

# MONTESSORI EXPLORER SCHOOL

## ANNUAL PACKET

### PRIMARY

2020-2021

**WELCOME TO OUR  
MONTESSORI EXPLORER SCHOOL FAMILY**

Montessori Explorer School welcomes all of our families to the 2020-2021 school year.

We welcome diversity in our student body and their families, and our staff. Our school admits students and families of any race, color, creed, national or ethnic origin and gender orientation, to all the rights and privileges, programs and activities made available to students in the school.

Our school does not discriminate on the basis of race, color, sex, creed, national or ethnic origin, material status, gender orientation or gender identity, in its admissions procedures, educational policies, and employment practices.

All kinds of families have a place in the Montessori Explorer Schools. We mention this in classes, and we respect all types of families present in our school population. We strive to instill good values, empathy, understanding, and acceptance, so our children become more open to our diverse population. Our human values and peace curriculum focus on these qualities and works with children, so they become more accepting of our differences.

We are looking forward to a culturally vibrant, fun-filled school year where children will not only gain and reach milestones in academics but also become understanding and more empathic human beings.

The school is supported by a 501(c) (3) tax exempted foundation for its extracurricular activities. The School and the Foundation intend to expand these activities to numerous other afterschool projects with more funding. Foundation welcomes donations and grants as the Foundation wants to continue the financing of the music program and several other programs that were outlined by the foundation board. We currently have few openings in the Foundation board. Meetings happen once a month. We need a volunteer to run the pizza Fridays, collect money and record the income. We need the same assistance for the piano program. If you are interested, please contact Ms. Dinusha Perera.

The fundraising committee is working on several fundraising projects to collect the funds we need for the 2020-2021 school year. If you have any fundraising experience or free time, please join the fundraising committee. The fundraising committee is looking for additional volunteers to head other projects and also to assist them in various tasks. The Foundation email address is [scientiaeducationfoundation@gmail.com](mailto:scientiaeducationfoundation@gmail.com). The school requests and expects all parents to actively participate in fundraising events through participation and bring in funds.

We are happy that most of our children from last year will be continuing with us. It is rewarding to the teachers to see their students complete each successive full cycle 3-6 years. The elementary program has grown since its beginning in the 2011-2012 school

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year. 2020-2021 school year Montessori Explorer will offer the lower elementary program. The Montessori Elementary cosmic curriculum that focuses integrating the study of all subjects has taken the children's curiosity to great lengths. Again, Montessori works and enhances children and prepares them to achieve their educational goals toward College.

Please help the Scholastic book club by purchasing all your child's books through the school. The school receives coupons that are used towards buying books for the classrooms. We have made ordering easier by going on-line. The website is [www.Scholastic.com](http://www.Scholastic.com), and the school code is **DWDWY**. If you want additional catalog pages, please inform your child's classroom teacher. There is no shipping fee so your family and friends can order as well. All books arrive at the school, and our teachers will sort them and hand them over to you.

Please read all communiqués that are sent home from time to time as these will keep you up to date on what is going on at your child's school. Check your electronic notices that appear with relevant messages during clock-in or clock-out times. We will also make every attempt to print and post relevant messages on the table in the front office. We also ask you to turn in your school "Communication Retrieval Form" when you turn in your child's paperwork. This form contains your choice of how you want your messages to be received. Please include all contact necessary so we can get to any person on your list.

Every Friday make sure to check your child's cubby for completed work and, please take them home. Please do not take any work from your child's inside cubby. Inside cubby contains work in progress. Due to insufficient space, please send **ONLY** your child's lunch bag. They do not require a backpack. The teachers also want you to remember to replace any extra clothes that they may have used and taken home, or if your child was given clothes that belonged to the school, please do not forget to return them to school. We have lost many materials that had been loaned to children who did not have a change of clothes.

We ask your cooperation in completing all of the forms, physicians report, and your child's immunization record to school. Your child's teacher and the school need these forms no later than **June 29th** to prepare better for your child and follow Health and Human Services licensing regulations.

Due to many children coming to school each day late, the school and the staff are urging you to bring your child to school on time, so the children receive the full benefit of the program. We will **NOT** admit any child who will come to school after 9:00 a.m., unless the school is informed the child has a doctor's appointment.

Due to the Covid-19 pandemic, Montessori Explorer has made several changes to its admission policies and vaccination guidelines. Your child will not be admitted to the school if you have not produced the physician's report and up-to-date immunization record to school after June 29<sup>th</sup>, 2020.

## Important Dates to Remember

### **Parent Orientation & Parent Workshop:**

Date: Friday, July 3<sup>rd</sup>, 2020

Time: 4:30pm

Where: Via Zoom Meeting

For Whom: All Parents (New & Returning)

### **Current Office Hours**

Monday – Friday 9:00am to 12:00pm

Extended Hours: Monday & Wednesday 9:00am to 4:00pm by appointment only.

