



kinderhouse
montessori school

Parent Handbook Policies, Procedures and Calendar 2008-2009

Dear Parents,

At Kinderhouse Montessori our mission is to provide the most nurturing and best education experience possible to all children. As teachers, parents, and students, we form a community, and together we create a vibrant, healthy, and enriching environment.

In order to ensure an optimal learning environment for all our Kinderhouse children, we ask that you please review and adhere to the policies and procedures in this handbook.

Our purpose in creating these guidelines is for us to align and agree upon standards and guidelines that relate to our:

- children's safety
- children's health (nutrition and protection from illness)
- teachers' mission and goals
- parents' involvement and goals
- legal regulations

A current version of this Parent Handbook will be available to you on our website and we will notify you if modifications are made.

Please let us know if you have any questions about the items in this handbook. We are always happy to have a dialogue with you about how to create the best environment together for our children at Kinderhouse Montessori.

Sincerely,

Yogi Patel
Head of School

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1. Our Mission and Montessori Philosophy

a. Our Mission

Kinderhouse Montessori's mission is to provide children with a nurturing and stimulating environment to facilitate learning through Maria Montessori's philosophy.

Kinderhouse Montessori School has four basic principles that all decisions are measured against:

1. Provide the highest quality education possible
2. Treat our children as individuals allowing for natural growth and progress
3. Follow the Montessori philosophy in its true essence
4. Treat all members of our Kinderhouse family – children, parents, teachers and staff with the utmost respect

b. Montessori Philosophy

The Montessori educational program is a comprehensive approach involving the observation of children's needs from birth to adulthood. The methodology was developed over a century ago by Dr. Maria Montessori based on her research and understanding of children's learning tendencies as they unfold in prepared environments. The prepared environment is structured to maximize a child's independent learning and exploration.

Kinderhouse Montessori School is one of only two AMI accredited Montessori schools in San Diego. We are committed to creating an environment for teachers and children where the Montessori principles can be applied in their true essence. Three specific fundamental principles of nature are:

1. Observation
"Observation" - as a Montessori principle - is a total sensory awareness of an event or occurrence. Such profound sensory awareness by the adult is comparable to that of the scientist -- open-minded, non-prejudicial, inquiring, humble, patient.
2. Individual Liberty
The adult's commitment to "individual liberty" permits mistakes to occur in the classroom. Coercion, force or control of the child is inappropriate. Dr. Montessori observed that such complete freedom of choice for the child is vital to enable such qualities as self-discipline and independence.

3. Preparation of the Environment
"Preparation of the Environment" views the source of misbehavior in the child's environment. Thus, the Montessori approach to managing misbehavior and supporting the child's inner psychic development is control of the environment, not the child. The environment of the child consists of other children, the adult, and the physical objects around the child. The adult's own personality -- attitudes, values, beliefs, feelings -- is notably most resistant to effective "preparation". Dr. Montessori considered as vital the inner preparation of the adult. Integrity, courage, patience, and humility are the foremost qualities of an effective Montessori teacher.

Highest Quality Education

These 3 Principles allow us to create a unique environment that results in a natural education of the child. Each child learns at his own pace through careful observation by the head guide. The head guide also ensures that the child receives the right lesson for its current sensitivity to maximize the absorption of the materials.

2. Parent Participation and Information

a. Parent Teacher Conferences and Observations for PRIMARY Students

Observations will take place the week of:

- Oct 7-17, 2008; sign up for a specific time is on the First Day of School Aug 26th
- March 2-13, 2009; sign up is on Father's Night

Individual Conferences will take place the week of:

- Oct 20-29, 2008; sign up for a specific time on the First Day of School Aug 26th
- March 16-27, 2009; sign up is on Father's Night

b. Parent Teacher Conferences and Observations for TODDLER Students

Observations and Conferences happen concurrently for Toddler students. Please set aside 30 minutes total for you to observe your toddler and have your conference.

- Oct 20-29, 2008; sign up for a specific time on the First Day of School Aug 26th
- March 16-27, 2009; sign up sheet will be brought to your car on Feb 4th

c. Mother's Night and Father's Night (Primary Program Only)

Your child will be your teacher during Mother's Night and Father's Night! During these special mommy-child and daddy-child nights held annually, your child will get to show you some of their favorite materials, and you get an insider's glimpse at how your child learns.

d. Silent Journey

Parents will have the opportunity to come into a Montessori Primary Classroom and work with the materials, learning from the same perspective as your child. This is a critical element to help you understand how your child learns. You can then integrate these observations when interacting with your child and working on activities at home. Many parents felt the Silent Journey should have been an event they participated in much earlier as it really provided them with insights on how their child learns.

e. Communication with Teachers

- If you wish to have an additional conference with the teacher, please feel free to schedule an appointment via note or phone call
- You may also call the teachers between 3 PM and 4 PM M-F if you need to speak to them. Additionally, you may communicate with teachers through written notes during the drop-off and pick-up times
- Notes are the only way to communicate in the morning. Each teacher makes time to read the notes first thing in the morning and will follow up via a note or phone call. Teachers at KHM do not use email to communicate. Please do not try to converse with the teachers and volunteers during drop-off and pick-up times as it impacts the safety of the teachers, volunteers, and students
- You may also visit Mrs. Patel, Head of School, during Coffee Mornings from 9:30-10:30am; held on the first Friday of every month. Please submit any topics you wish to discuss on the Friday of the previous week

f. Contact List

General Information	858-550-0097
Mrs. Yogi Patel, Head of School	x 104
Ana Amiguet, Assistant Administrator	x 105
Absences and After School Care Messages	x 100
To reach your child's teacher during 3-4PM	
Bamboo	x 110
Cedar:	x 109
Elm:	x 111
Maple:	x 102
Palm:	x 106
Sequoia:	x 107
Spruce:	x 103

g. Parent Education

We will hold several **MANDATORY** parent education sessions during the school year. If you miss more than one session during a school year, we will request a conference to discuss your educational goals for your child.

Parent Education is held to provide parents a deeper insight into the work that the children do and what they learn. These sessions will explore the Montessori theories and practices some of which you may even adopt at home. We will also update you on what is happening in the school.

We require that at least one of the parents or guardians attend each session. The parent education sessions are critical in the joint effort to educate your child. Parent education sessions are for **ADULTS ONLY**. Children (including infants) should not be at the event. We do offer childcare services for your Kinderhouse enrolled child (we cannot provide childcare for any child who is not enrolled). Please sign up in advance for KHM childcare during the Parent Education nights you select.

Please note – we are not able to discuss details of the educational methods and Montessori philosophy during pick-up and drop-off as it impacts safety. We offer Parent Education, Silent Journey, Conferences, Coffee mornings and discussions with your child’s teacher between 3-4PM daily as the best ways for you to ask questions and understand what and how your child learns.

h. Reading Books

After the children have been reading at school for a while and they are able to recognize most of the phonogram words, we will begin to send the books home. It is important that we work together to help our child comprehend the information he/she will read.

Please wait to start reading with your child until we send home the books. You may read small phonetic words until we contact you.

If your child receives a book to take home, please read the book daily with your child, and sign the log. If your child does not complete the book at home, it is fine.

We would like you to send back the book to school daily since we may read that book at school. Please ensure that the books are kept neatly in a bag. You are responsible for any damaged or lost books.

i. Parent Volunteers

We greatly appreciate all the help the parents provide during the school year.

Please keep in mind that when you volunteer – especially on field trips – you may be responsible for your child and other children. Also, please respect the privacy of the students by not discussing any of your observations about a child who is not yours with other parents.

If parents would like information about any particular field trip or event, we will be happy to provide it – please do not ask parents who volunteered on the field trip.

Because of liability reasons and adult-to-student ratios, we will not be able to allow any children who are not enrolled at KHM to join any field trips.

Each Parent Volunteer must be finger-printed by the Department of Social Services, and the clearance record and other documents required by the Department of Social Services must be on file at KHM before a parent is allowed to volunteer without KHM staff supervision.

j. Snacks for your child's classroom

In order to teach our children the concept of giving and contributing to their community, we ask that each week one child from each classroom bring in snacks and a flower bouquet to arrange for the entire classroom. The child should be involved in selecting the snacks and flower bouquet and bringing them to school.

You will be asked to provide snack/flowers for your child's classroom two times if enrolled in the 10 month program and three times if enrolled in the 12 month program.

The snack schedule will be sent out twice a year, and a list of appropriate snacks will be provided on the Thursday before your turn. Remember – NO PEANUTS or JUNK FOOD and refer to the nutrition section on optimal snack choices.

