



MONTESSORI
S C H O O L

PARENT HANDBOOK



1920 SE 4TH ST. DEERFIELD BEACH, FL. 33441
954-421-9220
SOTB@COMCAST.NET
SOTBMONTESSORI.COM

1920 SE 4TH ST. DEERFIELD BEACH, FL. 33441
954-421-9220
SOTB@COMCAST.NET
SOTBMONTESSORI.COM

TABLE OF CONTENTS

HOW STEEPLE ON THE BEACH CAME TO BE	P.2
MISSION STATEMENT	P.3
THE MONTESSORI ENVIRONMENT	P.4
STEEPLE ON THE BEACH STAFF	P.5
ADMISSION POLICY & ENROLLMENT PROCEDURES	
WITHDRAWAL POLICY	P.6
TUITION	P.7
ATTENDANCE & PUNCTUALITY	P.8
ARRIVAL, DEPARTURE, EMERGENCY PICK UP	P.9
DRESS CODE, PERSONAL BELONGINGS	P.10
LUNCH, SNACK, CELEBRATIONS	P.11
PARENT/TEACHER CONFERENCES, HEALTH	
RELATED POLICIES	P.12
DISCIPLINE POLICY	P.13
ORIENTATION AND WORKSHOPS	P.14
OBSERVATIONS, VOLUNTEERS, COMMUNICATION	P.15
WHAT YOU CAN EXPECT FROM SOTB MONTESSORI	
WHAT WE EXPECT FROM YOU	P.16
STUDENT RECORDS	P.17
CLASS SCHEDULE	P.18
FAMILY RESOURCES	P.19





Dr. Maria Montessori was the first female to become a physician in Italy. She was educated in engineering, psychiatry, education and anthropology. She began her career working in a psychiatric facility at the University of Rome. It

was here that she witnessed children with special needs living among adults in psychiatric care. The children did not have any stimulating or purposeful activities to foster their development. They simply existed.

Maria Montessori took it upon herself to develop activities and materials which would engage the children and help in their development.. The results were miraculous. Having seen such positive results in children with special needs, she attributed the same philosophy and techniques with children who had normal aptitudes.

She developed the "Casa Dei Bambini" (House of Children). This classroom was designed completely to meet the needs of the children. The directress (teacher) was simply the individual responsible for creating and maintaining a perfect environment in which the children might develop their talents.

Dr. Montessori created this wonderful family environment for children ages 3 to 6 years and ages 6 to 9. The family is responsible for each other in a way that and older sibling is responsible for a younger brother or sister.

Dr. Montessori believed that all individuals, young and old should make responsible choices. Her Method encourages people to exercise and develop their talents, use their gifts to help others and it calls upon us to love our children responsibly and wisely.

Dr. Maria Montessori was an advocate for children and for humanity.

Family Resources

Family Central: is a nationwide Childcare resource and referral network funded by the Florida Partnership for School Readiness Program. www.familycentral.org

Parents.com: helps parents connect with other parents and answers many questions about young children.

Montessorimom.com: will give you an understanding of the materials you child is working . It allows you to read at your leisure and use when questions arise.

Florida Child Find: <http://www.broward.k12.fl.us/studentssupport/> offers diagnostic services and therapy for children with special needs.

Community Presbyterian Church: <http://communitych.org/> Reverend Andrews is always available for counsel and prayer.

epic (Every Person Influences Children): A non-profit organization which offers programs and resources for parents, teachers and schools.epicforcechildren.org

Yellow Pages for Kids with Disabilities: educational consultants, psychologists, speech and language therapists, tutors, government programs, parent support groups etc...yellowpagesforkids.com

Class Schedule

8:00	Before School Care
8:30	School opens
9:00	Class begins
9:00 - 11:00	Work and Group Lessons
11:00 - 11:20	Circle Time
11:20 - 1150	Playground
12:00	Lunch
	Half Day Students dismiss
12:30	Playground
1:00	Nap time for 3 year olds
	Group activity for Full Day students
1:30 - 2:50	Work Time

At *Steeple on the Beach Montessori School*, we provide a safe, happy and healthy environment for all our students. We have created a home-like atmosphere which fosters familiarity and comfort among our students. In accordance with the Montessori Philosophy, the children are move freely and experience the environment while respecting the rights of their friends and teachers. At Steeple on the Beach, we support a high standard of education for our young students. We encourage our students to be productive and to share their talents with others. At Steeple on the Beach, our students know that they are necessary to our "home" and that we anticipate their arrival each day.

