

# Nampa Montessori Preschool and Kindergarten

## Parent Handbook

## **Hours of Operation**

Monday-Friday from 7:30am-5:30pm

School year is from September to May, and summer school is from June to August. (See school calendar for a list of holidays and school closures.)

## **Monthly Tuition Rates**

Full-time: M-F 7:30am-5:30pm \$600 per month

School-time: M-F 8:30am-3:30pm \$520 per month

Part-time: M-F 8:30am-12:00pm \$430 per month

(Drop-in rate is \$25 per day; arrangements must be made in advance with the directress.)

## **Tuition Policies**

- Tuition is due on the 1st of each month. Please make checks out to “Nampa Montessori” and give to the on-duty staff.
- Payment that is past due by five days will be charged an additional \$25.
- There is a \$25 fee for returned checks.
- A 30-day advance, written notice is required for withdrawal.
- There is no reduction in tuition for illness, holidays, or vacations.
- Starting at 5:35pm, based on the school clock, a late fee of \$1 per minute will be assessed for late pick-ups. Late fees will be collected by the on-duty staff.

## **Attendance**

For the child's benefit, attendance at school must be consistent. We understand that illnesses will occur, which will cause children to miss some school each year. However, we would encourage you not to slip into the habit of basing school attendance on convenience or mood. The structure of school is a difficult thing for young children to become accustomed to, but though it takes time to acquire, the discipline of structure is essential to your child's success as a student and the formation of their good character.

However, please DO NOT send your child to school if the following symptoms are present:

- Fever
- Rash
- Severe cough or sore throat
- Discharge of heavy, discolored mucus from the nose
- Vomiting or Diarrhea

(Health Department suggests 24 hours without incident before returning to school.)

## **Unusual Happenings or Changes at Home**

In order to meet the various needs of your child, please advise the directress of any changes in the home or in your child's behaviors and attitudes. A parent changing jobs, a death in the family, a new baby, or other changes to normal routines will have an impact on your child. We want to partner with you to ease those transitions for your child.

## **Change of Address or Phone Number**

As soon as you change your address or phone number, please contact the school. Emergency contact cards and other pertinent information must be kept current.

## **Snow Day Policy**

NMPK will follow Nampa School District, NSD131, for school closures due to adverse weather. Our school website links directly to NSD131 school closing alerts.

## **Lunch**

Children who stay for lunch need to bring a healthy lunch that contains reasonable portions of fruit, vegetables, and proteins. (Please save the chips and sweets for home.) Please mark all of your child's containers with their name. The school has silverware for your child to use. All uneaten portions of food will be returned home, so you can monitor your child's intake. If a lunch is forgotten, the school can provide a lunch at the cost of \$3.

## **Birthdays**

We celebrate birthdays in the classroom during community circle / line time. A small treat, such as cupcakes or cookies, may be sent to school for your child to share. During birthday celebrations, we discuss astronomy, developmental stages of human life, and other educational topics, as we honor the life of your child.

## **School Materials**

The materials from the Montessori environment are intentionally very attractive to young children. We understand that, with no malice or forethought, young children may be so charmed by a cube from the pink tower, a golden bead, or another similar object, that they might decide to take it home. If you discover anything that you believe to be school property, please send it back right away. Montessori materials are quite expensive, and an incomplete work is often a useless one.

## **Objects from Home**

Books, items from nature, and keepsakes from travel or life experiences are welcome at school and are shared during community circle / line time. Please label all items with student's name. Toys, jewelry, and valuable items are a distraction from the learning environment and should be left at home. NMPK can not be held responsible for lost or stolen items.

## **Behavior and Discipline**

Students must respect the rights of others as they work and play. Rules are established to encourage behavior that will promote safety and the individual growth of each child. Parents are asked to respect the efficacy of the school's rules and to support the necessity of their enforcement.

At NMPK, we seek to foster a positive sense of self-discipline within each child, and we do not punish children. As a normal measure of discipline, a child may be requested to accompany an adult in the environment or may be asked to stand aside and observe others.

Strategies to encourage adherence to rules include:

- Modeling appropriate behavior

- Use of positive requests
- Offering limited choices
- Assistance
- Removal of child from the activity

### **Common Procedures**

- Showing care for and kindness to all living things
- Treating work and the environment with respect
- Walking, while indoors
- Pushing in chairs, when leaving a table
- Making close observations with our eyes and ears
- Using a moderate voice, while indoors
- Washing hands after restroom use or pet-handling and before food-handling

### **Health Standards**

NMPK aims to provide the very best environment, in which your child can learn and grow, not only rich with educational works and activities, but also, physically safe and healthy.

In order to facilitate this, we ask that you consciously adhere to these basic health and safety standards:

- There is no smoking in the school building or on school grounds.
- No chewing gum, balloons, or toys from home are allowed.