Snack week procedure:

- Your child's teacher will send home a Snack list on the Thursday before your snack week. The reason we send out this list on the Thursday before the assigned week is that we may have an excess of snacks from the current week and we may only need a few items
- If you want to make up your own snack menu, please feel free to do so but make sure you send your selected list of snack items including the ingredients list using the form in this handbook to the teacher
- Please bring all the items on the list for the entire week on Monday morning of your snack week (unless that is a holiday, in which case bring the snack the first school day after the holiday)
- Leave the items and the list with a teacher at carpool drop-off. Teachers will remove the snacks from your car so you will not need to walk in or get out of your car to help
- Please also bring fresh-cut, long-stemmed, single-headed flowers (e.g. mums, gerbera daisies - not flowers with short stems or that have multiple blooms on a single stem) for the children to use in their flower-arranging work for that week. Flowers can be home grown or store bought bouquet without thorns. This process helps the children care for their environment, and the children derive joy from beautifying their environment. We will invite your child to carry the flowers to their class so that they can be part of assisting with the snacks and flowers for their class

What do the children do with the snack?

As part of the Practical Life exercises, the children learn about food preparation. Some examples of the exercises provided by the snacks are: spreading (jam, cream cheese, etc.), cutting (fruits and vegetables such as apples, carrots and cucumbers), cubing cheese, squeezing oranges for orange juice and slicing bananas. Once the snack has been prepared, the child takes it to the snack area for all the children to enjoy. Complete the form below whenever you send in a dish to share to school. This form may be used if you are choosing to bake goods at home with your child during your snack week.



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m o n t e s s o r i s c h o o l
E D U C A T I O N A L E X C E L L E N C E

Food to Share Information

Child's Name:

Classroom:

Ingredient List:

Allergen Info:

Contains or may contain traces of -

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> peanuts | <input type="checkbox"/> tree nuts |
| <input type="checkbox"/> wheat | <input type="checkbox"/> soy |
| <input type="checkbox"/> dairy (milk) | <input type="checkbox"/> fish or shellfish |
| <input type="checkbox"/> soy | <input type="checkbox"/> egg |

Special:

This food is -

- | |
|--|
| <input type="checkbox"/> Vegetarian (no meat or seafood) |
| <input type="checkbox"/> to be heated <input type="checkbox"/> to be kept cold |

3. School Guidelines

a. Health

Sick Policy

- Children should come to school healthy. Sick children should stay at home
- That being said, however, it is expected that children will catch colds throughout the school year. An active child with an occasional clear runny nose and an occasional non-productive cough may and should come to school
- Please do not confuse a cold with an allergy. Our sole desire is to prevent serious illness from affecting your child or infecting other children. The presence of these symptoms will most likely result in the infection of other children and adversely affect your child's active participation in the various learning experiences of the day. As such, please keep your child at home if your child has symptoms of illness including but not limited to:
 - a discolored (yellow, green) runny nose
 - a persistent runny nose (even if clear)
 - a persistent productive cough
 - itching/draining red eyes
 - fever greater than 100 °F
 - vomiting
 - diarrhea
 - lethargy (excessive tiredness)
 - uncomfortable rashes
 - medicated for any reason
- Please do not medicate your child in the morning before bringing him/her to school
- Please wait 24 hours from the time a fever or vomiting has subsided before bringing your child back to school
- If your child develops a fever or shows other signs of illness during school hours, you will be asked to make arrangements for him/her to be picked up within the hour. Parents' specific instructions will be obtained and followed until the child is released
- Children with communicable diseases as defined by the Communicable Disease Chart may not come to school, nor be readmitted until the recommendations by the California Department of Human Resources as outlined on the Chart have been met. You may view the chart online at http://www.dshs.state.tx.us?idcu/health/schools_childcare/resources/ChildCareChartsNotes.pdf
- If your child has been ill for more than 15 days, please consult your physician
- If your child is attending school for the first time, he may get sick during the first few weeks/month of school. You should keep your child home if they develop any of the symptoms above so as to allow the child to recover and to prevent spread of the illness. We recognize that this will be a difficult time for you as you may have started a new

job and taking the time off will be difficult but we do have to make sure that all of the children are not affected. If we allow sick children at school, more parents will need to take time off to care for their sick children and more children may suffer unnecessarily as a result. Your support will be necessary during this time

- A physician's note is required if the above policy is to be superseded

Medication

- Before any medication is dispensed to your child at school, you must provide a written authorization, which includes: date, name of child, name of medication, prescription number, if any; dosage, date and time of day medication is to be is to be given
- Medicine must be in its original container with the child's name marked on it. Dispensation is limited to two (2) weeks unless otherwise prescribed by a physician
- Do not send medication or vitamins with the children or in the lunch boxes. Any medicine to be administered must be handed directly to one of the teachers. Please complete the request for medication administration form. Other than prescription medication, we cannot accommodate special requests such as applying lotion and changing bandages during the school day. Please apply sunscreen, lotions, bandages, patches, etc. prior to sending your child to school

Medical or Dental Emergencies

- In the case of a medical emergency, your child will be taken to the Scripps Emergency Clinic located at 10666 N. Torrey Pines Rd, La Jolla, CA 92037. The phone number is 858-455-9100
- In case of a dental emergency, we will take your child to Sorrento Mesa Dental Office located at 6727 Flanders Drive, Suite 105, San Diego, CA 92121. The phone number is 858-452-3561
- We will either transport the child via ambulance or via private car driven by a Kinderhouse Montessori School employee
- Active children do fall and hurt themselves occasionally while playing. In case the child is injured, we will administer first aid and provide a written report to be signed by the parent

b. Nutrition

Lunch

Healthy eating and making nutritious food choices begin at an early age. As a result, we recommend that you send a balanced, healthy lunch. The Department of Social Services requires that each child eats something from each food-group. Please pack a small portion of vegetable, fruit and a main meal in separate containers. The main meal must have protein and other items that are listed on the food pyramid. Please visit <http://www.mypyramid.gov/> for more information.

The child should help to make his own lunch whenever possible. This begins with a trip to the market. Show your child how to choose fresh fruits and vegetables. When he chooses foods from the shelf read the label to him so he can learn about ingredients. Please make sure to pack the lunch so that your child can easily open the lunch box and any containers.

Encourage your child to bring homemade soups, salads, and healthy leftovers. Lifelong health habits developed in early childhood result in healthier teens and adults.

Nutrition is an important part of our program, and we need the parents' help to teach the children the value of a good diet. A good rule for determining the value of a food is to choose foods that are as close to their natural form as possible.

Recommended Foods:

- Fresh fruits and vegetables, whole grains and 100% juices are all good examples
- Dried fruits are great as long as they are not soaked in sugar. Soups, applesauce, yogurts, and cereals should all be natural with no added sugars (corn syrups, honey, etc. – the total sugar content should not exceed 9g), salts, dyes, or hydrogenated oils added
- Protein: Meat, fish, chicken, boiled or deviled eggs, macaroni and cheese (homemade), cottage cheese, cream cheese with vegetables like carrots or celery sticks, real yogurt with fruit, dinner from the previous evening
- Grain: Whole grain bread or crackers, tortillas, sunflower seeds, nuts, rice cakes, corn
- Vegetables: Carrot or cucumber sticks and dip (not peanut butter), tomatoes and cottage cheese, pickles, broccoli, zucchini, cucumbers, green beans, peas and seaweed are some of the examples

- Fruit: Bananas, apples, grapes, pineapples, pears, raisins, dried fruit (without syrup), peaches, nectarines

Foods not considered nutritious:

- Granola bars, chips, highly processed crackers (and similar products), fruit drinks (such as Capri Sun, Fruitopia, etc.), sweets, and highly processed foods such as American cheese slices, Chef Boyardee, chicken nuggets or processed hotdogs, and "Lunch-ables" are not considered nutritious and are not recommended
- Please do not send the following items:

- | | | | |
|------------|---------------------|-----------------------|-------------------|
| - Candy | - Carbonated Drinks | - Pudding | - Chicken nuggets |
| - Cupcakes | - Gum | - Gummy Fruit Snacks | - Canned meals |
| - Cookies | - Boxed Juices | - Fruit Cups | - Pudding Cups |
| - Chips | - Drinkable Yogurt | - Squeeze tube Yogurt | |
| - Cheetos | - Fruit-Roll-Ups | - Jell-O Cups | |

PLEASE READ LABELS.

