

Auburn Montessori School

The Children's House

Serving children ages three to six years old.

231 East Drake Ave.

Auburn, Al 36830

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Tel#: (334) 740-6192



Parent Handbook

Respect...Diversity...Diligence...

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Welcome.....

It is a pleasure to welcome you to **Auburn Montessori School - The Children's House**. We are excited to offer quality preschool and kindergarten education to the members of our community. The Children's House (1997-2011) owes its deepest gratitude and respect for the staff of Killian Montessori School in Miami, FL, for their knowledge, and tremendous assistance in its opening on October, 20th 1997. As Mr. Kimery kindly said, "Take these Red Rods and Broad Stairs as a gift from the late Mrs. Kimery; they started this school, and they help will start another." **Auburn Montessori School - The Children's House**, in turn now owes its deepest gratitude to its supportive friends and families of The Children's House community.

The Children's House has been a member of the National Center for Montessori Education (NCME), for teacher training since 1998. It is an associate member of the American Montessori Society since 1998, dedicated to following their code of ethics, and committed to practicing the teachings of Dr. Maria Montessori. *The Children's House* is also affiliated with MACTE accredited training center, Montessori Live in Venice, Florida since 2010. We are dedicated to providing a genuine Montessori environment for exploration of both the student and the student-educator.

Philosophy

It is the philosophy of **Auburn Montessori School – *The Children’s House*** to preserve a home away from home that nurtures the love of learning, values ambition, and fosters the spirit of peace, love and kindness in every child.

Mission 1

To support families in their life-long commitments as character builders, role models, and primary educators of their children.

Mission 2

To serve each child in their life’s journey.

Mission 3

To guide educators into bringing forth the blessed life in every child.

Vision

To inspire a future generation of innovators, entrepreneurs, and leaders.

Purpose and Objectives

The purpose of **Auburn Montessori School - The Children's House** is to provide a loving, natural, prepared environment in which each child is respected for who they are as unique individuals. This school follows the teachings of Dr. Maria Montessori, her Principles of Education, and her Philosophy of Scientific Pedagogy. Staffed with qualified and dedicated educators, we are committed to nurturing the spirit of each child, guiding them to independence and self-discipline, and educating the unique intelligence of the body, mind and spirit. Exploring the prepared environment, each child will be educated to respect the realizations of peace, the sustainability of the environment and the betterment of one's self and humanity.

The objectives of this school are to:

1. Provide an environment for students to be educated and develop community by responsibly, safely and freely interacting with the world and others around them.
2. Offer parents the peace of mind in knowing that one's child is in a home away from home; his/her own unique personality and intelligences valued; and his/her physical, emotional, social, spiritual and mental capacities nurtured.
3. Provide student-educators an environment to scientifically observe the child in his/her relationship with others and the world; to interact with the child to become more aware of a child's needs; and to more fully adapt to the child as a unique gift of life, a creation to unfold rather than to mold.

I will provide to the best of my ability, an environment which is safe, healthy and stimulating. An environment which is organized according to the child's physical, psychological, and social needs, thereby encouraging independence, self-control, mastery of the environment, and construction of self in freedom within limits. I will provide, to the best of my ability, the "prepared" Montessori environment and carry out the accompanied Montessori teachings.

Charlene Y. Kam
Founder and Director
Since 1997

Policies and Procedures

Admission Requirements:

- Each child is required to have a completed Child's Pre-Admission Record and Application Form on file. The school will supply this form.
- Each child is required to have a completed application form, requiring information about
 - child's general health, and usual routines
 - transportation arrangements to and from school
 - emergency contacts
 - authorized persons to pick up the child
 - authorization to obtain emergency medical care, if parent or Guardian cannot be reached.
- Each child must submit a Child's Medical Report Form and an Immunization certificate completed by a certified medical practitioner or physician's assistant before he/she is accepted for school.
- Each child must be potty trained prior to entry.

Age of Entry:

- It is the policy of Auburn Montessori School LLC. that a child must be at least 3 years old to be admitted into the preschool program for that year.
- It is the policy of Auburn Montessori School LLC. that a child must complete Kindergarten requirements and accomplish the first grade readiness skills to be admitted to first grade.

Arrival and Dismissal:

- School begins at 8:00am. You will be considered tardy by 7:50am. Parents are advised to take advantage of the early morning drop off time between 7:15am – 7:50am. Early drop off will give children time to say goodbye, settle in and prepare for the day ahead. Tardiness will not be tolerated. It is the responsibility of the parent to develop a healthy sleep/wake routine for the child. It is also a parent's responsibility to get the child to school early. Emergencies or planned absences will be considered Valid Excuses and will be excused. Please inform the director at 334-740-6192.
- Valid Excuses include emergencies, doctor's appointments, planned vacations, life changing family events (new baby, extended absence of parent etc.). There are many challenges associated with being a new parent and Auburn Montessori School is committed to guiding parents through the stages of child development. Exceptions will be made for parents who make steady changes in order to develop healthy routines in their children's lives. Please take the time to communicate to your child's teachers.