Please call the office prior to arrival

- School office is open during the month of June to accept receive all necessary annual forms before the first day of school.
- We require a copy of your child's birth certificate and the immunization card.
- New families please establish your child's unique electronic sign-in/out access prior to July 6<sup>th</sup>, 2020. This will help you on the first day of school and avoid the rush to register.
- All forms must be completed and returned to school on or before June 29<sup>th</sup>, if we do not have all the forms your child will have a delayed start date.

### **First Day of School**

Monday, July 6<sup>th</sup>, 2020

### **First Month Tuition Fees Due Dates**

Your first monthly installment is due by June 25, 2020. It will be considered past due if not received on or before July 1<sup>st</sup>. Please note additional fees apply on late tuition fee payments. All other tuition installment payments are due on the 25<sup>th</sup> of the month, late after the 1<sup>st</sup> of the month. July tuition is due on June 25<sup>th</sup>, late after July 1<sup>st</sup>, 2020.

### **School Fees Payment Methods**

The ACH payment, check, cash, cashier's check, or money order

**Save the Date!**

**The Annual School Picnic**

**Friday, September 18th 10:00a.m. – 2:00p.m.** We will see you at the Mountain Hawk Park in Chula Vista; the school is closed on this day. We hope to see all of our families there.

**School Photos**

**January 19, 2020.** Please save this date so your child's picture can be taken.

**PLEASE FILL ALL THE ATTACHED FORMS & SUBMIT A  
COPY OF THE BIRTH CERTIFICATE AND IMMUNIZATION  
CARD.**

**These forms must be complete before June 29<sup>th</sup>, 2020.**

**ALL NEW STUDENTS TO THE SCHOOL**  
**GUIDELINE TO FILL OUT REQUIRED FORMS**

1. Identification and emergency information – childcare centers/Family Childcare Homes (LIC 700)
  - Please complete all sections legibly and sign and date.
2. Child’s Preadmission Health History – Parent’s Report (LIC 702)
  - All sections need to be completed entirely. The teachers have access to this form, and it is going to help the teachers know your child better. Sign and date.
3. Consent for Emergency Medical Treatment (LIC 627)
  - It is crucial that this form is completed and signed. Please put down all current contact phone numbers. This is the form that is required if your child needs emergency medical treatment. Without this form, the school cannot obtain the necessary medical treatment from emergency personnel.
4. Physician’s Report – Childcare Centers (LIC 701)
  - Please complete the PART A sign and date. Send this form to your child’s doctor and the doctor or the office has to complete the PART B section. We need the doctor’s stamp, signed and dated. Completed form has to be faxed directly from the physician’s office to the school. School’s fax number is 619-425-3301
5. Personal Beliefs Exemption to Required Immunizations (CDPH 8262) (Complete once during admissions process)
  - All Medical Exemptions must be completed in the required form to be accepted to the school.
  - For admissions on or after July 1, 2020, what is required for a medical exemption to a required immunization?
  - Starting July 1, 2019, a parent or guardian must submit a signed, written statement from a physician (MD or DO) licensed in California which states:
    - The specific nature of the physical condition or medical circumstance of the child for which a licensed physician does not recommend immunization.
    - Each specific required vaccine that is being exempted.
    - Whether the medical exemption is permanent or temporary.
    - If the exemption is temporary, an expiration date no more than 12 calendar months from the date of signing.

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- Food Allergy Action Plan (Complete a new form annually)

Children with any allergy needs to fill out the *Food Allergy Action Plan*. The school requires that you fill out all the information accurately and completely. Your child doctor needs to complete part of this form. The form must accompany all medications. The medications must come in the original container with the medication dispense order taped to the medication container. Child's name, DOB and all other relevant information should be visible on the container. The medication should not expire for one year.

- New Law Requirements – Information for you to understand why the schools require so much information concerning immunizations. The new laws went into effect on January 2014, no child is admitted to school without complete immunization or authorized *Medical Exemption Form*.
- Annual physicals are required for all children enrolled at the school. If your child has already received their annual physical for 2019, please request your child's doctor to complete the "Physician's Report."
- Bring your child's vaccination card to make a copy at the school.

6. Parent's Rights – Complete and return the bottom section to the school. (Filled out once)

7. Personal Rights - Complete and return the bottom part to the school. (Filled out once)

8. Required Form for Extended Care & Afterschool Care – Complete with working telephone numbers. (Annual requirement)

9. Information Update 2020 - 2021. Please complete all sections. (Annual Requirement)

10. Parent's Response Form – This form is completed to indicate if you are available to volunteer at the school. (Annual Requirement)

11. Photo Permission Form – Complete all applicable sections – Valid for one academic year. (Annual Requirement)

12. Racial Composite Form – This form has to be completed to provide data for the census. (To be filled once)

13. Admissions Agreement

- Please complete all parts by initialing on the provided line next to each paragraph. Both parents' signature is required if both parents are on the list for pick-up. (Annual Requirement)

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### 14. Parent Handbook (Annual Requirement)

- Please read all sections, sign the last page and return to school along with all the above forms.

