



Little Miners
MONTESSORI

**PARENT STUDENT HANDBOOK
TODDLER PROGRAM**

Little Miners Montessori
School Policies and Procedures

TABLE OF CONTENTS

Montessori Background/Welcome	2
Montessori Environment	2, 3
Toddler Program	3, 4
Parent Education/Admissions	4, 5
Withdrawal Policy	5, 6
Contact Information / Communication	6
Drop-off and Pick-up	6, 7
Enrollsy	8
Tuition	8, 9
Payments & Late Fees	9
Absences	9
Tardiness/Progression Policy	9
Daily Schedule	9
Napping	9
Snacks & Lunch	9, 10
Dressing for School	10, 11
Toilet Training Guidelines	11, 12, 13
Birthdays	14
Toys	14
Snow Days / School Cancellations	14
Emergencies	14, 15
Medication Policy	15
Health Procedures	15, 16
Discipline Policy	16
Parent Observation & Involvement	16, 17
Parent/Teacher Conferences	17
Grievances	18
Fundraising Information	18
All School Events	18
Resources & Publications	19

Little Miners Montessori School Contact Information

www.littleminers.org
subie@littleminers.org

Phone: 435-940-1822

Physical Address: 1091 E Beehive Drive, Park City, UT
Mailing Address: 3681 Wagon Wheel Way, Park City, UT 84098

Montessori Background

Dr. Maria Montessori was an amazing woman. In 1896, Maria Montessori graduated from the University of Rome with top honors as the first female doctor in Italy. Her medical background led Dr. Montessori to approach education not as a philosopher or educator in the usual sense, but as a scientist. Maria Montessori demonstrated that children learn best by doing, not by being passive recipients of knowledge. She emphasized the need to observe which activities deeply involve a child in his or her own learning. Montessori teachers are therefore trained to continually evaluate the effect of each and every learning activity. This open-minded attitude and the respect for the child, which it suggests, is the cornerstone of Montessori education. Her book *The Montessori Method* remains one of the most influential books ever written in the field of education.

Welcome

Welcome to Little Miners Montessori! Our school provides an educational program based upon the original Montessori principles of humanity, focusing primarily on each child's well being. At Little Miners the child develops his or her own will, self-control, concentration and intellect. Utilizing time tested Montessori principles engenders self-esteem, independence and a sense of responsibility. We are honored that you have chosen our school to nurture, support and love your child. Thank you!

The Montessori Environment

The Montessori Environment is a prepared environment designed to aid your child in their search for independence, concentration and happiness. Children need an interactive, hands-on, educational environment to become self-motivated and successful learners. Here, children are free to explore with their senses in order to fully understand the world around them. They are free to learn at their own pace. The child learns through their own explorations and from others in their environment. Interaction with their

peers in a real life community is necessary. Children require ample time and space to practice and perfect their abilities. The Montessori materials provide children with a variety of interactive experiences. Our classrooms are communities. The children care for the environment they learn in, along with the people within it.

Toddler Program (18 months-3 years)

When young children are stable walkers, they are ready to join the Toddler Class. The Aspen & Birch classrooms consist of 11 toddlers within each class, and a team of 4 teachers. Our program offers full day and half-day schedule options.

Toddlers are curious, active learners who use their senses to gain information about the world around them. A beautiful, safe and orderly environment has been specially prepared to meet the young child's need to move freely, to explore, to make discoveries, to develop language skills and to grow in independence. The children are drawn to the attractive materials equipped with small tools that provide successful experiences. They will often exclaim, "I did it myself!" which expresses their joy and sense of accomplishment.

The Toddler Program is divided into several areas for the children to move freely throughout the day. Practical Life activities include sweeping the floor, dusting, caring for plants, shoveling, etc. The child is familiar with these activities from home and they enjoy taking care of their environment. Performing these activities develops a strong sense of order, self-confidence, concentration, and helps to promote the child's need for independence.

The children also have opportunities to care for themselves as they learn to dress and undress themselves. In the beginning, loose fitting, easy on and off clothes that are free of zippers, snaps and buttons, help the children develop their ability to do it themselves. Children are often observed helping one another put on a sock or slipper as they work together to get dressed.

