



Pewaukee Lake Montessori Academy

Owned and Operated by Global Montessori Inc.

Toddler, Preschool, Kindergarten

262-290-0595

www.pewaukeelakemontessori.org

Parent Handbook

**Pewaukee Lake Montessori Academy Parent Handbook
(Owned and Operated by Global Montessori Inc)**

Physical Address: W287n3700 N Shore Dr., Pewaukee, WI 53072

**Mailing Address: Global Montessori Inc.,
7448 Pleasant Rd.
Waterford WI 53185**

Phone Numbers:

1. School number 262-290-0595-Monday to Friday, 6:30 a.m. – 5:30 p.m.
2. Emergencies, Toni's Cell Phone Number: 262-492-6953

Website: www.pewaukeelakemontessori.org

Email: tonisch@wi.rr.com

Monthly newsletters and school correspondence is sent via email. Please make sure to check your mailbox every evening. I will try to send all notes prior to 8 p.m. I will also send calendar reminders and general information through the Shutterfly site. Please read the newsletters they will keep you updated on what is happening in the school.

Dear Parents:

Welcome to Pewaukee Lake Montessori Academy. Please take time to read this handbook, and then keep it in a handy place for frequent reference.

We are very excited to have your child in our school and pleased to provide wonderful learning and growing experiences for them to share with you.

They will be part of a positive and stimulating educational environment which will make learning fun and interesting.

Our AMS trained teachers observe children as individuals and gather information about each one to determine how best to encourage his/her development. Records are kept about their choices of material, progress being made, new lessons presented and mastered. From this information the teacher creates an environment from which the child learns and grows.

Montessori students are noted for their independent thinking, self-confidence and ability to assume responsibility and leadership.

Our goal is to work with your child along side you to help them become wonderful contributing members of our community.

Thank you for entrusting your precious gift to us. We look forward to working and growing with you and your child.

Sincerely,

Toni Schneider, Director

Mission Statement

The mission of Pewaukee Lake Montessori is to provide a quality, affordable, authentic Montessori educational program, to meet individual children's needs while at the same time creating an atmosphere of cooperation, teamwork and group participation involving parents and families.

We believe in Maria Montessori's philosophy that all children are unique, curious about their world, and are born with a desire to learn.

Board of Directors

Global Montessori Inc. is a non profit, 501-3C corporation and is governed by a four member Board of Directors that meets twice a year. Please address any concerns to Toni Schneider, School and Board Director.

Teaching Staff

Primary Lead Teacher:	Toni Schneider
Primary Co-Teacher:	Crystal Belderr
Primary Assistant:	Mariah Schwabe
Pre-Primary Lead Teacher	Jill McMahon
Pre-Primary Co-Teacher:	Rita Switalski
Pre-Primary Assistant	Jenna Schmitt
Toddler Teacher	Rebecca Dennis

Hours of Operation

School hours 8:30 a.m-3:30 pm

Before School Childcare 6:30 am-8:30 am

After School Childcare 3:30 pm-5:30 pm

School Schedule

School Program : September – May, Monday – Friday

Sample of a School Day

6:30-8:30 Early Arrivals: Children enjoy traditional work materials and help teachers prepare the classroom for the day's activities.

8:15-8:30 Arrival: As children arrive, the teacher personally greets them. The quiet morning time is an opportunity for the child to make individual choices from a variety of interactive materials. Students may come in and greet their friends or begin working independently.

8:30-11:00: During the morning work time the children focus on their individual interests under the guidance of experienced Montessori educators. Each child can explore and discover at their own pace in a classroom where a child can pour juice independently, invite another child to join him or her for snack and know how to clean up spills. It is a place where the children can follow their interests and have the time to become absorbed in new and engaging challenges. The child who is that competent and self-sufficient reflects an inner joy and sense of achievement. This is how we help each child develop self-esteem built on self-reliance. Beginning with simple activities, children develop essential learning skills. They are free to choose from a wide selection of learning activities. Carefully designed Montessori hands-on materials invite the child to explore language, math, geography, art and the sciences. All this is part of an education for lifelong independence, poise and self-confidence.