### 15. Special Instructions for a child who require a nap at school. (Annual Requirement)

### 16. Sharing requirements and guidelines – What to send to school on Friday for sharing in the classroom.



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### CLASSROOM HOURS

PRE-PRIMARY	Half Day	8:00a.m. – 12:00p.m.
	Full Day	8:00a.m. – 3:00p.m.
PRIMARY (PRE-K)	Half Day	8:00a.m. – 12:00p.m.
	Full Day	8:00a.m. – 3:00p.m.
ELEMENTARY (KINDERGARTEN)		
	Full Day	8:00a.m. – 3:00p.m.
ELEMENTARY (LEVEL 1-3)		
	Full Day	8:00a.m. – 3:00p.m.

### CHILDCARE HOURS

AM – EARLY DROP-OFF	7:00a.m. – 8:00a.m.
PM – LATE PICK-UP	3:30p.m. – 6:00p.m.

Please note if you arrive past 6:00 pm you are charged \$20.00 for the first 15-minutes or portion. Past the first 15-minutes you are charged \$1.00 per minute. You need to pay these fees to the attending extended care teacher. The school does not charge fees for services past 6:00 pm. Please bring cash to give the teachers who stayed back past closing hours with your child.

### MORNING LATE ARRIVAL PROCEDURES

#### **PRIMARY**

Children are not admitted to the classroom after 9:00 am. Parents will be asked to take their child back home if they continue to arrive at the school past 9:00 am. Only doctor's appointments, speech and other special therapy appointments are excused but must submit a doctor's note.

#### **ELEMENTARY**

No child is admitted to school past 9:00 am. The child must be at school no later than 8:15 am. If you arrive past this time, the child has to remain with the parent until 9:00 am. The teacher will not admit the child between 8:15 am and 9:00 am as it disrupts the morning gathering rituals. Please do not disturb the classroom by knocking on the door if you arrive past 8:15 am. The teacher will open the door at 9:00am sharp and admit your child.

Habitual late arrivals are considered tardy.

**SECOND WORK CYCLE FOR NON-NAPPING CHILDREN (Klimt Class)**

PRIMARY 12:45p.m. – 2:35p.m. (Spanish)

**ELEMENTARY LANGUAGE CLASSES**

SPANISH 1:00P.M. – 3:00P.M. Monday through Friday (unless they have an enrichment class that is part of the elementary program)

**ENRICHMENT ACTIVITIES**

All free enrichment classes are funded through your generous fundraiser participation.  
Thank you.

ART - Tuesday. For children during PM extended care (Free).

Music - Friday. Structured music lessons for the Pre-K & Elementary (Free).

Yoga - Friday (Free)

Kinesthetics - Free for all students

ART History and study of Literacy – During classroom time. Level two through six (Free)

Literacy through ART incorporated through writing workshop – Kindergarten & up (Free)

Literacy and Art – Pre-K (Free) (Conducted during the PM work cycle for all children who are not napping)

Dance Grouped into small groups based on age and ability. Please check with the front desk for pricing.

Soccer Check with the front desk for more information. Must pay direct to the soccer organization.

Amazing Athletes Check with the front desk for more information on schedule and pricing. Must be paid direct to the organization.

All enrichment programs are run with fundraisers. To continue these enrichment programs, the fundraising committee must plan annual fundraisers. The first Foundation Meeting will be held on July 29<sup>th</sup> @ 2:45 pm.

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More activities will be planned throughout the year as funding become available. Pizza Friday & Hot Lunch Monday will be continuing, please support this fundraiser so your child can continue to enjoy the music program.

All new fundraiser programs and the schedule is announced during the Parent Orientation.

We look forward to another exciting year of learning and growing with your child.

Sincerely,

*Dinusha Perera*

**Director  
Montessori Explorer**

## Tuition Installment Reminder

Parents, please note:

Tuition is paid a month in advance and due on the 25th day of each month. There is a five-day grace period. Payment must be received by no later than the 1st of the month. After the 2nd of the month your account will reflect an automatic non-waivable late fee of \$45. The tuition is a 12-month installment and tuition are paid in full each month. No tuition discounts, tuition holds, temporary withdrawals, or non-payment is granted for holidays, vacations, absenteeism, natural disasters, pandemics, or midyear withdrawal due to switching schools. Withdrawals of students are not granted after the first semester other than for military families. Students withdrawing after the first semester of the school year must pay the remaining tuition installments until end of the school year. No records will be transferred until all payments are up to date.

COMPASS MONTESSORI accepts payments in the form of check, cash, money order, cashier's checks, automatic bill pay payments and direct withdrawals through ACH payments. Any payments requested to be paid through a credit card will incur a 6% additional payment.

