

Parent Handbook 2023-2024



Children's Montessori

Children's
Montessori was
established in
2007 in Fargo,
North Dakota. We
value guiding
children to be
purposeful,
independent,
safe, and kind
people.

Curriculum

Montessori education provides learners with the opportunity to learn via hands-on, concrete experiences. Our mission is to create and maintain engaging environments where children are taught through developmentally appropriate practice. Grace and courtesy, sensorial experiences, academic concepts and skills, social skills, language development, art and music, and an appreciation for nature and the natural world are reflected in each day's learning and exploration.

We offer programs for children age 2 through early elementary age. Tuition is based upon program.

Our Staff

Children's Montessori Center is owned operated locally by Jason and Camille Brandt.

All Lead Teachers of Children's House hold or are currently completing their Montessori Certification in addition to holding previous degrees and/or bringing multiple years of excellent teaching history into the classroom. Lead Teachers must be over 18 years of age. All staff are required to do background check and fingerprinting (over 18) with the county at start of employment.

Progress Monitoring

Each child's learning is monitored weekly. Individual parent/teacher meetings are held 2 times per year. Parents and teachers are encouraged to communicate frequently. Parents are provided with progress reports and work/activity samples. For children under 3, communication of bathroom use, nap time, eating, and their day will be communicated daily. Any parent can request daily monitoring reports for their child.

Opportunities for Family Involvement

Families are invited to attend the many community events held each year at Children's Montessori. Some of these include programs, picnics, field trips, holiday events, parent Montessori meetings, and volunteer activities. These will be posted each month on the school website and will be included in the monthly newsletters emailed to families and posted in each classroom.

Child Illness

County policy states that children having a fever above **100.4**, are vomiting and/or have diarrhea, may not be at school, and may only return after 24-hours fever free **WITHOUT** medication. If a child has a communicable illness such as hand/foot/mouth, a fever of 100.4 or above, is coughing to the point of being clearly ill, or vomits due to illness while at the school and the teachers and administrators believe the child should not be in school, parents will be notified and the child must be picked up and brought home. They must stay home a full day as well as the hours from time sent home, symptom free (no signs of illness, fever, vomiting or diarrhea) without medication. For example, if a child goes home at 10:00 on a Monday, they may return Wednesday symptom and medication free.

Registration Forms

These forms must be received before your child starts at the school.

- Application for Enrollment - This form is the first one you will fill out in the enrollment process. This is a one-page form with basic information as well as the fee structure for the school year.
- Health/Emergency/Transportation form - This form will include general health information as well as emergency contacts. Also, you will indicate who may or may not pick up your child from the school. Parents are required to provide either a copy of child's birth certificate or passport to the school.
- A copy of your child's immunizations is also required and updated yearly

Billing

Your monthly statement will include the following: tuition payment, before/after school care from previous month, lunch charges from previous month. Whether or not your child attends on a particular day you are still responsible for full payment. During the school year credit cannot be given to families for absences for illness including Covid.

Uniforms

Children who attend Children's Montessori Center in both Children's House and Kindergarten are required to wear uniforms during the school year. There is no style but rather specific school colors: **navy blue, light blue, khaki, and white.** Examples of uniforms are a pair of blue pants with a white shirt or khaki pants with a blue shirt. We will help a child change into a uniform shirt at school if they need this. Solid colors only, please. Please do not send your child to school in polka dots, stripes, designs or logos or jeans.

Our uniform policy takes attention away from 'who is wearing what'. It contributes to a sense of pride and unity in the school community and reminds children that they are attending a special place.

Fridays are non-uniform days, but we do ask that you refrain from sending your child with any logos that might be considered to be offensive to others. The infant room, 1's, and 2's rooms are not required to wear uniforms. Uniforms are not required in the summer.

School Supplies, Core: Teachers may ask for additional items per age level.

Children's House and Kindergarten/E1: 2 boxes of facial tissue, 2 wide lined notebooks, a labeled water bottle for your child's daily use, two bottles of hand sanitizer, an extra change of clothes in a one gallon ziplock bag with child's name on it, framed family photo no larger than 5X7.

