



WELCOME TO NEW DISCOVERY MONTESSORI!

We are so excited to have you in our Montessori Family! This handbook is designed to help you understand the operation and policies of New Discovery Montessori Center (NDMC) and the Montessori method in general.

We have worked to provide a clear description of the areas of Montessori Education as well as the philosophy of NDMC. Our policies and procedures are based on the Montessori Theory as well as North Dakota law.

The information in this handbook as well as other tidbits is also available on our website: www.newdiscoverymontessori.org

NEW DISCOVERY MONTESSORI STAFF TEAM!

Mrs. Sara Hilden

Director/Owner

sdaffinrud@hotmail.com

I am a Certified Montessori Directress through Montessori Educational Programs International and bring 8 years of experience to my position. My teaching career began at UND in Early Childhood Development and as I explored various theories of education, I found that the Montessori method was the best match for my style and philosophy.

I completed my Montessori Education in Kansas City, MO and returned home to Bismarck with enthusiasm to open my own school. I believe that respecting each child fosters an attitude of mutual respect that is deeply necessary for learning. Our classrooms are filled with practical work that enhances each child's self-sufficiency. You can explore Montessori principles later in the handbook, but the idea that "Education is not something which the teacher does, but is a natural process which develops spontaneously in the human being" is core to our vision. This statement articulates my primary goal for this school: To provide an environment that allows this natural process to develop and to truly nurture each child's individual spirit. I am extremely happy to be at New Discovery Montessori Center and look forward for the opportunity to team with your family.

Mrs. Lacie Reisenauer Co-teacher

Hi. My name is Lacie Reisenauer. I attended NDSU where I earned my Bachelors of Science Degree in Psychology with a minor in Child Development and Family Science. I have worked with children for the past 10 years. Some of my previous experience includes being a teacher for the Head Start program and working with children and families the Right Track and Even Start programs. I have enjoyed my years working with children and love helping them learn and develop to their fullest potential. I am happy to be joining the staff here at New Discovery Montessori and look forward to working with you and your children.

Welcome to New Discovery Montessori Center as you approach your first day! The first day of school is an exciting milestone in your child's life. Your child is embarking on a journey that will lead them on many roads of discovery and learning.

As wonderful as this new experience may be, it can also be quite stressful for the young child. New situations and change can, at times, be unsettling for all of us. For many children this may be their first experience of separation from parents or care givers at home. It is common for even the most outgoing child to be anxious the first day of school. We have provided a few suggestions for assisting your child during this time. Remember the NDMC staff will be available to provide support and assistance; making your child's first school days happy days.

- Prepare you child for the new school experience by explaining what to expect. Answer all questions directly and honestly.
- Convey a positive attitude. Young children are aware of your feelings. Your enthusiasm will assure the child that school can be a fun place.

- Establish a routine involving both the night before a school day as well as morning preparation. Rituals and routines will add predictability and are comforting in unfamiliar situations.
- Bring something from home. This is acceptable and often reassuring in helping the child with the initial adjustment to school. This item may be a treasured blanket for rest time or a photo from home for their cubby.
- Clearly state to your child where you will be and when you will return. It may also be helpful to discuss what will happen when you are reunited.
- Maintain a clear good-bye routine. This may include warning the child you are leaving in 2 minutes, a kiss and hug, or a wave from the window. Once you tell your child you are leaving, it is important to follow through. Extending the good-bye with "Ok just one more kiss, and then I really, really have to go." tends to heighten anxiety rather than relieve it. Avoid sneaking out the door, this seems to encourage children to become less trusting and makes the second day of school even harder.

Again, please know we are here to help make the first day of school a happy transition and we look forward to an exciting and fun year. Welcome!



MONTESSORI PHILOSOPHY:

Montessori education is based on the pioneering work of Dr. Maria Montessori (<http://www.montessori.edu/>) whose lifelong study of the way children develop led her to create a method designed to take maximum advantage of children's natural desire to learn.

The Montessori Method respects the uniqueness of each child and tailors the educational experience to the needs and progress of each child's developmental level. For the younger child, (0—6 years), skill-building activities are presented individually, on the child's own developmental schedule, when the Guide observes that the child is ready for that particular activity rather than because the activities appear in that day's lesson plan. When presentations are given, they entice, rather than force, the child to learn.