Extended care charge is \$7.00 per hour. Childcare will be billed separate, and we kindly request childcare fees to be paid upon receipt of the statement on a separate check payable to "MONTESSORI EXPLORER". Please note you may choose tuition fees that include extended hours at a discounted rate depending on your needs.

**MATERIALS FOR PRE-PRIMARY, & PRIMARY, STUDENTS  
2020 - 2021**

- 1. PLEASE LABEL AS MANY SUPPLIES AS POSSIBLE.**
- 2. SUPPLIES ARE NEEDED ON THE FIRST DAY OF SCHOOL**
- 3. PLACE ALL ITEMS IN A LARGE ZIPLOCK BAG WITH CHILD'S NAME**
- 4. PLEASE DO NOT SEND ITEMS NOT LISTED.**

In order to unify materials needed by primary students, the school will purchase items such as crayons, glue sticks, scissors, rulers, colored pencils, markers, writing paper, workbooks and all other supplies needed.

**Each child needs to bring:**

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**PRE-PRIMARY CLASS**

- Water bottle (labeled with name)
- LUNCH BAG (LABEL WITH NAME) NO BACKPACK
- A place mat for lunch – sent daily in child's lunch bag.
- 3 packs of playdoh
- One pack of baby wipes (Costco)

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**PRIMARY**

- Water bottle (labeled with name)
- LUNCH BAG (LABEL WITH NAME) NO BACKPACK
- 2 Black Pearl Erasers (replenish as needed)
- One pack of baby wipes (Costco)
- A place mats for lunch – sent daily in child's lunch bag.
- 3 pack of playdoh

**General Classroom Supplies**

These items will help us keep the classroom well stocked and useful

Facial tissues

Lysol cleaning wipes

Wash cloths (small square 6" x 6") for hands

- All children must bring a full set of clothes to change in case of an accident. Send this in a separate Ziplock back with all items labeled with child's name. Replenish when used.
- All children in diaper – bring a pack of diapers and their personal wipes. Replenish as requested by the child's teacher.

## Helpful Hints

1. Parents need to sign their full signature and NOT initial on the sign-in/out form if the electronic system is down.
2. Please remember to check your child's cubby daily as they could contain important messages for you. Please encourage child to clear their cubby daily.
3. Please check the mail basket that will be placed next to the time clock to make sure you have any mail from the office.
4. Napping items are sent home every **FRIDAY**. Please remember to take your child's laundry home and wash and clean them and **RETURN it on MONDAY** or the first day your child comes back to school. The school will loan your child nap sheets if they have not brought the nap items to school. There is a weekly charge of \$5.00 for all loaned nap/rest items. The fee will be added to your monthly tuition statement. This cost will cover the school laundry costs and staff time to clean them weekly.
5. Please follow all guidelines outlined in the "Additional Guidelines" pages in addition to the "Parent Handbook". If you do not have a Parent Handbook, please request one from the office.
6. The office does not coordinate birthday celebrations for children. All celebrations, such as birthdays, you must contact your child's classroom teacher to schedule the day you want. If this day is already reserved, you can choose another date to celebrate your child's birthday. The classroom teacher will give you a birthday packet that you need to complete and bring the day before the celebration. The birthday child typically gifts a book that is age appropriate for the classroom. Please write the child's name and date the book.
7. When your child is ill, please refer to our sick child procedure (document attached). The teacher greeting your child may ask to take your child back home if she determines that your child shows obvious signs of illness.
8. Lunches (The school does not heat any food. Children should not bring candy, sugary desserts, and chocolates.) If you send fruit juice please limit to one pack of juice per day.
9. Sharing is every Friday, **please no toys**. We encourage educational items that will supplement the monthly unit be brought in. Please check with your child's teacher.
10. Please do not allow your child to bring **any toys to school** and leave them in their cubbies. Creates problem other children.

## Health Policies

**We are a PEANUT FREE environment. Please do not send any food items that contains PEANUT or PEANUT products.**

Our guidelines are designed to protect both well and ill children and center employees. The policies reflect the regulations of the State of California Licensing Division, state and local health department, standard universal precautions, recommendations of the Centers for Disease Control and the Professional Association of Childhood Education.

State law requires that every child must be inspected by a teacher on a daily basis for visible symptoms of illness. Children who are symptomatic will not be accepted. The signature of the parent on the sign-in sheet demonstrates an acceptance by the designated adult. No parent should sign the attendance sheet for a child who has not been inspected by the teacher and accepted for the day.

Your child may be sent home if s/he appears to have any symptoms of illness during school time. This includes a child that has three incidents of diarrhea in a single day. When a child is sent home ill, she/he may not attend school the following day. If your child becomes ill at school, the parent will be phoned and asked to take the child home immediately. It is imperative that your registration and emergency card are kept up to date with the names and phone numbers of two responsible adults willing to pick up your child in case the Center cannot locate the parent(s).