- We do not allow products that contain more than 9 grams of sugars even if it is natural sugar
- Please check with your child's teacher to see if nuts are allowed in their specific classroom. We occasionally have other children who have nut allergies
- The nutrition policy is also in effect during field study trips

Lunch Preparation Guidelines:

- Please send in whatever is freshly prepared or leftover from the night before
- We will heat up the food for your child
- In order to make things easier for all the children, please send in food that has less than 9g of sugar per serving. We will return any food that contains more than 9g of sugar or artificial flavors or colors
- We drink water for lunch
- We will send back what your child has not eaten so that you are aware of your child's diet. Each teacher eats with the children and they do ensure that the children eat enough. We are unable to force the children to eat a certain quantity even if the parent desires us to do so
- We do not allow the sharing of food as some children have strict dietary restrictions and allergies other than on specially designated days or for pre-organized snacks
- Please help us get your disposable container back to you by labeling the container with a permanent marker. We wash the containers in the dishwasher prior to returning them and often the labels do come off. It would be best to send in an inexpensive container in case your container is lost. We will be managing children and over 60 containers at a time during events

c. Clothing

We want the children to be happy and ready to learn so we ask that the children dress modestly and wear clothing that is not distracting or inappropriate for a learning environment. We work both on the floor and on the tables, so children should wear appropriate and comfortable clothing.

- We request that clothing be logo-free (i.e. Disney, Rugrats, Superman, cars from the movies etc.). If you have a picture of a flower, bug or dinosaur this is acceptable. It is important to understand why we ask the clothing and shoes to be logo-free. According to Montessori philosophy, each child should have an uninterrupted three-hour work period. This period starts shortly after the children have been dropped off at school. When children wear items with logos (such as Disney or other comic book-like characters) inevitably a child will be distracted at some point during this period and takes away from the learning experience
- Socks must be worn daily since we have had some children suffer from blisters
- Shoes should be appropriate for your child's abilities to put them on and take them off
- Children's clothing should be easily removable by your child when using the rest room
- Please have girls wear shorts under their dresses. We would like the child to feel independent
- Children work on the floor and bow their heads during their work time. It is important to keep the hair away from the children's face so please ensure that the children have their hair up in a pony tail or braids. We find that often children take off their hair bands and play with them or there is breakage so please do not send your child to school in hair bands. We truly appreciate your cooperation
- The following items are not appropriate for a school environment and we appreciate your following these rules in order to maximize safety and the children's comfort:
 - Open toe shoes, crocks or sandals
 - Shoes with holes or only a strap on the back heel.
 - Skirts that are over the knee
 - Skirts or dresses without shorts
 - Sagging pants
 - Bandanas or Head gear that is strictly for fashion
 - Dangling earrings, bracelets, watches, rings and necklaces
 - Nail polish – even if it is clear
 - Belts (as children cannot remove them in time for the bathroom)
 - Lip gloss / Make-Up
 - Glitter
 - Midriff shirts/blouses
 - Spaghetti straps or halter top blouse
 - Boots or rain boots
 - Sharp hair accessories or too many hairclips or clips with characters
 - Ponchos and anything that may affect their safety while climbing on the play structure
 - Jeans or pants with buttons that are too tight

- Label all items and all clothes: Sew-in labels are great for this purpose. KHM cannot be responsible for lost clothing. We will put all unlabelled items in "Lost and Found" and may donate unclaimed items every 90 days
- During the winter months, please dress the children in layers

d. Hygiene

Toilet Training

If a primary child does have an accident and we are not able to sufficiently clean them with wipes or we do not have sufficient clothing at the school, we will have to contact the parents to pick up their child. We are unable to use other children's clothing in this case.

It is important that we set the child up for success and not rush them to begin school when they are not fully toilet trained and ready for the primary program, and as a result we offer a few options:

- We would ask that the child stay at home until they are fully toilet trained should the child have frequent accidents beyond the normal first few weeks. During this time you will be responsible for paying the tuition as we have reserved the space just for your child with an agreement with you that your child is potty trained
- You have a right to withdraw and re-register and be placed on a wait list until a spot becomes available when your child is fully potty trained. In this case of re-registration, the deposit will be rolled over as long as the child returns during the same school year. In the case of withdrawal of your child tuition deposit is not refundable
- Alternatively, you may change the enrollment to the Toddler Program, space permitting (Toddler tuition will apply)

General Hygiene

- Children learn better when they are fresh so we encourage the children to bathe on a daily basis including washing their hair at least a few times a week
- In the winter months children tend to use their sleeves to wipe their runny nose so please ensure that your child arrives to school with a washed jacket and shirts daily
- We recommend that the lunch box be washed on a regular basis

e. Items not allowed

- Toys, umbrellas, purses, blankets, jewelry, pacifiers and other similar items are not appropriate for the school so please help us by not sending these to school with the children
- Rain Gear - when it rains, we will come to your vehicle with an umbrella. Please do not send your child to school in rain gear (including rain boots) or with umbrellas

f. Field Studies

- We will rent a bus for each field study
- We will register for the field study in advance so if your child is unable to be present, you will still be billed for the trip
- Please pack a disposable sack lunch with your child's name on it for all the field study (no PEANUT BUTTER please). It is difficult to keep track of plastic containers, so please use disposable materials (as much as we do not like to add to our landfills)
- Please make sure that your child wears the provided Kinderhouse Montessori School t-shirt. The school provides one t-shirt with your enrollment; additional t-shirts may be purchased for \$10 each. There is an additional fee for the field study which will be added to your monthly invoice
- We will choose the volunteers for field trips by raffle should we have too many volunteers. Please remember that the field trips are an opportunity for independent learning. Our goal is to provide education during the field study. Volunteers are invited to help us with the education during our trip

g. Birthdays and Cultural Celebrations

- We would love to share your child's birthday at school if you would like
- Please send in pictures of your child for each year of their life on a poster with some comments about the picture
- We will celebrate birthdays at 8:45 AM for children that are in Bamboo, Maple or Spruce and 9:00 AM for children in all other classrooms, and we invite you to come in and join our birthday celebrations
- You are welcome to send in bagels, fruits, and/or donate books for the classroom (we do not allow sweets or goodie bags)
- The school will provide all other material necessary for the celebration. Please contact your child's teacher two weeks prior to the planned celebration. We cannot take last minute requests since teachers plan for this activity well in advance. We are unable to take last minutes celebration requests even if it is a week in advance

- We will not be able to pass out birthday invitations, gifts, party-favors, or thank you notes at school
- If you would like to share a special holiday or cultural celebration such as Lunar New Year or Holi, please let your child's teacher know at least two weeks in advance. We love to share cultures from around the world as we nurture global citizens. You may bring in food (use the ingredient form) and traditional outfits along with information about the particular celebration. We will set aside time between 10:30 am-11:30 am to accommodate the celebration

h. Schedule/Lateness/After-school Care

Primary Program Schedule:

- The drop-off time for primary classroom children is 8:10 AM to 8:30 AM. The parking lot will close at 8:25 in order to take all of the children out of the car by 8:30
- School begins promptly at 8:30 AM
- We cannot take children in after 8:30 AM as this disrupts the classroom. We ask that you refrain from asking the staff of making exceptions due to a meeting, etc.
- The children have a group time of reading and singing and interaction with their teacher prior to 8:30 AM and are eager and ready to go to work at this time. When a child arrives late to the classroom the other children are distracted and the child arriving late finds it difficult to adjust. If a child does arrive after 8:30, we will ask the parent to wait until 9:15 AM
- The pick-up time for half-day primary classroom children is 11:45 AM to 12:00 PM
- The pick-up time for full-day primary classroom children is 2:45 PM to 2:55 PM

Toddler Program Schedule:

- The toddler school hours are 8:35 AM to 4:30 PM, Monday – Friday
- School begins promptly at 8:45 AM
- The drop-off time for toddler classroom children is 8:35 AM to 8:45 AM. If a child does arrive after 8:45 AM, we will ask the parent to wait until 9:15 AM
- We cannot take children in after 8:45 AM as this disrupts the whole classroom
- The pick-up time for half-day toddler classroom children is 11:30 AM to 11:45 AM
- The pick-up time for full-day toddler classroom children is 2:30 PM to 2:45 PM

Attendance:

If your child cannot attend school for any reason, please call the school and let us know as soon as you can (please call us before 8 AM or after 9 AM). You may also send an email to absences@kinderhousemontessori.com.

A parent who plans another activity, especially a recurring one, which requires the child to leave before 2:30 PM, should plan on picking up their child at the half-day dismissal time for their classroom.

