



Child's View

Montessori School, Inc.

**PARENT
HANDBOOK**

293-9422

www.childsvie.net

Child's View Montessori School, Inc.
4729 SW Taylor's Ferry Rd., Portland, OR 97219

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Welcome to Child's View Montessori School. We look forward to the opportunity to share in your child's care, learning and development.

Our goal at **Child's View** is to provide a safe and nurturing educational environment where children are guided in the development of their whole selves as they continue their task of self construction, building a strong self-image and faith in their abilities.

Child's View serves children 2 1/2 years (and potty trained) through Kindergarten in a specially prepared, child-oriented All Day Montessori environment. Montessori trained teachers, utilizing the Montessori method and materials, create an environment in which children are given the freedom to explore, discover, learn and grow, according to their own interests and needs. A Montessori teacher's job is to guide the children within this environment in a manner in which they can learn and discover for themselves. The teachers are therefore often referred to as Guides.

School begins at 8:30 a.m., with Half day, Full day or All Day Montessori options. Early Arrival care is available 7:30 to 8:30 am. Child's View is open 7:30 a.m. until 6:00 p.m., Monday through Friday, year-round.



MONTESSORI PHILOSOPHY

At **Child's View** we follow the philosophy of Maria Montessori, who developed a method of education that works in harmony with the child's natural development.

How Children Learn. Dr. Montessori found that children's best learning takes place through their senses and through their physical activity within their environment. She noticed that the young child's mind is like a sponge, soaking up all aspects of the environment. She called this the "absorbent mind." Montessori also discovered that the child's learning is further enhanced through "sensitive periods," in which the child shows an intense interest in a particular skill or aspect of their development. During such a period, children develop an increased desire and ability to learn and develop along the lines of that sensitivity, making the experience easy and enjoyable.

Maria Montessori believed that within each child lies a great potential waiting to be released. She considered the work of the child to be that of creating the adult s/he will one day become. Through the Montessori method, children have been able to attain a higher level of development than previously thought possible, not only academically, but in all areas of their growth and development.

The Montessori classroom. In the Montessori classroom, care and respect for each other and for the environment are stressed at all times. The children have the freedom to move about the classroom, choose activities appropriate to their ability, explore all the constructive possibilities of their chosen "work," and visit with other children. Dr. Montessori found that through their "work," children develop a calm and cooperative nature, and inner discipline is developed.

Children in the Montessori environment are aided in developing independence and a positive self-image. They are guided in gaining increased learning skills and in maintaining their natural love of learning.

PEACE EDUCATION & SPIRITUAL DEVELOPMENT

Dr. Montessori spoke of “education for peace,” stating that in order to have a peaceful world we must start with the children. At Child’s View we believe that to improve the current conditions in our world, we must take an active role in teaching peace. Since the starting point for world peace is finding peace within ourselves, we emphasize the spiritual aspects of everyday life, helping each child to appreciate silence and reflection, to express compassion and empathy, to feel a deep respect for life, to listen within to what is right, and to develop a strong value system. It is important to note that we do not teach religion, and maintain an openness to all beliefs.

We treat the children with respect and kindness and expect them to treat others in the same way. We study other people, places and cultures, honoring and accepting their similarities and differences. We encourage an appreciation for nature while gaining an understanding of the interconnectedness of all life.

Children are guided in learning to resolve conflict in a nonviolent, peaceful manner, and to draw peaceful solutions from within themselves. They become empowered as they build faith in their ability to think for themselves, to find creative solutions to problems, to create meaning in their lives, and ultimately, to help create a better world.

The home environment is a vital part of education for peace. We need your assistance to fulfill this goal. Please see the section on *Connecting Home and School* on page 15.

ECO—FRIENDLY ENVIRONMENT

Child's View strives to be environmentally conscious and to create an eco-friendly environment. Learning to care about our environment and the world around us is an important aspect of our curriculum. The children actively recycle, compost and garden. We ask that children bring reusable containers in their lunch, rather than single serving packaging, and to bring a cloth napkin. For lunch and snack, we use regular plates and glasses that are washed, rather than thrown away.

In our environment we strive to be "green" with no voc paint, marmoleum flooring, and full spectrum lighting. We use non-toxic cleaners wherever possible.

In our purchases we look for items with the least amount of packaging and that are environmentally friendly, making those our first choice. Food and snack purchased for the school is nutritionally sound and natural.

We ask that you join us in helping our children understand the importance of caring for our environment and practice whatever steps you can at home with your child to be environmentally aware.

MONTESSORI HISTORY

Maria Montessori, an Italian physician and educator (the first woman in her country's history to receive a medical degree), began her interest in education while working with institutionalized children. Through her efforts, many of these so-called "retarded" children were able to successfully pass an examination taken with normal children. While others were praising her great accomplishments, Maria Montessori was contemplating why normal children were being taught on such a low level that they could be equaled in tests of intelligence by these institutionalized children. She became convinced that "similar methods applied to normal children would develop

or set free their personality in a marvelous and surprising way."