If you as a parent are in doubt whether your child is ill, please keep her/him home. A day at home may be better than having to leave work to pick up your child. PLEASE REFER TO THE "LETTER REGARDING CHILD'S ILLNESS" symptoms or conditions, which exclude your child from, school or for which she/he will be sent home.

Please call the center by 9:00 AM if your child is ill and not coming to school that day. You can email to [montessoriexplorer.teachers@gmail.com](mailto:montessoriexplorer.teachers@gmail.com). Please do not email to Ms. Dinusha's email.

Since the Covid-19 pandemic, the School will request children with a cough or cold to wear a mask to keep the spread of infection. Teacher at their discretion will opt to wearing masks when colds and coughs are frequent. Cleaning, disinfecting, and sanitation protocols will be closely implemented as part of the school cleaning policy.

Please call the center by 9:00 AM if your child is ill and not coming to school that day. The child needs to be free of symptoms and fever reducing medication for a TOTAL 24 hours before returning to school. Your child may be re-admitted with a written doctor's release once the contagious period has passed.

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### Hand washing

Frequent hand washing is the single best way to prevent disease and illness. Please join us in showing how to wash their hands (if you are not already!) and in helping your child to develop the habit of frequently washing his/her hands. Children should learn to use warm water and soap, and to rub their hands vigorously together when washing. Hands should be washed when arriving to school, before eating and after toileting, as well as throughout the day. Classrooms practice handwashing after each work/activity.

### Medication

If your child requires any medications, the parent will need to plan with a physician for special instructions and prescriptions for use at the center. No medication will be given without a doctor's signed permission slip. You teacher maintains a *Medication Dispensing Form*, the office will request you to fill that form when you handover the medication to the office. The children should not carry any medication in their lunch bags or self.

### Accidents and Emergencies

We will make immediate attempt to contact the parent. If we cannot reach you, we will call the child's physician. If necessary, we will also call emergency services. It is the parent's responsibility to make sure the phone numbers and emergency numbers on file for your child are up-to-date and all emergency information is accurate. It is important that we are able to locate a parent as soon as possible if the nature of the accident is severe. We strongly recommend that parents notify the Center and leave alternate phone numbers when they away from the office or home for any significant length of time.

### Emergency Preparedness

The school conducts monthly fire and earthquake drill according to regulations. Please complete the earthquake pack and turn it in on Friday, July 10<sup>th</sup> 2020.

### Childhood Immunizations

In accordance with Community Care Licensing health regulations, children must have the required immunizations for their age prior to entry. Immunizations must be kept up to date to remain enrolled in the center. The child's immunization record or Medical Exemption statement signed by the child's physician is required to verify immunizations.

Children may be exempted from the immunization requirements for childcare center entry. A Child with no immunization is temporarily exempted from school entry when an outbreak of any contagious disease occurs either at the Center or in the County or is notified by the health and human services. Parents **must** complete the new form that is attached in accordance with the new child immunization laws that is in effect beginning January 1st, 2014.

Please remember to bring a copy of the yellow card each time your child receives a booster or new vaccination. This will help the school keep your immunization records up to date.



## Letter Regarding Child's Illness

The school is required by law NOT TO admit children who are obviously ill that day.

**You child will NOT BE ADMITTED TO SCHOOL with these visible signs of illness. If your child has allergies, please provide a Physician's note to confirm.**

- ✓ Green/yellow mucous coming from the nose
- ✓ Fever
- ✓ Deep coughing
- ✓ Diarrhea
- ✓ Vomiting (the day before, at night, etc.)
- ✓ Sore, Red throat
- ✓ Earache
- ✓ Impetigo/open sores
- ✓ Pink, weepy or matted eyes
- ✓ Has a fever or has had a fever within 24 hours.
- ✓ Is in the first 24 hours of antibiotic treatment
- ✓ Has a thick nasal discharge that is not clear
- ✓ Has a persistent cough
- ✓ Have symptoms of a communicable disease such as sniffles, reddened eyes, sore throat, painful ears, rash, headache, abdominal pain and/or fever.
- ✓ If your child comes down with a communicable disease, such as chicken pox, please inform us so that we can take the necessary precautions to initiate the notification process.

Not only are infectious diseases passed on to the other children, but also to the staff as well. The cycle of illness is hard to break when ill children are sent to school and passed from one child to another.

Parents need to plan alternate care ahead of time of needing it so that children can stay home when they are sick. Under Title 22 Section 101226.1 guidelines, the children will be inspected for visible signs of illness daily and children with obvious signs of illness will be asked to be taken home. Furthermore, all children need to be walked into the classroom or handed over to a teacher by a parent/responsible party. No child should be asked to walk to their classroom alone without a parent or responsible party.

If you are called to come to school and pick up your child because of illness, please plan to come to the school within **one hour** of the time you are called.

For the health and well-being of your child and the others, please **do not** bring your child to care if he/she sick. Children may return to school 24 hours after the temperature has returned to normal body temperature with no fever-reducing medication and/or they have been on antibiotic medication for 48 hours.