11:00-11:15 Group Time: The children gather together for group sharing and activities. Movement, songs, stories, Spanish songs and grace and courtesy lessons are all a part of this time..

11:15-12:00 Lunch:

Then it's time for lunch! The children set the table with cloth placemats, napkins, silverware and sometimes put fresh flowers on the table. This promotes independence, interdependence, social grace and creates a family atmosphere. Nurturing the spirit is every bit as important as stimulating the mind.

12:00-12:30: Outdoor time

Mid-day finds the children enjoying our outdoor environment. Healthy minds and bodies need time out in the fresh air and sunlight. Their social skills are honed through practicing cooperation, negotiation, and observation. Friendships are strengthened through play. Outdoor time completes the morning only students' school day

12:45: After lunch, it is time for nap or rest for the preschoolers. (children 4 and under must take a nap or rest time)

Extended Day

For older children, an extended day allows more time for individual and social development. Children have the opportunity to further develop themes through advanced works and smaller group times. Science experiments, food preparation, and nature-based projects are just a few of the special activities designed for this afternoon session.

3:30 Some children will be getting ready to go home. Others are working on individual or small group activities. When weather permits, we end the day with additional outdoor time.

4:00 Children gather for group snack.

5:30: All children must be picked up.

If you are late picking up your child there will be \$1.00 per minute charge.

Tuition Policies

Pewaukee Lake Montessori Academy (PLMA) depends on its clients to be consistent and timely when paying tuition rates.

- 1) Tuition is due the 1st day of the month.
- 2) Tuition received on the 3rd or later will be subject to a \$25.00 late fee.
- 3) There is a \$25 fee for returned checks.
- 4) A written notice is required 60 days in advance for student's withdrawal.
- 5) There is no reduction in fee for illness, scheduled holidays or vacation.

Please make checks out to Global Montessori Inc.

Drop off and Pick Up

Please enter the church parking lot as indicated on the map on the following page. A teacher will come out to get your child. Drop off times are from 8:15 to 8:35. At the end of the day park your car and enter the school. During the after lunch pick up your children will be ready and waiting in the room on the other side of the double doors or on the playground, weather permitting. **Do not be late for pick up as teachers will be busy getting the other children ready for rest time and do not have the time to sit with you child after 12:30.** If you are pick up your child at 3:30 or later you may enter the school. **PLEASE REMEMBER TO SIGN YOUR CHILD OUT.** Weather permitting the children will be on the playground at the end of the day and you can pick

them up from the play ground. Please drive carefully when entering and leaving the parking lot and follow the arrows on the following page for entering and exiting. When the children are on the play ground please turn off your engines and for safety reason please do not park in front of the fenced in area. Come to the gate and pick up your child as the teacher can not leave the other children.

This teacher does not have a lot of time to talk before and after school therefore if you have any questions about your child please call or email the lead teacher after school hours.

Parents dropping off their children are encouraged to leave quickly, as prolonged goodbyes can be difficult for all.

Parents are responsible for delivering and picking up the child on time. Your child thrives on predictability and our class time has a set pattern. If you are going to be late please arrange for someone to pick up your child.

If you have not made an arrangement with the teacher in advance, all children must arrive no later than 8:40 in the morning as it is very disruptive to our classroom and we have to come and open the door.

If you are late dropping off your child please ring the doorbell to the left of the classroom entrance and someone will come to the door. Please be patient and only ring it once as we may be busy with a child. Please do not make this a habit.

Your child will not be released to anyone except those authorized on the Application Form.

For security and the safety of your child, we keep all doors locked between drop off and pick off times. (15 minutes after school day begins and 15 minutes before school day ends)

If you are not registered for before school care please do not arrive before 8:15.

Seperation

Separation is a process we go through all of our lives. Though often challenging and exciting, this growth towards independence can be painful and scary, especially for young children. Parents and teachers working together, showing children that they can trust and believe in one another, offers a foundation of support when the world suddenly seems a new and different place.

Independence is one of our goals but if your child is having second thoughts about being away from you, then you are welcome to stay for a short period. Prolonged goodbyes can be difficult for all. Remember that sometimes staying only makes it more difficult for your child as well as for yourself. Never leave without letting your child know that you are doing so. If your child was upset when you dropped them off we will call you to let you know how they are doing.

