

Table of Contents

Montessori Overview	2
Ground Rules in a Montessori Classroom	4
Arrival and Pickup	5
Daily Preparation for School	5
Uniforms	5
Personal Belongings	6
Change of Clothing	6
Bedding	6
Lunches	6
Staff and Parent Interaction	7
Volunteering	7
Parent Communication	7
Tuition and Attendance	8
Additional Childcare Day	8
Fees	9
Discounts	10
School Closings & Vacations	10
Emergencies	11
Sick Policy	11
Medications	12
Curriculum Topics	13
Open Door Policy	14
Classroom Schedules	15

Montessori Overview

Montessori is a system of education developed by Italy's first female doctor, Maria Montessori (1870-1952) in the early twentieth century. Dr. Montessori's interests soon turned to the education of children and she began her lifelong pursuit of studying child development. In her medical practice, her clinical observations led her to conclude that the environment plays a vital part in a child's development. Dr. Montessori made scientific observations of children's effortless ability to absorb knowledge from their surroundings, as well as their tireless interest in manipulating the materials she provided. Every piece of equipment, exercise and method Montessori developed was based on what she observed children do naturally by themselves, unassisted by adults. She began putting her ideas into practice, retaining and developing those that worked most effectively and thus creating the 'prepared environment' which is a fundamental part of Montessori teaching today. Her remarkable success led her to travel the world, establishing schools and lecturing about her discoveries, while writing numerous books and articles. Dr. Maria Montessori was nominated three times for the Nobel Peace Prize for her contributions to education and children's rights. She believed that a truly educated individual continues learning long after years spent in the classroom.

The core of the Montessori philosophy is the belief that children learn through their senses and are sensitive to both the direct and indirect aims of a carefully prepared classroom environment. This capacity for children to absorb, as well as to act upon, their environment is important to the classroom design and how materials are selected and presented. Beauty, function, and relevance are three elements that teachers consider when preparing their classroom environments with teaching materials and objects of interest. The classroom environment is purposeful, deliberate and aesthetically pleasing.

Within each class, there are many different activities happening at once and a lot of movement. You may see students working independently, conferring with one another, working in small groups, smiling and laughing, reading, receiving a lesson from a teacher, constructing something, or thinking and reflecting. Students learn to do for and help themselves in our classrooms. They select their work from the shelves, work on it alone or with others, and then return it to its place. Independence is nurtured and fostered by the

design of the classroom, the guidance of the teachers, and the mentoring of other students. It is an ongoing learning process.

Freedom is very important to the nurturing of independence. However, freedom is also one of the most misunderstood aspects of Montessori. Many people assume that when we describe freedom, we mean that students can do whatever they wish. This is not true. Freedom means choice within limits. Freedom has a counterpart - responsibility. Freedom to choose one's own work is a hallmark of Montessori education. Children in our classes are given more freedom of choice as they demonstrate higher degrees of responsibility. Responsible behavior includes respect for classroom materials and using them for their intended purpose, the ability to concentrate and be engaged in work, and to work within reasonable time frames on an activity or follow-up from a lesson. A student has freedom of movement within our classes, as long as he/she is able to move responsibly. In fact, there is a lot of movement within our classrooms. Students move around when they are ready to choose new work, when they are finished with some work, when they want to talk with someone, or when they go to the bathroom or get a drink. In our environment, these are choices that the students make, not choices that the teachers make.

In a Montessori environment the adults are not the focus of the classroom, the children are. Montessori teachers give students lessons with the materials, but the child actually learns through his/her own work. The adult's role is to observe each child's needs and then link the student with the appropriate learning materials. A Montessori teacher is a trained observer who notices when a student is ready for the next lesson by developmental milestones.

Dr. Montessori's educational philosophy revolutionized early childhood education and, today, schools throughout the world embrace her method. Montessori schools are recognized for their ability to create learning environments that are child-centered, holistic, and developmentally appropriate. Children learn to be self-directed, responsible and respectful of themselves and others, and to feel confident about themselves as learners and their ability to learn. In this way, children prepare themselves for a life of learning and personal fulfillment, and for roles as caring, compassionate, and ethical members of their communities.