Dr. Montessori returned to her studies, devoting her life to this goal. In 1907, in a slum in San Lorenzo, Italy, the first "Children's House," Casa dei Bambini, began. As reports of Dr. Montessori's exceptional children spread, people came from all over the world to see for themselves. Dr. Montessori continued to further her observations and began training teachers in her methods. Montessori classrooms began springing up all over the world, and with the same "surprising" results as in San Lorenzo.

From her careful observations and studies, Dr. Montessori developed a method of education that caused her to be honored and respected throughout the world. In addition, she was instrumental in changing the conditions and treatment of children, and has had a tremendous impact on the course of education as a whole. Her ideas have gone beyond the Montessori classroom and are seen in many areas and methods of education.

Dr. Montessori wrote many books on her methods, and many books have been written about her. It is impossible to cover the whole of her contributions in this handbook. For those parents wishing more information on Dr. Montessori and her methods, we would be happy to recommend additional reading. (See also the supplemental reading list on page 38. Additional information is also available via our website.)

ENROLLMENT

To enroll your child in the program, the **Application for Enrollment** is filled out and returned with the non-refundable registration fee. Upon acceptance the deposit must be paid to secure your child's place.

Before your child's first day, an orientation time is set for your child to visit the school and become acquainted. Your

child will choose a cubby, meet his/her Guide, visit the classroom and have a “lesson.”

Forms. After we receive your Application form and your child is accepted into the program, you will receive additional forms that need to be completed and returned on or before your child’s first day. These include: an Emergency Information and Authorization form, an Immunization form, a signed Enrollment Agreement, a School Questionnaire, Directory Consent, Sunscreen Authorization and an Interim Care Registration form. The law requires the Emergency Information & Consent to be updated yearly. It also requires that children conform to immunization standards, claim a medical or religious exemption, or face expulsion from school. Please notify the school’s office whenever your child is given additional vaccinations so that the form can be kept up to date and you avoid notification from the health department.

Beginning a new school. It is normal for children to take a few weeks to adjust to a new situation, especially if it is their first time away from parents. Your attitude about the separation and the new environment will greatly affect your child. If s/he senses that you feel comfortable and secure about this new arrangement, the adjustment will be easier. We will do everything possible to help your child feel comfortable and to adjust. Please feel free to call during the day to check in.

Enrollment is open to all children. Child’s View has no religious affiliation. Diversity in race, color and creed is welcomed, provided we can meet the needs of that child. Should we determine that the program is not suitable to the needs of a child, or if a child is unable to adjust to the program, we will notify the parents.

TUITION & CHARGES

Please see the tuition price list for specific fees and charges, or check with the office. Tuition for the school year is based on a 9 1/2 month session. This is then followed by the Summer Session. Enrollment in the summer session is required by April 1st. Interim Care is offered during Spring and Winter Breaks for an additional fee.

Included on your Enrollment Agreement is the cost of the tuition based on the program options you select. A 10% reduction is offered on the tuition of the second child from the same family enrolled full-time. A monthly statement is provided as a courtesy and for additional charges. Tuition payments may be made at the office or placed in the tuition box located on the Parent Shelf.

Deposit. Your deposit, due upon acceptance, secures your child's place in the program. If your child does not attend school, or leaves the school during the school year, prior to completion of the contract, the deposit is forfeited. When enrolling for the next school year, a Returning Student Enrollment form is signed and this deposit is used to hold your child's place through the summer for that school year. The deposit will be forfeited if child does not attend school. Otherwise, it may be refunded at the end of the contract year provided thirty (30) day's written notice is received, it is not being used to hold child's space for the following year, and the annual tuition and all fees have been paid in full.

Late Charges. Monthly tuition payments are due the first day of each month, unless other arrangements have been made. Payments received after the fifth day following the due date will be charged a \$25.00 late fee. If payment is not received by the tenth day following the due date the child may not remain in the program until satisfactory

arrangements are made. Interest is charged on all past-due accounts in the amount of 18% annually. Attorney's fees and collection costs are recoverable on all past due accounts. A \$25.00 check fee is charged on all returned checks.

If you have any problems or concerns regarding charges or payments, please contact the office immediately. This may avoid the possibility of additional fees. We are always happy to try to work with you.

Schedule Changes. You are expected to follow the schedule you have specified in your Enrollment Agreement. In order that we may plan and budget accordingly, changes in schedule require thirty days' written notice. Adjustment to your tuition will occur the following billing cycle. If you should occasionally need additional hours of care, please make prior arrangements with the office. Any time beyond that specified in your Enrollment Agreement will be charged by the hour and billed at the end of the month.

School closes promptly at 6:00 p.m. The building must be cleared by that time. After 6:00 there is a \$10.00 charge for every 15 minutes or portion thereof that you or your child *remain in the building*. This charge is payable directly to the staff member on duty.