In traditional schools, children of roughly the same age are put together in the same class. Montessori classrooms include an age range of approximately three years. These mixed-age environments are an important part of the Montessori experience. The combination of collaboration and caring between the children of different ages also helps form a community in which the children learn how to interact respectfully with one another. This is an extremely important life-long skill and one that is often overlooked in traditional classrooms.

Fostering self-motivation and using mixed-age classrooms allows Montessori classrooms to offer a greater amount of freedom than other classrooms. As the children are drawn to and engage in concentrated work, they begin to develop self-discipline. They learn to concentrate on their own work and to respect the work of others.

The Montessori method incorporates a profound respect for the child and a deep appreciation that childhood is a time of construction of an individual being. The Montessori child learns not *what* to think but *how* to think. The prepared environment and trained Montessori Guide offer the children materials and guidance that will help them discover the world in which they live, become engaged, self-motivated students, and acquire the skills needed to become healthy, active citizens in their community.

Language: Montessori children typically do not remember learning to read, as the environment is designed so that all activities

feed naturally toward the development of skills required for reading. Thus, reading is experienced as part of the process of living. It was not only Maria Montessori's trust in the child's power that led her to approach reading in this natural way, but also her concept of the child as an active, rather than receptive being. She considered it the job of education not to fill the child with the techniques for reading, but to free the child for self-expression and communication. Therefore, although reading, writing, spelling, and grammar are introduced to the child in an organized method, the presentation allows the child to acquire reading skills without realizing the effort.

Mathematics: Math is the study of numbers, quantities, shapes, and measurements and how they relate to one another. In Montessori math, the children are introduced to the sensorial impressions of numbers, the decimal system and its functions, addition, multiplication, subtraction, and division. Using manipulative materials, the child explores these concepts physically, creating a basis for more abstract operations.

Geography: Geography is the study of the earth including its people, resources, climate and physical features. Teaching Geography aids the child in developing a clear sense of spatial orientation. By giving sensorial impressions of the earth and showing children their relationship to it, Montessori lessons help develop a foundation of global awareness. In addition, Geography lessons explore different world cultures. Through exposure to cultural traditions and lifestyles, geography lessons allow the child to become aware of and develop a respect for all cultures, which is critical in today's global community.

Sensorial: The sensorial materials are designed to aid the child in training and refining his/her five senses. Children are exposed to concepts such as length, weight and color and challenged to make judgments about them. By using the sensorial materials, the child learns to recognize similarities and differences; to discriminate between size, shapes, colors, smells and textures. Each set of materials is used as carefully and precisely as possible. Precision at this stage prepares for later work in geometry.

Practical Life: The purpose of practical life exercises is to encourage conscious, orderly, controlled and functional knowledge out of the mass happenings in the real world. The practical life exercises help a child break down jobs at hand into easily manageable components. They all require real tools: silverware, wood, glass etc- all items that reflect and typify an actual home environment. In this way, they provide the child a chance to learn what practical living is, and how to manage it.

Because he/she is young, the child is willing to work and is receptive to direction. He/she works for the simple joy of doing the task at hand, so early childhood is the ideal opportunity to give him/her the tools of learning and give him/her the methods to use them. The teacher is an important catalyst, allowing the child to repeat the task for its own sake. The teacher also helps him/her appreciate the value and dignity in the work itself. The main areas in the practical life exercises involve Grace and Courtesy, Care of Person, Care of the Indoor Environment, and Art.

As the child builds success upon success with small tasks, he/she is able to go on to greater ones, mastering his/her small environment.

Botany: Exploring the subject of Botany helps a child develop an appreciation for and an understanding of the life cycle. Through specific Botany works, the child develops a greater knowledge and understanding of the virtue of patience as the child is exposed to nature's seasonal changes and the growth cycle.



POLICIES & PROCEDURES:

I have my license on display so that each family can see I have met the licensing requirements for the state of North Dakota. Each year I am required to attend a specified number of training hours to maintain that license. I will be happy to let you know what training I have attended and share information I have received on best practices for your child/children.

(License)

DOCUMENTATION

The state of North Dakota requires all childcare providers to have certain documentation on file for each child. These documents must be annually updated regardless if the information changes or remains the same for NDMC to be in full state compliance.

