



Montessori Class Parent Handbook  
308 West Elm Ave.  
Waseca, MN 56093  
(507)835-2780

## Sacred Heart Children's House School Philosophy

The Mission of Sacred Heart Children's House Montessori is to promote the life-long discovery and transmission of knowledge along with Christian values.

## Sacred Heart Children's House Mission Statement

We believe in the development of a Christian community in which God is the center of our lives. We believe that communication is an integral part of this community. We believe in a loving atmosphere that generates positive self-worth; personal growth and development of healthy minds and bodies; and reverence for other people and cultures, nature, and the arts. We believe in the development of personal responsibility and awareness of how personal choices affect community. We believe learning is a positive and continual experience.

## **Montessori Philosophy**

The Montessori Method is an approach to education that can be summed up on Maria Montessori's most famous and oft-repeated words: "Follow the Child."

The environment we have carefully prepared will give your child freedom within limits to develop his/her awareness and love of learning by his/her own inner motivation. He/She will have freedom to move about and choose his/her activities for the day as his/her own inner discipline develops. The teacher is the link between the child and the environment.

Practical life materials help the child learn concentration, cooperation, independence and an internal sense of order that comes from an outer environment that is orderly and consistent. Many of the physical movements and actions are an indirect preparation for the skills needed for reading and writing.

The sensorial area allows the child to explore the environment through sight, hearing, touch, smell, and taste. Vocabulary and understanding increases, and the senses are prepared for more advanced learning experiences.

Math is taught through the use of concrete, natural materials that allow the child to see and feel numbers; better understand the operations of addition, subtraction, multiplication, and division; and to internalize these concepts in a logical way that leads to abstract thinking for more advanced math.

The language area encompasses many materials for listening and visualizing to prepare the child for the absorption of the reading process. Children accomplish this by using sandpaper letters and cut out alphabets as an introduction for the child to learn to read and write during his/her own sensitive period for doing so.

Group activities and the use of concrete, natural materials will introduce the child to a world of ideas in geography, history, science, art, and music.

Most importantly, the children develop a love of learning, the curiosity to continue to learn, self-discipline, and a sense of responsibility that will help them to learn.

## **Operations**

Sacred Heart Children's House provides a Montessori learning experience for children 33 months to 6 years of age. No child shall be excluded because of race, color, creed, or country of origin. This program is licensed by the Minnesota Department of Human Services (612-296-3971). Our accreditation is from the Minnesota Nonpublic School Accrediting Association. If you suspect any abuse or neglect of a child, please call the Department of Human Services Licensing Division at 651-431-6500 or the DHS, Division of Licensing Maltreatment Intake Line at 651-431-6600. You can also contact our local county social services agency at 507-835-0560.

The preschool operates nine months out of the year, September through May. Classes are offered five days a week (Monday through Friday), three days a week (Monday through Wednesday), and two days a week (Thursday and Friday). Each classroom is licensed for 20 children. The childcare program plan can be reviewed by parents at any time. It is located in the "Parent Licensing" binder located in the office.

### **Orientation Period**

It is the policy of the Sacred Heart Children's House that if at the end of **three** weeks in school, it appears that a child is not socially or emotionally ready, a conference shall be held including the Director, the child's classroom teacher, and the parents/guardian to review the progress of the child involved. Further assessment can be requested by the parent/guardian or school where a learning problem is suspected. A decision will be made by the school whether the child should continue in the classroom.

### **Clothing**

We encourage you to send your child in comfortable clothing daily. An additional set of clothing should be sent for use as needed. Boots must be loose enough so that the child can put them on and remove them himself/herself. We go outside when weather permits. Tennis shoes/sandals that strap/fasten securely are required for participation at the playground. Also, hard-soled slippers are required in the classroom.

### **Sharing Basket**

The sharing basket will give your child a chance to bring personal items to school. We will send home a schedule during the year for your child to bring items that are certain colors, shapes, or begin with certain letters. Sharing is optional; it is not a requirement. This is a group introduction to colors, shapes, phonics, and a chance to share with others. We strongly discourage bringing other toys from home. Toy guns and other weapons will not be allowed in the classroom.

### **Health Regulations**

All children are required to have a physical examination before entering preschool. The health care summary is to be completed along with a copy of your child's immunizations and returned to Sacred Heart Children's House by the first day of school. Failure to comply makes a child ineligible to attend classes until such forms are received.

Please see the classroom teacher and/or director if your child has special needs (example: diabetes, asthma), so we can determine how to meet these needs.

In order to protect the entire group of children as well as your child, parents or guardians should keep their child at home and notify the school whenever the child has:

1. A temperature over 100 degrees.

2. An upset stomach or has had one within the last 24 hours.
3. An intestinal disturbance with diarrhea.
4. And undiagnosed rash.
5. Sore or discharging eyes or ears, or profuse nasal discharge.
6. If the child has any contagious disease such as whooping cough, measles, mumps, chicken pox, diphtheria, or scarlet fever, it should be reported immediately to us.
7. A fresh cold or excessive coughing.

Children are to be kept out of school for the first two days of a cold. If a child has any of the above symptoms, he/she must be kept home 24 hours after the disappearance of these symptoms without the use of fever reducing medicines, or the child should have a note from a physician indicating that the child is able to attend. If there is a specific health problem, it should be discussed with the director/assistant director. If it is not possible to schedule medication around the class schedule, arrangements need to be made with the director/assistant director.

If a child becomes ill, the parent/guardian will be notified immediately. If the parent/guardian is not available, the other emergency numbers will be called. The child's physician will be called when necessary. He/She will be removed from the group. A staff person will remain with the child until the parent/guardian or responsible party arrives. Upon verification of a communicable disease in a group, a notice is posted on the classroom "Reported Illnesses" board to notify the families in the group. An ambulance will be called if emergency medical attention is needed.