Credit. Please understand that we are unable to offer credit when your child is absent due to illness, vacation, holidays, weather conditions or when sent home due to illness, suspected illness or behavior difficulties. A place is being held for your child in the program, and the school's expenses continue. *Monthly payments of tuition and early arrival care remain the same regardless of the number of school days in a given month.*

Summer Session. Child's View is a year-round

program. In order to offer our families options, you will receive an Application for Summer. This must be returned by April 1st. Families may choose to continue through the summer, take a vacation during the summer, or take the summer off. Your deposit holds your child's space during a summer vacation or break.

Notification. Thirty (30) days' **written** notice is required prior to withdrawal and *for any change* in schedule. Parents are liable for any and all charges during this thirty-day period.

FUNDRAISERS

At Child's View we are committed to keeping prices as reasonable as possible for our families, understanding that for many families the cost of a quality program is difficult. At the same time, however, we are committed to providing a high-quality Montessori program, with a professional, dedicated staff and quality materials. These two commitments are often difficult to balance.

One way we can keep tuition reasonable is through fundraisers. We choose desirable and useful items, things that you would likely normally purchase, for our fundraising events. In this way you can make purchases and help the school at the same time. We appreciate your support with these events, helping us to have the "extra" needed to provide the best for your child.

PARENT PARTICIPATION

It is very important to your child's educational development that you be actively involved in his/her school experience. And, **we really do need your participation!**

Join the Parent Link and add both your help and ideas to the program. Give the school valuable input, assist with the planning of fundraisers, help coordinate special

activities or visit about particular areas of interest. Your help and support make it possible for us to offer more to *our* children.

Volunteer! There are a variety of ways you can help. **We ask that each family choose atleast two volunteer activities over the course of the year.** Select a month to purchase pet supplies, bring in flowers for flower arranging, or take care of the laundry. Join us for our annual Garden Party, or help periodically with the garden throughout the year. Our child chefs will need plenty of assistance and support when they prepare their annual Thanksgiving Lunch and for our Pumpkin Fest. Occasionally we ask for donations of needed items, or for help with various projects and chores. Many parents enjoy being a part of the school program. There is a need for parent volunteers to listen to children read, or to share your special talents and skills, interesting vocation, cultural information and celebrations, or other topics that would be of educational value to the children.

Sign up on the **volunteer sheets** to designate where you would like to help. From time to time a sign-up sheet will be posted on the Parent Bulletin Board for additional special needs.

CONNECTING HOME & SCHOOL

We have found that when school and home work together, the benefit to the child is considerable. Your participation in the program is one very important way of connecting home and school. Other ways to build this connection include:

Talk with your child about their school experience. It is important for parents to talk with their children about their school day. The usual response to "What did you do at school today?" is, "Nothing." It is difficult for children to remember all the events of their day without something to

trigger their memory. To get beyond the "nothing," check the lesson plan and menu posted on the Parent Bulletin Board to see what was planned on a given day. Then try asking your child specific questions about what the snack was that day, or what they did during a gathering. (Please keep in mind that the Lesson Plan is only a plan, subject to change should other spontaneous interests arise.)

Use your Parent Conference form to learn what activities your child has been working on, so that you can ask specific questions about individual "work." You'll find general information about what the children are doing in class in your Newsletter. From time to time, check in with your child's Guide to see what activities your child is currently most interested or involved in.

Keep conversations about school positive and casual, respecting your child's desire to talk at any given time. You may find your child reluctant to talk about the day right after school, but willing to share with you later in the evening. Many parents find just before bedtime a good time for conversations about the day.

Transition Time. When you pick your child up after school, allow for some transition time. Take a moment to see what your child is doing, and allow him/her the time to finish a project or activity. Your child needs to know that you value his/her school experience. **If a group is in session when you pick up your child, please be cautious of your impact and avoid interrupting the activity and group. Please allow your child to put away any "work" before leaving.**

Read to Your Child. Research has show that children who are read to have an easier time learning to read. Curl up with a good book. Spend some time each day—especially at bedtime—reading to your child. Reinforce

your child's love of reading—and of learning. Quality books with a realistic theme which help the child understand the world around them are best for the pre-school aged child. Fairy tales, Disney books and other fantasy type stories are best saved for the elementary child with a firm grasp of the difference between fantasy and reality.

Educating for peace. At school we work on solving our problems peacefully. You can help teach your child to solve problems peacefully at home as well. How you model this behavior to your child when setting limits (discipline) and in your own interactions with others is critical. Remember you are your child's first teacher!

The television programs, videos, computer/video games, and toys children experience have a profound affect on their behavior. Many of these are acted out in the children's free play and on the playground. One child coming to school after watching a violent movie can adversely affect the constructive atmosphere of the entire school. We strongly request that children are not allowed to watch violent programing. Choosing activities and programs at home which promote acceptance and caring for others and our world contribute to your child's cooperative behavior and are a step in educating for peace.

Learn more about the program and connect with other school families. Attend the various Parent Education Evenings to gain a better understanding of the Montessori philosophy, discipline techniques, and your child's education. Child care is often provided. Join with your child and other school families at the various school functions, like Back to School Night, the Pumpkin Fest, Holiday Potluck, School Presentation & Graduation, etc.