- 1 Child Information Sheet SFN 845
- 2 Parent's Statement on Health of the Child SFN 847
- 3 Certificate of Immunization SFN 16038
- 4 Agreement for Child Care Services—Completed & Signed

NDMC requires the following additional documentation as necessary:

- 1 Consent for Medications
- 2 Record of Medications Administered
- 3 Pick-up Authorization
- 4 Incident/Accident Reports

All records maintained with respect to children receiving childcare services must be kept confidential and access must be limited to staff and parents/guardians, authorized county staff, and individuals providing a service to the child. A release of information form must be on file for each child.

(Release of Information)

Early childhood services program providers and staffs are mandated by North Dakota Century Code to report suspected child abuse and/or neglect to the child protection division at the county social service office. All information and documentation is to be kept confidential by the provider/staff. The provider will report all documented concerns. If unsure whether to report the situation the provider should contact county social services to discuss it. (Suspected Abuse/Neglect Policy and Procedure)

I do not provide transportation to and from school. Parents are responsible for providing that service. If transportation will be provided by someone other than a parent/guardian it is required to provide the school with the name, phone number and authorization to release the child.

(Transportation)

Discipline will be constructive and educational in nature. I will use diversion, separation from the problem situation, talking with your child about the situation, praise for appropriate behavior and gentle physical restraint such as holding. No child will be subjected to physical harm, fear or humiliation. Separation will be brief and age appropriate. No child will be physically punished, force-fed (unless medically prescribed), deprived of meals, spanked, shaken, pinched, bitten, roughly handled, or struck by an adult.

(Discipline)

Your child/children may only be released to the individuals listed on your pick-up authorization form. Please include information if your child/children will be picked up for school or other activities. The birth parents are always entitled to custody of their child unless a court order limits their rights. If that is the case, I will need documentation from the court. (Pick up authorization)

Parents are welcomed to stop in at any time their child is in care. If for some safety reason you find doors are locked, please ring the bell.

(Unlimited Access)

Children are provided napping areas for undisturbed rest. Napping schedules are set for children according to the child's age, needs and parent's wishes. If your child is not required to sleep a quiet time is still observed so that others may rest. I will provide your child with some quiet activities for that time.

(Naps/Rest Time)

Your child/children will be served nutritious snacks while in my care. Care Food Program. Children receive snacks appropriate to the time of day.

(Nutrition, Snacks)

We follow a daily schedule to help children set routines, however there are times when the schedule has to change. Daily activities include individual and small group activities appropriate to the ages and needs of the children. Intervals of stimulation and relaxation and a balance between active play and quiet play are part of the program design. Children also enjoy indoor and outdoor activities. A variety of educational experiences with an adequate supply of safe equipment and materials for all ages are offered.

(Program Requirements, Education, Routines, Equipment, Activity Materials, Daily Routine)

Parents are responsible for arranging for substitute care for their child/children. It is suggested that families find at least three backup providers if possible. If I need to be away from the program for a short time during the day, I will arrange for a substitute at my program. The person providing that care will meet the same requirements as any staff member. You will be introduced to that person so you know who is providing care for your child/children. They will release your child/children only to authorized individuals. If the provider is ill parents will be notified to make other arrangements for their child/children.

(Alternative Care)

EMERGENCY PROCEDURES:

I have emergency evacuation and disaster plans and procedures that I practice with your child/children on a regular basis. A display of the floor plan of my facility is posted. After the warning is over you will be notified about the location and safety of your child/children.

(Emergency Information and Disaster Plan)

FIRE: We have two exits to our school. Our Fire Evacuation Plan is located in the entry to our school and denotes our Fire Drill Record. In the event of a fire or drill we follow our plan to our meeting place-- down our street to the east. Our fire safety policy is to have our children always wear slippers while indoors.

TORNADO: In case of a tornado we will move to the kitchen which sits in the middle of the building. Drills are practiced to ensure safe and calm movement to our shelter space.

BLIZZARD: If a winter storm warning is issued, parents will be notified. If your child normally arrives at my facility unaccompanied, it is the parent/guardian's responsibility to get them there. Children will remain at my facility until it is safe to pick them up.

POWER OUTAGE:

If we experience a power outage I maintain a battery operated radio for official instructions. I also keep flashlights in an easily accessible location.

OUTSIDE TIME:

We follow stringent safety rules outside. Appropriate footwear are always required outside—no flip flops or heeled shoes—sneakers are best! Please be sure to send jackets, hats and/or sunscreen that are appropriate for the daily weather.