Learning to use the toilet independently is another important part of the child's independence. Many children develop an interest through observing other children. When children are showing signs of readiness, we work closely with the child and family to support the child with a stress-free approach. By respecting each child's individual pace of development, it happens in a very natural way.

Developing spoken language and learning how to communicate with others is another important part of the toddler's development. At this age, the child has a natural burst in language. We support this through many different language materials and activities that encourage learning vocabulary and participating in conversations. Every day the children enjoy poems, books, songs and other interactive play.

There are many ways that the child is provided opportunities to develop his or her fine motor and large motor skills. Indoors, there are many fine motor activities including puzzles, stringing beads, using scissors, playing musical instruments, etc. Children also develop their fine motor skills through many art activities such as painting at the easel, working with clay, gluing, etc.

The child will also have opportunities each day to spend time outdoors to enjoy a variety of large motor activities such as riding tricycles, playing with balls, walking on a balance beam, enjoying time in the sandbox. Daily nature walks allow for sensory experiences within their outdoor environment.

It is a goal of the staff at LMM to develop partnerships with the families and caregivers as we develop a strong sense of community. Maria Montessori talked about the "secret of childhood" - that within each child is a unique and special plan for each child's potential and development. As we work together, we will support and respect each child's special path as they blossom and flourish during these important early years of development.

LMM will provide you with a monthly calendar and important updates through Montessori Compass at the beginning of every month, which provide details on topics covered each day. The monthly calendar can also be found on the LMM website; www.littleminers.org

Parent Education Classes

Little Miners will host one Parent Education class throughout the school year and asks that all parents try to attend. These classes will be led by the teacher and will allow parents to gain a better understanding of the Montessori Method. Our goal as Montessorians is for parents to have more hands on knowledge of what their child experiences while at school and within the unique Montessori environment. This will provide an important reference point when meeting with the teacher during Parent Teacher Conferences as well as help to make decisions regarding future school enrollment and commitment to Montessori education.

Admissions

At Little Miners Montessori, all children are welcome. We do not discriminate against race, color or creed. Little Miners Montessori Toddler Program accepts children 18 months - 3 years old. The Early Childhood Program accepts children 3- 6 years old & Lower Elementary 6-9 years old (1st-3rd grade). Exceptions will be considered on an individual basis. Children must be completely toilet trained prior to enrollment in the Early Childhood Program and must be physically and emotionally able to participate in the program.

A complete application form and a nonrefundable registration fee of \$800 are required to initiate the registration process. A completed Student Enrollment packet (including Immunization Records), bank or credit card account information, and a signed Tuition Agreement must be submitted through Enrollsy when accepting your child's spot.

Pre-Registration

Current LMM students and siblings will have priority to register in January prior to the upcoming school year. If you request a schedule that is not one of the set options offered by LMM, we can not guarantee that this custom schedule can be accommodated. We will do our best to meet scheduling requests if the overall numbers and ratios allow.

Tuition Obligation & Withdrawal Policy

Parent understands that Student is being enrolled for the entire School Year. Parent further understands that the overhead expenses of the School do not diminish with the departure of some students during the course of the School year and agrees that it is impossible for the School to determine at the time of Parent's execution of this Contract the damage and loss to the School that would occur due to the later cancellation/withdrawal of some of the students who have enrolled. Therefore, once this Contract has been submitted to the School with the Registration Fee set forth in Paragraph 2, Parent becomes liable for the entire year's Tuition and fees as liquidated damages (and not a penalty) even if the Student is absent or is involuntarily separated from School. Notwithstanding the foregoing, if Parent withdraws Student during the School Year, Parent agrees to notify the school in writing, at least thirty (30) days prior to or on December 1st (the "Notice Period"). If Parent has selected Option 1 Payment Schedule and the withdrawal request is not made before expiration of the Notice Period, the final January 2nd payment remains due, and Parent agrees that he/she will make the final Tuition payment. If Parent has selected Option 2 Payment Schedule and Parent provides the withdrawal request before expiration of the Notice Period, School will refund to Parent, on a pro rata basis, the remaining unused portion of Tuition. If

withdrawal request is made after expiration of the Notice Period, Parent understands and agrees that Tuition or other payments already made are non-refundable and no pro rata refund will be provided. Student may continue to attend School for thirty (30) days after Parent delivers written withdrawal request to School.

