



Kinderhouse Montessori School - Educating the whole child for Social, Emotional and Intellectual growth since 2001

# Parent Handbook



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Dear Parents,

Welcome to Kinderhouse Montessori School! We are truly excited to welcome you to the Kinderhouse family.

It is our mission to provide the most nurturing and best possible educational experience as guided by the AMI standards for Montessori education. As teachers, parents, and students, we form a community that creates a vibrant, healthy, and enriching environment. We are a private school dedicated to cultivating the whole child for intellectual, social, and emotional growth.® We have been accredited by (AMI) Association Montessori Internationale since 2001, and we are also accredited by the WASC (Accrediting Commission for Schools, Western Association of Schools and Colleges), one of six regional accrediting associations in the United States.

This handbook is intended to provide a framework by which we may operate the school in a way that allows us to focus on the child. To ensure our ability to achieve our mission, we ask that you please review this handbook and help us create a peaceful and stable environment for all our students, parents, and teachers. Your cooperation is an essential component of creating this wonderful environment.

Our purpose in creating this handbook 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**
- ☐ **parent involvement and goals**
- ☐ **Licensing & AMI regulations**

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

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## **Our Mission**

Kinderhouse Montessori School's mission is to provide children with a nurturing and stimulating environment to facilitate learning through Maria Montessori's philosophy. Kinderhouse Montessori School's success is based upon five basic tenets:

1. Provide the best education in a natural and safe environment
2. Treat our students as individuals and build self-reliance
3. Adhere to the Montessori educational principles pioneered by Maria Montessori
4. Create a close community with all members of our Kinderhouse family – children, parents, teachers and staff
5. Continually educate and support our parents and teachers on the Montessori Method

## **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.

We are committed to creating an environment for teachers and children where the Montessori principles can be applied in their true essence. These principles include:

### ***Objective Observation of Children***

Observation is used by Montessori guides to assess the developmental needs and progress of individual children. An essential aspect of the training of a Montessori guide is to develop observational skills. Such observation is open-minded, non-prejudicial, inquiring, humble, and patient.



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### ***Individual Liberty***

The adult's commitment to "individual liberty" permits mistakes to occur in the classroom, since mistakes are learning opportunities. The Montessori materials are designed to be self-correcting so that the child can learn through his own exploration. Coercion, force or control of the child is avoided as these methods do not support healthy development. Dr. Montessori observed that freedom of choice for the child is vital to enable such qualities as self-discipline, self-motivation and independence.

### ***Preparation of the Environment***

Our classrooms and learning materials are meticulously prepared for the children every day to best support their development. A key component of a quality Montessori education is the aesthetic beauty and precision of the learning environment and materials. These materials have been developed over more than 100 years and are based off scientific observation of what is most attractive and compelling to children. They are therefore far more effective in a child's learning process.

### ***Montessori Guides and Assistants***

Dr. Montessori considered the inner preparation of the Guides to be vital. Integrity, courage, patience, and humility are the foremost qualities of an effective Montessori Guide. The Montessori Guide is specially trained to give lessons to individual and small groups of children in all of the areas of study based on observations of the individual child's needs and interests. She ensures that the children are well-rounded and competent in all areas. The guide and the assistant both help children develop socially by imparting skills to resolve conflicts and work with others, as well as developing a sense of responsibility and respect for their classroom, themselves, others, and the environment.

### ***Independence***

Children develop independence by being shown and trusted to do things for themselves. This ranges from preparing their own food, dressing and undressing themselves and changing their shoes to making independent choices. Developing independence from an early age encourages independent thinking, confidence, self-sufficiency, and self-motivation.



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## **Highest Quality Education**

These principles allow us to create a unique environment that results in a natural and proven effective education of each individual child. Each child learns at his own pace through careful observation and guidance. The head guide ensures that the child receives the appropriate lesson for his current stage of development to maximize the absorption of the concepts and the joy of learning.

## **What is AMI Accreditation?**

AMI stands for the Association Montessori Internationale, an organization founded in 1929 to ensure that Dr. Maria Montessori's philosophy of teaching was maintained and carried on. As the name Montessori was not trademarked, the AMI accreditation ensures that each school upholds the highest standards of authentic Montessori education. With the help of our parents and staff, Kinderhouse Montessori School has achieved the highest level of accreditation from AMI.

AMI standards include the following:

- o An AMI trained teacher at the appropriate age level for each class
- o A consultation by an AMI trained consultant once every three years
- o A complete set of materials for each class from a manufacturer authorized by AMI
- o A philosophical approach consistent with what is given in AMI training courses
- o Classes made up of children representing a three-year age range:
  - o Toddler: 18 months to about 3 years
  - o Primary: 3 years to 6 years
  - o Elementary: 6 years to 12 years
- o Morning sessions five days per week, with an afternoon session (extended day or all day) consisting of two to three hours of Montessori activities for the older children
- o An uninterrupted three-hour work cycle each morning and a two-hour period in the afternoon

**The AMI Website provides helpful resources for schools and parents. Please see [AMIUSA.org](http://AMIUSA.org) for more information.**



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## **Programs Offered**

### **Toddler Program (1 ½ years - 3 years)**

Kinderhouse Montessori School accepts children between the ages of 1½ and 2½ to 3 years for the Toddler Program.

### **Primary Program (3 years - Kindergarten)**

Kinderhouse Montessori School offers the Primary program for children as young as 2.5 or 3 through their kindergarten (KG) year (age 6). To be enrolled in the Primary program, the child must be fully toilet-trained. We have many children who start in the Toddler Program at 2.5, and the independence gained in the toddler program helps them succeed in the Primary Program! It is important that each child completes three full years in the primary classroom as this creates the best foundation for the child's education. KG begins at the age of 5 (birthday on September 1st or later - <http://www.cde.ca.gov/ci/gs/em/kinderinfo.asp>)

### **Elementary Program (6 years - 12 years)**

Kinderhouse Montessori School offers the Elementary program to children between the ages of 6 and 12 years (1<sup>st</sup> through 6<sup>th</sup> grade).