MEDICAL/ILLNESS POLICIES:

If your child/children require emergency medical care I will make a conscientious effort to locate the parents/guardians listed on the emergency form before any actions will be taken. If I am unable to contact any of the parents/guardians/friends/relatives listed on your form it will be necessary for me to obtain emergency medical care at your expense.

(Emergency Information/Medical Release)

An emergency phone list is posted near my telephone for easy access.

(Emergency Phone List)

If a child becomes ill while in my care, I will notify the parents/guardians and we will discuss how to care for the child. If the child can no longer be

at the facility, the parents/guardians will be asked to pick up the child immediately.
(Ill Child)

Children who are running a temperature, vomiting or have diarrhea, are infectious or have a communicable condition must be removed from the facility and cannot return until the condition may no longer be transmitted. MUST be fever free for 24 hours.
(Infectious or Communicable Conditions)

Medications will be stored in an area inaccessible to children. A written record of the administration of medication, including over-the-counter medication must be kept for each child. Those records must include the date, time of each administration, the dosage, the name of the person administering the medication and the name of the child. A form granting permission from the parents/guardians to administer that medication must be on hand. Parents/guardians must also sign a consent form for non-prescription medications and remedies. It is extremely important that you include information on any allergies your child may have. I will inform parents/guardians of any medication information daily.
(Consent for Prescription Medication, Non-prescription and Remedies)



FINANCIAL POLICIES:

A non-refundable \$125 Registration Fee is required to reserve a spot for each child.

Tuition is due the 1st each current month. Late fees will begin to accrue on the 8th of said month at a rate of \$5/day. A current Tuition schedule is attached.

Late daily pickup fees are charged at a rate of \$1/minute/child. We are licensed to be open until 6:00pm M-F.

Cancellation: If you wish to terminate your contract, a 30-Day written notice is required. Your fees will be calculated 30 days from receipt of notice. Full and Prorated fees apply.

Our teaching structure and ratio are extremely important to your child's well-being and development. You will be responsible for full tuition regardless of whether your child is in attendance due to illness, etc.



Welcome to New Discovery Montessori!! We are SO excited to have you a part of our Montessori Family!! Whether you are returning to New Discovery Montessori or are new to our family this information will help you make a great start!

Now, I am thinking you could use an "easy" list to help you pack for that first day. Please make sure that all of your child's items are LABELLED with permanent marker.

- _____ **Back Pack**
- _____ **Change of Clothes** (kept in your child's backpack)
- _____ **Slippers** (please avoid character slippers – tripping hazard)
- _____ **One Box Tissue** (large)
- _____ **One Container Clorox Wipes**
- _____ **Agreement for Child Care Services** (completed)
- _____ **Water Bottle**

Full Day Students Only:

- _____ **Lunch Box**
Please note – your child will need a cold pack to keep items cold, or a thermos to keep items warm.
- _____ **Blanket & Pillow**

School Hours of Operation: Monday-Friday 7:30 am-6:00 pm

*Listed below are the tuition rates for
New Discovery Montessori Center.*

2008-2009 Term Tuition Rates:

Full Day School (7:30-6:00)	\$555/month
Half Day School (7:30-11:30 or 1:00-5:30)	\$315/month
Half Day Extended (7:30-1:00 or 11:30-5:30)	\$335/month
3 days a week(mon.wed.fri.)	\$390/month

2 days a week (tues.&thurs.)

\$325/month

For more information about registering your child, please contact the director at (701)255-4429 or by email to

info@newdiscoverymontessori.org



NEW DISCOVERY MONTESSORI CENTER

2009/2010 School Term

Fall Session Begins:	September 8 th 2009
Staff Development/ <u>No School</u> *	October 22/23, 2009
Veterans Day/No School	Nov. 11, 2009
Thanksgiving/ <u>No School</u>	Nov. 26/27, 2009
Christmas/Holiday Break	Dec. 23-27th 2010
Christmas/Holiday Break*	Dec. 28-30th 2010
Christmas/Holiday Break	Dec. 31-Jan 1st 2010
Spring Sessions Resumes	January 4, 2010
Presidents Day/ <u>No School</u> *	February 15th 2010
Spring Break/No School	March 12th-15th 2010
Easter Break/ <u>No School</u>	April 2-5th 2010
Spring Session Ends	May 27, 2010

Closed for summer preparation May 28th-June 1st
Summer Session begins June 2nd

This tentative schedule is based on the Bismarck Public School system's schedule and may change as necessary for our families.