ARRIVAL & DEPARTURE

School begins at 8:30 a.m. **It is very important that you bring your child to school on time!**

Sign In. On arrival, a parent or guardian must bring the child into the school and sign in. The sign-in sheet is our record of children present at any given time. **In case of a fire drill or an actual emergency, the sign-in sheet is crucial.** It is also a requirement of Children’s Services. **Children must be brought directly into the school by a parent. Please be sure a staff member is aware of and acknowledges your child before leaving.**

Late Arrival. Late arrivals not only interrupt the classroom activities and children, but also tend to cause your child to feel like an outsider, not having had the opportunity to settle in with and be a part of the group. Often a child who usually has a positive school experience will have a “bad” day after arriving late. It is also important to avoid absences. Consistent attendance will assure that your child benefits the most from the program, while maintaining his/her place in the social structure of the group.

If you arrive after classes have begun, please enter the school quietly, and **bring your child to a staff member in the office.** You may find the door locked. If this is the case, please ring the bell and wait for a staff member to assist you. Upon entering, a staff member will assist your child in saying good-bye, putting away their belongings and entering the group. This will help to minimize disruptions to the class. **Please do not enter the classroom with your child once classes have begun.**

Saying Goodbye. Usually long “goodbyes” are more

difficult for the child. Therefore it is best to keep them short. If your child is having difficulty letting you go, signal a staff member, say good-bye quickly, and go. Please avoid "sneaking" out, as this may cause your child to feel insecure about the separation and damages trust. The staff member will stay with your child until s/he feels comfortable and is ready to take part in an activity. Usually the child stops crying shortly after the parent has left. We make every effort to help your child trust their school environment to feel comfortable and cared for. *This is our top priority.*

You are always encouraged to phone the school if you and your child have had a difficult time separating. It is important to us that you know that s/he has settled in, rather than feeling concerned throughout your day.

Sign-Out. When picking up your child, please sign out and let a staff member acknowledge your departure. If someone other than a parent is to pick up your child, the school must receive **advance written notice**. For safety reasons, Child's View will not release your child to any person without parents' prior consent. I.D. may be required. Child's View will not release a child to any person, including a parent, who is visibly under the influence of alcohol or any other substance.

VISITS/OBSERVATIONS

Parents are welcome to visit the classrooms. Please check with the office to arrange a convenient day and time. The children enjoy having you come to school to see their work or to join them for lunch. We suggest, however, that you wait until your child is comfortable and established in the new environment before scheduling a visit, and that you prepare your child in advance for the change in routine. We encourage you to set up an observation date *before* parent conferences, in order to make your time with

your child's teacher more helpful and productive.

When you observe during classtime, please remain in the background as much as possible and minimize your impact on the environment. Keep in mind that with your presence in the classroom, your child probably will not be acting in his/her usual manner. But by watching the other children and the activities around the classroom, you can get an idea of how the class operates, and the types of activities the children are engaged in.

COMMUNICATION

We deeply appreciate the trust you have placed in us to assist in the learning, care and development of your child. You are sharing with us the responsibility for that which is most precious. We look forward to working together to provide a positive and nurturing school experience for your child. Therefore, it is important that we keep our communication open.

Parent Conferences will be scheduled twice a year. However, please feel free to arrange a time to speak with us any time a question or concern arises. We hope that you will share with us the positive experiences as well as any concerns throughout your child's school experience.

Keeping in Touch. You may find that your child's Guide is busy with the children or with preparations, and may not be available to speak with you at any given moment. If you find this to be the case, please leave us a note, send an email, ask to set up a more appropriate time, or arrange for a phone visit. We do ask you to understand that teaching demands a great deal of our staff's time and attention. Their time is precious and limited, as is yours. At the same time, they are dedicated to providing the very best for each of the children and families. Please be

sensitive to the high demand on their time, while at the same time giving us the opportunity to be sure that your questions and concerns are answered!

Keeping You Informed. An individual folder for each family is placed in the **Parent Files** located on top of the Parent Shelf. Please check your file daily for items of special interest or importance. Announcements of general interest to parents are posted on the **Parent Bulletin Board**. We use **Email** to send out notes, information & forms. Please advise the office if you need to receive this information in another format. An informative **Newsletter** keeps you up-to-date with school happenings. There are occasional **Parent Nights** and other special events to provide opportunities for families to get together with other school families and to share valuable information on Montessori and related topics.

A **Parent Bookshelf**, located in the office, offers excellent reading designed to be of help to you and enable you to stay informed about your child's education. There is no charge for use of the books; however, fines may be assessed if books are not returned. Books must be checked out by office staff.

Keeping Us Informed. If an event takes place outside school that may have an effect on your child, even if it seems minor, please let us know so that we are better able to understand and meet your child's needs. It is important for us to be aware when a parent is out of town, there are family tensions, a death in the family, visitors, a change in family schedule, developing fears, or even an exceptionally rough morning at home. Usually changes in children's behavior at school can be traced to such events. Understanding what is happening outside school can help us to better work with your child. If your child expresses

concern over any aspect of school, please let us know so that we can work together to remedy the concern.