Thank you for your cooperation,  
Sincerely  
Dinusha Perera

Letter Regarding Nutrition

Dear Parent/s,

Since food and nutrition are such an important part of a young child's life, we will continue to stress good nutrition when talking to the children.

A few parents have asked for some suggestions for lunches. Here are some ideas that we have found to be successful. **Please do not send food that needs to be microwaved. We do not heat children's food.**

**Food choices.**

- Sandwiches
- Cut up quesadillas, pieces of meat, or a piece of chicken
- Cheese (hard or cottage)
- Hardboiled egg
- Soup, pasta dishes (in a thermos)
- Yogurt (with an ice pack)
- Bread (slices, sticks, crackers, rolls)
- Fruit (fresh or canned) – please peel oranges for younger children
- Vegetables (celery, carrots, mushrooms, cucumbers, broccoli, cauliflower)  
dip in thermos
- Nuts
- Raisins
- Pretzels
- Dried fruit
- Cereal and milk with plastic bowl and spoon included

**The drink should be sent in an unbreakable container, and could be;**

- Water
- Milk with an ice pack
- 100% fruit juice or fruit smoothies with an ice pack (no more than one pack)

**PLEASE DO NOT SEND ANY SODAS, CANDY, GUMMIES, CHOCOLATES & GUM**

There is no limit to the variation – even last night's dinner leftovers are great!

An ice pack will help to keep your child's lunch fresh.

**Remember a spoon/fork and napkin. Please send a cloth place mat in your child's lunch box.**

Here is to healthy children!

**Montessori Explorer Staff**

**EARTHQUAKE PREPAREDNESS**

Dear Parent/s,

Montessori Explorer has developed an Earthquake disaster plan. Our goal is to prepare and educate staff, parents, and children, in the event of a major earthquake or disaster, should one occur during school hours. Each month children and teachers practice earthquake drills and fire evacuation drills to prepare everyone at school.

Each child is required to bring to school a "Student Emergency bag" containing food and clothing, which will be stored in a safe place at school. Your child should quickly open these items. When purchasing food items, please consider the shelf life/expiration dates. These food provisions are intended to serve as dietary supplements to hold your child over until the principal food and water station with a three-day supply can be set up at the evacuation site.

Please place all these items in a Jumbo (2 gallon) Ziploc bag. The following information should be written or typed clearly on a 5 x 8 index card. This card should be taped to the inside upper right-hand corner of each bag.

1. Child's name, address, all contactable phone numbers of parents
2. Parents name and contactable work phone numbers
3. Child's classroom teacher's name
4. Family contact phone numbers (LAN & CELL) in and out of state
5. Accurate information regarding your child's health including allergies

At the end of each school year, this bag will be returned to the parent/s to replenish it with fresh food and clothing that fit.

The Emergency pack is required back at school on the first day of child's attendance. We appreciate your help in this matter, and this is to ensure the safety of your child.

Sincerely,

Montessori Explorer.

**EARTHQUAKE KIT**

- 2 snack size fruit or pudding (snap open containers)
- 2 Box drinks or water
- 2 Mini packages of crackers
- 2 Dried fruits/granola bars, etc.
- 2 Disposable spoons
- 1 Emergency blanket (solar blankets available at Wal-Mart/Target or any sporting goods store)
- 1 Small flashlight with package of batteries
- 1 Complete change of clothes including underwear
- 2 Pairs of socks
- 1 Small package of moistened towelettes (travel size)
- 2 Day supply of prescription medication, your child needs daily

A letter or note of love from you

A family photographs

A comfort object

**DAILY CLASSROOM SCHEDULE  
PRIMARY CLASSROOM**

- 7:00-7:45 Early Morning Childcare
- 7:45-8:00 Bathroom use, hand washing and getting ready to walk to the classroom
- 8:00-8:30 Story Time (English Chapter Book), Morning Circle & Geography (**No late arrivals please**)
- 8:30-11:00 Morning work cycle
- All children rotate for outside play and snack in small groups
- Regular hand washing after using materials.
- 11:00-11:30 Learning Circle (learning unit and monthly author studies)
- 11:30 Wash hands & Lunch Time
- 12:00-12:30** Half day children are dismissed
- 12:30 Rest Time Preparation – Bathroom use, hand washing
- 12:30-1:00 Rest time (Listen to music or Oral Literature – Spanish Chapter Book)
- 1:00-2:30 Spanish circle & Afternoon work cycle – Primary Classroom (No napping children)
- 2:30 Monthly Literature Unit – Story/Activities based on the author studies
- 2:50-3:00 PM Snack time
- 3:15-3:30 Full Day Dismissal
- 3:30 Outside play for extended care children
- 4:00 Arts/Craft/Music & Movement activity for Extended Care children
- 6:00 End of Extended care.