## **Diversity Statement**

Kinderhouse Montessori is committed to offering a balanced and enriching experience to our community by offering a diverse and inclusive culture that allows us to reflect on many experiences, not limited to cultural, economic, alternative lifestyles, or philosophies as they exist within our parent community.





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## **Tuition**

Tuition is due monthly. There are several different payment options: by money order, check, or online using the ProCare Tuition Express. If paying by check or money order, please deliver the tuition payment in a sealed envelope. Refer to enrollment agreement. The registration and first month's tuition are non-refundable and will not be included in prorated tuition should a refund be awarded. If you have paid tuition in full and received a 3% discount and choose to leave before the end of the school year, the 3% discount will be deducted from the prorated tuition.

You will be invoiced separately if you have late pickup charges.

- If it becomes necessary to remove my child from the school due to an unforeseen geographical relocation, health related issues, and/or financial hardship, or any other reason, the balance of the unpaid tuition for the remainder of the school year will not be owed. You are required to provide a 30-day notice and fill out a withdrawal form. Refer to enrollment agreement.
- The school determines when a child transitions from one program to another based on readiness as well as classroom assignments.
- You may drop off checks in our checkbox located next to the front desk.

Pay to the order of: Kinderhouse Montessori School

Memo (bottom left corner): Please write child's full name and month for tuition



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## **Privacy Policy**

We will not share any personal information with anyone other than parents or guardians unless requested/accepted in writing.

We do not publish any parent or child information with the following exception: We do post the children's pictures and videos (without names) on our website, brochures, yearbook, and videos for school productions and in other marketing materials. If you do not wish to have your child's pictures/videos used, please let us know in writing on the first day of school.

We create a class list for each class to be distributed to each student in the classroom in August and January. The list includes the child's name, the parents' names, optional phone numbers and optional email address. If you do not wish to be included in this list, please note that on your enrollment package. This list is not to be used for commercial purposes. Parents may not, under any circumstances, misuse or distribute the class list. Emails are used by the teachers and administration for school-related communications *only*.

## **Behavioral Guidelines, Policies, and Procedures**

We are committed to preparing the children for life-long success, not limited to social situations and conflicts. The teachers place a great deal of focus on "Grace and Courtesy" presentations and use Positive Discipline tools to encourage cooperation and mutual respect. Some examples include giving compliments, apologizing, keeping our hands to ourselves, being kind, appropriately standing up for yourself, walking away, etc. Additionally, the guides take care to model appropriate behavior, always respecting both the adults and the children in the classroom. We expect both the children and adults in the classroom to follow these basic tenets:

Always respect yourself; Always respect others; Always respect the materials; Always respect the environment

Keeping this in mind, we need support from the parents in promoting their child's development in this area.

We do encourage our Primary and Elementary children to resolve conflicts independently, given they have been

coached through Grace and Courtesy and Positive Discipline lessons or techniques. If they are unable to resolve their conflict, an adult will be present to help guide the conversation towards a resolution.

Toddlers, being less verbal than the older children, sometimes try to use physical means to resolve conflicts. Please keep your child's nails short. The teachers will continually encourage the children to find alternative ways to resolve their conflicts, moving towards "using their words."

KHM Staff will provide consistent and appropriate consequences, which may range from positive guidance techniques to separation from the class for a period to allow for a change in environment (non-punitive). Before a child is separated from the class, alternate methods will have already been used to redirect the child to positive behavior. Corporal punishment will never be used.

To help keep a consistent, democratic and loving environment, all KHM staff members abide by the following guidelines:

- Provide clear rules that are consistently and democratically enforced
- Provide the children with the language to resolve their conflicts, and play role games that allow them to practice these tactics in a non-threatening situation
- Allow the children to try and resolve their conflicts independently. Only step in if they are unable to resolve the conflict or if it becomes physical
- Offer the children a plan of action to prevent the situation from recurring in the future, such as walking away, using our words, or asking a teacher for help
- Always encourage children to use kind words to others and be respectful



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## **Incident Reports**

For small incidents, we use a behavior report to communicate the situation. We will notify parents in the event of incident (when we have tried positive discipline and other ways to meet the child's needs and we are not successful which means that other children or teachers are being injured and do not feel safe). We believe that every child has the right to a safe, healthy and loving environment, and KHM staff members strive to help the children abide and respect this policy.

### **School-wide Discipline Plan – Toddler Level**

Our school limits/ground rules focus on respect for oneself, others, and the environment (which includes the classroom, materials, natural environment, etc.). We understand that children in the toddler program are in the early stages of developing awareness, self-control, and understanding of the impact of their own actions on others. Additionally, many of the children in the toddler program are still working to develop vocabulary to express their feelings and needs rather than acting out physically. Keeping this in mind, we still must uphold the physical and emotional well-being of the entire community.

**After the 1st incident** of a behavior that results in physical harm to oneself, another child, or to a member of the staff (such as hitting, kicking, biting, throwing one's own body down, etc.), the teacher will call the parents to inform them of the details of this incident, and depending on its severity, the parents may be asked to pick their child up from school to give them a space to cool down and not have the issue occur again by being in the same space. This is to ensure that there is not a repeat of the incident since the child is likely to be in a frustrated state of mind. The teacher will request that the parent come in and observe in the classroom to get an idea of the workings of the class and the expected conduct.