- Invalid Excuses include consistently waking up late, consistent rough nights, consistently being caught in traffic etc. A \$25 late fee will be applied to the next month's tuition for 3 or more documented unexcused tardies for the month prior.
- Parents can contribute daily to their child's pleasant school experiences by developing good sleep/wake routines, healthy eating habits, and grace and courtesy patterns of behavior.
- *Parking Procedures:* One of two entrances may be used. Hudson Terrace or the mailbox entrance on Drake Ave. Please park your vehicle along the fenced areas of the driveway leaving room for vehicles to exit onto Drake Ave. Enter through the protected gated entrance and escort your child to the classroom.
- Morning independent studies begin promptly at 8:00am. Each child deserves a full uninterrupted 'work' session designed specifically for their academic, social, emotional, physical and spiritual growth.
- Farewell embraces and kisses should be both true and brief. Lingering prolongs "separation anxiety" making it a difficult transition for both parent and child.
- Prepare yourself and your child for morning arrival by practicing encouraging departing greetings - for example, "Good bye Mommy (or Daddy), I love you." Or "See you soon, have a good day."
- At dismissal, please follow the morning parking procedures. Escort your child to your car and safely buckle your child into the child restraint before leaving the premises. Parents/guardians are required to sign their child out at pick up.
- A child will not be allowed to leave the premises with anyone besides the child's parents or those authorized persons noted in the Pre-Admission and Application Form. Other persons must present a valid driver's license and hand written note of release, dated and signed by the child's parent or guardian.

Attendance/Written Messages:

- A record of your child's attendance, tardiness and absenteeism will be maintained. Inconsistency interrupts your child's progress at school.
- Please call Mrs. Charlene Kam (334-740-6192) or Mrs. Susan Harper (334-728-0648) if your child will be late or will not attending school on any particular day.
- Important messages should be clearly written, dated and signed to ensure prompt and accurate communication of instructions.
- For Elementary Grades: Alabama Law requires that all children between the ages of 6-17, be enrolled and attend school. Mandatory attendance is required for students between the age of 7-17 (Act 2009-564). If any child fails to attend school without legal excuse, that child and the person having

custody of that child will be referred to Juvenile Court where the parent or guardian and student will be required to attend a conference. Excuses will be accepted within 3 days of returning to school.

Attendance/Written Messages continued

- Written excuses must be signed by the custodian of the child and may be due to one of the following reasons:
- Illness of the child.
- Death of an immediate family.
- Inclement weather which could be dangerous to the life or health of the child as determined by the Director.
- Legal quarantine
- Emergency conditions or extenuating circumstances as determined by the Director.
- Religious holidays upon receiving Director's approval prior to the absence.

Attire:

- Children are encouraged to wear comfortable clothes that will not distract, hinder or prevent the development of gross and fine motor skills.
- Each child is required to have a change of clothes, labeled with his/her name and placed in a labeled personal backpack.
- Each child will have a designated area to store their belongings.
- Rubber soled, sneakers are recommended for safety outdoors. Open-toed foot wear are NOT recommended for outdoor play.
- Soft soled inside shoes are recommended for the indoor learning environment.

Birthday Celebrations:

- We recognize your child's birthday with an informal classroom tradition. Parents and grandparents are welcome to join in the celebration. The tradition involves sharing one picture or special item for each year of the child's life. Parents or guardian are encouraged to prepare a little story about their child's life. As the story is being told, everyone will observe the traditional presentation of the birthday walk by the birthday boy or girl. No party paraphernalia is not necessary. Celebration times are variable.
- **Child Abuse:**
- Staff members of this school are Mandatory Reporters and are required by law, (Code of Alabama 1975, Sections 26-14-1 through 26-14-13, to report any known or suspected child abuse or neglect, (see definition, Section III.A.) to the county Department of Human Resources or to the local police or county sheriff.

Child Discipline:

- First and foremost establishing discipline is a parent responsibility.
- Parents are responsible for establishing rules and setting safe boundaries for their children.

- Parents are responsible for teaching their children grace and courtesy.
- Parents are responsible for keeping up with their child's growth and apply clear rules that teach self-discipline, independence and mutual respect.
- At Auburn Montessori School, The Positive Discipline approach is practiced. Children are given appropriate words to use and shown appropriate behavior in order to communicate their feelings in response to new or difficult situations. If a child has difficulty respecting an individual's space, a child may be asked to accompany the educator hand-in-hand around the learning environment as the educator directly models respectful interaction.

This practice provides a child with a more concrete way of establishing independence in the learning environment.

- A child's misconduct will be documented and reported to the child's parents. If a child shows no marked response to the educator's kind but firm requests, in conjunction with being unresponsive to a variety of positive discipline methods, other options for child care will be recommended.
- No child will be subjected to discipline that is severe, humiliating or frightening. Discipline shall not be associated with food, rest or toileting. Spanking or any other form of physical punishment is prohibited.
- Following suggestions, intervention and education, if further disregard for school policy is observed, the student will be considered for expulsion.