(Yoga/Science or Movement activity or Friday sharing circle on Fridays)

**DAILY CLASSROOM SCHEDULE  
PRE-PRIMARY CLASSROOM**

7:00-7:45	Early Morning Childcare
7:45-8:00	Diaper changing & handwashing
8:00-9:00	Classroom work cycle. Frequent hand washing after using materials
9:00	Storytime (Monthly Literature unit), Morning Circle (Calendar, Songs, attendance, etc.)
9:20-9:45	All children rotate for outside play and snack in small groups and diaper changes
9:45-11:20	Indoor work cycle, lessons, and guided activities
11:20	Transition circle, Lunch Time, Play, and diaper changes
12:15-12:30	Half day children are dismissed
12:00	Nap time preparation
2:30	Nappers wake up – Use the toilet and wash hands for snack time
3:00-3:15	Afternoon snack
3:15-3:30	Full Day Dismissal
3:30	Extended Care begins
4:00	Arts/Craft/Music & Movement activity for Extended Care children
6:00	End of Extended care.

- Monthly literature units where children will study children’s book authors and read books, complete Art, and writing activities.
- Daily Spanish work cycle.
- Weekly Science & Cooking
- Weekly Art Appreciation by studying of artist of each era.

## MONTESSORI EXPLORER SCHOOL

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### Monthly Learning Units

#### PRIMARY

July	Rules, Grace and Courtesy, Self-Care, Physical Awareness, Friendship, Fire Drill and Earthquake practice, safety. Establish good work habits, classroom discipline and routines.
August	Introduction to the year-long geography & history studies Literature Unit – Audrey Penn
September	Living/Non-Living & introduction to the year-long science curriculum Introduction to invertebrates & vertebrates Literature Unit - Laura Numeroff
October	Seasons, Science of colors, Cultural celebrations around the world (Emphasis on fall celebrations) Study of Invertebrates Literature Unit – Eric Carle
November	Food Groups & Care of Person (Health & Hygiene) Literature Unit - Kevin Henkes
December	Cultural Traditions & Celebration around the world (Emphasis on winter celebrations) Celebrations from around the World Literature Unit – Jan Brett
January	Study of the five classes of vertebrates Literature Unit – Tomie DePaola
February	Vertebrates studies Contd., Friendship, Love & Caring Literature Unit – Dr. Seuss
March	Human Body, Five Senses, External parts of the body & Internal organs and their functions introduced age appropriately using classroom hand-on activities. Literature Unit - Toni W Linder
April	Botany & Earth Studies Literature Unit - Arnold Lobel
May	Solar System Literature Unit - Maurice Sendak
June	Young scientists (Wrap up science curriculum for first year) Literature Unit – Robert McCloskey

**Monthly Learning Units  
PRE-PRIMARY**

July	Rules, Grace and Courtesy, Self-Care, Physical Awareness, Friendship, Fire Drill and Earthquake practice, safety. My family Establish good work habits, classroom discipline and routines.
August	Nature & Animal Care Literature Unit – Margret Wise-Brown
September	Living/Nonliving, Introduction to science Literature Unit – Eric Carle
October	My body, learning of external body parts, and Five Senses Literature Unit – P.K Halinan
November	Food Groups and Nutrition Literature Unit - Bill Martin, Jr.
December	Celebrations around the World Literature Unit - Ezra Jack Keats
January	Seasons & Weather Literature Unit – P.D. Eastman
February	Vertebrates (Learning concept through animals that are in different habitats and home), Friendship Literature Unit - Robert Munsch
March	Botany (Learning about plants, needs and nature exploration) Literature Unit – Dr. Seuss
April	Invertebrates, Insects, Earth Conservation Literature Unit - Leo Leoni
May	Geography Literature Unit - Karen Beaumont
June	Art Appreciation Literature Unit – Mother Goose



## ADDITIONAL GUIDELINES FOR ALL CLASSROOMS

Each family has their own values. What is right in one is not necessarily right in another, i.e. acceptable/unacceptable words; appropriate/inappropriate TV shows, movies, music, books, bedtimes; make-up, earrings (boys & girls); clothing; respect/degree of disrespect toward other children and adults.

Montessori Explorer respects each family's right to establish its own family values. We encourage parents to set aside a definite time to discuss your family's values with your child and the guidelines and expected limits that are established at school.

In order to create a respectful environment for learning, we have school values regarding behavior that every child is expected to follow. We feel there is a need to print these values and ask parents' cooperation in helping their children follow these guidelines. These guidelines apply to all school sponsored functions, at school and including those off campus.

***We are asking you to review these points with your child prior to the beginning of school. They will also be reviewed with the students on the first day of school.***

### Dress code

Modest clothing and good hygiene should be part of a respectful learning environment.