**After the 2<sup>nd</sup> incident** of such behavior, the teacher will call the parents immediately after the incident and ask them to pick up their child from school within 30 minutes. A meeting will consequently be scheduled with the parents, teacher, and administration to discuss a plan of action using a success summary to work together to help the child overcome this obstacle. Most situations are resolved once the school and parents work together. If we need additional support we will create a plan during this meeting.

**After the 3<sup>rd</sup> incident** of such a behavior, the teacher will call the parents immediately after the incident to pick their child up from school within 30 minutes. We will, based on availability, transfer the child to another classroom. In some cases, the change in environment or the dynamic of a different classroom and group of children helps the child break a pattern of behavior. In the unlikely event that incidents continue to occur after the change in classroom, the child will no longer be able to attend school. Depending on the individual situation, the family may be asked to keep the child home or find a different school environment until the child demonstrates readiness for the program, at which time the family could apply for re-enrollment. Again, we want the children to be successful in our program. If for some reason our program is not a good fit, the child would benefit from an environment where they could be more successful.

### **School-wide Discipline Plan – Primary and Elementary Levels**

At these levels, our school limits/ground rules continue to focus on respect for oneself, others, and the environment (which includes the classroom, materials, natural environment, etc.). We work with the children to develop awareness, self-control, and understanding the impact of their own actions on others. Keeping this in mind, we still must uphold the physical and emotional well-being of the entire community.

**After the 1<sup>st</sup> incident** the teacher will call the parents to inform them of the details of this incident, and depending on its severity, they may be asked to pick their child up from school. This is to ensure that the incident is not repeated, since the child is likely to be in a frustrated state of mind. The teacher will request that the parents come in and observe the classroom to get an idea of the classroom processes and expected conduct.

**After the 2<sup>nd</sup> incident** the teacher will call the parents immediately after the incident and ask them to pick their child up from school within 30 minutes. A meeting will be scheduled for the parents, teacher, and administration to discuss a plan of action to work together to help the child overcome this obstacle.

**After the 3<sup>rd</sup> incident** the teacher will call the parents immediately after the incident and ask them to pick their child up from school within 30 minutes. We will, based on availability, transfer the child to another classroom. In some cases, the change in environment or the dynamic of a different classroom and group of children helps the child break a pattern of behavior (Primary level only).



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In the unlikely event that incidents continue to occur after the change in classroom (space dependent), the child will no longer be able to attend the school. Depending on the individual situation, the family may be asked to keep the child home or find a different school environment until the child demonstrates readiness for the program, at which time the family could apply for re-enrollment. Please refer to our tuition and refund policy on page 9.

### **Injuries- Incident Reports**

If an injury occurs, the child will receive immediate first aid as appropriate. A KHM staff member will notify the parents immediately for any injury that is to the head or requires medical care. For smaller injuries, we will notify you at the end of your child's day. We will use the phone numbers designated on the Enrollment Form. At the time of the phone call, the parents may be asked to pick up their child, depending on the severity of the injury.

### **Parent Involvement**

We host several parent involvement opportunities throughout the school year. This is a great opportunity for parents to learn more about Montessori, how your child learns and what your child does while at school.

We offer Silent Journeys, Conferences (15 minutes twice per year), Observations (10 minutes twice per year), Coffee mornings and discussions with your child's teacher by phone as the best ways for you to ask questions and understand how and what your child learns. It is important for all our parents to attend our events to better understand Montessori education and your child's development.

### **Emergency Preparedness**

We maintain a detailed plan for evacuations and other emergencies (such as earthquakes and fires). We practice the execution of the plan once per calendar quarter. Our staff is required to remain with the children during any sort of emergency until the proper authorities or parents arrive. We use the sign in sheet during roll call, so please be sure to write your name legibly each day on the sign in/out sheet. The sign-in sheet is extremely critical should any emergency occur as this quickly provides us with the day's roster to ensure the presence and safety of all of our students.



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## **Summer Sessions**

You may register for any or all of summer sessions based on availability. If you register for summer sessions prior to April, you will receive a \$100 discount in tuition for the three summer sessions tuition.

## **Holiday Care**

The school provides Holiday Care on certain days when the regular school program is closed. See enrollment packet.

A sign-up form is included in the enrollment package and can be found on our website.

## **Hourly Care**

Kinderhouse Montessori offers occasional after school care for students enrolled in the following programs:

- Toddler: Full Day (2:30pm) or Full Day After-Care I (4:30pm)
- Primary/Elementary: Full day (2:45 pm), Full Day After-Care I (4:30 pm)

Advance sign-up is required for hourly care to provide adequate staffing. The rates will vary based on the program you are enrolled in and how much notice is given. Please refer to the Hourly Care Registration Form.

## **Enrichment Classes**

We offer Enrichment Classes after school for parents interested in signing up. These outside vendors come to use our location, so payments, schedules, cancellations, and all other items pertaining to Enrichment Classes can be addressed directly with the vendor. Some examples of Enrichment Classes include ballet, art, science, sports, and music.

## **Referral Program**

Ask your administrator for the current referral!



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## **Required Documents**

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 card that your doctor fills out every time your child is immunized. Please send this copy to school. As required by Department of Social Services, children are not allowed to attend the school unless all immunizations are up-to-date.

Your child may not attend school if all required forms have not been submitted, however, you are still responsible for the payments as a space has been made available for your child. The following documents are required:

- LIC 700 Identification and emergency information
- LIC 701 Physician's Report - Child Care Centers
- Child Blood Lead Test Compliance Form
- LIC 702 Child's Preadmission Health History Report - Parents Report
- LIC 627 Consent for Emergency Medical Treatment
- LIC 995 Child Care Center - Notification of Parent Rights
- LIC 613A Personal Rights
- LIC 9221 Parent Consent for Administration of Medications and Medication Chart (only when necessary)
- Copy of Immunization Records (Please do not send in originals as we cannot be held responsible for the replacement of these records)
- Sunscreen application permission slip
- Photo Consent form

**As a childcare facility, we are required to abide by DSS regulations as stated in Title 22.**





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## **Attendance**

We do believe that a timely arrival is important for the children to receive the full benefit of a Kinderhouse education and stress the importance of arriving to school on time. We reserve the right to discontinue enrollment should tardiness become excessive. Refer to enrollment agreement for late pickup fees.