I have learned through experience that signing your child up for a full first week (five mornings) really helps them adjust much quicker.

Attendance

Regular attendance at school is essential for continuity in the educational process and consistency of the program. If your child misses a day they may not come on alternate day to make up for missed time.



Drop off: Enter the parking lot where indicated. There will be orange cones in front of the first play ground. Follow the road inside the cones, when you get to the entrance path put your car in park and wait for a teacher to come out and get your child. Make sure they are ready to go. Follow the arrows to exit.

If you need extra time to get organized please park your car away from the drop off location and then hand your child to the teacher. If you need to come in please park and turn your car off. It is important that everyone follows these drop off directions at all times. Drop off is from 8:15 to 8:35. After this time window you must bring your child in and ring the door bell. Please do not be late as it is very disruptive to our classroom and difficult for a teacher to come to the door when we are in session. See the previous page for pick up instructions.

Please call the school by 8:00 a.m. to let us know if your child will be late or absent. Call 262-290-0595 and leave a message if no one answers.

Lunches

Lunch is a quiet, social time when good manners and polite conversation are encouraged. The children participate in setting the table, preparing for lunch and tidying up afterwards.

Do not pack juice boxes as we provide the beverages (milk and water) and we want the children to have the opportunity to pour by themselves. Do not pack a special cup as the children use real glasses which helps them to practice grace and courtesy lessons. Please pack a balanced, nutritious lunch for your child (some examples have been provided below). It is extremely important that the food your child consumes fosters excellent growth and development.

Please do not send candy, chocolate, pudding cups, pop tarts or any food with high sugar content. These types of foods will be placed back in your child's lunch box. The school has a microwave and we are willing to heat up lunches. All food items should be cut and ready to eat. Please do not send any eating utensils, we will provide them. All lunch containers must be labeled with a permanent marker. Please send ice packs as we do not have room in our refrigerator to store lunches. Do not send a bib as the children are practicing to feed themselves gracefully. Do not send the push up type yoghurt or apple sauce as they are very messy and hard for your child to use.

Here are a few suggestions to aid in the preparation of school lunches for your child:

- nuts
 - peanut butter stuffed into apple or celery stick
 - cottage cheese, cheese spread in celery or cucumber sticks
 - tuna salad or egg salad
 - chicken or turkey—cubes, wing, or drumsticks
 - meat—pieces, slices, or cubes
 - meatloaf slices
 - hard cooked egg
 - yogurt
 - tortilla with some grated cheese
 - leftovers from dinner
 - cheese
- b. a fruit or vegetable
- c. something special—the treat that most children look for first in their lunch.
 - raisins
 - popcorn
 - granola bar
 - cheese and crackers in a package
 - fruit roll-up
 - cookies such as peanut butter, fig newtons, graham crackers,

Please notify the school if your child has any food allergies.

Please make sure you cut grapes and hotdogs in half and do not pack popcorn if they have never had it before as these are all choking hazards.

Snacks

A family from the Toddler/Primary and one from the Preprimary will be asked to contribute \$40.00 (\$80.00 if you have more than one child enrolled) to the cost of healthy snacks on a rotational basis. A notice will be placed in the monthly newsletter when it is your families turn.

The frequency will depend on how many families are in your child's classroom.

If your child has severe food allergies you may opt out of the snack program and bring your child weekly snacks with their name marked on the outside of the bag.

Bathroom Procedure

Children in the primary program are expected to be independent with toileting. If your child is not fully toilet trained at time of enrollment do not be anxious about it as they will learn quickly from watching the other children. However it is important that we are both working towards your child's independence. The school does have child size toilets which they love to use.

If you are trying to toilet train we prefer you send your child in underwear and send pull ups in case the day is not going well. Please inform us when you start the toilet training process so we can work together. Send plenty of extra underwear and pants with elastic waists. It is easier for us to take them to the toilet if they feel the need to go.

Each child is invited to use the bathroom as the need arises, however we make sure children are asked to use the bathroom before going outside, before and after lunch and before naptime. Children are encouraged to wash hands several times through out the day. Bathrooms and eating areas are disinfected at least once per day.