Code of Conduct:

- The Montessori Peace Education portion of the Montessori curriculum stresses mutual respect, common grace and courtesy, genuine kindness, and compassion for every living being.
- Parents are encouraged to be role models of proper codes of conduct.
- Educators and staff work each day to model by example, and encourage children to practice these essential codes of conduct.
- Parents or guardians will be continually and verbally notified about the various strategies of Positive Discipline being used to encourage independence, respect and love of learning. If a child or parent/guardian is having difficulty establishing these sets of values that this learning environment aims to foster, the misconduct and alternatives professional strategies will be suggested and documented.
- Repeated poor conduct, disrespect for oneself, others and the environment will lead to expulsion from the school.
- Misconduct includes behaviors that threatens or endangers oneself, others or the environment – they include behaviors such as habitual hitting, kicking or biting, habitual use of profane language, habitual

disregard for the guidance, instruction or redirection of educators, creating habitual emotional or physical distress to staff or classmates.

Confidentiality:

- Children's records and information about children and their families should be kept confidential.
- Confidential information about children and their families shall not be used or disclosed for any purpose not directly related to the well-being of the child.
- Any discussion about children and their families shall be treated as confidential
- Confidential information including children's records shall be accessible only to authorized persons.
- The Department shall have the right to inspect center records, including children's records.

Expectations:

- Guiding the life of a young child will involve a commitment in communication among teacher, parents and child. The success of your child's Montessori education will lie in this involvement and with the willingness to extend the Montessori principles into your home. Information sessions/workshops will be available during the school year. Attending these sessions will increase your knowledge about how children learn, the importance of practical life and sensorial, the method of teaching reading, understanding math concepts, understanding why children do the things they do, and much more. The workshops provide a sneak-peak into your child's actual daily learning activities and relationships.
- One misconception that has been associated with Montessori Education is that a child is allowed to be free to do what he/she wants. Dr. Maria Montessori said, "The child is allowed freedom within limits." That is, a child is allowed to choose his/her activities and perform them in a manner that will strengthen his skills, but not at the expense of another child's freedom, or of the demise of the whole group. The Montessori philosophy relies heavily on respect for others, oneself, and his/her environment.
- Parents enrich the curriculum of The Children's House program by their willingness to share their talents, cultural traditions, ethnic backgrounds, unique skills, travel experiences, expertise, and time. The Children's House experience has always been vastly enhanced by the connection that parents, and friends and families of parents bring to the community of young learners.

Field Trips or Off Campus Activities:

- Auburn Montessori School is licensed to provide transportation to its students to school and to school related events.
- Children will be secured in child restraints while being transported in the school bus.

- Parents must sign a waiver releasing Auburn Montessori School –The Children’s House from the liability of transporting their child to and from school and school related events.
- Parents or guardians of 3 year old children are highly recommended to accompany their child to off campus activities.
- Persons showing symptoms of being under the influence of drug or alcohol will NOT be allowed to transport any child from campus or to and from off campus activities, and field trips.
- Smoking is not allowed in any vehicle in which children are transported.

Financial Obligations:

- 10 payments by check or automatic deposit. Payment is due 1st every month. \$20 late fee applied on 15th of month. Possible expulsion for unpaid fees.

Illness or Injury:

- Parents will be contacted whenever your child is sick. Some symptoms of sickness include fever, uncontrollable coughing, nausea, swollen eyes that are pink, itchy or producing colored discharge. A sick child will be placed in an area designated for containing the sick until a parent/guardian arrives.
- An accident/injury report will be given to the parents of the children who have either caused injury to another child or who have been injured by another child.
- Any observance of symptoms of a communicable disease will be promptly reported to parents or guardians.
- A child should be free from fever, diarrhea or vomiting for at least 24 hours before resuming regular classes. Exposing the other children and teachers will result in unnecessary leaves of absences.
- See Appendix 1 for guidelines and a list of symptoms/illness for which your child should be picked up at school immediately.
- See link at Dpt. of Health for illness protocol- <http://www.jcdh.org/misc/ViewBLOB.aspx?BLOBId=203>

Medication:

- Prescription medicine must be distributed by the parents or guardian, and must be in the original container, with the name of the physician, child, medication and directions written on the label.

Nap/Rest Period:

- Preschool aged children are provided an opportunity to nap for at least 45 min. but no longer than 2 hrs. Children who do not nap will be allowed to rest and have quiet time.
- Parents should supply clean sheets or towels each week, for their children. Each child’s sheet or towel will be sent home at the end of the week to be washed and returned to school for use the following week.

Progress Reports:

- Progress Reports will be sent home the week before Parent Conference Days. Refer to school calendar.
- Conferences will take place on these days, by appointment.
- Daily progress will be available for students not able to function independently in the environment.
- Both formal and informal weekly progress reports are available upon request to all parents.

Snacks and Lunch:

- The school will provide healthy snacks and hot lunches daily. Please see the attached meal plan prices. Parents will be required to select a meal plan of their choice.
- If you choose not to participate in the meal plan, please be sure to pack health, fresh foods rich in protein, fiber and vitamins for your child.
- Children coming to school riding the sugar rollercoaster from breakfast, tend to become unfocused, uncooperative and inattentive as the morning progresses. Please establish healthy diets eating habits.
- Educators at The Children's House will demonstrate and encourage the practice of proper table manners during lunch and snack times. Showing children how to wash their hands, set their table, eat gracefully, handle utensils, engage in meaningful conversation at the table and clean up after themselves are all essential parts to enjoying meals in the company of friends.