After-Care II will close early for certain events. Please refer to your calendar for those dates.

- o If your child cannot attend school for any reason, please call the school and report the absence as soon as you can. You may also send an email to [info@kinderhousemontessori.com](mailto:info@kinderhousemontessori.com)

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.

## **School Hours**

- o Kinderhouse Montessori School is open from 8:00AM to 5:55PM Monday – Friday, see calendar for school closures

## **Drop-Off/Pick-Up Procedure**

- o Please see your enrollment form for your designated drop-off and pick-up times.
- o Each day, parents are required by California State regulations 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.
- o Please remain in the vehicle during the drop-off. The child must remain buckled in at all times. A teacher or volunteer will approach you and unbuckle your child from the car. This process allows for your child's independence and reduces separation anxiety by encouraging a positive and brief goodbye. This allows for a positive and productive start to the day for both parent and child. For the safety of the children and adults, please place your car in "Park" once the adult approaches the car.



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- o We are continuing to offer the drop-off from the car line in accordance with a 98% positive response from parents to a survey we conducted last year. However, this will only be possible with support from parent volunteers during the morning drop-off to maintain appropriate staff-student ratios inside the building at all times. We will offer the curbside drop-off from 8:00am to 8:15am. Please wait to walk in until after 8:15am until all the curbside drop-off vehicles are off the lot.
- o If you are arriving late, please walk into the building with your child and drop him or her off at the classroom door. Please keep in mind that the classrooms will be in session
- o During your snack week, please arrive at 8:00AM to bring in your snack and assist with the curbside drop-off.
- o During your designated pickup time, please walk into the building to retrieve your child from his or her classroom (or from the playground), and please remember to sign him or her out. Late pickup charges will apply 5 minutes after the designated pickup time for students enrolled in the half-day and full-day programs. Late pickup charges will apply immediately after the designated pick-up time for Extended Day (4:30p or 5:55p) students.
- o In accordance with California 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 designated to pick up a child on a specific day, an updated [LIC 700](#) form must be provided prior to the child's pick-up. If the staff person conducting the pick-up is unfamiliar with the person picking up, she will ask them to provide their identification, and check it against the LIC 700 form we have on file. We are unable to accept verbal or written authorization of additional adults for pickup other than those listed on the [LIC 700](#) form.
- o If you are picking up your child at times outside of the scheduled pick-up windows (such as during the after-care program), please come to the front area. We will get your child ready as quickly as we can. Exit through the double-doors.
- o Safety is our top priority, so please do not open the door, or hold the door open, for other adults. We will continue using the Raptor System to ensure safety and security for all visitors at the school. Ask an administrator for more details.



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### **Transition Week (Toddler and Primary Children)**

We have found that it is most effective to slowly ease new students into the environment at Kinderhouse. We use the following approach:

First Day: You will drop your child off at the regular drop off time and pick up at 9:20am

Second Day: You will drop your child off at the regular drop-off time and pick him up at 10:20am

Third Day: You will drop your child off at the regular drop-off time and pick him up at 11:20am

Fourth Day: You will drop your child off at the regular drop-off time and pick him up at the designated time (based on the program in which your child is enrolled)

We are unable to make any exceptions or adjustments to the Transition Week.

### **Illness Guidelines**

If your child develops a fever (over 100° internal temperature) or shows other signs of illness during school hours, you will be asked to plan for him/her to be picked up within 30 minutes. Parents' specific instructions will be obtained and followed until the child is released. Please make sure the "Primary Phones" in the Enrollment Package are the numbers where we can reach you in case of illnesses and emergencies. If any of your phone numbers change for any reason, please notify us immediately.

Children should come to school healthy. If your child is not able to participate in outdoor activities, he/she should stay home.

Our sole desire is to prevent serious illness from affecting your child or infecting other children and complying with the Department of Social Services guidelines. 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:

- o a discolored (yellow, green) runny nose



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- o a persistent runny nose (even if clear)
- o a persistent productive cough
- o itching/draining red eyes
- o fever
- o vomiting
- o diarrhea
- o lethargy (excessive tiredness)
- o uncomfortable rashes until they heal (children must wait to return to school until staph, hand, foot and mouth blisters, scabies, or other blisters or sores have healed completely)
- o Non-daily medication that may cause drowsiness or medication used to control fevers
- o We reserve the right to request a doctor's note for bumps, open sores, rashes and any wound that looks infected to prevent spread of illnesses.
- o Children with lice must remain at home until the head is lice & nit free

Please do not medicate your child in the morning before bringing him/her to school. Even if medicated, a child can still be contagious, and we must prioritize the health of all the children in the class.

Please wait 24 hours from the time fever, diarrhea, or vomiting has subsided before bringing your child back to school. For contagious diseases or symptoms that may be signs of contagious disease such as a fever or rash, we will require a doctor's note before your child can return to school to prevent the spread of illness. The note must state that the child is no longer contagious. We are unable to accept notes that say the child may return to school without specifically addressing if the child is contagious and a risk to the spread of illness. We understand that some Physicians will release the children to school, however our school policy is very firm for children with contagious illnesses to remain at home.