Toddler and Pre-Primary Students

Please send diapers, wipes and any diaper rash ointment for your child. We have a special drawer marked with your child's name and we will let you know when supplies are running low.

Personal Items

Children are asked to keep all toys, jewelry, food and personal items at home. There is a white cubby close to the classroom entrance which will be used for lunch boxes and indoor/outdoor shoes. Your child has a hook for their coats and a canvas bag will be provided for spare clothing. If your child has soiled their clothing and a bag goes home with him/her then please send a new set the next morning. Also check the bag when the seasons change or if your child grows out of a size. Your child's name will be above their hook and on the cubby. Do not bring additional bags or back packs as we do not have the room.

Classroom Material

The materials from the Montessori environment are very attractive to children. With no malice or forethought young children may be charmed by a cube from the pink tower, a golden bead or a similar object, enough to take it home. School materials turn up in pockets, backpacks, drawers or lunch boxes. If you discover anything that you believe to be school property PLEASE send it back right away. Our materials are quite expensive and an incomplete material is often a useless one.

Clothing

Our goal is independent dressing. Children learn self respect through self mastery. Large and small motor development is a critical aspect of the Montessori classroom. Children need to run, jump, climb and work comfortably, and not worry about getting messy. They also need to be able to run to the bathroom without being delayed by zippers belts, suspenders or overalls. You can help your child be self sufficient by purchasing loose clothing with large buttons and big zippers. All clothing should be comfortable, washable and easy for the children to put on or take off by themselves. Do not send them in shoes that buckle up or tie as they cannot do them up on their own. Please label all clothing as we cannot remember what belongs to each child. Please check your child's bag periodically for extra clothing. If soiled clothes are sent home please send a new set of clean clothes in the morning.

Footwear

In order for the environment to remain clean snow boots are not allowed to be worn in the classroom. We encourage children to wear shoes that slip on or close with Velcro. Shoes and sandals must have a non-skid rubber sole and back straps. For the children's safety, avoid heels. Please provide simple and skid free shoes for your child to wear during class. Crocs are excellent for indoors. For safety reasons shoes must be worn at all times.

School Communication

Your child has a mailbox for their work. At the end of the school week it will be emptied out and placed in a large plastic envelope. The envelope will be in your child's cubby or sent home with them. Make sure the envelope is returned after the weekend. If there is no envelope at school, the weeks work will not be sent home.

Newsletters are sent in a PDF format via the internet.

Important notes are also emailed; please make sure to check your mailbox on a daily basis. Do not ignore my emails as they always contain important information.

Outdoor Time

Outdoor time is an extension of the indoor classroom, and a time to groom social skills and cooperative play. On sunny and summery days sunscreen and bug spray should be applied before school. If you would like to send sunscreen, make sure it is a brand they have used before, label it and we will reapply it if necessary. We will not apply bug spray. Please send the spray on sun screen to leave at school, so it is easier for us to apply.

In the winter your child must have mittens, hat, warm coat, and if there is snow on the ground they will need snow pants and boots. If they are not dressed properly they cannot go outside and we do not have the staff to keep children indoors during the recess period.

Outside Rules

- Keep the sand in the sandbox and do not throw it.
- Only three children are permitted on the climbers at one time.
- Sit on picnic benches and chairs.

- Go down the slide on bottom only, feet first and only one at a time.
- No rough physical contact.
- Be respectful of the environment, teachers, their friends and themselves.

Field Trips

We will try and plan at least two field trips per year. Due to the age of the children, parents or other family members must escort the child. Teachers cannot transport the children in their vehicles.

Discipline

Ground rules protect the rights and liberty of each individual child and the group as a whole. They promote the internalization of pro social behaviors and values including: self control of impulses, consideration of others, and a sense of responsibility for oneself and the welfare of the group. The purpose of discipline is to develop self-control, self esteem and respect for the rights of others. If actions speak louder than words, a Montessori teacher will generally redirect a child's misbehavior to a new activity. If this is unsuccessful, verbal reasoning is used. If this is unsuccessful, a time away from a material or activity is recommended. At no time is physical punishment administered. Ground rules can help to make life at school easier, make the days run more smoothly, enable children to be more independent, and help to develop responsibility. The number of ground rules is generally kept to a minimum, stated and presented in a positive manner with an emphasis on safety, respect for others / environment, and the results benefit all members of the group.