Student Photos and Videos:

- Unless the school is notified in writing stating the right to opt-out, students may be photographed and/or video-taped; pictures and videos are taken during school and school related events. They will be used on the school's website, in-house parent education workshops, in-house teacher-student practicums, and for limited public relation purposes.

School Communication and Weather Procedures

- The Children's House will contact parents via email to alert parents and staff of the following information: General announcements, school closings, school emergencies.
- The Children's House will follow the Auburn City Schools announcements for closings due to poor weather conditions.

Visits:

- Parents and guardians are welcome to visit their children at any time during school hours.
- Visitors are asked to maintain the peacefulness of the class environment, by entering quietly and respecting the Montessori code of conduct.

Primary Curriculum: 3 – 6 years of Age

Practical Life: The child learns how to function successfully in his own environment. He acquires balance, order, coordination, independence, physical, mental, and muscular control. The child learns work habits, work cycle, concentration, perseverance, accuracy, pre-writing, pre-reading, pre-math skills. In the Practical Life area, the child learns how to dress, feed and clean up after him/herself, learning also grace and courtesy, manners and respect for others.

Sensorial: The main area of the sensorial area is the refinement and development of the child's many senses. The classification, contrasting and comparison of such things as color, shape, smell, touch, temperature, weights, texture, etc. are explored. The concepts of higher math are presented in a concrete manner using all sensorial material in the Montessori Method. The integrated Montessori curriculum broadens a child's abilities to proceed to the next higher level of activity.

Mathematics: The primary purpose is to lay a strong foundation of the thinking and problem-solving process. Numbers, quantities, and the decimal system integrated with patterns, logic, and observation will teach the basic operations of addition, multiplication, subtraction, division, and place value. Lessons exploring fractions and measurement are available for the advanced child. The child will understand the concept of numbers and their usage in real life by using hands on materials.

Language: All pre-reading and pre-writing skills are emphasized in a sensorial manner. Vocabulary, drama and diction are an integral part of this curriculum. When a child is ready to read and write, we use a variety of reading programs: Learning to read with Phonics, NCME Reading Program, Zoophonics, Primary Phonics Workbooks, Recipe for Reading Workbooks,

Science: The children study living and non-living things, plants and their parts, animals and their parts, life cycles, and the physical sciences. At the primary level, science is a hands-on topic. Many experiences with the use of the scientific method will be demonstrated in the form of age-appropriate experiments, natural explorations of cause and effect, observation of nature, recording of observations, asking questions, problem solving, predicting events and redeveloping new hypotheses.

Social Studies: Geography, History, Calendar, Time, Holidays, Maps and Cultures are all included in this part of the curriculum. While studying a particular theme, parents are encouraged to contribute by sharing their experiences, objects, pictures, music, art, dress etc to the class. The Montessori curriculum respects all cultures, ethnic groups, religions, and nationalities. Establishing a peacefully diverse child, parent and educator community, is one of the hallmarks of a Montessori education.

Art: The children are encouraged and allowed to create their own masterpieces, with paint, color pencils, paper, sticks, pasting materials, decorative arrangements, and much more. All forms of art expressions are also introduced to the children, including some brief introductions of famous artists.

Foreign Language: A foreign language program is instituted during a 45 min/wk session. Depending on the type of program, foreign language may or may not be included in monthly tuition.

Music: The children are exposed to soft, calming music during their work hours. However, time is spent enjoying and studying different musical instruments, rhythm, scales, notation, and musicians. As a group, the children are taught the essentials of music via the violin. Instruction in the Suzuki method for 30 min/week. A materials fee is collected upon enrollment and an instructional fee is applied to monthly tuition. One may rent a violin in order that their child has the opportunity to practice daily at home. Recitals are organized in April each year. Depending on the type of program, music may or may not be included in monthly tuition.

Physical Education: The Children's House unique outdoor nature environment provides opportunities for free play, creativity, imagination, communication, and corporation. Children explore the environment's natural settings through climbing, running, walking, jumping, bird watching, gardening, raking, observing, reflecting, and participating in outdoor learning groups. Giving children the opportunity to explore nature with their heart, mind and body, strengthens their senses, helps them form a personal relationship with the world in which they live, and in turn learn to love and respect the world in which they live.

Goals of the program include development of balance, coordination, concentration, gross motor movement, muscle structure and strength, music and movement, awareness of body, space, and others. This program will also incorporate aspects of movement which is geared to self-expression, as well as a way to help boost self-esteem and self-determination. Depending on the type of program, physical education may or may not be included in monthly tuition.

Note: Conduct, discipline, and mutual respect for self and others practiced at The Children's House are expected to be observed at all school related activities.

Note: A more detailed version of the Montessori curriculum can be found in the North American Teachers Association (NAMTA) Complete Curriculum Guide 2011-2012. A copy of this guide can be found in your school parent resource library.

Director/Educator Information: Mrs. Charlene Kam

Mrs. Charlene Y. Kam, lives in Auburn, Alabama with her husband Dr. Frederick A Kam Jr., their 3 children, Brendan, Allison and Charlton. Mrs. Kam graduated from the University of Miami in 1993 with a Bachelor of Arts in Chemistry, and a minor in Biology and Secondary Education. She returned to the University of Miami graduating in 1996 with a Masters in Business Administration with specializations in Management Information Systems and International business.