Children with communicable diseases as defined by the Communicable Disease Chart may not come to school, nor



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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.cdph.ca.gov/HealthInfo/Documents/Reportable\\_Diseases\\_Conditions.pdf](http://www.cdph.ca.gov/HealthInfo/Documents/Reportable_Diseases_Conditions.pdf)

- o If your child has been ill for more than 5 days, please consult your physician.
- o If your child is attending school for the first time, he/she may get sick during the first few weeks/month of school. Please keep your child home if he/she develops any of the symptoms mentioned above to allow the child to recover and to prevent the spread of 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. Your vigilance and support during a time of illness is necessary.
- o These guidelines follow the regulations set by the Department of Social Services. A doctor's note will not supersede any of these guidelines.

### **Medication**

- o Before any medication (including Orajel, or OTC rash cream) is dispensed to your child at school, you must provide written authorization, on the appropriate [LIC 9221](#) form. This form is available online—just Google search LIC 9221.
- o Medicine must be in its original container with the prescription label marked with your child's name and the necessary dosage. Dispensation is limited to two (2) weeks unless otherwise prescribed by a physician.
- o Do not send medication, lip balm, or vitamins with the children. Medicine to be administered must be handed directly to KHM staff with completed medication administration form. Other than prescription medication, we cannot accommodate special requests such as 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 following emergency center:

1. Sharp Rees-Stealy Medical Center located at 10243 Genetic Center Dr. The phone number is 858-499-2600.



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In case of a dental emergency, we will take your child to a dentist.

1. 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 depending on the nature of the emergency. If the child is injured, we will administer first aid and call the parent to report the incident.

### **Nutrition**

Healthy eating and making nutritious food choices begins at an early age. As a result, we encourage you to send a balanced, healthy lunch for your child. The Department of Social Services requires that each child be given something from each food-group. Please pack a small portion of vegetables, fruit and a main meal in separate containers. The main meal should have protein and other items that are listed on the food pyramid. Please visit <http://www.mypyramid.gov/> for more information. <http://www.buildhealthykids.com/servingsizes.html> shows information on serving sizes appropriate for young children.

Nutrition is an important part of our program; we ask for our parents' help to teach the children the value of a good diet. We cannot force a child to eat all his/her food. To help us provide the proper nutrition, please allow your child to eat independently at home within a reasonable amount of time as lunch time during the school day is limited.

### ***Examples of Recommended Foods***

- o Protein: Meat, fish, chicken, cottage cheese, hummus with vegetables like carrots or celery sticks, real yogurt with fruit, dinner from the previous evening
- o Grains: Whole grain bread or crackers, tortillas, sunflower seeds, rice cakes, corn
- o Vegetables: Carrot or cucumber sticks, tomatoes, broccoli, zucchini, cucumbers, green beans, peas and seaweed Fruit: Bananas, apples, grapes, pineapples, pears, raisins, dried fruit (without added sugar), peaches, nectarines



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- o Soups, applesauce, yogurts without added color and not exceeding 9g of sugar, cereals should all be natural (i.e. corn syrups, honey, etc.), dyes, or hydrogenated oils

***Foods not considered nutritious***

Granola bars with added sugars, chips, highly processed crackers (and similar products), fruit drinks (such as Capri Sun, Fruitopia, etc.), sweets (such as chocolates and cookies, and highly processed foods such as American cheese slices, Chef Boyardee, chicken nuggets or processed hot dogs, and "Lunchables" are not considered nutritious.

**PLEASE READ LABELS:**

- o We recommend not sending products that contain more than 9 grams of sugar
- o No nuts of any kind, please! We have children with severe allergies.
- o The nutrition policy is also in effect during all events, including birthday celebrations at school. If you will be making a food to share, please include an ingredient list, as we have children with different allergies.

***Lunch Preparation Suggestions:***

- o Please send in whatever is freshly prepared or leftover from the night before
- o We will be happy to heat up the food for your child
- o Please place an ice pack in your child's lunch, if necessary, we cannot refrigerate their lunches
- o We serve filtered water for lunch. If you would like, you can send milk (plain, with no added sugar or sweeteners) for your child to drink during lunch. Please send it in a spill-proof container.
- o We will send back what your child has not eaten so that you are aware of the amount consumed. The teachers eat with the children to model and encourage healthy eating habits.
- o We do not allow the sharing of food brought from home, as some children have strict dietary restrictions and allergies, except for class snacks and specially designated events.

- o Please help us get your food container back to you by labeling the container and lid with a permanent marker. We appreciate you sharing food with us during an event or for the children's snack, and we want to thank you by washing your container in the dishwasher before returning it; however, labels do come off!

### ***Snacks for your child's classroom***

To allow the children to experience the concept of giving and contributing to their community, we ask that each week, or once every other week, one child from each classroom bring in snacks and a flower bouquet for the class. It is great for the child to be involved in selecting the snack and flowers and bringing the items to school.

You will be invited to provide snack/flowers for your child's classroom twice if enrolled in the 10-month program and possibly three times if enrolled in the summer program. For any snack needs beyond this, the school will provide the snacks for the classrooms. For Primary classes which have up to 24 students, one student will bring in the snacks each week, and in toddler and elementary classes, which have up to 12 students, one student will bring snack for 2 weeks.

### ***Snack week procedure***

- o Your child's teacher will send a snack list via email on the Wednesday before your snack week. The reason we send out this list on the Wednesday before the assigned week is that we may have an excess of snack from the current week, and we may only need a few items. We will also provide volunteering information along with your snack list.
- o If you would like to include child's favorite healthy snacks, please feel free to do so! We are always excited for the children to try new foods.
- o Please drop off the snack for the entire week on Monday morning at the start of the drop-off. You can park and bring the snacks into the school before helping with the drop-off. Please use the class contact list if you need to switch your volunteering/snack week with another parent. The snack list schedule will be provided at the beginning of the school year so that you may plan for your snack week in advance.
- o Please also bring fresh-cut, long-stemmed, single-headed flowers (e.g. mums, gerbera daisies) for the children to use in their flower-arranging work for that week. Please do not send flowers with short stems,



flowers that have multiple blooms on a single stem or delicate flowers. Flowers can be home-grown or store-bought and without thorns. This process helps the children care for their classroom, and the children derive joy from beautifying their classroom.