For *Steeple on the Beach* to be successful, it is essential that the parents and the teachers work together for the benefit of the child. Our family consists of our students, their families and our loving teachers. Our experience and our resources are available to the families at all times.

Group Lessons

Monday	Visual Arts	Violin	
Tuesday	Drama/Music		
Wednesday	Taekwondo	Italian	Choir
Thursday	Chapel/Peace	Music/Dance	
Friday	Fitness		

The Montessori Environment

Dr. Montessori was a woman ahead of her time. She studied children with a scientific and spiritual mind and concluded very simply that, children needed to move! A child learns through experience, both positive and negative. A Montessori environment provides the most positive experiences for a child at the time that they are ready. She realized that a child is most at peace when they can do things for themselves. "Let me do it!", is a phrase we have heard time and again from our two year olds. The materials in a Montessori classroom are designed for "auto-learning". This allows a child to practice a concept through repetition and without the interference of an adult.

Montessori Lessons have five concepts which enable a child to work independently: 1. a Control of Error (the child can see if an object does not fit or match), 2. an Isolation of Difficulty (If a child is learning colors, only the color is different. Shape, size and weight remain the same) 3. a Progression of Difficulty (the lessons get more challenging) 4. a Point of Interest (something in the lesson that attracts the child and makes the concept memorable) 5. All the materials provide and indirect preparation for other concepts or skills within the environment. (placing lessons left to right while using three fingers, prepares the child for reading and writing.)

The teacher acts as a "director", who's role is to guide the children towards new lessons and appropriate behavior when she observes the child is ready. She maintains a clean, orderly environment which fosters love and healthy work habits.

A Montessori school relies on the families to trust the philosophy of Montessori Education. It encourages tolerance, love and a work ethic that leaves a child feeling proud and confident. A Montessori school gives children the resources to develop at their own pace and under their own terms.

Student Records

All families are responsible for keeping their child's health and immunization forms current.

Children will be asked to leave until the health forms are updated. We suggest that you schedule your child's annual Physical prior to the beginning of school, this way you will always be up to date.

All student's records are confidential. Any assessment documentation is confidential. The parent or Guardian may request to look through the child's file at any time.

All student files contain:

1. Enrollment Form with Password
2. Medical Release Form
3. Immunization and Health Forms (ask your physician)
4. Alternative Nutrition Plan
5. Know Your Child Care Center Form (signed)
6. Influenza Information Form (signed)
7. Field Trip Permission Form
8. Accident and Incident Reports (if applicable)

Admission Policy and Enrollment Procedures

Steeple on the Beach Montessori School accepts all children regardless of race, religion or ability. We must be able to accommodate the child's needs and work with the family to enable a child to be part of Steeple on the Beach.

- A registration fee is required to hold a place for each child.
- An admission form will be filled out and signed by the parents or guardian of the child.
- An Enrollment package will be read and signed by the parent or guardian.
- Steeple on the Beach will hold a child's place for one month prior to being admitted mid-year.
- Children and Their families must follow the policies of Steeple on the Beach. If families are unable to do so, they will be asked to leave Steeple on the Beach Montessori School

Withdrawal Policy

The parent-school agreement states that the school will offer 10 months of education for each child. If a student needs to leave mid school year, the family is responsible for one month of tuition upon termination of enrollment.

As of April of each school year, the family is responsible for full tuition through May of that school year.

Parent Participation

Observation

Parents are welcome to observe their children inside the classroom environment. Parents are asked to make an appointment with the director to schedule an observation time. When observing, we ask that you sit quietly and observe all of the students as well as your own. Many times, your child will be aware that you are nearby and they will behave differently for the first while. Observation time is limited to one hour but parents are welcome to return for further observation during a different time.

Volunteers

Parents are welcome to volunteer during parties, and when we are preparing for festivities. Our garden area is always in need of extra care. Parents need to remember that they cannot be alone with the other children and will always be accompanied by a teacher. Department of Children and Families requires state and local background checks for childcare workers.