Mrs. Kam has received certification from the London Montessori Center, stating that she has attended the Montessori practical workshop for children 2 ½ to 6 years of age. In October of 1997, she founded The Children's House which operated from 8:00 am to 6:00 pm. She served as a mentor to trainees during the Child Care Resource Center's (CCRC) entry level training for new center staff, Introduction to Child Care. She was president of the Lee County Family Child Care Providers during 1998– 2001. In January 1999 she became a member of the National Center for Montessori Education for teacher training. Mrs. Kam has received Elementary Montessori Certification with MACTE accredited training program, Montessori Live.

The following are some of the continuing education courses that Mrs. Kam has attended:

- Early Brain Development.
- Tools, Tools and More Tools
- Discipline and Your Child
- Hands on Math
- Extending Your Outdoor Environment
- Using Appropriate Words To Help Children Grow
- A Check-up From The Neck Up
- Trends in Child Care in Alabama
- Be Your Best Own Advocate: Home Providers In Action
- Demonstrate Your Profession
- Public Private Partnerships For Child Care
- The Spiritual Process of Intrinsic Motivation
- Nurturing the Spirit of the Teacher
- Parent Collaboration
- Spiritual Journey
- Executive Functioning: Understanding and Developing the Brain's Command and Control Center
- Well Versed: Planning on Poetry in the Early Childhood Classroom
- Problem Solving Activities with Montessori Sensorial Materials
- Learning-Different Children in Montessori Environments
- Making Language Materials that support the Early Reader
- The Essentials of Math
- Strengthening Montessori in the Public and Private sector
- Mandatory Reporting
- Emergency and Disaster Preparedness
- Childhood Immunizations
- Playground Safety

Educator Information: Susan Harper

After working with children for 37 years, Susan Harper joins the staff at Auburn Montessori School-The Children's House. Susan grew up in a military family. She attended nine schools in twelve years. She began working with young children as a student intern in 1976 when she was attended Resource Learning Center in Birmingham, Alabama, now known as the Jefferson County International Baccalaureate School.

Susan has a Bachelors degree in Studio Art from the University of Alabama at Birmingham. Upon graduation, she and her husband moved to New York City. While living in New York, Susan owned and operated an art gallery in the East Village and worked at the Third Street Music School Settlement in a program focused on teaching young children through the arts based on a Montessori model.

While in New York, she attended Hunter Teacher College, City University of New York, in pursuit of a MEd. in Early Childhood Education. The birth of her first child led to a move to Athens, Georgia.

Susan worked in public education for two years in Athens. This experience was the turning point. After the birth of her second child and working in a commercial daycare center, she was offered the opportunity to work in a Montessori primary classroom. Susan took her Montessori primary training with Dr. Feland Meadows, Pan American Montessori Society (PAMS), in Atlanta Georgia in 1995.

Athens Montessori School offered Susan a position teaching in the upper elementary class in 1997. She took her American Montessori Society training at NCCMTE (North Carolina Center for Montessori Teacher Education) for students six to twelve years of age. During this time she pursued and completed her Masters degree in the Management of Nonprofit Organizations with a concentration in Educational Psychology. She worked at Athens Montessori School for eleven years and as a Montessori teacher trainer for PAMS, Institute for Guided Studies (Camden, SC), and Montessori Teacher Institute (Athens, GA) before she and her family moved to Auburn in 2008.

In January 2009, Susan was hired to work with The Village School to move toward becoming a Montessori School. That was when she met Charlene Kam. Susan led Village Montessori School for a year and a half.

She was offered the opportunity to help guide a brand new school, Montessori School at Hampstead, in Montgomery in 2011. After two successful years in Montgomery, Susan returns to Auburn. She is returning to her preschool roots, ready to observe and promote student development and independence, allowing each child to explore the prepared environment and to make discoveries that lead to fulfilling his or her innate potential.

Auburn Montessori School-The Children's House

Current school year

Enrollment Contract

Congratulations on choosing the Montessori philosophy for your child's early formative years. As you may already know, Montessori Primary education serves to construct the foundation for higher education. It is a 3 year program focused on building character, respect and a love of learning. A child allowed to complete the 3 years, is allowed to come full circle from (the 3 year old) learning to respect themselves, the environment, others and their work, to (the 4 year old) earning one's own respect for self and one's accomplishments, to (the 5 year old) establishing a leadership position based on one's beliefs, decision making skills and good nature; all while becoming firmly grounded in mathematics, reading, writing, cultural studies and the sciences.

We, _____
(Parents/Guardians)

1. have read and understood the information outlined in the Parent's Handbook;
2. agree to support high quality education at The Children's House;
3. accept the financial responsibility for my/our child during the _____ school year;
4. agree to stay informed about our child's education by attending parent education opportunities;
5. are aware that our child's educators are devoted to guiding our child through his/her primary education and are committed to guiding us, as parents as well, as we journey with our child through these formative years;

Henceforth, we, _____
(Parents/Guardians)

would like to enroll _____
(child's name)

Beginning August _____ to May _____. Included with this signed enrollment form is a \$400 annual enrollment fee which will be used to cover field trips, transportation, parent education workshops, materials and supplies. ***Please make checks payable to The Children's House: 231 East Drake Ave. Auburn, AL 36830.***

Parent's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Auburn Montessori School-The Children's House

Current school year

Payment Contract

PARENT/GUARDIAN AGREEMENT:

SECTION 1:

_____ is admitted for the full term of 10 months.
Name of Child

Tuition is not subject to adjustments due to holidays, illnesses, absences or teacher education days.