- Any medications (including chapstick and cough drops) should be given to staff for safe keeping. Parents must send a signed note of authorization and instruction, or an authorization form must be filled out before staff can administer medications.
- Child immunization records (or exemption form) must be kept on file at school.
- Notify the school as soon as possible if your child has been diagnosed with a contagious disease. We will inform other parents to watch their children for symptoms. Contagious diseases most commonly found in children are measles, chicken pox, pink eye (conjunctivitis), impetigo, head lice, and strep throat (streptococcus).

Should your child become ill at school, emergency contacts will be notified. First, we try to reach the child's parents, using all phone numbers provided. If there is no answer, we will try to reach the emergency contacts, whom you have authorized to pick up your child. If none of the contacts can be reached and if the illness or injury is of a serious nature, we will use the Medical Authorization form to obtain emergency medical treatment. Please be sure to list any medical considerations or allergies on this form.

### **Toilet Learning**

In accepting your child for enrollment at NMPK, we are trusting that your child has completed their toilet learning and is now able to be independent in the restroom.

- To have achieved true restroom independence, your child...
  - ...is able to urinate or have a bowel movement on their own. This includes removing clothing, wiping with an appropriate amount of toilet paper, flushing the toilet, and washing and drying hands.

...is able to sense their body's need to use the toilet, without regular reminders from teachers. (There are, however, scheduled restroom breaks throughout the day, where all children are encouraged to try to use the restroom.)

...wears regular underwear.

- Our school is not set up to assist children who are still in the process of toilet learning.
- Our staff is aware that accidents do happen, and your child has a change of clothes at school...just in case. However, if your child is having daily, or even weekly accidents, and if the situation is deemed by staff to be unmanageable within the classroom environment, we will discuss the issue with the parents and reserve the right to ask for a different and more appropriate childcare arrangement to be found.

## **Rest**

Preschool students who stay past 1:00 have a rest time as part of their daily schedule. A thin blanket and a small stuffed toy should be brought to school every Monday in the provided plastic bag and taken home every Friday to be washed and returned in the same plastic bag on Monday. Please label all items with your child's first and last name.

## **Clothing**

It is very important to label all coats, sweaters, and spare clothing with your child's name. Clothing worn to school should be comfortable and easy for children to manage by themselves. Learning to manage one's own clothing builds self-respect. To that end, choose clothing with large buttons or zippers for small hands; instead of gloves, choose mittens that can be attached to your child's coat. Eliminate jewelry, extra



hair accessories, and all items that would be distracting. Your child also needs a pair of slippers to be worn indoors and to be kept at school.

### **Observation**

We welcome any parent to observe in the school. However, we do ask that you wait to observe until at least one month after your child's enrollment, so that students may have time to normalize within the class. To get an accurate picture of the class activities, an observer must remain as inconspicuous as possible. Please contact the directress to arrange a tour or observation in advance.

### **Conferences**

The directress is happy to speak with parents regarding their child; this must be done before or after class time. If you wish to speak to your child's directress, please leave a note or message, indicating a convenient time and phone number, at which you can be reached. There is one formal conference scheduled for parents of kindergarten students, each school year.

### **General Emergencies**

The school plans for emergencies and prepares the students and staff for implementation of those plans through periodic practices.

## **Arrival and Dismissal**

Please respect our neighbors by driving carefully and by not blocking driveways. While picking up or dropping off your child, please turn off your car engine. Please notify us if there will be a new person picking up your child, and advise that person that the staff members will need to check their photo i.d. Children must be buckled and using proper safety restraints for any car in which they ride.

## **Student's Written School Work**

The product of the Montessori classroom is the child, not the written work that is produced. The growth within the child occurs during the process of an activity. Additionally, most activities produce no written work. There are results, which are less tangible, but which are more important, such as your child's growth in self-confidence, independence, concentration, and coordination. You may notice errors in your child's written work, such as letter reversals, numeral reversals, or misspelled words. This is a normal step in your child's development, and they will learn through these mistakes.

## **Separation**

Growth in children takes place as the child moves toward people other than their family and toward an absorption in play, work, learning, and creative activities. The ability to be truly involved in work is only possible if your child can escape from a preoccupation with their self, as well as from a dependence upon the presence of another person. It is normal for both parent and child to experience mixed feelings about separation. A child who senses that their parent is confident with the separation will feel safe, relaxed, and open to what school has to offer. Here are some tips:

- Be consistent, with punctual attendance.
- Give a quick kiss or hug before saying goodbye and leaving promptly.
- Let your child have his or her feelings and express them. It is okay to feel sad, scared, or mad, but then, to press through those feelings and go to school.
- Give your child support by having positive and realistic expectations.
- Be confident. Confidence is contagious, and your child will catch it.