As adults in the community, we need to remember that KHM provides the children with what Maria Montessori described as a “prepared environment” - a “Children’s House”. All aspects of life on the campus are geared to meet the needs of the children. With that in mind, we offer you the following guidelines:

- Arrive on time. At this age, it is very important for each child to enter the community and begin his day with his peers. Please do not bring your child to school late. Our arrival times are between 8:10 AM to 8:30 AM (parking lot is closed at 8:25) for primary-aged children and 8:35 AM to 8:45 AM (parking lot closes at 8:42) for toddler-aged children. If you do arrive after the designated arrival time, please be respectful to the teacher and the students that have started the work during the three hour work period and wait until 9:15 to ring the door bell. It is important that you arrive at 9:15 and not later as it takes away an adult from their tasks to care for late arriving children
- We know from our past experience that children arriving late have a difficult time concentrating, and they often are in tears when they get to the class. It is the same feeling you would get if you arrive to a meeting late or get to work late. It is part of integrity so please help the children feel secure by getting them to the school on time
- Allow your child to enter the school independently. Accompanying your child increases separation anxiety

- If you are dropping off your child in a stroller or by walking from home, please allow the staff to walk your child in at the end of the drop off
- Plan appointments for your child after school hours. If that is not possible, please make it as close to the end of the school day as possible. Please see our "Days and Hours of Operation" section for more details on appointments
- If you need to pick up your child from school early (11:45 AM), please send a note (not an e-mail) with your child to that effect. We will do our best to see that the child is at the front desk when you come to pick him up through the central door (not the double door)
- Remember that primary classes begin at 8:30 AM and toddler classes begin at 8:45 AM. The teachers must direct all of their attention to the children. Visitors are asked not to enter the classrooms for any reason unless prearranged with the guide
- Model respect for the work of all of the students in the building by using a very quiet voice if speaking
- Always move outside of the building to converse with other parents

Being late robs your child and their classmates of valuable learning time. We do understand that situations arise from time to time that are beyond your control. In these cases, please wait until 9:15 am to drop-off your child. This cannot be a repetitive behavior. If you have three tardy arrivals, we will request a conference to discuss your educational goals.

If you are late, you will be asked to sign a release form.

Late Arrival and Doctor's Appointments

- If your child has a doctor's appointment, please schedule it either in morning and then bring in your child at 11:45 AM or schedule it in the afternoon and then pick up your child at 11:45 AM
- Respecting school timings keeps interruptions to a minimum and contributes to the high quality environment we all strive to maintain at Kinderhouse. Please give yourself enough time during rainy days or because of potential traffic issues. We appreciate your cooperation and support
- If a parent arrives late more than 5 times during the school year, the enrollment may be terminated and all tuition deposits paid would be forfeited

Before and After School Care

We provide care for children for maximum of 10 hours per day per Department of Social Services standards. There will be a monthly report sent to the Department of Social Services for children that are kept at school for more than 10 hours per day. This is a legal regulation and enforced with the child's best interest in mind.

i. Drop Off Procedure

Each day, parents are required to sign in, sign out, and note the time of arrival and departure. Please note: during an emergency evacuation situation and during fire/earthquake drills, sign-in/sign-out sheets are used to check classroom attendance.

In accordance with state regulations, children are released only to a custodial parent, guardian, or person authorized by the custodial parent. If a person other than the parent is delegated to pick up a child on a specific day, authorization must be in writing and presented to the teacher at the beginning of the day.

The person picking up the child **MUST** have a functional car seat in the vehicle.

Please remain in the vehicle during pick-up and drop-off. A teacher or volunteer will approach you. This also applies on the first day of school and when you are bringing in the snacks. If you walk your child to school, please be patient while we first make sure all the vehicles have been processed. We do this to be fair to the parents who are driving. After they are gone, we will take the children who are walking to school in. Please remain outside of the building and do not walk your child in by yourself.

If you are picking up your child at off times (such as after-school care), please ring the center-door bell and wait near the door. **PLEASE DO NOT RING THE BELL AT THE FRONT DOOR AS THIS WILL DISTURB ALL OF THE CLASSROOMS.** We will get your child ready and bring your child to you. This will reduce the impact on your child and the other children.

If you drop off your child prior to the designated time or pick up your child after the designated time, including special events, you will be charged before or after school care fees (min. of \$15 for each 15 minute interval) since we will need staff members to be present.

j. Materials Damage Policy

We provide instructions on how to care for the materials at our school. If the material is intentionally broken, it will result in parents having to replace the materials (you will be billed for this.) We use Nienhuis Montessori for the materials.

k. Hitting

In the event of hitting or biting, a note will be sent home. The second instance of the child hitting or biting will result in a conference. The third instance will result in parents having to come to school to pick up the child, and we will have a conference to see what is best for all the children.

l. Discipline

We believe that children should be redirected instead of punished. We do not believe in corporal punishment at our school. In extreme cases, we may invite the child to leave the classroom in order to separate them from the other students so that the amount of stimulus is reduced.

4. Administrative

a. Enrollment

Ages of Children Accepted

- Kinderhouse Montessori School accepts children between the ages of 18 months and 3 for the toddler program. Children may not move to the primary classroom until they are fully toilet trained and are considered developmentally ready by their teacher
- Kinderhouse Montessori School accepts children between the ages of 2 ½ and 6 for the primary program as long as they are toilet trained (no pull-ups) and are able to use the restroom independently

b. Tuition and Refunds

- You may choose to pay the annual tuition on a monthly basis. Allow up to 10 business days for statement requests
- Please send in the tuition installments in a sealed envelope each month by the fifth of the month (except for the second installment which is due on the first day of school). We will invoice you separately if you have additional daycare, late charges, or field study expenses
- Please do add a \$25.00 late charge if you are paying after due date. You will be invoiced separately if the late payment is not included. If the due date falls on a weekend, the payment is due on the following Monday by 12 PM even if you have not received the invoice as the payments are due at the same time each month
- In no event (including and not limited to relocation) will any tuition refund be made if it is the Parent's unilateral decision to remove the child from the school unless the tuition has been paid in full on an annual basis. In this case, we will refund the balance of the tuition minus the deposit portion and minus the pre-payment discount
- Tuition will not be prorated during the school year. If you choose not to send your child to school at any time during the school year, no refund will be issued and the tuition will not be adjusted. You may also not switch to a half-day program (if you are in the full-day program or after-school care) during an absence. You are responsible for paying the agreed-upon amount
- Please refer to the enrollment package for more information on holiday care, mid-year enrollments and enrollment changes. You may not change the program selection once the school year has started

c. eScrip

Any funds raised from eScrip will be used for maintaining the gardens and for the annual school play. Registering with eScrip does NOT cost the parents anything. Please take a look at <http://www.eScrip.com> for enrollment details. Our group id is 395728.

What is eScrip?

- eScrip is an organization that helps schools raise needed funds
- eScrip is safe and easy for you to enroll by registering your Vons card, Macy's card, Safeway card, and any credit card (Visa, Mastercard, Amex, Discover, etc.) When you shop at a participating retailer using a registered card, a percentage of your purchase (2%-10%) is automatically given to your selected organization
- There are thousands of merchants (stores, dining, hotels, etc.) and online retailers that participate in the eScrip program to help raise additional funds for schools everywhere
- It costs you nothing, but our school and our kids have everything to gain!
- Once enrolled there's nothing you have to do. eScrip automatically tracts, reports, and sends monthly totals to Kinderhouse
- It's that easy. Sign up now at www.eScrip.com

Who benefits from the monies raised?

All Kinderhouse students benefit from the eScrip program. ALL funds will be used for the annual school production in June.

d. Termination of Agreement

Kinderhouse Montessori reserves the right to terminate the enrollment agreement at any time for reasons including the following (but not limited to):

- Violation of Kinderhouse Montessori Policies and Procedures
- Non-payment of Tuition
- Absences longer than 2 weeks for which Kinderhouse Montessori was not notified

e. Visits to the School by Parents

Due to legal and safety regulations, we supervise all of the adults in our facility and no one is left alone with a child or in the building including parents. We don't allow adults to be in the facility unsupervised. Please be sensitive to the fact that a staff member is taken away from their duty to be with you during your visit.

f. Inspection Authority

The Department of Social Services and the Department of Health and Human Services have the right to interview children and the staff, to review records, and to inspect the entire facility at any time. All professionals working with the children are required to report any suspected abuse or neglect.

g. Offsite Babysitting & Offsite Parties

Employees of Kinderhouse Montessori School are prohibited from offsite babysitting any children of families enrolled at the school in order not to cause any conflict of interest. Employees will also not be able to attend parties held by the families enrolled at KHM in order not to show favoritism to any one child as they would not be able to attend all parties.

h. Privacy Policy

We will not share any personal information with anyone other than the parents or guardians unless requested by you to do so in writing.