In the case of the family relocating outside of the Auburn area, or changes in enrollment decisions **notice of cancellation and 1 month's tuition** must be given 1 month in advance. Tuition is due by the 1st of each month and is non-refundable. A \$20.00 late fee will be applied to payments after 15th. Interest applied every month of unpaid fees. Possible expulsion for unpaid fees.

We/I _____, agree to be financially responsible for

Please choose one option:

- ☐ **Half Day 8:00am – 11:30am \$550/mth for 10 months**
- ☐ **Full Day 8:00am – 2:00 pm \$665/mth for 10 months**
- ☐ **Montessori Day 8:00am – 5:30 pm \$785/mth for 10 mths**

Please write checks payable to: The Children's House. \$30 penalty fee will be charged for returned checks from your bank.

SECTION 2:

Fill out this section if your child will be transported to an afterschool facility:

_____ is authorized to transport _____
Name of Afterschool Facility Name of Child

SECTION 3

We/I have read and understood the terms of the payment contract and assume financial responsibility for our/my child/ren's attendance at The Children's House, August _____ – May _____.

Parent signature: _____ Date: _____

Auburn Montessori School- Preschool Readiness Guidelines

Children enrolled in Auburn Montessori School DBA The Children's House, located at 231 E. Drake Auburn, Alabama 36830, should be practicing the basic skills outlined below with their parents daily. This Montessori learning environment is founded on independence, mutual respect and freedom within limits. Children are expected to obey their Montessori educators and parents /guardians for their own safety, for the safety of others and for their own personal growth and development. Parents are expected to attend regular in service parent workshops designed to assist parents with strategies for their child's success in school and for life. Montessori educators guide children with gentle but firm invitations to participate and grow. Children requiring one on one attention or having difficulty responding to gentle but firm guidance will have difficulty thriving in this environment. Educators will provide parents with daily/weekly written progress reports as well as strategies to improve child's behavior at school. First formal Initial Student Evaluation will be provided 1 month after the school start date. Behavioral plan of action will be enforced on this date, utilizing a daily/weekly Conduct Report. Parents of children requiring stronger discipline measures will be offered resources for professional assistance. If little or no progress is observed by 2nd Parent Teacher Conference Date, the child will be expelled from school.

POTTY TRAINED

- Knows when to use the potty
- Requires little or no reminding to use the potty
- Pulls down and pulls up underwear when having to use potty
- Requires little or no assistance to dress or undress self.
- Cleans self with some assistance
- Calls for assistance when needed

PERSONAL HYGIENE

➤ HANDWASHING

- Opens and closes faucet
- Wets hands
- Applies soap
- Lathers soap
- Rubs hands together to rinse soap off
- Shakes water off of hands
- Dries hands
- Throws disposable paper in bin
- Dries hands using a towel
- Turns on and takes off light
- Closes and opens doors gently

➤ NOSE BLOWING

- Takes one tissue from box
- Folds tissue with assistance
- Covers nose with tissue
- Blows nose with assistance
- Wipes nose with assistance
- Discards tissue
- Washes hands

➤ USES A MIRROR TO:

- Clean face after meals
- Brush hair with assistance
- Brush teeth with assistance
- Assess cleanliness with assistance

Auburn Montessori School- Preschool Readiness Guidelines

MANNERS

- Approaches others by walking gently towards them
- Establishes eye contact when communicating
- Says and knows when to use the words; Good Morning, Good Bye, Thank You, Please, Excuse Me
- Sits upright on a chair at a table with feet under activity/dinner table
- Stands still when taking or giving instructions
- Stands/sits and waits
- Waits turn
- Feeds self
- Cleans up after self with assistance

RESPONDS WHEN CALLED

- Recognizes name when called
- Comes when asked or invited
- Responds by asking questions or offering suggestions
- Responds by stopping and looking for person who called one's name
- Responds appropriately to basic commands – come, stop, wait, walk, run, sit, stand

LISTENS TO VERBAL LANGUAGE

- Turns to speaker
- Establishes eye contact
- Waits for verbal language
- Responds appropriately to requests
- Obeys

LISTENS TO BODY LANGUAGE

- Looks at person, teacher, parent
- Takes visual cues of body movements
- Takes visual cues of facial expressions
- Follows visual body movement that invites, requests, questions or shows.

- EXAMPLES OF LOOKING AND LEARNING:

Child looks at someone performing an action to learn how to

- Walk gracefully
- Carry an item
- Shake hands
- Take instructions
- Use a tool

LISTENS TO SOUNDS IN THE ENVIRONMENT FOR SAFETY AND FOR AWARENESS OF SURROUNDINGS

- Vehicles
- Animals
- People
- Nature
- Objects in the environment

SELF-ADVOCATING

- Asks for help
- Takes instructions
- Notifies supervising adult of a problem

EMOTIONAL STABILITY:

- Signs of detachment gradually fade within the first 3 weeks of beginning school
- Exploration of new relationships occur daily
- Bonds of trust between child and educators grow stronger daily
- Child freely expresses feelings and wants to peers and teachers
- Child displays respect for the daily routines and big picture curriculum by willingly participating becoming a productive member of the community.

