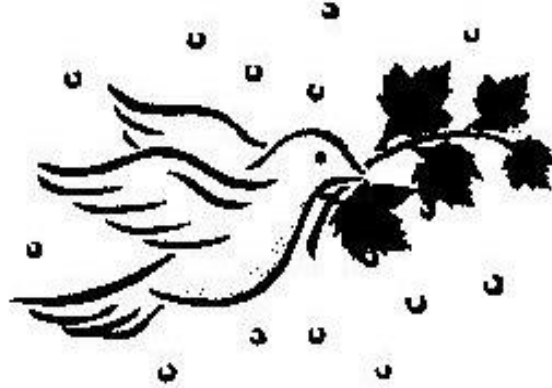


Maple Tree Montessori



Academy

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**PRIMARY
CHILDREN'S HOUSE
HANDBOOK**

“Education is a natural process carried out by the child and is not acquired by listening to words but by experiences in the environment.”...Dr. Montessori

Welcome to our growing MTMA Primary Children’s House Community

“Children are human beings to whom respect is due, superior to us by reason of their innocence and of the greater possibilities of their future” ...Dr. Montessori

This Primary Handbook is designed to inform you of our class procedures for the school year. Please do not hesitate to contact us if you have other questions.

Peace,

Ms. Julie, Mr. Joel and Ms. Jenny

Our Goals and Objectives

The main objective of our community is to provide a planned, stimulating, productive environment of the highest quality, which is peaceful, nurturing and meet the needs of each individual child.

Our specific goals for the children are:

- To develop a positive, happy attitude toward school and learning, fostering a continued sense of curiosity.
- To build and encourage habits of initiative, concentration, persistence, independence and accountability
- To encourage and support children in their academic endeavors, providing them with opportunities to progress at their own pace and at the same time maintaining the highest academic level for each child.
- To develop a sense of high self-esteem, personal integrity, inner discipline and a sense of order.
- To foster the development of grace, courtesy, empathy and respect for others.

- To nurture compassionate socially acceptable thought and behavior.
- To create cohesive, caring, peaceful classroom communities.
- To provide the child with the opportunity to experience the skills required, and successfully master future needs.

The MTMA Handbook as well as the following information should give you and your child what you need to know to make this year successful.

1. Classroom Schedule

- Our day begins each morning at 8:30 a.m. The children assist in preparing the classroom environment for the day. It is important to be no later than 8:40 a.m.
- The children are free to engage in work choices and to continue lessons with a teacher.
- There will be individual and small group presentations throughout the morning.
- At 11:15 a.m. we gather for a line time. This could include songs, music, stories or large group presentations.
- Please pick up morning students at 11:30 a.m. Most days we will dismiss directly from the classroom. Please wait in the lobby area.
- Always make contact with an adult when picking up your child.
- Full day students and students staying for day care will be going to lunch, recess and afternoon classes.
- Pick up for full day students is at 3:30 p.m. Any remaining students will be sent to day care at 3:40 p.m. Please sign your child out of day care after 3:40 p.m.
- If someone else is picking up, please make sure that they are on your child's emergency card and bring ID.

2. Illness

- If your child is sick, a day at school may not be what is best for him or her.

- Health Department and School policy dictates keeping your child home for 24 hours after a fever breaks (without fever reducing medication).
- Often times, a runny nose or bad cough keeps a child feeling poorly. Giving a miserable, germ-laden child the time to rest and recover is probably best for the child and for the others in the classroom.
- In the case of stomach upset, the child needs to remain home for at least 24 hours after the last incidence of diarrhea or vomiting.
- Please call or email if your child will be absent.

3. Nutrition

- Please be sure that your child starts their day with a healthy breakfast.
- Lunchtime is an important part of a child's day, please pack lunches that are well balanced in terms of nutrition and proportion.
- Involve your child in shopping and in packing their lunch.
- We cannot heat food or refrigerate your child's lunch. Please use a thermos and an ice pack when, needed.
- Because we are promoting ecology, please use a thermos instead of a disposable container...such as a juice box. Please use reusable, re-sealable containers...no paper bags.

4. Snack

- Each child in our school will take turns bringing in snack of all on a weekly basis.
- When it is your week to bring snack, we will send a shopping list home with your child. Please buy what is on the list and bring to school on Monday.
- We will be requesting mostly fruit, vegetables, yogurt, hummus and cheese. Please consider buying organic when possible.

- If we specify a brand, please buy only that brand...this is to prevent allergy cross-contamination.

5. Birthdays

- Birthdays are a special time at home and school, and we want to show your child the meaning of birthdays. Our tradition is to walk around the sun...each year of life marking one trip around the sun.
- We will send home a Birthday Letter when your child's birthday is approaching.
- Birthday treats are welcome. Please send in fruit or vegetable treats...such as fruit kabobs, or celery cars.
- We cannot give out treats that contain nuts or peanuts.
- We request that you do not send in sugary treats
- Half-birthdays are a great solution to summer birthdays! Please let us know when you would like to celebrate a summer birthday.
- We request that you do not give out birthday invitations at school.

6. Clothing

- Children should wear comfortable clothing that facilitates independent toileting.
- Clothing can sometimes be a distraction, please keep this in mind when choosing clothing for school.
- Your child could be using, paint, ink, food coloring, markers and glue, please choose clothing that can be damaged.
- Your child needs to have a change of clothing, including socks, underwear, shirt and pants or shorts in a Ziploc bag. Please label all items.
- Your child needs slippers or indoor shoes to wear in the classroom. This keeps our floor sanitary. Please label them; they will be kept at school. Please, no cartoon characters!

7. Toileting

- Children should be toilet trained before entering school.
- If your child is still learning, please send them in underwear...no diapers or pull-ups are allowed. Thickly padded underwear works best, allowing the child to feel the moisture. In contrast, pull-ups do not allow a child to feel moisture and can often delay toilet training.
- Please send in lots of underwear if your child is still learning.
- We will work closely with you to ensure a successful experience for your child.

8. Toys

- Toys are a distraction in our classroom. They should be left at home or in the car. Thank you!

9. Conferences and Communications

- Parent conferences are scheduled twice per year, but you are welcome to meet with us at any time that you have questions or concerns.
- We schedule special conferences before or after class times, never during the school day.
- If you need to discuss something or would like to schedule a conference, please send a note or email with your name and phone number. The teacher will get back with you ASAP.
- We cannot stress how important it is for the teachers to give their full attention to the children, especially during transition times. We thank you in advance for your cooperation.

10. Ground Rules and Orientation

- The ground rules provide the framework for the children to exercise self-discipline and self-control.
- We will spend time during Orientation Week and during the first month of school learning and practicing the ground rules as we come to define our classroom community.
- The ground rules are based on courtesy, respect and kindness. They are the philosophical structure from which all children and adults can work, learn and grow.

11. Observations.

- We encourage all parents to come and observe their child's classroom.
- During the first month of school, we need time to lay the foundations for our community and get things started, so this isn't the best time to observe.
- We will invite you to sign up for an observation in October, before our first conferences.
- Observations may be scheduled any time after September. Please contact your child's teacher to schedule a time.
- We would like to limit observation to two adults at a time to minimize the disruption to the children's cycle of activity.
- When observing, please try to blend into the background, watch rather than interact whenever possible.

We thank you again, for all your support and consideration. Our school community and the success of your child depend on a cohesive, comprehensive and compassionate engagement of child, family and staff. We look to Dr. Maria Montessori for inspiration and guidance

remembering always, the importance of our collaboration and that each and every child is

“a hope and a promise for mankind” ...Dr. Montessori