#### Clothing;

- All girls wearing short dresses or skirts need to wear a under short over their underwear.
- All GIRLS & BOYS need to wear UNDERWEAR every day to school.
- **SUPER HERO, CARTOON CHARACTERS OR INAPPROPRIATE & NEGATIVE/SARCASTIC & OFFENSIVE LOGOS AND GRAPHICS OR SAYINGS ON T-SHIRTS ARE NOT ALLOWED.**
- ALL children HAVE to wear appropriate shoes to be able to play outside. ALL shoes should have the toes protected and with a back strap to keep the shoes from falling off child's feet. **NO - slippers, flip-flops, high heel shoes, crocks.** Children who are not wearing appropriate footwear will be asked to sit during play time.

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#### Hygiene:

- Daily grooming and cleanliness are required, i.e. clean, well-kept hair so the eyes are visible.
- The school is "fragrance free." Perfumes, colognes, or scented lotions should not be used.
- Children should bath daily, wash their hair, face, and maintain a clean body that is free of grime.
- All children must wear clean shoes and socks.
- All children must brush their teeth each morning.
- Children must have their lunch bags and placemats laundered weekly to maintain a safe and hygienic environment.

## MONTESSORI EXPLORER SCHOOL

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### Courtesy & Consideration:

Courtesy and consideration are expected toward other children and adults.

Basic courtesy practices such as;

- Not interrupting a conversation
- Saying “please” and “thank you” and “excuse me” when appropriate.
- Not whispering when in a group or having your own conversations.
- Not talking about a party, play date in front of classmates who aren’t invited by the host/hostess.
- Courtesy and consideration also include tone of voice, attitude, and body language when interacting with other children or adults.
- Remind children about respect. Respect for themselves, classmates, all teachers, classroom materials, and the environment.
- Remind children about taking good care of classroom materials.
- Remind children not to steal classroom materials or classmate property.
- Establish good manners, virtue, and acceptable behavior with your child.
- Help foster responsibility, truthfulness, honesty, and respectfulness in your child.
- Correct and guide your child, it is your utmost responsibility as a parent. Do not wait for their teachers, school, and others to guide and show your child how to behave.

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### Relationships

- We encourage the students to be friends, but at school, having a special “boyfriend” or “girlfriend” is not permitted.
- Having special boyfriends and girlfriends tends to lead to excluding others from friendships. Also, stories tend to be made up about boyfriends and girlfriends and then stories often become exaggerated and even untrue.
- Outward signs of affection such as kissing between boys and girls at school are not permitted.
- Romantic, suggestive or demeaning notes may not be passed between students at school either personally or through a messenger.

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### Language and Actions

- Profanity of any kind is not permitted at school.
- Unacceptable forms of words are not allowed at school.
- Playing with guns and imaginative play using guns are not permitted.

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### Socializing

- In a Montessori classroom the student has the freedom to talk and move around; however, it is still an environment for learning. Talking about TV shows, movies, magazines, family matters and excessive socialization is not acceptable. Disruptive behaviors such as running inside classroom, throwing things, hiding materials or taking things that belongs to other children, taking home classroom materials are **NOT** acceptable. If you find anything that you know that does not belong to your

child, please bring it to school and give it to a teacher or ask your child to put it inside the classroom.

- In our school community we expect all children to get along. Forming clicks or groups and excluding others is not permitted. In instances when teachers notice this type of behavior children will be asked to sit out and not be allowed to join recess and will be excluded from group class activities.
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#### Screen Time

- All electronic screen times have to be limited to **one half hour a day** for children. We are seeing the disruption screen times are causing on young minds. Young children lose the ability to retain information or use their critical thinking skills due to over-use of screen times.
  - Children are not allowed to talk, discuss or role play video games at school.
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#### Truth or Dare

- Each child is responsible for his/her own actions, even if the actions are done on a dare. If a student is foolish enough to do a dare, that student will suffer the consequences. Dares have become inappropriate, sometimes, hurtful, and dangerous or obscene. Games like Truth or Dare **IN ANY FORM** are not allowed.
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#### Extra Cloths:

**The school requires a complete set of clothes for your child that should be labeled and put in a zip lock bag with the child's name written on the bag.**

- Please make sure to always provide an extra set of clothes for your child. The school is not receiving any of the school's extra clothes that we have lent to the children. This is mostly with boys' clothes such as jeans. Currently the school has no boy's clothes so we urge you to return all clothes that your child may have borrowed from school.
  - All children should have 2 sets of clothes (boys – 2 sets of jeans, sweatpants, underwear and socks) (girls – skirts, jeans, pants/short, underwear & socks) at school all times.
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ALL SUPPLIES, LUNCH BAGS, CONTAINERS, COATS, JACKETS, SCRAFS AND CLOTHES **MUST BE LABELED**. If your child loses an item that belongs to them and if their name is not on that item, the teachers are NOT responsible, and they will not search for those items.

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LUNCH BOXES – should contain utensils and paper/cloth napkin. Please make sure to pack a healthy lunch. NO candy, cookies, chocolates, gummy bears etc. Water is healthy for them so always encourage them to drink water rather than fruit juices. **Please don't offer your child fruit juices in the morning.** They need a high protein diet to concentrate and learn.

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