Auburn Montessori School- Preschool Readiness Guidelines

I have read, understood and accepted the specifications as outlined above in regards to supporting my child, in his/her growth towards independence, mutual respect, self-discipline and self-regulation.

I approve of video and photos taken of my child by educators and student teachers to be used for informational and educational purposes.

I, on behalf of my child, furthermore release, indemnity and hold harmless Auburn Montessori School, its educators, administrators, employees, volunteers, agents, officers, from and against any and all liability, actions, debts, claims and demands of every kind whatsoever, specifically including, but not limited to, any claim for negligent acts or omissions and any present or future claim, loss or liability for injury to person or property that my child may suffer, for which my child may be liable to any person, or that may or does arise out of any activity.

This RELEASE contains the entire agreement between the parties and the terms of this RELEASE are contractual and not a mere recital. The information I have provided is disclosed accurately and truthfully. I have been given ample time to read this document and I understand and agree to all of its terms and conditions. I acknowledge that I am signing this document freely and voluntarily. My signature on this document is intended to bind not only myself but also my successors, heirs, representatives, administrators, and assigns.

Parent/Guardian print name

Parent/Guardian print name

Parent/Guardian print name

Parent/Guardian Signature

Date:

Date:

Address:

Address:

Cell Phone #:

Cell Phone# :

Email address:

email address:

General Personal Belongings List (list updated annually)

For health, hygiene, and educational reasons, we request that the following items be brought and left in school:

School Supplies

- q 1 spiral bound sketch pad*
- q 1 composition notebook*
- q 1 ream of white paper*
- q 1 package of construction paper*
- q 1 package of sheet protectors*
- q 1 2" binder*
- q 1 package of scotch tape*
- q 1 package of paper towels*
- q 1 package of toilet paper*
- q 1 package of Kleenex tissue*

In-door Belongings

- q 4*6 Framed picture of family*
- q Hair brush or comb*
- q Nap sack and pillow (will be sent home each week to be washed and returned for the following week)*
- q Tee-shirt*
- q Pants*
- q Underwear*
- q Socks*
- q Soft, rubber soled indoor shoes*

Thank you for your cooperation.

Auburn Montessori School – The Children’s House

Photo/Video Release Consent Form

The Children’s House occasionally develops, and/or participates in presentations and events for positive educational purposes concerning various instructional and extracurricular activities that take place during the course of the school year. These presentations and events may include, but are not limited to videos, photographs, print-media articles. These may be utilized in staff meetings, school publications, parent programs, community relations, school website announcements, newspaper articles, teaching references for student-teacher training.

In order to comply with the rights of you and your child, please indicate your approval or disapproval for the possible use of your child’s photograph and/or name for the purposes listed above.

- ☐ I consent to the use of my child’s name, and/or picture, as stated above.
- ☐ I DO NOT consent to the use of my child’s name, and/or picture as stated above.
- ☐ Specific instructions:

Student name: _____

Parent Signature _____

Guardian’s Signature _____ **Date:** ____ / ____ / ____

Sample Transportation Authorization Form

Auburn Montessori School-The Children's House
321 East Drake, Auburn, Al 36830
(334)740-6192

I/We, _____ give permission for
(Parent's / Guardian's Name)

_____ to participate in the field trip to
(Child's Name)

Located at _____

Depart from school at _____ – Return to school at _____.



I will NOT be transporting my child.

AMS-The Children's House is licensed by Alabama DHR Office of Child Services to provided transportation to and from off campus sites for school related events.

I/We understand that if my/our child violates the code of conduct as outlined in the Parent handbook, the privilege of using school's transportation will be revoked.

I/We further understand that I agree not to hold Auburn Montessori School -The Children's House, directors, employees, or authorized parent volunteers liable for any accident or injury suffered or contracted in connection with such travel.



I will be transporting my child.

Signature of Parent or Guardian: _____ Date: _____

The Children's House

Meal Plan

Morning Snack: \$30

Two fresh fruits and a vegetable paired with a sweet or savory treat.

Snack and Lunch: \$105

AM snack plus an individually portioned hot lunch filled with a balanced meal: protein, carbohydrate and fresh vegetable.

Full Meal Plan : \$135

Morning Snack, Lunch and Afternoon Snack:
Includes your child's meals for the day at school.

We believe that in order to learn great eating habits,
one must start early.

You will find that your child may broaden their current diet
while dining with their classmates.

All our recipes are kid tested.....let their bellies try!

Thank you for the opportunity to serve you!