Ground Rules in a Montessori Classroom

- ◆ Children are free to work with any material displayed in the environment as long as they use it respectfully. They may not harm the materials, themselves or others. They may not use the material in any way that disturbs the activities of others. They may not take home any materials or part of any activity.
- ◆ The children may work on either a work mat or a table – whichever is suitable to the work they have chosen. Children do not work at or on display shelves, since their presence there would obstruct the other children’s access to materials.
- ◆ The children restore the environment during and after the exercise. They are responsible for mopping their own spills (after demonstration by the teacher). They put their own mats away after rolling them neatly. The children push their chairs under the table and put the mats away, if they have been working at a table.
- ◆ No child may touch the work of another or interfere with another’s activity. This provides security for the child involved in an exercise to continue it to completion. However, another child may ask to join the activity. Then he has to respect the child’s answer. The child’s right to initiate, complete or repeat an exercise is protected by this ground rule. If the child must leave his exercise temporarily, he is confident that his work will remain as she left it.
- ◆ Children are not coerced into joining group activities. It is the child’s right to stand as an observer of group activity without becoming an active participant. Children are not permitted to interfere or disrupt an activity in which they have chosen not to participate.
- ◆ A child is not obligated or even encouraged to share with another child an exercise which he has chosen to work by himself. Generosity develops as a child matures from within. He will become more generous as he gains self-security. If materials are adequate and ground rules are effective, sharing will come naturally, in cases where sharing is appropriate or necessary.
- ◆ A child is free to “do nothing” if he desires, as long as he does not disturb the activities of others. He may be learning by observing others working, or he may be thinking or simply relaxing.

ARRIVAL and PICK UP

Space Coast Montessori opens at 7:00 a.m. and closes at 6:00 p.m. We would like to stress that our academic school day commences promptly at 8:30 a.m. SCM has a very structured day and it is vital that all children arrive on time because late arrivals are a disruption to both the staff and the students.

A pickup/drop off fee (see *FEEES*) will be applied if your child is dropped off more than 5 minutes before their scheduled time or not picked up within 5 minutes of the end of their scheduled time. Teachers are staffed appropriately, and unexpected extra children will affect our student/teacher ratio. Please be aware that if you are more than 30 minutes late picking up your child and you have not made contact with us, nor are we able to contact any of the authorized pick up persons, it is procedure to contact the Palm Bay Police Department.

If your child/children need to be picked by anyone other than yourself, please inform a staff member. Only authorized persons you have named on the Application & Registration Package will be allowed to pick up the child. Identification must be confirmed, or the child will not be released otherwise. Changes in authorized pick-ups must be done IN PERSON at the front desk. Changes CANNOT be made over the phone or via fax or email.

DAILY PREPARATION FOR SCHOOL

It is crucial that all children have a good night's rest and a healthy breakfast before arriving to school. SCM does not have a funded free breakfast program, nor are we a facility with a licensed food service kitchen.

UNIFORMS

All students are required to come to school dressed neatly in uniforms. Uniforms are NOT optional – they must be worn each day. Uniforms consist of collared maroon shirts embroidered with the Space Coast Montessori name and navy-blue pants, shorts or skorts. Closed toed shoes are also considered part of the uniform, which is only for your child's safety. Uniform shirts can be purchased at **All Uniform Wear**, located 4335 W

New Haven Ave., West Melbourne, Florida 32904. Call (321) 608-3845 for store hours.

PERSONAL BELONGINGS

Your child will be provided with a “cubby” in the hallway for personal belongings, i.e. change of clothes, nap bedding, jackets, etc. We cannot stress enough to label each item with a permanent marker. SCM is not responsible for lost items. Your child will be sent home with a folder of their daily work

CHANGE OF CLOTHING

All children must have a complete change of clothes. A labeled plastic container is provided specifically for these items. If your child has any soiled clothes, they will be put in a plastic bag, labeled with your child’s name, and placed in your child’s cubby. Please be sure to replenish extra clothing by the next school day. Label each article of clothing with your child’s name before leaving it at school.