### ***How is the snack served?***

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 with no added sugar or sweeteners, hummus etc.), cutting (fruits and vegetables such as apples, carrots and cucumbers), 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.

### **Clothing**

We ask that the children dress modestly and wear clothing that is not distracting for a learning environment. The children work both on the floor and at tables, so they should wear comfortable clothing.

- o Socks should be worn daily to protect the children's feet during play and for some activities in the classroom that are practiced without shoes
- o Shoes should be appropriate for your child to be able to put them on and take them off
- o Children's clothing should be easily removable by your child when using the restroom
- o Please have girls wear shorts or pants under their dresses and skirts. We would like the child to feel able to play and work without restriction and comply with hygiene standards.

To maximize safety and the children's comfort, please avoid sending your child to school with the following items:

- o Open toe shoes, crocs or sandals- these are not safe for children to play outside in and are not safe for the classroom as we work with breakable objects.
- o Shoes with holes or only a strap on the back heel.
- o Snow boots/rain boots
- o Skirts shorter than the knees
- o Skirts or dresses without shorts
- o Bandanas or Head gear that is strictly for fashion
- o Dangling earrings, bracelets, watches, rings and necklaces (healing bracelets and necklaces included)-



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these can cause injury if they catch on something and the parents or children may become upset if the items are lost.

- o Belts (as they can be an obstacle to independent bathroom use)
- o Lip gloss / Makeup / Lip balm (if lip balm is needed, please apply before sending your child to school)
- o Midriff shirts/blouses
- o Sharp hair accessories or excessive/small hair clips, which can be swallowed. These can cause injury or provide a distraction.
- o Ponchos and anything that may affect safety while climbing on the play structure
- o Jeans or pants with buttons that are too tight/difficult for the child to remove independently

Maria Montessori believed in offering real experiences to the child and discovered that, when given a choice, young children prefer real activities to make-believe ones. She also observed that at a young age, children have a hard time distinguishing between real and imaginary. For this reason, we encourage that clothing be free of Disney or other cartoon or movie/TV characters. As a Montessori school, we strive to respect the child and offer opportunities for creativity and imagination through many different practical life, art, and music activities.

***Please be sure to label all clothing items.*** We may donate unclaimed items every 90 days. We do our best to make sure that items are returned home with the correct child.

### **Birthday Celebrations**

Talk to your teacher to learn classroom-specific birthday guidelines.



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## **Cultural Celebrations**

If you would like to share a special holiday or cultural celebration such as Lunar New Year or Christmas, 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, wear traditional outfits, and share information about the particular celebration.

## **General Hygiene**

If a Primary child has 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 contact parents to pick up their child. Please be sure to always send in a clean pair of clothes in a gallon-size Ziploc bag each time you receive a soiled bag of clothes from school.

## ***Toilet Accidents***

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

- o 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 understanding that that your child was toilet trained before starting school.
- o You have a right to withdraw, re-register and be placed on a waitlist until a spot becomes available when your child is fully toilet trained. In the case of re-registration, your registration fee will be rolled over if during the same school year. Children are unable to stay in the Toddler program past 36 months of age due to the DSS age guidelines.
- o Alternatively, you may change the enrollment to the Toddler Program, space and child's age permitting.



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## **For Parents:**

### ***Communication with Teachers***

If you wish to have an additional conference with the teacher, please feel free to schedule an appointment via email or phone call to the front desk. You are welcome to call and leave a message with our School Leader at any time throughout the day and Teachers will return phone calls at the earliest possible opportunity (within 24 hours).

Additionally, you may communicate with the teachers through written notes during the drop-off times. Each teacher makes time to read the notes first thing in the morning and will follow up via a note or phone call. Please hand the note to the volunteers, and they will make sure it goes directly to the teacher.

### ***Parent Teacher Conferences***

Twice a year we will schedule a more formal 15-minute conference with your child's teacher to discuss your child's progress and goals. Please see the calendar for dates. Conferences are adult-only meetings to be able to fully discuss the child's progress while respecting the child.

If you are unable to attend your conference, we will send a copy of the conference document home.

### ***Parent Volunteers***

We humbly ask that you volunteer a total of two weeks throughout the school year. Many of you volunteer to present music, science, for gardening, cooking/baking, physical education, as the class parent, and during drop-off. We would greatly appreciate it if you could volunteer at drop-off during two weeks of your Snack Week. We greatly appreciate all the help the parents provide during the school year!

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 who were not present would like information about any event, we will be happy to provide it – please do not ask parents who volunteered at the event.

Because of liability reasons and adult-to-student ratios, we will not be able to allow any children who are not



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enrolled at KHM to join a parent volunteer during any event.

Parent volunteers will be 'Raptored' through our system and understand the confidentiality agreement.

### ***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 (verbal/physical) or neglect. Our mandated reporting includes car and seatbelt safety as well as safety at home.