Serving deliciously nutritious meals for pre-school children in Auburn

Useful Resources

PROGRAM REVIEW

Alabama Quality STARS

<http://alabamaqualitystars.org/>

Early Childhood Environment Rating Scale – Revised (ECERS-R) and Infant Toddler Environment Rating Scale – Revised (ITERS-R) <http://ersi.info/>

Program Administration Scale (PAS)

<http://mccormickcenter.nl.edu/program-evaluation/program-administration-scale-pas/>

INFORMATION FOR PARENTS

NAEYC Message in a Backpack

<http://www.naeyc.org/tyc/backpack>

NAEYC for Families

<http://families.naeyc.org/>

NAEYC for Families Child Development Page

<http://families.naeyc.org/learning-and-development/child-development-view>

Alabama Parent Assistance Line (PAL)

<http://www.pal.ua.edu/>

HEALTH RESOURCES

Kid's Health from Nemours

(Information on child development and health) <http://kidshealth.org/parent/>

Healthy Children from American Academy of Pediatrics (Information on child development and health) <http://www.healthychildren.org/>

Children's Health

(Information on child health) <https://www.childrens.com/health-wellness/featured-content>

Useful Resources

Caring for Our Children 4th Edition

(Health and Safety Guidelines for Early Care and Education Programs) <https://nrckids.org/files/CFOC4%20pdf-%20FINAL.pdf>

Building a Healthy Start Infant and Toddler Training Modules by Alabama Department of Public Health

<http://www.alabamapublichealth.gov/healthystart/modules.html>

Be a Germ Buster Poster by Minnesota Department of Health

<https://www.health.state.mn.us/people/handhygiene/wash/fsgermbuster.pdf>

NUTRITION RESOURCES

Choose My Plate from USDA

(Information, literature, posters, games, songs, etc. on nutrition and physical activity) <http://www.choosemyplate.gov/kids>

We Can! Eat, Play, Grow Nutrition Curriculum for Families

http://cmom.org/sites/default/files/EatPlayGrowTM_Curriculum.pdf

CHILD DEVELOPMENT RESOURCES

Developmental Milestones by Centers for Disease Control and Prevention

(Information about typical milestones two months to five years) <http://www.cdc.gov/ncbddd/actearly/milestones/>

Zero to Three

(Developmental information on children birth to three) <http://www.zerotothree.org/?referrer=https://www.google.com/>

NAEYC Teaching Young Children (TYC) journal past issues

<http://www.naeyc.org/tyc/pastissues>

Useful Resources PARENT & STAFF SURVEYS

NAEYC Family Survey

<http://www.dhcdc.org/pdf/NAEYCFamilySurvey2012.pdf>

EARLY CHILDHOOD LEARNING GUIDELINES AND STANDARDS

Alabama Development Standards for Preschool Children
(Standards for Alabama's First Class Pre-K program)

http://children.alabama.gov/wp-content/uploads/sites/4/2017/03/2013_Developmental_Standards_with_missing_pages.pdf

Alabama Early Learning Guidelines (AELG) training book

http://dhr.alabama.gov/large_docs/AELG.pdf

National Association for the Education of Young Children (NAEYC) Early Childhood Program Standards

<https://www.naeyc.org/our-work/families/10-naeyc-program-standards>

ALABAMA CHILD CARE QUALITY ENHANCEMENT RESOURCES

Alabama Pathways to Quality Care and Education (Lattice included)

http://dhr.alabama.gov/Announce_Links/Pathways/PATHWAYS%20Print.PDF

Alabama Child Care Quality Enhancement Agencies

<http://alabamaqualitystars.org/wp-content/uploads/2018/10/Quality-Enhancement-Contracts-Chart-CURRENT.pdf>

Alabama Infant Toddler Professional Development Network

<http://aitpdn.org/>

Minimum Standards for Day Care Centers and Nighttime Centers Regulations and Procedures

http://dhr.alabama.gov/documents/MinimumStandards_DayCare.pdf

Useful Resources ONLINE PROFESSIONAL DEVELOPMENT

Early Childhood Investigations Webinars

<http://www.earlychildhoodwebinars.com/presentations/>

Texas A&M Agrilife Extension: Childcare Courses

http://extensiononline.tamu.edu/courses/child_care.php

Penn State Extension: Better Kid Care

(Free online training, fee for certificates) <http://extension.psu.edu/youth/betterkidcare/on-demand>

Alabama Public Television

(Online AELG and other trainings) <http://aptv.org/IQLEARNING/earlychildhood.asp>

American Academy of Pediatrics

Reducing the Risk of SIDS and SUID in Early Education and Child Care

<https://shop.aap.org/aap-store/inriverassociations/reducing-the-risk-of-sids-and-suid-in-early-education-and-child-care/>

CHILD ASSESSMENTS AND SCREENERS

Understanding and Choosing Assessments and Developmental Screeners for Young Children Ages 3 – 5: Profiles of Selected Measures http://www.acf.hhs.gov/sites/default/files/assets/screeners_final.pdf

Developmental and Behavioral Screening Guide for Early Care and Education Providers

https://www.wested.org/wp-content/uploads/2016/11/1429744369aECEScrngGde_final_042315_v34b-3.pdf

Birth to 5: Watch Me Thrive! A Compendium of Screening Measures for Young Children

https://www.acf.hhs.gov/sites/default/files/ecd/screening_compendium_march2014.pdf

Focus First Vision Screenings

Vision screenings for centers serving low-income families, operated by The Center for Ethics and Social Responsibility

Call Impact America to schedule appointments at 205 934-0064 [https://
impactamerica.com/focusfirst/](https://impactamerica.com/focusfirst/)

Ages and Stages Questionnaire through Help Me Grow Alabama

<https://helpmegrowalabama.org/families/developmental-screenings/>