BEDDING

All children enrolled in our Transition class will be given a rest/nap time every day after lunch. It is required that children who nap at SCM have their sheets, blankets, pillows, etc. taken home every Friday to be sanitized. Please be sure to have these items back to school by Monday. All nap time bedding must be labeled. SCM will provide and sanitize nap mats for your child each day.

LUNCHESES

Parents are required to provide lunch for their child. A refrigerator labeled “Student Lunches” is available in the lunchroom to keep your child’s lunch cold. Please make sure that all lunchboxes and non-disposable containers are properly labeled. We have a microwave available for lunches that need to be warmed up **ONLY**. We will **NOT** warm up items that need to be prepared or cooked, such as noodle packages or frozen dinners. These items take too much time to cook/heat

and there are several children waiting for their lunches to be heated.

Due to certain circumstances student lunches will not be heated or prepared by staff. Lunches will be stored in your child's cubby. Please send in snacks, drinks and lunch in containers that are easy for your child to open.

STAFF and PARENT INTERACTION

All parent/teacher conferences must be scheduled in advance and will only be conducted around a teacher's classroom schedule. Please be aware that drop off and dismissal times are not appropriate to have lengthy meetings with teachers, as their focus is on acclimating the children to the transition. You can make an appointment by calling the office or having a brief conversation with your child's teacher during a drop off or pick up.

VOLUNTEERING

Our parents are welcome to volunteer their time and talents in our classrooms, at special activities, on field trips, or on the playground. Parents will need to be screened and have a background check before volunteering. Please see any of our administrative staff on more information.

PARENT COMMUNICATION

A parent information board are located in two areas of the building. The first board is mounted on the wall of the lobby. The second board is located in the hallway between the office and cafeteria doors. This location is also where your child's work folder is. Any "work" your child has done that day, or any memos from the staff or administration will be placed in that folder. Please check your child's folder daily.

TUITION and ATTENDANCE

All tuition must be **prepaid** in the form of cash or checks made payable to 'Space Coast Montessori' or 'SCM'. Cash payments must be made directly to office personnel so a receipt can be written. Checks can be turned into the office or placed in

the tuition payment mailbox located on the wall, to the left of the exit door to the lobby.

Parents that pay on a weekly basis must submit their payment by 6:00 p.m. on the first day of the current week at the very latest. Bi-weekly payments are due every alternate Monday by 6:00 p.m. Those that pay monthly must submit their payment by the first of the month for that upcoming month. This policy will be strictly adhered to and there will be absolutely no exceptions to this rule. SCM will not accept children whose tuition is not prepaid for the week or month in advance. Your child will not be allowed to return until the account is brought up to date and late fees of \$2.00 per day are paid in full. Absences by your child for any portion of the week are not a condition to where prorated rates will apply.

<i>Class</i>	<i>Program</i>	<i>Hours</i>	<i>Weekly Rate</i>
2 Year Old's	Part Time	8:30am – 3:00pm	\$135.00
	Full Time	7:00am – 6:00pm	\$150.00
Pre-School	Part Time	8:30am-3:00pm	\$130.00
	Full Time	7:00am – 6:00am	\$145.00
VPK (voluntary Pre-Kindergarten)	Morning	8:30am – 11:30pm	Voucher
	Academic Day	11:30am – 3:00pm	\$90.00
	Full Day	11:30am – 6:00am	\$110.00
Extended Care (school-Age)	Morning Only	7:00am– 8:30am	\$25.00
	Afternoon Only	3:00pm – 6:00pm	\$65.00
	Morning & Afternoon	7:00am-8:30am & 3:00pm-6:00pm	\$75.00
Summer Camp & School Holidays	Full Day	8:30am-6:00pm	\$100.00

ADDITIONAL CHILDCARE DAYS

Throughout the year, there are days where public schools are closed, and we are open. SCM offers childcare for most of

these days (see our school calendar). If your child is already enrolled in one of our programs, they will be allowed into our childcare program for the full day providing the following have been done:

1. Child must be signed up ahead of time in the office to give us an accurate head count for staffing.
2. Additional charge for the day(s) has been paid BEFORE the day of services. The fee for such services is a total of \$26.00 per day, per child. The additional cost varies per child according to their initial before or aftercare schedule. Prorate your regular weekly tuition by 5 for your daily rate. Subtract that amount from the \$26.00 per day charge. The difference is the amount you will owe before services are rendered. For example, if your child is enrolled in our aftercare only program and childcare will be needed all day for a public-school holiday, the rate for the day will be calculated as follows: Weekly tuition rate of \$65.00 \div 5 = \$13.00 per day. \$26.00 per day total charge minus the \$13.00 prorated daily rate equals \$13 per day EXTRA.

FEES

- ◆ A one-time non-refundable \$50.00 registration fee will be required for any Preschool Program. Students attending our VPK morning program **only** are exempt from this fee.
- ◆ A one time non-refundable \$25.00 registration fee will be required for any Before or Aftercare Program.
- ◆ If your child's tuition is not in on time, services will cease and a fee of \$2.00 per day, PER CHILD, will be added to your balance until it is paid in full.
- ◆ A \$25.00 fee will be charged for any check returned for insufficient funds. The daily late fee of \$2.00 per day will be charged until a payment has cleared.
- ◆ Any child picked up after their scheduled departure time will be charged a late fee – there are no exceptions to this rule. Any portion of the first 15 minutes will be a \$15.00 flat fee and

\$1.00 for every minute thereafter. This fee must be paid at the time of the late pick-up and is not automatically added to your weekly/monthly bill. This same rule applies for an early drop-off more than 5 minutes prior to a child's schedule. Teachers are staffed according to scheduled enrollments and proper head counts must be maintained at all times throughout the day.

DISCOUNTS

- ◆ All accounts paid monthly will receive a 5% discount off that month's tuition. The monthly rate is calculated by the weekly rate multiplied by 4.35 weeks, less 5%.
(ex. $\$100 \times 4.35 = \$435.00 - 5\% = \$413.25$)
- ◆ Siblings enrolled in Space Coast Montessori at the same time will receive a 10% discount off the lesser tuition.
- ◆ Parents employed by the Harris Corporation, located next to our facility, will receive a 10% discount off their child's tuition.
- ◆ ***Please be aware that discounts CANNOT be stacked. If more than one discount applies, you will receive the greater discount.***

SCHOOL CLOSINGS & VACATIONS

Space Coast Montessori is closed for winter vacation. Tuition for that time is expected to be paid to keep revenue consistent for maintaining facility expenses. However, after twelve (12) consecutive months of paid enrollment you are allowed to take a week off, providing it does not fall during the winter vacation, without making that week's payment.

For the safety of our staff and your children, we will follow Brevard Public Schools emergency closings due to weather. As soon as public schools resume, we too will resume our regular hours of operation. Please watch the local news for this information. Space Coast Montessori will not list itself separately. If Brevard County Public Schools are listed as being closed, we will be closed as well.

EMERGENCIES

Accidents happen, especially with children. In case of an emergency, staff will make every effort to contact you at the numbers you have provided in your child's Application and Registration Package. If your contact number changes, it is your responsibility to update your child's registration forms as soon as possible.

Space Coast Montessori is not responsible for expenses incurred for transportation to the hospital, and/or medical bills.

SICK POLICY

To ensure the health and safety of our students, we will only accept children that are free of communicable diseases. It is crucial that parents help us enforce this policy. If your child shows any signs of an illness, they should be kept home until the symptoms are no longer present. Should your child develop any of these symptoms while at Space Coast Montessori, you will be called to pick your child up immediately. A written note from the doctor must be provided upon return for certain contagious illnesses.