Communication with the Teachers

The teacher's first priority will always be to the student in her care. If you would like to speak privately to the teacher at the beginning of the day, please allow her time to ensure that the class is cared for by another teacher. The teachers want to give you their complete attention when discussing your child. You may always make an appointment to speak to the teacher before school or after school.

What Families can Expect from Steeple On the Beach...

- A safe, clean, loving environment
- A qualified staff
- A rich curriculum
- A beautiful classroom with pristine materials
- Love and respect for your child
- Constant communication between staff and parents
- Parent education to help understand the Montessori Method
- A healthy environment

What Steeple on the Beach Expects from our Families...

- Understand and adhere to the policies of the school
- Attendance at parent education days
- Prompt payment of tuition on the first business day of each month
- Communicate to the teachers if a problem occurs
- Trust us to care for your child

Steeple on the Beach Staff

All of the SOTB staff have CPR and First Aid training. They have met the state required 40 hour classes which inform childcare personnel of important information pertaining to: children with special needs, education laws, assessment procedures, resources for parents and teachers, and observation and development practices for young children.

All teachers at SOTB have the required AMS or AMI Montessori diploma and at least 5 years of prior teaching before entering the school as a lead teacher.

Every teacher at Steeple on the Beach Montessori School must have a love and respect for our students and their families.

Director

Elizabeth Sinatra

Assistant Director

Teresa Seaman

Casa Dei Bambini Teachers (3-6)

Teresa Seaman, Lucia Pulice

First Grade

Elizabeth Sinatra

Workshops and Montessori Resources

The Workshops offered at Steeple on the Beach are an important tool for understanding your child's learning process throughout the year. We will discuss various materials in the classroom and demonstrate how your child will be using the material.

This is a great way for parents to gain understanding about the Montessori philosophy and the developmental periods that children experience. Parents are encouraged to attend workshops whenever available.

Workshop Topics:

- Overview of the Montessori Environment
- Montessori Language: milestones, classroom and home
- Montessori Mathematics: milestones, classroom and home
- Appropriate Behavior for Young Children and Appropriate discipline and guidance

These workshops will be offered in the evenings and on the weekends. Friends and family are welcome to attend the lectures as these workshops are designed to assist all families in the growth and development of these wonderful young people!

Tuition

Tuition is due the first business day of each month.

The first payment is due in August and the final payment is due in May.

A late fee of \$30.00 will be added to the tuition after the 5th of the month. Please inform the Director if you are having financial difficulties.

Registration: \$250.00

Full Day Tuition Hours = 9:00 to 3:00 p.m.

Half Day Tuition Hours = 9:00 to 12:00 p.m.

4 year old tuition less 20 %

Full Day Hours = 9:00 to 3:00 p.m.

Half Day Hours = 9:00 to 12:00 p.m.

10% off additional children

Lunch for Half Day Students:

Daily: \$8.00

Weekly: \$25.00

Before School Care:

Daily: \$10.00

Weekly: \$40.00

Late fees: \$8.00 per half hour.

*** Extra fees will be billed at the end of each month. You may include the balance in you tuition or pay separately.

Attendance

If a student will be away for any length of time, we ask that the family contact the school and inform us as to why the child will be absent. Let us know when we can expect your child to return to school. It is our experience that the children who attend school on a regular basis find it easy to acclimate and make friends.

We understand and appreciate when parents choose to keep their children home for health reasons. This assists us in keeping our school as healthy as possible.

Punctuality

We understand that there are forces working against us while trying to get to school and to work on time. Having said that, it is very important for each child to feel that they have arrived in time to greet their friends and teachers. When a child arrives late to school, they often feel as though they have missed something and their day does not start quite right.

Whenever coming into the classroom, please enter calmly and quietly so that the classroom remains serene and peaceful.

Discipline Procedures & Guidance Policy

No child or adult will inflict physical or emotional harm on another individual.

No child or adult may disturb the work of another student.

No child or adult will mistreat the property of Steeple on the Beach Montessori School in any way.

Discipline Protocol at Steeple on the Beach:

Redirection Turning the child's attention to something purposeful rather than destructive.

Quiet Time The student is required to sit quietly. This gives them time to observe the positive behaviors of other students. If negative behavior continues, the parents will be informed about their child's behavior and the actions taken.