We do not sell any parent or child information – ever.

We do not publish any parent or child information with the following exception:

- We do occasionally post the children's pictures (without names) on our web site and in brochures. If you do not wish to have your child's picture displayed, please notify us with a written request
- We will also create a class list for each class that will be distributed to each student in the classroom. The list will include the child's name, the parents' names, addresses and phone numbers (no emails). If you do not wish to be included on this list, please notify us with a written request on the first day of school. This list is not to be used for commercial purposes
- Emails are used by the administration to distribute school-related communications only. We also use the names and pictures for the yearbook. Please let us know in writing within five days of starting your child if you would like to opt-out

5. Parent Checklist

We are required to maintain up-to-date health records on the school premises for each student. Please be sure to make a copy of the yellow immunization schedule that your doctor fills out every time your child is immunized. Please send this copy to school. **Children are not allowed to attend the school unless all immunizations are up-to-date.**

Additionally, if all required forms have not been submitted, your child may not attend school. The following documents are required:

Form	Due Date
<input type="checkbox"/> Enrollment Agreement <input type="checkbox"/> Registration Form	March 16, 2009 for 2009-2010 School Year May 1, 2009 for Summer Session 2009
<input type="checkbox"/> Policy Acceptance Signature Form	Toddler Program: Aug 19, 2008 Primary Program: Aug 26, 2008
<input type="checkbox"/> Immunization Records (Copy only of the yellow card)	Toddler Program: Aug 19, 2008 Primary Program: Aug 26, 2008

Continued...

Form	Due Date
<ul style="list-style-type: none"> <input type="checkbox"/> Department of Social Services forms which may be found at http://www.dss.cahwnet.gov/cdssweb/On-lineFor_293.htm#1 <input type="checkbox"/> LIC 700 - Identification And Emergency Information Child Care Centers <input type="checkbox"/> LIC 701 - Physician's Report - Child Care Centers (Child's Pre-Admission Health Evaluation) <input type="checkbox"/> LIC 702 - Child's Preadmission Health History Parent's Report <input type="checkbox"/> LIC 627 - Consent For Emergency Medical Treatment - Child Care Centers <input type="checkbox"/> LIC 995 - Child Care Center - Notification Of Parents' Rights <input type="checkbox"/> LIC 613A - Personal Rights - Child Care Centers <input type="checkbox"/> LIC 622 (if applicable) - Centrally Stored Medication And Destruction Record <input type="checkbox"/> LIC 701A (if applicable) - Gastrostomy - Tube Care: Physician's Checklist (Child Care Facilities) 	<p>Toddler Program: Aug 19, 2008</p> <p>Primary Program: Aug 26, 2008</p>

6. Calendar of Events

The toddler and primary calendars are current as of August 2008; please check the latest calendar on our website www.kinderhousemontessori.com

a. TODDLER Parent Event/Holiday Calendar for 2008-2009

***Unless otherwise noted, we will be unable to accommodate siblings that do not attend KHM during events.

Date	Toddler Student Event	Description	Who Attends Event
Aug 11 - 20, 2008	Home Visits	Mrs. Patel and Mrs. Villanueva will call and schedule a time to come to your home to visit with you and your toddler. This is so that the child can feel comfortable meeting their teacher in a familiar environment. Mrs. Villanueva will talk about Montessori and about your child's first day.	KHM Parent and Toddler.
Aug 19, 2008 9:00 - 9:30 am	Toddler Items Due	Last day to deliver required toddler items to KHM.	
Aug 21 - 22, 2008 9:00 - 10:00 am	Mandatory Toddler Orientation	This will be an initial one hour session with all toddlers and their parents who will remain seated in the classroom during the activity time.	KHM Parent and Toddler.
Aug 26 - 27, 2008 8:30 - 10:30 am	Toddler Transition Days	Help your child to have an easy transition to the school by helping him/her adapt to their new environment (2 hours). Parents do not stay. We will pick your child up from the car.	KHM Parent and Toddler.
Aug 28, 2008	First Day of School Sign up for Toddler Observation/Conference	This will be your toddler's first day at school. Please wait in your vehicle, and we will come to pick up your child from your car.	

Date	Toddler Student Event	Description	Who Attends Event
Sept 1, 2008	Labor Day Holiday	School is closed. There is no Holiday Care available.	
Sept 5, 2008 9:30 - 10:30 am	Coffee Mornings With Mrs. Patel	You are invited to drop in and visit with Mrs. Patel and other KHM staff. This is a great opportunity to ask any questions you may have, or just come and be a part of our community! Don't forget to use the side gate to enter the backyard.	Any KHM parent who wants to drop in.
Sept.16, 2008	Mexican Independence Day	Children will learn about how Mexican Independence Day is celebrated.	Any KHM parent who celebrates this event may come and join. Please let us know one week in advance.
Oct 3, 2008 4:00-5:00	Parent Education with AMI consultant Lynn Gulick	An AMI consultant will come to our facility to talk. We will inform you of the exact date as soon as we are assigned a date by AMI.	KHM Toddler Parent.
Oct 3, 2008 9:30 - 10:30 am	Coffee Mornings With Mrs. Patel	This is a great opportunity to ask any questions you may have, or just come and be a part of our community! Don't forget to use the side gate to enter the backyard.	Any KHM parent who wants to drop in.
Oct 6, 2008	Teacher Professional Development Day - School is Closed	School is closed. There will be Holiday Care available from 8:45 am - 4 pm for those parents who signed up at the beginning of the year.	

Date	Toddler Student Event	Description	Who Attends Event
Oct 11, 2008 10am-12pm	Picnic at Lake Poway	This is a social event, where you can relax and enjoy meeting your child's friends and other parents, as well as spend time with the KHM staff. Please bring your own food, picnic blanket, etc. You will be sent an invite with further details (such as location, time, etc).	The whole family can join in the fun (including siblings, grandparents, etc!) Make sure to wear your KHM t-shirt!
Oct 20 - 29, 2008	Observation and Conferences	You will be able to come and observe your child work. Following your observation, you will meet with your child's teacher to discuss your child's progress. Sign-up sheets will be circulated prior to the event, so that you know what time to come in.	Adults Only.
Oct 23, 2008 5:00 - 6:00 pm	Mandatory Parent Education with Fred Becker	Fred Becker, a speaker on Developing Self-Reliant and Responsible Children will come to KHM.	One or both parents. Child care will be available (at an additional cost) to those parents that sign up.
Oct 31, 2008	Silent Journey Registration Due	Parents will have the opportunity to come into a Montessori classroom and work with the materials, learning from the same perspective as your child. This is a critical element to help you understand how your child learns. You can then integrate these observations when interacting with your child and working on activities at home.	
Nov 6, 2008 10:00-11:30	Diwali Festival Celebration	No lunch box for children; Food will be provided. Children will learn about how Diwali Festival is celebrated.	Any KHM parent that want to contribute a typical dish, please let us know one week in advance.

Date	Toddler Student Event	Description	Who Attends Event
Nov 7, 2008 9:30 - 10:30 am	Coffee Mornings With Mrs. Patel	This is a great opportunity to ask any questions you may have, or just come and be a part of our community! Don't forget to use the side gate to enter the backyard.	
Nov 10 - 11, 2008	Veteran's Day Holiday/ Teacher Professional Development Day	School is closed. There will be Holiday Care available from 8:45 am - 4 pm for those parents who signed up at the beginning of the year.	
Nov 20, 2008 5:00 - 8:30 pm	Silent Journey of a Primary classroom	Parents will have the opportunity to come into a primary Montessori classroom and work with the materials, learning from the same perspective as your child will when they move into the Primary program. NOTE FOR AFTER CARE PARENTS: After school care will close at 4:45 pm. Late fees will apply.	Parents who signed up for the event. Child care will be available (at an additional cost) to those parents that sign up.
Nov 21, 2008	Thanksgiving Lunch	You do not need to send a lunchbox for your child, as the children will have prepared a Thanksgiving meal to share. We will have lunch around 10:45 am, so the Half Day Children may participate as well. NOTE: Vegetarian food will be provided.	KHM children.
Nov 24 - 25, 2008	Thanksgiving Holiday	School is closed. There will be Holiday Care available from 8:45 am - 4 pm for those parents who signed up at the beginning of the year.	
Nov 26 - 28, 2008	Thanksgiving Holiday	School is closed. There is no Holiday Care available.	
Dec 5, 2008 9:30 - 10:30	Coffee Mornings With Mrs. Patel	This is a great opportunity to ask any questions you may have, or just come and be a part of our community! Don't forget to use the side gate to enter the backyard.	Any KHM parent who wants to drop in.