All children must be toilet trained before starting in our program. Our facility does not have licensed changing tables to change children. Pull-ups/diapers are not allowed. Children MUST BE SENT IN UNDERWEAR. In order to hold a spot for a child until he/she is ready to start school, half of the financials (tuition and/or childcare fees) will be required.

If there are any questions about returning your child to school, contact the school before letting him/her return.

### **Food**

Children enrolled in the preschool program receive a healthy snack option daily that will include include 1% milk and one other approved component as required from licensing.

Please adhere to the state regulations and bring only food commercially prepared or packaged for special treats and occasions. We prefer healthy options such as yogurt or non-food items such as pencils or games to share. Items such as cupcakes and candy will not be allowed.

### **Absence**

Any absence must be reported to the school on that day so staff members are aware of a health problem. A communicable disease must be reported so parents of other children can be made aware of exposure. Call Sacred Heart Children's House at 507-835-2780.

### **School Hours**

The morning session of school begins at 8:00 a.m. and dismisses at 10:45 a.m. The afternoon session of school begins at 12:15 p.m. and ends at 3:00 pm. Please see that your child arrives no earlier than 7:50 a.m. and is picked up promptly at 10:45 a.m. For the afternoon session, your child should arrive no earlier than 12:00 p.m. and should be picked up promptly at 3:00 pm. A charge of \$5.00 will be incurred for any child arriving before 7:50 a.m. and 12:00 p.m. and after 11:00 a.m. and 3:00 p.m. With prior arrangements, a child may utilize early drop-off for a flat rate of \$4.10/morning if attendance ratios allow. Payment is due upon receipt of a bill. Non-payment of this bill will be handled the same as non-payment of tuition.

7:50/12:00	Begin arrival
8:00/12:15	Welcome meeting
8:15/12:30	Work time
9:15/1:45	Snack
9:30/2:00	Work time
10:30/2:45	Dismissal meeting
10:45/3:00	Dismissal

### **School Calendar**

Children's House Montessori will try to remain consistent with Sacred Heart School's calendar. Some days may vary. Please keep the calendar posted for easy reference.

### **Snow Days for the School**

We shall follow the policies of Sacred Heart School in regard to snow days. If school is canceled or two hours late, the morning session will not be held. You will receive an automated call regarding any cancellations of school.

## **Guidance**

The director will be a facilitator of peace. Through guidance, the children learn to respect each other and their environment. When extra guidance is needed, we will redirect the child's behavior. In extreme cases we will remove the child temporarily from the group and notify the parent/guardian of the problem.

## **Transportation**

No transportation is provided by the school. The car pool form must be completed and returned. Please inform the school who your child will be transported by and of any changes. A note to the teacher or director is required. Children are not allowed to leave unless accompanied by an authorized adult.

## **Pictures**

We will be taking pictures of the children throughout the year for use in a Sacred Heart Children's House album, for the child to take home, on Facebook, or posted in the room. Please let us know if you **DO NOT** want your child's picture to be published.

## **Field Trips/Other Permissions**

Parent/guardian permission is required before all field trips. These permission slips are needed by the staff before your child will be allowed to participate.

Children's House does not have any pets in the room. If a pet plans to visit, we will send home a permission slip beforehand.

## **Conferences**

Conferences will be scheduled two times a year to inform you of your child's progress. If you are concerned about your child's progress and would like a conference other than the two offered, please talk to your child's teacher. Parents/guardians are welcome to visit Sacred Heart Children's House at any time during the hours of operation. Please schedule visits with the teacher and/or director. We request no visits during the first six weeks of school to allow children to adjust and settle in.

## **Evaluations**

During the month of April, evaluation forms will be sent home to the parent/guardians. We ask that you review the Sacred Heart Children's House program and make any comments you feel will help us provide an excellent program for future children. All comments are confidential information of Sacred Heart Children's House.

## **Tuition**

Tuition is \$110 a month for two day classes, \$140 a month for three day classes, and \$200 a month for five day classes. It is due a month in advance and must be paid by the first of the month (ex: September tuition is due August 1<sup>st</sup>).

Checks should be made payable to Sacred Heart Children's House and should be mailed to Children's House Montessori, 308 West Elm Avenue, Waseca, MN 56093. Please do not send any payments with your child. A locked box is located in the childcare room next to the "Parent Board." Please place all payments in the locked box. If paying cash, place cash in an envelope labeled with your name and the amount included. If payment is not received by the 10<sup>th</sup> of the month, a \$10.00 late charge will be assessed. If the tuition and late fee are not received by the 30<sup>th</sup> of the month, your child will not be allowed to return to school. The contract will then be void.

We do have a discount for any family that pays their tuition in full with their first payment. We have tuition assistance available. We also offer auto-withdraw. If you are interested in any of these options, please see the assistant director.

## **Grievance Procedure**

If you feel you have a grievance to be addressed please follow this procedure:

1. Discuss with your child's teacher
2. Discuss with the director
3. Discuss with the priest.

## **Additional Information**

If you have any questions, please don't hesitate to call. 507-835-2780

LeAnn Dahle-Director

Kathy Petracek-Financial Coordinator



**Please sign, detach, and return this sheet. Please keep the handbook for your reference .**

I have read and agree to follow the policies and procedures outlined in the Children's House handbook:

Sacred Heart Children's House Philosophy and Mission Statement

Montessori Philosophy

Operations

Orientation Period

Clothing/Sharing Basket

Health Regulations

Food

Absences/School Hours

School Calendar/Snow Days

Guidance

Transportation

Pictures/Special Occasions

Conferences/Evaluations

Tuition

Grievance Period/Additional Information

**Please return this page promptly.**

Signature\_\_\_\_\_

Date\_\_\_\_\_