Leaving the Classroom

If a child's behavior is completely unacceptable, they will be removed from the classroom. The parent or guardian will be notified at the end of the day or they will be called immediately to take the child home.

Any child asked to leave for violent behavior, will miss the following day of school.

Children exhibiting habitual violent or abusive behavior will be asked to leave Steeple on the Beach permanently.

Parent Teacher Conferences

There are two formal conferences between parents and a student's teacher. These occur before Winter Break and before the end of the school year. The conferences are approximately 20 minutes long. We advise that parents make separate appointments during the year if you wish to speak at length to your child's teacher.

Health Policies

Any child entering a childcare or preschool facility, must have updated immunization records and an annual Health examination. **Parents are responsible for keeping updated Health and Immunization Forms.** Steeple on the Beach Montessori School requires families to be responsible for monitoring their child's health. Families will be asked to pick up their child if...

- the child has a very runny nose and appears unwell (allergies included).
- the child has a fever.
- the child is vomiting.
- the child has diarrhea.
- the child has a severe cough.
- the child appears to have a rash.
- the child appears to have chicken Pox
- the child has head lice.
- the child has a sore throat

Please let us know if your child is unwell and inform us of any communicable illnesses so that we may inform other parents. Lice checks should be done monthly and if you notice excessive itchiness on the scalp. **We promise to be discrete!**

Arrival

*Students may begin arriving from 8:30 a.m.
School begins at 9:00 a.m.*

Parents may park in front of the school and on the east side if the building. If you choose to walk in with your child, please assist them in the Cubby Room and then exit quietly. A teacher will always be available to greet the children warmly. If you need to speak to a teacher or the Director, please let a staff member know and wait in the Cubby Room.

Dismissal

Dismissal is at 12:00 p.m. and 3:00 p.m.

All individuals responsible for picking up a student, must be on the child's enrollment file or the parent must send written permission for a child to be released.

Students may not run freely in the parking lot and parents are expected to keep them nearby.

Emergency Pick-up

Please inform the school if you need to take your child home early or if someone other than you will be taking your child.

All students have a **password** on their enrollment sheet. This is to be given if someone comes to pick up your child and we have not had any communication with the parent.

Dress Code

At Steeple on the Beach we believe that a child's clothing is part of their individuality and at this age, they take pleasure in dressing themselves.

Children are expected to dress neatly and comfortably. The playground consists of mulch chips so we encourage students to wear closed toe shoes. On Taekwondo class days, children will wear their school shirt and shorts or leggings. For Fitness class, all students must wear running shoes.

Personal Belongings

- Children will bring **extra clothes** to keep in the cubby (shorts, underwear, shirt, socks).
- **Water Bottle** with their name and fresh cold water.
- **Lunch Box** with ice pack (full day)
- For **Napping children**: crib sheet, pillow, light blanket, teddy or doll
- Reader and Homework (if assigned)

Lunch

All students in the Full Day program will bring lunch in a lunch box. This is a peanut free, nut free school. Do not send peanut butter sandwiches or nuts.

We will warm up food in the microwave for the children.

The children set up the lunch area with placemats and napkins. All students are expected to eat politely. We will assist the younger students. All students clean their area and any garbage from the lunch will go back into the lunch box.

Please send healthy lunches and a small treat for dessert.

Snack

A snack schedule will be given to parents several times during the year. Parents are asked to send healthy delicious snacks that their child enjoys too! Please include at least one organic snack and tell the teacher which food is organic. ***Absolutely no nuts or peanuts for snack. We are an allergy friendly school. Limitations will vary depending on the needs of our students.***

Birthday Celebration

Please speak to the teacher prior to your child's birthday so that we can plan a time to celebrate. Celebration times are usually 9:00 a.m. Parents Bring: A picture for each year on a poster so that it is fun to look at. Parents may provide a birthday snack such as: ice cream, small cup cakes, cookies, yogurt or chips. Keep in mind that our students are little and do not need a lot of food or sugar. They start to feel poorly after too much icing.

Parties

We have various parties throughout the year and occasionally we teach the children about the origin of certain festivals or holidays. Parents will be invited to participate during most of these events.

Please do not bring any candy for snack , birthdays or parties at the school.