Please relay all information to the school in writing.

This is much more effective than verbal communication, especially when several individuals are involved, or when staff are focused on the children. Relaying information in writing prevents important information from being lost in the “busyness” of the day.

Please keep us informed of changes of address, phone numbers, places of employment, or emergency contacts.

ILLNESS

It is not permissible for Child’s View to admit your child when ill. Please do not expect it! The school’s licensing mandates that we not accept children with a severe runny nose or cough, vomiting, diarrhea, fever, or any other communicable condition. Children must be free from these conditions for 24 hours before returning to school, and be able to participate in all usual school activities (**including outside play**).

Prevention. It is inevitable that children in a group environment may contact various illnesses, especially their first time in a group setting. There are, however, steps we can take, in a team effort, to minimize the spread of illness. The first part lies with the school. We follow all necessary precautions to keep the children’s environment clean and sanitary. We teach proper hygiene through “grace and courtesy” lessons, and insist upon frequent handwashing. If a child shows symptoms of illness while at school, s/he is removed from the group and the parent is notified.

The second part lies with the parent. When your child is ill, or when you suspect that s/he is coming down with an illness, please keep him/her home. When we notify you

that your child is sick, please pick him/her up promptly. This not only helps prevent the further spread of illness, but enables your child to be more comfortable and to get the adequate rest and care necessary for a speedy recovery. There are some conditions which may require your child to visit the doctor to verify, such as rashes or pink eye, and to have a doctors approval to return to school.

We have found that illness is reduced when children wash their hands each morning before joining the group. We have the children wash their hands upon arrival at school. In addition, to help prevent the spread of any germs contacted at school, we encourage you to have your child wash hands upon departure.

Germ Alert! If your child is ill, please contact the school to let us know. It is helpful for us to know what "bugs" are going around in order to inform other parents. If your child develops a communicable condition, such as chicken pox, pink-eye, lice, measles, etc., it is crucial that you contact the school immediately so that we can alert other parents and take the necessary precautions to prevent the condition from spreading. Watch the parent bulletin board for warnings of such conditions.

In case of illness, accident or emergency, parents will be notified immediately. If a parent cannot be reached, the person(s) listed on your emergency form may be contacted to pick up your child. If urgent action is required, an ambulance will be called. Per your signed Emergency Information and Authorization form, parents are responsible for all expenses incurred in obtaining medical treatment and/or transport.

MEDICATION

Child's View is not permitted to administer medication without parent's written consent. All medication must be in

its original container, and placed in the secure medication box. Please bring the medication yourself, and fill out the medication form. **Do not send medicine (vitamins & sunscreen included) with your child, or put them in the lunch box!**

IMMUNIZATIONS

State law requires that all immunization records be turned in within thirty (30) days of the child's enrollment date, and be kept up to date thereafter. When your child receives further immunizations, please come by the office to update the immunization form. Please be advised that children not in compliance with immunization requirements will be excluded from the program by the health department.

BREAKFAST, SNACKS & LUNCH

Children arriving at school before 8:00 a.m. are welcome to bring their breakfast. We will be glad to provide milk. If you will be arriving after 8:00 a.m., please have your child finish eating before entering school. Child's View provides a nutritious morning and afternoon snack, as well as milk for lunch.

Children bring their own lunches in a lunch box or bag, clearly labeled with their name. A refrigerator is available for lunch items that need to be kept cool. Please label such items with your child's name and leave them in the basin on the Parent's Shelf, to be placed in the refrigerator.

Child's View is unable to heat items for your child's lunch. Please put items that need to be kept warm in a thermos.

Nutritional Content. School licensing require that we monitor lunches for nutritional content. An item from each of the basic food groups—protein, grain, two fruits and/or

vegetables, dairy (we provide the milk)—should be included in your child's lunch daily. In the event a food group is missing, we will supplement and a charge may be assessed.

Treats. Children may not bring candy, gum, sodas, or heavily sugared foods to school. We also ask you not to send “Lunchables”, fast foods (such as McDonalds), yogurt with sprinkles, or items with chocolate. These items will be replaced with an “appropriate” substitute, and returned. Please also avoid items with a heavy fat or salt content. Often when children have sweets or "empty calorie foods," it is more difficult for them to eat their nutritious foods, which they will be required to eat first. A special note or picture in your child's lunch box is often appreciated more than food treats and allows your child to have a more pleasant lunch without the temptation of the non-nutritious foods. **If you absolutely must send a treat, please choose one of the many nutritional possibilities.** If you would like additional lunch ideas, please let us know.