Date	Toddler Student Event	Description	Who Attends Event
Dec 22, 2008 - Jan 2, 2009	Winter Break	School is closed. There is no Holiday Care available.	
Jan 5, 2009	1st Day of School	Back from Winter break.	
Jan 9, 2009 9:30 - 10:30 am	Coffee Mornings With Mrs. Patel	This is a great opportunity to ask any questions you may have, or just come and be a part of our community! Don't forget to use the side gate to enter the backyard.	Any KHM parent who wants to drop in.
Feb 4, 2009 6:00 - 9:00 pm	1st Session of the Fred Becker Series. Toddler Observation & Conference sign up Reminder for Valentine's Day cards	Fred Becker is a speaker on Developing Self-Reliant and Responsible Children. Parents may sign up for one or more of the four sessions. The sessions build on each other so we recommend that you attend all four if possible; however, you will still benefit from any session you attend. Toddler Observation/Conference sign up sheet will be brought to your car during drop off/ pick up Reminder to make Valentine's Day (Feb 14 th) cards with your child at home. Children will exchange the cards they make at home with all their classmates. Please bring cards with no name and enough for the whole classroom.	Only for parents who signed up. Child care will be available (at an additional cost) to those parents who sign up.
Feb 6, 2009 9:30 - 10:30 am	Coffee Mornings With Mrs. Patel	This is a great opportunity to ask any questions you may have, or just come and be a part of our community! Don't forget to use the side gate to enter the backyard.	Any KHM parent who wants to drop in.

Date	Toddler Student Event	Description	Who Attends Event
Feb 6, 2009 10:30-11:30am	Chinese New Year	No lunch box needed; food will be provided. Children will learn about the Chinese New Year. We would love to have volunteers come and share with us how this event is celebrated.	Any KHM parent that wants to contribute with a typical dish. Please let us know one week in advance.
Feb 11, 2009 6:00 - 9:00 pm	2nd Session of the Fred Becker Series.	Parents can sign up for only one session or all four sessions.	Only for parents who signed up. Child care will be available to those parents that signed up.
Feb 13, 2009	Lincoln Day Holiday	School is closed. There will be Holiday Care available from 8:45 am - 4 pm for those parents who signed up at the beginning of the year.	
Feb 14, 2009	Valentine's Day	Children will exchange the Valentine Day cards they made at home. Please bring cards with no name and enough for the whole classroom. Please do not send any chocolates or candy.	
Feb 16, 2009	Washington Day Holiday	School is closed. There will be Holiday Care available from 8:45 am - 4 pm for those parents who signed up at the beginning of the year.	
Feb 18, 2009 6:00 - 9:00 pm	3rd Session of the Fred Becker Series.	Parents can sign up for only one session or all four sessions.	Only for parents who signed up. Child care will be available (at an additional cost) to those parents that sign up.

Date	Toddler Student Event	Description	Who Attends Event
Feb 25, 2009 6:00 – 9:00 pm	4th Session of the Fred Becker Series.	Parents can sign up for only one session or all four sessions.	Only for parents who signed up. Child care will be available (at an additional cost) to those parents that sign up.
Mar 2, 2009	2009-2010 Enrollment Packets	Enrollment packets will be distributed to parents during drop off and pick up	
Mar 6, 2009 9:30 - 10:30 am	Coffee Mornings With Mrs. Patel	This is a great opportunity to ask any questions you may have, or just come and be a part of our community! Don't forget to use the side gate to enter the backyard.	
Mar 16, 2009	2009 - 2010 Enrollment Paperwork Due	This information will be provided to you prior to the due date.	
Mar 16 - 27, 2009	Observation and Conferences	You will be able to come and observe your child work. Following your observation, you will meet with your child's teacher to discuss your child's progress. Sign-up sheets will be circulated prior to the event, so that you know what time to come in.	Adults only.
Mar 20, 2009	NowRoos: Persian New Year	No lunch box for children; Food will be provided. Children will learn about the Persian New Year. We would love to have volunteers come and share with us how this event is celebrated.	Any KHM parent who wants to contribute with a typical dish. Please let us know one week in advance.

Date	Toddler Student Event	Description	Who Attends Event
Mar 21, 2009	Picnic/Silent Auction	This will be a similar event to the picnic on Oct 11. Additionally, we will be auctioning different items, such as crafts made by the children in each class and other donated items. If you (or your company) would like to donate items for this event, please contact us. Last year we raised funds for our school play and library, and great fun was had by all!	The whole family can join in the fun (including siblings, grandparents, etc!)
Apr 3, 2009 9:30 - 10:30 am	Coffee Mornings With Mrs. Patel	This is a great opportunity to ask any questions you may have, or just come and be a part of our community! Don't forget to use the side gate to enter the backyard.	Any KHM parent who wants to drop in.
Apr 6 - 10, 2009	Spring Break	School is closed. There will be Holiday Care available from 8:45 am - 4 pm for those parents who signed up at the beginning of the year.	
Apr 13, 2009	Summer Enrollment Packet will be emailed to parents	Please complete the summer enrollment packet if you would like to enroll your child for Summer Session 2009	
May 1, 2009	Summer Enrollment Due	This is only if you signed up for the 10 month program, but would like to participate in the Summer Sessions.	
May 1, 2009 9:30 - 10:30 am	Coffee Mornings With Mrs. Patel	This is a great opportunity to ask any questions you may have, or just come and be a part of our community! Don't forget to use the side gate to enter the backyard.	Any KHM parent who wants to drop in.
May 25, 2009	Memorial Day Holiday	School is closed. There is no Holiday Care available.	

Date	Toddler Student Event	Description	Who Attends Event
Jun 11, 2009 9-10 AM	Toddler Performance	Come and see your Toddler sing and dance ...	KHM children and Parents
Jun 12, 2009	Last Day of School		
Jun 15 - 19, 2009	Teacher Preparation Week	School is closed. There will be Holiday Care available from 8:45 am - 4 pm for those parents who signed up at the beginning of the year.	
Jun 22 - Jul 17, 2009	Summer Session I	We will provide time with the Montessori materials, as well as incorporate other fun Summer Activities.	Children enrolled in either the 12 month program, or for those who completed the Summer Enrollment package by the due date.
Jul 3, 2009	Independence Day	School is closed. There is no Holiday Care available.	
Jul 20 - Aug 14, 2009	Summer Session II	We will provide time with the Montessori materials, as well as incorporate other fun Summer Activities.	Children enrolled in either the 12 month program, or for those who completed the Summer Enrollment package by the due date.
Aug 17 - Aug 21, 2009	Teacher Preparation Week	School is closed. Holiday Care is available Aug.17-Aug 19, 2009 from 8:45 am - 4 pm for the parents who signed up at the beginning of the year.	

b. PRIMARY Parent Event/Holiday Calendar for 2008-2009

**Unless otherwise noted, we will be unable to accommodate siblings that do not attend KHM during events.

Date	Primary Student Event	Description	Who Attends Event
Aug 23, 2008 8:30 – 9:30 am	Mandatory Palm and Sequoia Parent Education & Orientation.	Come and meet your child’s teacher and see their classroom. We will also have a brief presentation by your child’s teachers, so you can get to know our school community! We have specially organized the Orientation on a Saturday so parents will not have to take time off from work. There will be childcare for KHM children while parent education is being held, with no extra cost. Please bring all the documents and items from the First Day Packet.	Both parents and the child who will be attending KHM.
Aug 23, 2008 10:30 – 11:30 am	Mandatory Bamboo and Cedar Parent Education & Orientation.	Come and meet your child’s teacher and see their classroom. We will also have a brief presentation by your child’s teachers, so you can get to know our school community! We have specially organized the Orientation on a Saturday so parents will not have to take time off from work. There will be childcare for KHM children while parent education is being held, with no extra cost. Please bring all the documents and items from the First Day Packet.	Both parents and the child who will be attending KHM.