Here is a list of some typical, often automatic, ground rules used in our Montessori classroom:

- The child selects a material to use from the shelf and takes it to a suitable table, floor and/or other designated work space.
- The child is free to use the material as long as they like as long as it is treated with respect.
- After using the material, the child returns it to its place on the shelf, in the same condition in which it was found, for the next person to use.
- The children restore the environment, clean up spills and messes, put rugs away in proper order, and push chairs in etc., after each activity.
- The child is free to work alone - no child is forced to share with another, materials they have first chosen for activity.
- Walk inside the building.
- Respect yourself and others
- Use respectful language-if it hurts someone, it is not respectful.
- A child must stay with an adult and respect outside boundaries
- A child is to follow adult directions

Adults in the classroom model a positive, caring attitude at all times. When problems arise with one or more children, the adult will encourage the child or children to talk about it and find solutions peacefully. If one child hurts another, the first child may be momentarily removed from the situation, while the adults check to see that the hurt child is all right.

Then the adult will return to the first child and discuss the problem and look for a more appropriate solution. We find that young children do not have the words to express their feelings, and this frustration is often what leads to conflict.

The goal of discipline is to help a child change his/her behavior from negative to positive. Redirection is most often used to redirect their activity in order to help a child with this process.

If a child repeatedly does not respond to discipline used at school, the parent will be contacted and asked to come in for a conference. Parents and school will devise a consistent discipline plan for use at home and in school.

Parent Observations

All parents are encouraged to visit their child's classroom throughout the year. Your visits are welcomed. In order for your observations to be as beneficial as possible, we ask that observations do not begin until the sixth week of school. This gives the child the opportunity to adjust to the new environment. A Montessori class is a bit overwhelming at first, but as you learn and experience more, you will see and appreciate more of your child's development in school.

When to come: Please arrange your visit ahead of time. Mornings between 9:00 a.m. and 10:30 a.m. are best to observe the educational programs in progress.

How to Observe: An observation chair will be provided so you can view all the activities. We request that you remain seated and do not speak to the children so that they are able to continue with their activities.

How Long: The length of stay should be limited to 20 minutes.

Other family visitors are welcome to visit by appointment and will take place when children are not present.

Conference Days

Progress reports are given out during both of the scheduled parent teacher conferences. Dates are marked on the school calendar. If at any time, you would like a meeting with your child's teacher, please contact the school so that a time can be set up. In order that you may see what your child is doing at school, they will accompany you on conference days.

Daily School Work

The product of the Montessori classroom is the child, not the written work that is produced. The growth within the child occurs during the process of an activity. In addition, most activities produce no written work. There are results, which are less tangible, but are more important, such as your child's growth in self-confidence, independence, concentration and coordination. You may notice errors in your child's work, such as letter reversals, numeral reversals or misspelled words. This is a normal step in your child's development. We all learn through mistakes.

Social Events

The Parent/Teacher Orientation and Ice Cream Social is scheduled prior to the first day of school and is a time to discuss changes and plans for the upcoming year.

Christmas Family Gathering is a time for children to invite their families to watch them sing and show off the work they have learned.

Spring Sing and Fundraiser Dinner will be scheduled before or after the Easter Break and the date will be announced in the school newsletter. It is a time to celebrate the children and their accomplishments through out the year. Pewaukee Lake Montessori Academy is funded by tuition, therefore in order to keep tuition reasonable it is important that all families take part in this event or make a donation.

We will also have a **yearly fundraiser rummage sale** in the spring so save your treasures.

Proceeds from the yearly fundraisers strengthens the schools current programs and helps us to cover some of our larger equipment and supply costs. Families and friends are invited to participate.

Year End Picnic will be planned for us to celebrate the wonderful year we had together.

