311
Marin County Office of Education (Emergency Office).....	472-4110
San Anselmo Town Hall (Emergency Operations Center).....	258-4600
Emergency Broadcast Stations: KCBS (740AM), KGO (810AM) & KSRO (135 AM)	

## **Update Emergency Information**

It is required that all changes of phone numbers, places of employment, residence changes or changes in pick up information be turned into the office. If your home or work phone numbers change, please notify the office as soon as possible. We need your emergency forms accurate and up-to-date at all times. Please make sure to include cell phone and/or pager numbers with your emergency information.

## **Parking**

Always use the main parking lot during school hours. Drive slowly and carefully at all times.

## **Child Abuse Reporting**

In short, section 11166.5 of the California Penal Code requires that any childcare custodian (administrator, teacher, teacher's aide, etc.), who has knowledge of, or observes a child in his or her professional capacity, or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect, to report any known or suspected instance of child abuse or neglect to a child protection agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six hours or receiving the information concerning the incident.

# Administrative Policies

## Hours of Operation

Monday - Friday 8:00 a.m. to 4:00 p.m.

## Contact Information

### Phone Numbers:

Office 457-3428  
Classroom & After Care 457-3092  
Fax 457-0106

### Email:

SAMontessori@aol.com

### Website:

[www.SanAnselmoMontessori.org](http://www.SanAnselmoMontessori.org)

### Address:

Street: 100 Shaw Drive, San Anselmo, CA 94960  
Mailing: PO Box 707, San Anselmo, CA 94979-0707

### Staff:

#### Administrative Staff

Michele King, Director  
Sherie Shughart, Office Manager

#### Teaching Staff

Michele King Debra Robinson Denise Collins  
Britta Butler Karen Payne Alicia Ncho-Oguie

## Tuition/Payments

Tuition is an annual fee. When you register your child in the San Anselmo Montessori School, you agree to pay the tuition for the entire school year. Tuition is due and payable May 1st for new students and June 1st for returning students for the school year beginning August. Tuition will be paid in nine (9) installments commencing on May 1<sup>st</sup> (new students) or June 1 (returning students), unless another option has been chosen. Each installment payment is due on the 1st of the month, and is considered late on the 15th of the month. Payments received after the 15th of the month will be charged a late fee of \$50. In the event a problem arises which requires special financial arrangements, a written request should be directed to the Board of Directors. If your payment has not been received within thirty (30) days of the due date and special arrangements have not been made with the board, your child's enrollment may be terminated.

Deposits are non-refundable and non-transferable.

Each family is required to purchase \$200 in tickets to our spring fund-raiser.

Checks and correspondence can be placed in the red folder marked "Correspondence" on office bulletin board behind the copier.

## Sibling Policy

SAMS does not guarantee admittance to siblings. Admittance is subject to many factors, including each family's demonstrated commitment to the SAMS community. Since we do not guarantee your child will be accepted to SAMS we urge you to apply to other preschools, as well as, SAMS.

### **Parent Volunteer Hours and Committees:**

Committee members must carry out any duties assigned by that committee chair. Parents of second-year students may become a committee chair. Committee chairs are responsible for all activities designated to that committee for the school year and must keep a record of these activities to serve as a guide for subsequent chairs. Each committee chair reports to the Executive Director. **Each family must sign up for a committee.** All families are required to complete their 20 service hours by the end of the school year. If service hours cannot be completed, the Board of Directors must approve an alternative arrangement.

**Classroom Enrichment:** Help with organizing and recruitment for this fundraiser.

**Fund-raising:** Help with the spring fund-raiser. Help with the solicitation of donations and/or organizing the event.

**Hospitality:** Help organize, coordinate and implement various activities during the year (Parent Nights, Family Social, Graduation, etc.).

**Scrip:** Help with organizing and recruitment for this program

**Site:** Be available for repairs and special gardening or building projects required by the school.

### **Board of Directors:**

The Board of Directors is comprised of three parents, the Executive Director and two outside members. Board meetings are held once a month and are open to all. Our school provides a very special environment for the children, emphasizing quality education and individualized attention. In order to sustain this quality, we all must be responsible for it. In working together, we gain a special sense of camaraderie and, at the same time, our children see that their school is as important to us as it is to them.

### **Additional Days**

If your child is attending school 3 or 4 mornings per week it may be possible to add additional days on a permanent basis. **The structure of the SAMS program does not allow for drop-ins or make-up days because of vacation or illness.**