### **Communication from Kinderhouse**

We are very sensitive about ensuring that we pass on relevant information to parents as frequently as needed and in a manner that is consumable and consistent. We have established the following methods that have been proven to be most effective:

General Information about Events and Important Dates:

- School Calendar
- Monthly email previewing the events and important dates
- Chalk Board in the driveway
- Postings on the website

Regular Classroom Updates:

- Monthly Newsletter will be emailed through a distribution program

Emerging Information:

- Information such as staff changes, changes in event dates, volunteering information, updates on events, etc. will be communicated via email

Interesting Tidbits

- We suggest syncing your calendar with google or the hard pdf version of the calendar



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- All forms are available under the parent section of the website, under downloads
- Each staff member is a mandated reporter, and by law we must report safety violations including, but not limited to, seat belt laws

## 2018-2019 Academic Calendar

School Closed - NO Holiday Care Available	School Closed - Holiday Care Available	Parent Events	School Closes Earlier than 5:55pm
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Day of the Week	Date	Time	Event
<b>August 2018</b>			
Monday	8/27	8:30 - 10:00 am	Group Orientation for <u>Returning &amp; New Parents</u> - Both parents are encouraged to attend and childcare is available for <u>returning</u> students with advanced sign up
Tuesday	8/28		First Day of School <b>New Students Only:</b> Transition Day 1 – Attend school for 1 hour. Parents will attend a meeting with Admin during this time <b>(8:15-9:15am)</b>
Wednesday	8/29		<b>New Students Only:</b> Transition Day 2 – Attend school for 2 hours <b>(8:00-10:15am)</b>
Thursday	8/30		<b>New Students Only:</b> Transition Day 3 – Attend school for 3 hours <b>(8:00-11:15am)</b>
<b>September 2018</b>			
Monday	9/3		Labor Day – <b>School Closed</b>
Friday	9/7	4:00 - 4:45 pm	Potluck Social at the School Playground - Starting the school year with food, fun, and laughter! <b>Parents are invited to bring Nut-Free dishes and socialize at the playground. (Parents pick up children at 4:00 pm to join the social ).</b> <b>School will close at 4:00 pm for all the students - Late fees apply</b>

Monday-Friday	9/10-9/14	1:30 - 2:30 pm	Fall Planting Week! Each classroom will be assigned a 1-hour time slot where, children and Head Guides work together to plant a beautiful garden. Send in seeds or plants for your child to plant 9/10 - Aspen, Maple & Spruce - Root Vegetables: Carrot, Beet, Radish, White Potato, Onion, Parsnip 9/11 - Bamboo & Palm - Dill, Radish, Spinach, Peas 9/12 - Cedar - Herbs: Cilantro, Chives, Dill, Parsley 9/13 - Elm - Stem and Inflorescence Vegetables: Asparagus, Peas, Globe Artichoke, Broccoli 9/14 - Sequoia & Willow - Leafy Vegetables: Spinach, Kale, Swiss Chard, Lettuce
<b>October 2018</b>			
Friday	10/5	8:15 – 9:00 am	Coffee Connection with the Head of School* See description below
Saturday	10/13	10:00 – 12:00 pm	Fall Picnic (costumes welcome) at Lake Poway ( <i>canceled – inclement weather</i> )
Thursday	10/18	5:00 - 7:00 pm	<b>KHM Toddler, Primary &amp; Elementary Silent Journey*</b> See description below <u>Advance Sign-ups required *Care closes at 5:55pm</u>
Monday - Friday	10/29 - 11/2	1:15 - 2:15 pm	Classroom Visits (Toddler, Primary and Elementary) – Parents are invited to visit your child’s classroom for 10 minutes and meet with their teacher during the afternoon work period. Sign-up sheets will be provided.
<b>November 2018</b>			
Thursday	11/1	8:30 am	Holiday Picture for All Students ( <i>group picture only</i> )
Friday	11/2	8:15 – 9:00 am	Coffee Connection with Claudia Mann
Monday - Friday	11/5- 11/15	3:45 - 4:30 pm	Parent Conferences (per sign-up sheet, advanced sign-up required)
Monday	11/12	8:30 - 4:30 pm	Veteran’s Day – <b>School Closed</b> Holiday Care available from 8:30 am to 4:30 pm
Thursday	11/15	4:30 – 5:15 pm	Father’s Night for <b>Primary and Elementary</b> *See description below. After-School Program for Primary and Elementary children <b>Closes at 4:30 pm. Late pickup fees will apply after 4:30 pm.</b>
Friday	11/16	10:30 am	Thanksgiving Lunch ( <i>children only</i> ) All students will participate; dietary restrictions will be observed
Monday & Tuesday	11/19 – 11/20	8:30 - 4:30 pm	Thanksgiving Break – <b>School Closed</b> - Holiday Care available from 8:30 am to 4:30 pm
Wednesday, Thursday, Friday	11/21– 11/23		Thanksgiving Break – <b>School Closed</b>



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Day of the Week	Date	Time	Event
<b>December 2018</b>			
Thursday	12/13	4:30 – 5:30 pm	Holiday Cultural Celebration - <a href="#">School closes at 4:30pm</a> - Please sign up to share a bit about a tradition that is close to your heart (non-religious)
Monday - Tuesday	12/17–1/1		Winter Break – <b>School Closed</b> - Returning on Wednesday, January 2, 2018