Birthday Celebrations

We have what is called a celebration of life which is a very special way for a child to celebrate birthdays. Parents are invited to come for this. A candle representing the sun is placed in the center of a circle. The child walks around the circle one time for each year of life, carrying a globe. Parents are encouraged to bring photographs and recite a short paragraph each time the child walks around. One time around the circle is for one year. Therefore an example would be: Holding a photograph of your child when he was one you could say, "When Johnny was one he started to learn to walk." If you like, your child may purchase a gift such as a book or puzzle for the classroom. You may also bring snack for the day. No cupcakes, birthday cakes or sugary treats. You may bring healthy low sugar muffins or a fruit plate.

Health Standards

PLMA attempts to provide the very best environment for your child to grow in, not only rich in materials, but also physically safe and healthy. In order to facilitate this we ask you to consciously adhere to some basic health and safety standards.

- 1) There is no smoking in the school building or on the school grounds.
 - 2) No chewing gum, balloons or toys from home will be allowed.
 - 3) A certificate of child health examination must be completed and signed by your child's physician before your child enters school or shortly afterwards.
 - 4) Notify the school as soon as possible if your child has been diagnosed with a contagious disease. We will inform other parents to watch their child for symptoms. Contagious diseases most commonly found are measles, chicken pox, pink eye (conjunctivitis), impetigo, head lice and strep-throat (streptococcus).
- Should your child become ill at school emergency authorization contacts will be used. First, we try to reach the child's parent using home, work or cell phone numbers. If there is no answer, we will try to reach the people who are authorized to pick up your child.

In the event of an emergency or serious accident at school, all efforts to contact the parent will be made. If a parent is not immediately available and a doctor is needed, your child will be taken directly to the closest medical facility. All accidents and injury will be reported to the parent at the time they happen, and an accident report will be put in your child's file. Please notify the school if your child has had a traumatic experience or accident at home that would affect behavior, or attendance for any reason. Please be sure to list any special medical considerations or allergies on the enrollment form.

Remember to tell your child's teacher if they have any food allergies. If an epipen is used we need one kept at school at all times. We will also send you forms that allow us to administer this or any other prescription medication taken on a regular basis. All children with allergies will wear a yellow wrist band to alert staff members.

Do not send your child to school, when the following symptoms are present:

1. Rash
2. Severe Cough
3. Discharge of heavy or discolored mucus from nose
4. Diarrhea, Vomiting or Fever within the past 24 hours
5. Sore Throat
6. Pink eye that with or without discharge

CHILDREN MUST STAY HOME 24 HOURS PAST THE LAST EPISODE OF ANY OF THE ABOVE, OR 24 PAST THE STARTING OF ANTIBIOTIC MEDICATION.

Usually there is no need to keep children home with a mild cold (clear drainage) or an ear infection, unless the child is too uncomfortable to make it through the day or the illness will interfere with learning. If a child is unable to participate in all activities, it is best they stay home. **DO NOT BRING SICK CHILDREN TO SCHOOL.**

Medication

Medication is given only for preventative purposes so that illness does not reoccur. Only medication prescribed by your doctor and in the prescription bottles can be administered at school. A Medical Release Form is to be filled out and signed upon your arrival at school.

Unusual Happenings or Changes at Home

In order to meet the varying needs of your child, please advise your child's teacher of any changes as they occur. A change in the home environment may tend to alter your child's behavior in school. If you observe sudden changes in your child's behavior or attitude, please let us know so we can work together in assisting your child through the adjustment period. A parent changing jobs, separation or divorce, a death in the family, a new baby, or other changes from the normal routine will have a great impact on most children and we would like to help.

Change of Address, Telephone Number or Email Address

As soon as you change your address, email address or phone numbers, (land or cell) work or home please contact the school. Emergency cards and other pertinent information must be kept current.

School Cancellation Due to Inclement Weather

We will follow the Harland School District for school closings.

Days the School is Closed

When the school is closed childcare is available upon request but is not part of the yearly tuition. There is a \$5.00 per hour childcare fee. Please check the school calendar to see when these days are.

We will need 2 weeks notice for the days you need care and we will send an email reminder with a deadline day.

School is closed with no additional care during teacher conferences, Thanksgiving Day, The Day after Thanksgiving, Christmas Eve, Christmas Day, New Years Eve, New Years Day, Good Friday, Forth of July, two days after the school year ends to set up for the summer program and two days before school year starts so we could set up the classroom for the academic year.