Date	Primary Student Event	Description	Who Attends Event
Aug 23, 2008 12:15 - 1:15 pm	Mandatory Maple and Spruce Parent Education & Orientation.	Come and meet your child's teacher and see their classroom. We will also have a brief presentation by your child's teachers, so you can get to know our school community! We have specially organized the Orientation on a Saturday so parents will not have to take time off from work. There will be childcare for KHM children while parent education is being held, without extra cost. Please bring all the documents and items from the First Day Packet.	Both parents and the child who will be attending KHM.
Aug 25, 2008 4:00 - 5:00 pm	Alternate Mandatory Parent Education and Orientation.	For those parents unable to make it to the Orientation on Saturday, we will offer an alternate Mandatory Parent Education/Orientation. There will be childcare for KHM children while parent education is being held, without extra cost. Please bring all the documents and items from the First Day Packet. Parents may or may not be able to meet their child's teacher and will be based on teacher schedule.	Both parents and the child who will be attending KHM.
Aug 26, 2008	First Day of School Sign up for Conferences and Observations	This is only for those families that have attended the Parent Ed/Orientation. If you have not attended, please call and we will schedule you for an alternate Parent Education & Orientation Session. Please note your child will be unable to start school until you attend a Parent Education & Orientation. Tuition will not be prorated. Sign up for Observation Oct 7-17 and conferences Oct 20-29	
Sept 1, 2008	Labor Day Holiday	School is closed. There is no Holiday Care available.	

Date	Primary Student Event	Description	Who Attends Event
Sept 5, 2008 9:30 - 10:30 am	Coffee Mornings With Mrs. Patel	You are invited to an informal drop in and visit with Mrs. Patel and other KHM staff. This is a great opportunity to ask any questions you may have, or just come and be a part of our community! Don't forget to use the side gate to enter the backyard.	Any KHM parent who wants to drop in.
Sept. 16, 2008 10:30-11:30	Mexican Independence Day	Children will learn about how Mexican Independence Day is celebrated.	Any KHM parent who celebrates this event may come and join. Please let us know one week in advance.
Oct 3, 2008 9:30 - 10:30 am	Coffee Mornings With Mrs. Patel	This is a great opportunity to ask any questions you may have, or just come and be a part of our community! Don't forget to use the side gate to enter the backyard.	Any KHM parent who wants to drop in.
Oct 6, 2008	Teacher Professional Development Day	School is closed. There will be Holiday Care available from 7:30 am - 4 pm for those parents who signed up at the beginning of the year.	
Oct 11, 2008 10am-12pm	Picnic at Lake Poway	This is a social event, where you can relax and enjoy meeting your child's friends and other parents, as well as spend time with the KHM staff. Please bring your own food, picnic blanket, etc. You will receive an Evite with further details (such as location, time, etc).	The whole family can join in the fun (including siblings, grandparents, etc!) Make sure to wear your KHM t-shirt!
Oct 7 - 17, 2008	Observations Silent Journey Sign up	You will have the opportunity to come and observe your child at work! Sign-up sheets will be circulated prior to the event, so that you know what time to come in. Silent Journey sign up will be provided to parents, so please sign up	Adults Only.

Date	Primary Student Event	Description	Who Attends Event
Oct 20 - 29, 2008	Conferences	You will be able to meet with your child's teacher either before or after school to discuss your child's progress. Sign-up sheets will be circulated prior to the event, so that you know what time to come in.	Adults Only.
Oct 23, 2008 5:00 – 6:00 pm	Palm, Cedar, Elm and Spruce Mandatory Parent Education with Fred Becker	Fred Becker, a speaker on Developing Self-Reliant and Responsible Children will come to KHM.	One or both parents. Child care will be available (at an additional cost) to those parents that sign up.
Oct 30, 2008	Pumpkin Patch Field Studies Trip	Primary Children will depart in a bus at 8:45am. Please ensure they use the restroom before arriving to school. Bring a sack lunch with all disposable items and water. The KHM t-shirt is required.	KHM Primary children.
Oct 31, 2008	Silent Journey Registration Due	(Please see description on Nov 20, 2008)	
Nov 6, 2008 5:00 – 6:00 pm	Sequoia, Bamboo and Maple Mandatory Parent Education with Fred Becker	Fred Becker, a speaker on Developing Self-Reliant and Responsible Children will come to KHM.	One or both parents. Child care will be available (at an additional cost) to those parents that sign up.
Nov 6, 2008 10:00-11:30	Diwali Festival Celebration	Children will learn about how Diwali Festival is celebrated.	Any KHM parent who wants to contribute a typical dish, please let us know one week in advance.
Nov 7, 2008 9:30 - 10:30 am	Coffee Mornings With Mrs. Patel	This is a great opportunity to ask any questions you may have, or just come and be a part of our community! Don't forget to use the side gate to enter the backyard.	

Date	Primary Student Event	Description	Who Attends Event
Nov 10 - 11, 2008	Veteran's Day Holiday/Teacher Professional Development Day	School is closed. There will be Holiday Care available from 7:30 am - 4 pm for those parents who signed up at the beginning of the year.	
Nov 20, 2008 5:00 - 8:30 pm	Silent Journey	Parents will have the opportunity to come into a Montessori classroom and work with the materials, learning from the same perspective as your child. NOTE FOR AFTER CARE PARENTS: After school care will close at 4:45 pm. Late fees will apply.	Parents who signed up for the event. Child care will be available (at an additional cost) to those parents that sign up.
Nov 21, 2008	Thanksgiving Lunch	You do not need to send a lunchbox for your child, as the children will have prepared a Thanksgiving meal to share. We will have lunch around 10:45 am, so the Half Day Children may participate as well. NOTE: Vegetarian food will be provided.	KHM children.
Nov 24 - 25, 2008	Thanksgiving Holiday	School is closed. There will be Holiday Care available from 7:30 am - 4 pm for those parents who signed up at the beginning of the year.	
Nov 26 - 28, 2008	Thanksgiving Holiday	School is closed. There is no Holiday Care available.	
Dec 5, 2008 9:30 - 10:30	Coffee Mornings With Mrs. Patel	This is a great opportunity to ask any questions you may have, or just come and be a part of our community! Don't forget to use the side gate to enter the backyard.	Any KHM parent who wants to drop in.

Date	Primary Student Event	Description	Who Attends Event
Dec 9, 2008 5:00 – 5:45 pm	Mother's Night for Palm and Maple	Your child will be your teacher tonight! They will get to show you some of their favorite materials, and you get an insider's glimpse at how your child learns. NOTE: Children from Palm should be picked up before 4:45 pm. Late fees will apply.	Mothers and KHM children. If Mom is unable to attend, or in the case of 2 or more children attending KHM, another adult may fill in for Mom (such as Aunt, Grandmother, Dad, etc.)
Dec 10, 2008 5:00 – 5:45 pm	Mother's Night for Spruce and Sequoia	Your child will be your teacher tonight! They will get to show you some of their favorite materials, and you get an insider's glimpse at how your child learns. NOTE: Children from Sequoia should be picked up before 4:45 pm. Late fees will apply.	Mothers and KHM children. If Mom is unable to attend, or in the case of 2 or more children attending KHM, another adult may fill in for Mom (such as Aunt, Grandmother, Dad, etc.)
Dec 11, 2008 5:00 – 5:45 pm	Mother's Night for Bamboo and Cedar	Your child will be your teacher tonight! They will get to show you some of their favorite materials, and you get an insider's glimpse at how your child learns. NOTE: Children from Cedar should be picked up before 4:45 pm. Late fees will apply.	Mothers and KHM children. If Mom is unable to attend, or in the case of 2 or more children attending KHM, another adult may fill in for Mom (such as Aunt, Grandmother, Dad, etc.)
Dec 22, 2008 - Jan 2, 2009	Winter Break	School is closed. There is no Holiday Care available.	
Jan 5, 2009	1st Day of School		
Jan 9, 2009 9:30 - 10:30 am	Coffee Mornings With Mrs. Patel	This is a great opportunity to ask any questions you may have, or just come and be a part of our community! Don't forget to use the side gate to enter the backyard.	Any KHM parent who wants to drop in.