2's: 2 boxes of facial tissue, two bottles of hand sanitizer, an extra change of clothes in a framed family photo no larger than 5X7, and diapers and wipes as needed.

1's: 2 boxes of facial tissue, one bottle of hand sanitizer, an extra change of clothes in a one gallon ziplock bag with name on it, a framed family photo no larger than 5X7, and diapers and wipes as needed.

Toys

Please do not send toys to school. These are a distraction to the child throughout the day and can interfere with the teacher's intent. Each teacher does have a sharing time, "Teach and Learn". Your child's teacher will give specific instructions on sharing time with regard to what is appropriate and what day your child will share. When children do bring an item to share it will need to go in their backpack when they arrive at school. It will be brought out when it is time to share.

Lunch

Hot lunches are catered from Fraser for an additional fee. Menus will be posted on the information board and sent each month via email. Cost for a hot lunch is \$3.10 per lunch and the monthly total will be included in your monthly statement. You are welcome to send a cold lunch.

We are a nut free school. Please do not send peanut butter sandwiches, or other food items with peanut butter. Sun Butter is a great alternative that tastes, looks, and smells like peanut butter but is safe for those who have allergies to peanuts. If you do send Sun Butter be sure to let us know what it is (we may think it is peanut butter).

Discipline

Children's Montessori Center teaches all children to understand four key practices: be kind, be respectful, be purposeful, and be safe. When a behavior is occurring that is not demonstrating kindness, respect, safety and/or purpose it is necessary to teach the child why their choice is not appropriate.

Children, when necessary, are counted 1-2-3. A 'one' is given to teach and remind the child on how or why his or her choices are not appropriate. A 'two' is given if the behavior continues. A 'three' is given to the child when he/she has not yet corrected the behavior. At this time the child will 'take five' and remove him or herself from the work or the group and take a break to re-set. A visual timer is used near the child so that he or she knows when the five minutes are complete. At that time the child will return to the group or work to try again. In more extreme situations, parents are also involved in helping to problem solve the behaviors that interrupt a child's ability to be successful at school.

This method (based on the book "1-2-3 Magic Effective Discipline for Children 2-12" by Thomas W. Phelan, Ph.D.). It helps children understand how their behaviors and choices can affect the community that they are part of. We take pride in the peaceful community our school has created.

If a child bites or is excessively violent with another child or an adult, the parent will be called to pick up the child for that day. The child is welcome back the next day.

Water Play

Children's Montessori Center does not use swimming pools nor will we take field trips to local pools. Sprinklers will be used in summer where available.

Transportation

We do not provide transportation to and from school.

Evacuation Procedures:

Fire - We will have two fire drills during the school year as required by the county. Our routes of exiting the school are posted in each classroom.

Tornado - in case of a tornado, we will bring all children and staff into the boys and girls bathrooms, adult bathrooms, and coatroom. We will remain seated with the doors closed until it is safe to come out.

Unwanted Intruder - In case of an unwanted intruder we have designated areas for children to go where doors can be locked and there are no windows. These areas also are not evident in the building to an outsider which would contribute to a safer environment for the children and staff to remain in until it is safe to come out.

Arrival and Pick-Up Accountability

If you do not intend to bring your child to school on a scheduled day, you need to let the school know prior to the time they were to arrive. If we do not hear from you we are required by the county to call you. Accompany your child to his or her classroom or to the gym at drop-off, and check in with the after school staff at pick-up.

If you have a complaint to file with the county our licenser is Kristin Nelson at kranelson@nd.gov. Please reach out to her with any questions or concerns that you may have about our program at Children's Montessori.

We are mandated reporters. If we suspect child abuse or neglect it is our legal responsibility to call social services to investigate.

We are here for you and your children. If at any time you feel the need to share concerns or are interested in visiting with the teacher regarding your child please do not hesitate to set up a time to do so. We value communication with you and cannot stress enough the importance of this in building positive relationships which will only help your child succeed.

Thank you for your willingness to work with us and place your trust in us.
Jason, Camille, and the entire Children's Montessori team