Lunchtime can be an important part of the children's socialization and learning, with emphasis on manners and nutrition. The children eat on plates rather than out of their lunch-box, and practice clean up and dishwashing after eating. (The dishes are of course sanitized afterwards by staff.) In addition, earth friendliness is a part of our curriculum and we do recycle and compost. **Please send a clean cloth napkin in your child's lunch box each day and use reuseable plastic containers for lunch contents rather than disposable wrapping. Please avoid single serving food items.** We appreciate the convenience of single serving food items, however the containers are rarely recycleable or reuseable, and therefore are not earth friendly, and often contain more than a child can eat. Purchasing regular sized items (such

as applesauce, yogurt, canned fruits, etc.) and putting the amount your child can eat in a reusable container, saves money, prevents wasted food and is earth friendly.

CLOTHING

Please provide your child with clothing that is **easy to handle!** Your child should be able to manipulate all fastenings necessary to use the restroom independently! All clothing, including jackets and coats, should be selected with your child's abilities in mind. Hard to manipulate clothing is quite frustrating to children and their drive toward independence.

Please avoid clothing or items that may be distracting to the constructive atmosphere of the classroom and the children's transition times. This includes super-hero clothing, clothing or items with tv or movie characters, costumes, jewelry, clothing with bells or "squeakies," etc.

Remember that the children are involved in a variety of activities during the school day. While we try to protect clothing, it is impossible to insure that clothing will not be soiled. **Please assist your child in selecting clothing that will not restrict his/her activities or be easily ruined.**

Send a complete change of clothing (shirt, pants, undergarments, socks) with your child in a ziplock bag. These items will remain at school. Please replace them as needed to insure that your child will not be forced to spend time in wet or soiled clothes. The school is not always able to provide changes of clothing. **Keep the weather in mind,** and refresh the items as the seasons change, and as your child grows. **Please clearly mark all items with your child's name!!!**

Unless weather conditions are severe, we will be going

outside each day. **Please send a pair of boots** (marked with your child's name) which can be kept at school. Your child will need **appropriate outdoor garments** (warm, waterproof coat with hood, rain pants, gloves or mittens, boots, etc.) each day.

LOST AND FOUND

In spite of best efforts, clothing and other items sometimes stray from the children's cubbies. Labeling **all** items with your child's name is the best defense against lost items. Also, please check the Lost & Found basket on the parent shelf periodically for your child's possessions. You will be notified of an occasional "clean-out," and have an opportunity to look over the items that have accumulated, before they are donated to a charitable institution, or become part of the Child's View "extras."

Also, small pieces of classroom materials often find their way home with the children. If you discover a bead or some odd piece of apparatus in a pocket, please help your child return it to school. One lost piece can cause a particular material to be unusable. Montessori materials are extremely expensive, and replacement pieces are often not available, causing the entire material to have to be replaced due to the loss of one small part. Therefore, their return is very important! In addition, school cups and utensils often come home in lunch boxes. Please send them back the next day to insure we have adequate items for the children.

NAPTINE

All children rest for at least 30 minutes. Rest mats are provided. Please send a **small** crib-size blanket for your child to keep at school for rest time. Your child may also bring a **small** pillow or favorite stuffed animal to make naptine more comfortable. **All items must fit inside your**

child's cubby. Again, please label all items with your child's name. Children in the All Day classroom will rise and begin a second worktime. Children in the nap room who do not sleep will look at books or other quiet activities.

Child's View provides an individual mat cover for each child. **It is your responsibility to launder your child's mat cover over the weekend and return it on Monday.** If the sheet is not returned, a **replacement fee of \$25.00 will be charged.** Mat covers make your child's rest time much more comfortable than sleeping on plastic.

EXTENDED DAY/ KINDERGARTEN

Extended Day, or Second Worktime, is a special class time for the older children, with many learning activities and special projects for this age group alone. It is expected that children enrolled in a Montessori program continue through their kindergarten year and participate in the full extended day program. The kindergarten year is very special and important for your child. This is the time when the foundation which has been laid over the preschool years really comes together. The development, socialization and learning which takes place this last year is phenomenal and exciting to watch! The children then leave the program with confidence in themselves and a strong learning foundation!

ALL DAY MONTESSORI

Child's View provides an All Day Montessori program. The Montessori pre-school program is called a "Children's House, with the idea that the environment is prepared in a manner that creates a special home for children. The children care for their environment as we

would any home, as well as participate in food preparation. Montessori materials are available to the children throughout the day, as our various other familiar activities.

DISCIPLINE

When children have the freedom to develop according to their own individual needs and interests, and concentrate on freely chosen "work", they develop an "inner discipline." This eliminates a great deal of the need for redirection. Until the child has developed this "inner discipline," however, outer direction is necessary. In these instances the child is guided in finding a more constructive and purposeful activity, or in remedying a problem. When possible and appropriate, we allow the children to experience the natural or logical consequence for their behaviors and choices, both positive and negative. We work to empower the children by giving appropriate choices and an opportunity to learn from their choices.

In more difficult situations, the child may be kept close to an adult until ready to return to usual activities. Corporal punishment is never used, nor is humiliation or belittling. We evaluate the cause of the behavior, then work to guide the child toward discovering a better way to handle the situation. In many instances difficulty is prevented by "Grace and Courtesy" lessons," which help the children learn appropriate behaviors and ways to handle certain situations. Children are not seen as "bad," but as attempting to express their needs or feelings and find their place in the world. Discipline is seen as guidance, rather than punishment. Love, understanding and acceptance of the child are crucial at all times.