Date	Primary Student Event	Description	Who Attends Event
Jan 13, 2009 5:00 - 6:00 pm	Mandatory Cedar and Maple Parent Education Reminder to make Valentine's Day cards with your	Your child's teacher will talk about Montessori, your child's classroom, and answer any questions you may have. Reminder to make Valentine's Day (Feb 14 th) cards with your child at home. Children will exchange the cards they make at home with all their classmates. Please bring cards with no name and enough for the whole classroom.	One or both parents. Child care will be available (at an additional cost) to those parents who sign up.
Jan 14, 2009 5:00 - 6:00 pm	Mandatory Sequoia and Spruce Parent Education	Your child's teacher will talk about Montessori, your child's classroom, and answer any questions you may have.	One or both parents. Child care will be available (at an additional cost) to those parents who sign up.
Jan 15, 2009 5:00 - 6:00 pm	Mandatory Palm and Bamboo Parent Education	Your child's teacher will talk about Montessori, your child's classroom, and answer any questions you may have.	One or both parents. Child care will be available (at an additional cost) to those parents who sign up.
Feb 4, 2009 6:00 - 9:00 pm	1st Session of the Fred Becker Series. Fred Becker is a speaker on Developing Self-Reliant and Responsible Children.	Fred Becker is a speaker on Developing Self-Reliant and Responsible Children. Parents may sign up for one or more of the four sessions. The sessions build on each other so we recommend that you attend all four if possible, however, you will still benefit from any session you attend.	Only for parents who signed up. Child care will be available (at an additional cost) to those parents that sign up.
Feb 6, 2009 10:30-11:30am	Chinese New Year	No lunchbox for children; Lunch will be provided. Children will learn about how Chinese New Year. We would love to have parent volunteers come and share with us how this event is celebrated. Parents can dress up in traditional costumes and bring props.	Any KHM parent that wants to contribute with a typical dish. Please let us know one week in advance.

Date	Primary Student Event	Description	Who Attends Event
Feb 6, 2009 9:30 - 10:30 am	Coffee Mornings With Mrs. Patel	This is a great opportunity to ask any questions you may have, or just come and be a part of our community! Don't forget to use the side gate to enter the backyard.	Any KHM parent who wants to drop in.
Feb 11, 2009 6:00 - 9:00 pm	2nd Session of the Fred Becker Series.	Parents can sign up for only one session or all four sessions.	Only for parents who signed up. Child care will be available to those parents that signed up.
Feb 13, 2009	Lincoln Day Holiday	School is closed. There will be Holiday Care available from 7:30 am - 4 pm for those parents who signed up at the beginning of the year.	
Feb 14, 2009	Valentine's Day	Children will exchange the Valentine Day cards they made at home. Please bring cards without names and enough for the whole classroom. Please do not send any chocolates or candy.	
Feb 16, 2009	Washington Day Holiday	School is closed. There will be Holiday Care available from 7:30 am - 4 pm for those parents who signed up at the beginning of the year.	
Feb 18, 2009 6:00 - 9:00 pm	3rd Session of the Fred Becker Series.	Parents can sign up for only one session or all four sessions.	Only for parents who signed up. Child care will be available (at an additional cost) to those parents that sign up.
Feb 19, 2009 5:00 - 5:45 pm	Sequoia, Bamboo and Maple Father's Night Sign up for Observation and Conference	Your child will be your teacher tonight! They will get to show you some of their favorite materials, and you get an insider's glimpse at how your child learns. NOTE: Children from Sequoia should be picked up before 4:45 pm. Late fees will apply.	Fathers and KHM children. If Dad is unable to attend, or in the case of 2 or more children attending KHM, another adult may fill in for Dad (such as Uncle, Grandfather, Mom, etc.)

Date	Primary Student Event	Description	Who Attends Event
Feb 24, 2009 5:00 - 5:45 pm	Spruce, Palm and Cedar Father's Night Sign up for Observation and Conference	Your child will be your teacher tonight! They will get to show you some of their favorite materials, and you get an insider's glimpse at how your child learns. NOTE: Children from Cedar and Palm should be picked up before 4:45 pm. Late fees will apply.	Fathers and KHM children. If Dad is unable to attend, or in the case of 2 or more children attending KHM, another adult may fill in for Dad (such as uncle, grandfather, mom, etc.)
Feb 25, 2009 6:00 - 9:00 pm	4th Session of the Fred Becker Series.	Parents can sign up for only one session or all four sessions.	Only for parents who signed up. Child care will be available (at an additional cost) to those parents that sign up.
Mar 2, 2009	Enrollment Packet for 2009-2010	Enrollment Packet available for 2009-2010	
Mar 2 -13, 2009	Observations	You will have the opportunity to come and observe your child at work!	Adults only.
Mar 6, 2009 9:30 - 10:30 am	Coffee Mornings With Mrs. Patel	This is a great opportunity to ask any questions you may have, or just come and be a part of our community! Don't forget to use the side gate to enter the backyard.	Any KHM parent who wants to drop in.
Mar 16, 2009	2009 - 2010 Enrollment Paperwork Due	This information will be provided to you prior to the due date.	
Mar 20,2009	NowRooz: Persian New Year	No lunchbox for children; Food will be provided Children will learn about the Persian New Year. We would love to have volunteers come and share with us how this event is celebrated.	Any KHM parent that wants to contribute with a typical dish. Please let us know one week in advance.

Date	Primary Student Event	Description	Who Attends Event
Mar 16 - 27, 2009	Conferences	You will be able to meet with your child's teacher either before or after school to discuss your child's progress. Sign-up sheets will be circulated prior to the event, so that you know what time to come in.	Adults only.
Mar 21, 2009	Picnic/Silent Auction	This will be a similar event to the picnic on Oct 11. Additionally, we will be auctioning different items, such as crafts made by the children in each class and other donated items. If you (or your company) would like to donate items for this event, please contact us. Last year we raised funds for our school play and library, and great fun was had by all!	The whole family can join in the fun (including siblings, grandparents, etc!)
Apr 3, 2009 9:30 - 10:30 am	Coffee Mornings With Mrs. Patel	This is a great opportunity to ask any questions you may have, or just come and be a part of our community! Don't forget to use the side gate to enter the backyard.	Any KHM parent who wants to drop in.
Apr 6 - 10, 2009	Spring Break	School is closed. There will be Holiday Care available from 7:30 am - 4 pm for the parents who signed up at the beginning of the year.	
Apr 13, 2009	Summer Enrollment Packet will be sent out via email	Sign up if your child will be enrolling in the 2009 Summer Session	
Apr 14, 2009 5:00 - 6:00 pm	Cedar and Maple Mandatory Parent Education	Your child's teacher will talk about Montessori, your child's classroom, and answer any questions you may have.	One or both parents. Child care will be available (at an additional cost) to those parents that sign up.

Date	Primary Student Event	Description	Who Attends Event
Apr 15, 2009 5:00 - 6:00 pm	Mandatory Sequoia and Spruce Parent Education	Your child's teacher will talk about Montessori, your child's classroom, and answer any questions you may have.	One or both parents. Child care will be available (at an additional cost) to those parents that sign up.
Apr 16, 2009 5:00 - 6:00 pm	Mandatory Palm and Bamboo Parent Education	Your child's teacher will talk about Montessori, your child's classroom, and answer any questions you may have.	One or both parents. Child care will be available (at an additional cost) to those parents that sign up.
May 1, 2009	Summer Enrollment Due	This is only if you signed up for the 10 month program, but would like to participate in the Summer Sessions.	
May 1, 2009 9:30 - 10:30 am	Coffee Mornings With Mrs. Patel	You are invited to drop in and visit with Mrs. Patel or other KHM staff. This is a great opportunity to ask any questions you may have, or just come and be a part of our community!	Any KHM parent who wants to drop in.
May 25, 2009	Memorial Day Holiday	School is closed. There is no Holiday Care available.	
Jun 5, 2009 5:00 PM	School Play	This is a half day for all children. Pick up is from 11:30 am - 12 noon. We will then meet again later in the day at the Museum of Contemporary Arts in La Jolla where the children will perform for you! Late charge will apply for pick up after 12pm	KHM children. There will be a certain number of tickets per family. Please note that there may be restrictions on how many additional people may attend, due to space limitations.
Jun 12, 2009	Last Day of School		

Date	Primary Student Event	Description	Who Attends Event
Jun 15 - 19, 2009	Teacher Preparation Week	School is closed. There will be Holiday Care available from 7:30 am - 4 pm for those parents who signed up at the beginning of the year.	
Jun 22 - Jul 17, 2009	Summer Session I	We will provide time with the Montessori materials, as well as incorporate other fun Summer Activities.	Children enrolled in either the 12 month program, or for those that completed the Summer Enrollment package by the due date.
Jul 3, 2009	Independence Day	School is closed. There is no Holiday Care available.	
Jul 20 - Aug 14, 2009	Summer Session II	We will provide time with the Montessori materials, as well as incorporate other fun Summer Activities.	Children enrolled in either the 12 month program, or for those that completed the Summer Enrollment package by the due date.
Aug 17 - Aug 21, 2009	Teacher Preparation Week	School is closed. Holiday Care is available Aug.17-Aug.19, 2009 from 7:30 am - 4 pm for those parents who signed up at the beginning of the year.	