<b>January 2019</b>			
Wednesday	1/2	All Day	Students Return to School
Monday	1/7	8:15 – 9:15 am	<b>New Students Only:</b> Transition Day 1 – Attend school for 1 hour
Tuesday	1/8	8:15 – 10:15 am	<b>New Students Only:</b> Transition Day 2 – Attend school for 2 hours
Wednesday	1/9	8:15 – 11:15 am	<b>New Students Only:</b> Transition Day 3 – Attend school for 3 hours
Friday	1/11	8:15 – 9:00 am	Coffee Connection *Meet the New Head of School*
Monday	1/21	8:30 - 4:30 pm	Martin Luther King Holiday – <b>School Closed- Holiday Care Available from 8:30 am to 4:30 pm</b>
Thursday	1/24	4:30 – 5:15 pm	Mother's Night for <b>Primary and Elementary</b> * See description below. After-School Program for Primary and Elementary Children <b>Closes at 4:30 pm. Late pickup fees will apply after 4:30 pm. One parent per child attends the session with their child</b>
<b>February 2019</b>			
Monday-Friday	2/4-2/8	9:00 - 10:00 am	10-minute classroom observation per sign-up sheet
Friday	2/8		2018-2019 Re-enrollment applications due with the registration fee and first installment. Parent Conferences sign-up sheet available
Thursday	2/14		Valentine's Day Homemade Card Exchange
Friday	2/15	8:30 – 4:30 pm	Montessori Training Day - <b>School Closed - Holiday Care Available from 8:30 am to 4:30 pm</b>
Monday	2/18		Presidents' Day Holiday – <b>School Closed</b>
<b>March 2019</b>			
Thursday	3/7	5:00 - 7:00 pm	<b>KHM Toddler, Primary &amp; Elementary Silent Journey*</b> See description below <u>Advance Sign-ups required *Care closes at 5:55pm</u>
Monday - Friday	3/11- 3/15	12:30 - 1:30pm	Toddler Parent Conferences (per sign-up sheet, advanced sign-up required)
		3:45 - 4:30 pm	Primary & Elementary Parent Conferences (per sign-up sheet, advanced sign-up required)





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Thursday	3/21		Summer School Registration Deadline <i>(form available on the website)</i>
Friday	3/22	8:15 – 9:00 am	Coffee Connection *See description below
Monday - Friday	3/25 – 3/29	8:30 – 4:30 pm	Spring Break– <b>School Closed Holiday Care Available from 8:30 am to 4:30 pm</b>
<b>April 2019</b>			
<b>Day of the Week</b>	<b>Date</b>	<b>Time</b>	<b>Event</b>
Saturday	4/27	10:00 - 12:00 pm	Spring Field Day and Picnic - We will meet at Lake Poway. If there is rain in Poway, we will meet at the Del Mar Park on 15th Street instead. If it is raining at both locations, we will have to cancel the event.
Monday - Friday	4/29 - 5/3	1:15 - 2:15 pm	Classroom Visits– Parents are invited to visit your child's classroom for 10 minutes and meet with their teacher during the afternoon work period. Sign-up sheets will be provided.
<b>May 2019</b>			
Thursday	5/9	10:30 - 11:15 am	Mother's Day Celebration Snack with your child for <b>ALL classrooms</b>
Thursday	5/23	4:00 - 5:00 pm	Tree Planting Ceremony for children who have completed their third year in Primary
Monday	5/27		Memorial Day Holiday– <b>School Closed</b>
Friday	5/31	1:30 – 5:30 pm	End of the Year Celebration - <b>School Closes at 11:30 am</b> *more details to come*

<b>June 2019</b>			
Wednesday	6/12	10:30 - 11:15 am	Father's Day Celebration – <b>Last Day of School</b>
Thursday - Friday	6/13 - 6/14		Teacher Prep Days - School Closed
Monday	6/17		Summer Session I Begins
<b>July/August 2019</b>			
Thursday - Friday	7/4 - 7/5		Independence Day – <b>School Closed</b>
Friday	7/12		Summer Session I Ends
Monday	7/15		Summer Session II Begins
Friday	8/2		Summer Session II Ends



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Monday	8/5		Summer Session III Begins
Wednesday	8/21		Summer Session III Ends
Thursday Friday	8/22 - 8/23		Teacher Prep Day to get ready for the year and Orientation - <b>School Closed</b>
Monday	8/26	8:30 - 10:00am	Group Orientation for <u>Returning &amp; New Parents</u> - Both parents are encouraged to attend, and childcare is available for returning students with advanced sign up
Tuesday	8/27		First Day of School for <b>All Students</b> - Last day for the annual payment discount
Tuesday	8/27	8:15 - 9:15 am	<b>New Students Only:</b> Transition Day 1 – Attend school for 1 hour. Parents will attend a meeting with Admin during this time
Wednesday	8/28	8:15 - 10:15 am	<b>New Students Only:</b> Transition Day 2 – Attend school for 2 hours (8:15-10:15am)
Thursday	8/29	8:15 - 11:15 am	<b>New Students Only:</b> Transition Day 3 – Attend school for 3 hours (8:15-11:15am) Last Day for Holiday Care registration

#### Orientation at the beginning of the school year

Families are invited to come meet the school staff and fellow parents. We will discuss school policies and procedures, volunteer opportunities, committee sign-ups and go over the year at a glance. Childcare is provided for returning students during orientation.

#### Festivals and Picnics

Join us at a local Park for a community social event. Halloween costumes are welcome in the fall. Bring family, friends and a picnic lunch!

#### Mother's and Father's Night (Primary and Elementary) – After-Care program closes at 4:30 pm

We encourage our Primary and Elementary families to participate in the sessions. Mothers may attend in place of Fathers and vice-versa. Attendance is restricted to one adult per child. Please make sure to bring your child!

If you are enrolled in the 5:55 pm program, please pick your child up from after-care no later than 4:30 pm and attend the Father's or Mother's night event in your child's classroom. After-care closes at 4:30 pm on the evenings of Mother's and Father's nights. Any pick-ups after 4:30 pm will be considered late and will result in late charges.

#### Coffee Connection

Drop in to connect with the Head of School and special guests with fellow KHM Parents over coffee and snacks and discuss new topics regarding Montessori and Education.

#### Silent Journey

Discover the beauty of the developmentally appropriate Montessori Curriculum with a silent walk through the environments in sequential order. You will also have an opportunity to step into your child's shoes and explore the materials for a deeper understanding.

#### End of the Year Celebration

Talent show, carnival, showcase of this year's talents! More details to come on location.