We request that families create a similar approach to discipline at home, which creates consistency for the child and a feeling of safety in knowing what to expect, making

the techniques more effective both at home and at school. Should a child repeatedly engage in inappropriate behavior, parents will be asked to work with the school in remedying that specific behavior. In some cases outside professional help may be requested. In extreme situations, Child's View reserves the right to request that the child not return to school.

BIRTHDAYS

We enjoy the opportunity to share in the children's birthday celebrations. Your child will participate in a special birthday ritual. Please bring a picture of your child at birth and for each year since to share during the birthday celebration. From these picture we will create a time line. **We do not serve sweets (cake, ice cream, candy, chocolate, etc.) at school,** however, if you would like to bring a special, "non-sugar" birthday treat for your child to share with school friends, please let us know.

Gifts. A tradition in many Montessori schools is for the birthday child to select a gift for the classroom that s/he may present during the birthday celebration. This is in no way required, but is very much enjoyed by the children. Please select a gift tag from the "Children's House" or check with your child's teacher for gift ideas.

TOYS / SHARING

Children often want to bring toys from home. We do ask that you not allow your child to bring toys (other than their special nap-time "friend") or money to school. Children are encouraged to bring an educational book or tape, an object from another culture, something relating to a special study, or an interesting item for our science area to share with the class, or for sharing day. If you are unsure about an item, please check with the teacher before the item is brought

into the classroom. Your child's classroom Guide will let you know the sharing procedure for your child's classroom.

RETURNING STUDENTS

In the spring, you will receive a **Returning Student Enrollment Form**. This form, along with the tuition deposit we are holding for you, reserves your child's space for the following school year. It is necessary for Child's View to have a commitment from current students so that we know how many spaces are available for new children and avoid unnecessarily turning away families. **Once a commitment to the following school year is made, the deposit will be forfeited if your child does not attend.**

The Montessori Children's House is ideally a three year program, although it may be four if a child starts at 2 1/2. Most families enroll expecting their child to continue through the kindergarten year. In this way the child gains the most from the program, and leaves with confidence and a strong learning foundation.

SUMMER SESSION

Child's View operates year-round, therefore we do continue to offer a Montessori program through the summer. Additional special activities and outside play are incorporated into our usual program.

A **Summer Application** must be returned by April 1st to enroll in the summer program. The application provides an option for a vacation or summer break. If your child will be taking a vacation or a break during the summer and you have turned in your Returning Student Enrollment Form, your child's place in the program is reserved during their vacation.

Summer Elementary Program. In addition to the Montessori Preschool Program, Child's View offers a Summer Elementary Program for ages six through ten. If you would like additional information on the elementary program, please let us know.

SCHOOL CLOSURES

Child's View will be closed for the major holidays listed at the back of this handbook. In the event any of these holidays falls on a Saturday, Child's View will be closed the preceding Friday. Should the holiday fall on a Sunday, the school will be closed the following Monday. Please see your School Calendar for specific dates.

Other Closures. Child's View will be closed for Teacher Inservice Days as listed on the School Calendar. These days make it possible for staff to plan, organize, clean and take care of other important aspects of the curriculum and school that we are unable to take care of when classes are in session.

Child's View may follow an alternative curriculum during parent conferences, winter and spring interim care, and, on occasion, during the summer session.

SPRING & WINTER BREAKS

Although most Montessori schools follow the public schools in remaining closed for both Winter and Spring breaks, Child's View offers Interim Care. **The Montessori program will be closed. There is a separate charge for Interim Care.** To register for care during this time, the Holiday Interim Care Registration Form must be filled out and returned. All fees must be paid before November 15th for Winter Break and February 15th for Spring Break. You may arrange to reserve this care before each break deadline, or you may choose these options at the beginning of the year and make installment payments.

WEATHER

In the event of inclement weather, Child's View will follow the Portland Public Schools in deciding school closures or late openings. If the Portland Public Schools are closed or opening late, we will act accordingly. Late openings are calculated from the regular 8:30 starting time, and Early Arrival care will be canceled. Please listen to your radio should there be any question as to "weather" or not school will be open.

STAFF & AFFILIATIONS

Tamara Ulrich, the Founder and Directress of Child's View, holds Montessori Teaching Certifications from the Association Montessori Internationale (AMI) and the St. Nicholas Training Center for the Montessori Method of Education. She has her Master's Degree in Human Studies, a Bachelor's Degree in Child Development, and a Certificate of Achievement in Child Development-Montessori. Tammy is a past president of the Oregon Montessori Association and has served as Co-chair of the Oregon Season for Nonviolence Task Force.

With over thirty years experience in Montessori education, Tammy is dedicated to providing a safe and nurturing educational environment based on the Montessori method. It is important to her that children know they are cared for, enjoy learning and have the means to develop to their fullest.