Your child will not be allowed to attend or cannot remain in class if any of the following apply:

- ◆ **Fever** – oral temperature over 101 degrees or underarm temperature above 100 degrees.
- ◆ **Coughing** – severe coughing that causes the child to become red or blue in the face, to make a whooping sound, or to cause difficult or rapid breathing.
- ◆ **Vomiting** – 2 or more times in the past 24 hours.
- ◆ **Impetigo** – until 24 hours after treatment is started; must have a doctor's note upon return.
- ◆ **Questionable Rash** – with fever or behavioral change; must have doctor's note upon return.

- ◆ **Diarrhea** – more than one abnormally loose stool within 24 hours.
- ◆ **Hepatitis A Virus / Jaundice** – yellow skin or eyes, excluded until symptoms are gone.
- ◆ **Pink Eye / Conjunctivitis** – redness of the eye(s) with drainage; may return to school after symptoms are no longer present 24 after beginning antibiotics or with a doctor’s note.
- ◆ **Head Lice / Scabies** – 24 hours after treatment has begun and no live lice or nits are present. Verification of treatment may include a product box, box top, empty bottle, or signed statement by a parent that treatment has occurred. Scabies requires a doctor’s note.
- ◆ **Chicken Pox** – 6-10 days after onset of rash and until all lesions are dried and crusted.
- ◆ **Ringworm** – must be able to be covered, if on scalp oral medication is needed; may return to school 24 hours after treatment has begun and it must be covered at all times while at school.
- ◆ **Other** – lesions that cannot be covered; child cannot participate in normal activities; child has greater need for care than caregiver can manage without compromise to the care of other children in the group; if child has been hospitalized, child must have a doctor’s note to return.

MEDICATIONS

If your child needs any type of medication, we must have written authorization from the custodial parent or legal guardian to dispense prescription and non-prescription medication. This authorization must be dated and signed by the parent and contain the child’s name; the name of the medication to be dispensed; and date, time and amount of dosage to be given. This record shall be initialed or signed by the staff member who gave the medication.

Prescription and non-prescription medications brought to SCM must be in the original container. Prescription medications must have a label stating the name of the physician, child's name, name of the medication, and medication directions. All prescription and non-prescription medications shall be dispensed according to written directions on the prescription label or printed manufacturer's label.

CURRICULUM TOPICS

Monthly topics are broken down into categories of natural science, nutrition, holidays/celebrations/seasons, and continents. This list is provided for parents so they may augment our studies with discussions at home, trips to appropriate museums, and to help your child select relevant books from the library or bookstores. Your participation is very valuable!!

AUGUST Back to School
 School Safety
 Classroom Routines
 Introductory to Lessons

SEPTEMBER Community Helpers/Safety
 Fall/Autumn
 Prehistoric Life

OCTOBER Dairy Products
 Trees and Leaves
 Europe

NOVEMBER Living/Non-Living
 Vegetables
 Thanksgiving
 North America

DECEMBER Winter
 Holidays Around the World
 Antarctica

JANUARY Earth and Space
Reptiles
Asia

FEBRUARY Africa
Black History
Amphibians

MARCH Grains
insects
Plant/Gardening
South America

APRIL Fruits
Mammals
Australia

MAY Proteins
Birds
Ocean Life

OPEN DOOR POLICY

We have an open-door policy for our parents. This means that parents are welcome to observe our classrooms and on our playground without an appointment. This also means that parents are invited to become involved in field trips.

PRESCHOOL / VPK CLASSROOM SCHEDULE

7:00-8:30 Students Arrive – Independent Play
8:30-8:45 Morning Meeting / VPK Begins
8:45-10:30 Individual Work Time

10:35-10:50	Morning Snack
10:50-11:10	Recess – Transition
11:30	VPK Ends / Dismissal
11:30-12:15	Lunch
12:00-12:30	Preparing for Nap/Free Play
12:30-2:30	Naptime (Transition Class)
12:30-2:30	Individual Work Time (VPK Students)
3:00	Afternoon Dismissal
3:00	Aftercare Snack
3:30-6:00	Independent Play & Playground

**Spanish, Art, Cooking, and Music & Movement classes are incorporated throughout the week.*