It is also important to Tammy that parents feel secure about the care and education their child is receiving, and that any questions or concerns are answered. Please come by the office or call any time you feel a need. The office is open during regular school hours (8:30 am - 3:00 pm), however, if you need assistance and find the

office closed, please leave a message and we will get back to you as soon as possible.

Teaching Staff. All classroom Guides (lead teachers) have training and certification in the Montessori method of education. Montessori Assistants have education and/or experience in Early childhood education. First Aid and CPR certification is required for all primary staff members. A criminal record check through Children's Services is required on all staff.

Memberships. Child's View maintains memberships in organizations such as the Oregon Montessori Association (OMA), the North American Montessori Teacher's Association (NAMTA), the Association Montessori Internationale (AMI), American Montessori Society (AMS), Oregon Federation of Independent Schools (OFIS), the National Association for the Education of Young Children (NAEYC), and others. These memberships keep us in touch with current issues and recent developments in the field through publications, conferences and workshops. Many of these services are also available to parents. If you are interested in further information, we are happy to provide it.



Early Childhood Education issues are critical, both for parents seeking programs for their children, and for providers of programs. Early Childhood teachers are low-paid professionals, earning wages below many unskilled, uneducated workers. The cost of providing care is escalating. Yet the cost for quality care is already out of reach for many families. The United States lags behind most other industrialized nations in providing high quality early childhood education programs.

Our children are precious! They are also the future of our society and this planet. Violence among children is escalating and more and more children act out the anger and confusion they feel. **The early years are critical in determining the individual each child will become.** Unfortunately, children are frequently the last to be considered, and their needs the last to be met. Slowly, changes are being made. We urge you to stay involved with the issues and voice your needs and concerns to government representatives and businesses. In addition, take active steps in combating the violence in our society by choosing carefully the movies and programs your child watches, the video games played, the toys purchased, the activities your child is involved in, and the expectations you hold for your child in how s/he treats others and the world we live in. Together we can take steps to make this a better world for our children.



Thank you for choosing Child's View Montessori School for your child. We look forward to working with you and your child to provide the best school experience possible.

Daily Schedule

Early Arrival Care ----- 7:30 - 8:30

Montessori Classtime Begins -----8:30

Montessori Morning----- 8:30-11:30

Lunch -----11:30-12:15

Outside Play ----- 12:15-1:00

Montessori Half-Day Dismissal ----- 1:00

Nap Time ----- 1:00 - 3:00

Extended Day/Kindergarten ----- 1:00 - 3:00

Full-Day Dismissal -----3:00

All Day Montessori continues ----- 3:00 - 6:00

**Please note: Schedules are flexible,
and subject to change without notice.*



Building Closed -----6:00

Additional charges assessed after this time.

School Holidays

Child's View observes the following holidays

(Please consult your School calendar for specific dates.)

Labor Day
Veterans' Day
Thanksgiving
Christmas

WINTER BREAK*

New Year's
Martin Luther King's Birthday
Presidents' Day

SPRING BREAK*

Memorial Day
Independence Day

Teacher Inservice Days

School is closed the Thursday & Friday before
the Summer Program begins

School is closed the week before
Labor Day

Highly Recommended Reading:

Sunderland, Margot. *The Science of Parenting*

One of the best we've seen for overall understanding of the child's needs and positive parenting. Covers most all aspects of parenting.

Polk, Paula Lillard. *Montessori: A Modern Approach*

Wonderful overview of the Montessori Approach

Montessori, Maria.

The Absorbent Mind

The Secret of Childhood

Of all the Montessori books to choose from, we recommend starting with these.

Recommended Reading:

Briggs, Dorothy Corkille. *Your Child's Self-Esteem*

Cline, Foster, MD & Fay, Jim. *Parenting With Love and Logic. Teaching Children Responsibility.*

Coloroso, Barbara. *Kids are Worth It*

Dreikurs, Rudolph M.D.

Children: The Challenge

The Challenge of Parenthood

Faber, Adele and Mazlish, Elaine.

How To Talk So Kids Will Listen & Listen So Kids Will Talk,

Liberated Parents Liberated Children - Your Guide

to a Happier Family

Siblings Without Rivalry

Hainstock, Elizabeth G. *Teaching Montessori In The Home — The Pre-school Years*

Healy, Jane M. *Endangered Minds. Why Children*

Don't Think and What We Can Do About It.

Lillard, Angeline Stoll. *Montessori — The Science Behind the Genius*

Malloy, Terry. *Montessori And Your Child*

Montessori, Maria.

The Absorbent Mind

The Secret of Childhood

The Discovery of the Child

From Childhood to Adolescence

The Child In the Family

The Montessori Method

Spontaneous Activity in Education

Education & Peace

Education for a New World

What You Should Know About Your Child

Dr. Montessori's Own Handbook

The Formation of Man

Standing, E.M. *Maria Montessori — Her Life & Work*

Wolf, Aline D. *A Parent's Guide to the Montessori Classroom*

Most of these books are available through the library, or you may check them out through the **Child's View** Parents' Library.

Notes