On very rare occasions, we find that a child may not be ready for our Montessori program. Therefore, each child is given a two to six week trial period. During this time, the teachers will evaluate the child's placement to be sure that he/she will fully benefit from the program. If we do find it necessary to ask you to remove your child, a prorated tuition refund will be made if applicable.

Contact Information / Parent Communication

It is imperative that you keep all your contact information accurate up-to-date. Please update your child's information and parent information on Enrollsy when necessary throughout the school year. *LMM communicates regularly with families through email regarding school announcements, upcoming events, classroom scheduling availability, etc. so please be sure to provide an accurate email address that will be checked regularly.* We also communicate with parents through a portal called Montessori Compass/Classroom Share. You will be sent an invitation with login information to view the Parent Portal application known as Classroom Share. This application will allow you to view updates specific to your child, calendar reminders/monthly updates, pictures and more. Please watch for an invitational email at the beginning of each school year with details regarding your Montessori Compass/Classroom Share account on how to join. LMM will also provide you with a monthly calendar and important updates through Montessori Compass/Classroom Share at the beginning of every month, which provides details on topics covered each day. The monthly calendar can also be found on the LMM website; www.littleminers.org

Drop-off and Pick-up Procedure

LMM encourages families to support their children to walk hand in hand with their parent into school as this helps to create a great feeling of independence and trust in the child. When appropriate, please refrain from carrying your child into the school/playground/classroom as this can discourage their independence relating to their classroom environment. We ask that you park your car and walk your child to the playground (Aspen classroom) or front entrance (Birch classroom) for drop-off. Please make your goodbyes cheerful and brief, reminding your child what a wonderful day they will have! Children attending half day will be picked up either from the

playground (Aspen) or front entrance (Birch). Children attending full day will be either picked up on the playground (Aspen) or front entrance (Birch); weather permitting.

Nanny / Babysitter:

If your family has a regular nanny or babysitter who will be picking up or dropping off your child, please be sure to introduce them to the office staff and teachers ahead of time if possible. If we have not met the caregiver, please send an email or call the office to let us know.

Schedule for Drop-Off and Pick-Up

Half Day Morning Hours: 9:00 - 11:30AM

9:00 AM → Morning Session Begins

Drop-Off: 8:30 - 9:00 AM

Pick-Up: 11:20 - 11:30 AM

Monday - Friday Full Day Hours: 9:00 - 3:30 PM

9:00 AM → Full Day Session Begins

Drop-Off: 8:30 - 9:00 AM

Pick-Up: 3:15 - 3:30 PM

Late Pick-ups

If you are late picking up your child, please notify the office and provide an estimated time of pickup. Also keep in mind, not only is your child very tired and anxious to see you, but the teachers still have prep work and cleaning to do before they can leave for the day. Your cooperation is appreciated.

Enrollsy

Enrollsy is our online platform that serves schools and the families who enroll their children at LMM. With Enrollsy, parents have an account where they can:

- Easily enroll and re-enroll
- Make tuition payments using ACH, or credit/debit card
- Update payment information
- Sign up for extracurricular events
- Print tuition payment receipts

Tuition

The school year tuition amount you pay for your child's schooling is based on an annual tuition figure (not a monthly, weekly or hourly calculation). In order to ease the burden of paying an annual tuition in one lump sum, we have set up a tuition payment plan (May 1st 10%, July 1st 10%, September 1st 40%,

January 1st 40%). For example, September's payment does not represent the days your child attends class for that month. Instead, it is broken down into four payments to pay for your child's annual tuition. LMM will not discount/prorate for time off due to personal time, vacation or illness.

<u>Annual Tuition</u>	
<i>Non-refundable annual registration fee:</i>	
<i>\$800</i>	
Half day (MWF & TTHF)	\$12,250
Half day (M-TH)	\$13,450
Half day (M-F)	\$14,335
Full day (MWF & TTHF)	\$15,875
Full day (M-TH)	\$17,100
Full day (M-F)	\$18,300

<u>Annual Tuition Payment Plan</u>	
May 1 st <i>(Non-refundable)</i>	10%
July 1 st <i>(Non-refundable)</i>	10%
September 1 st	40%
January 1 st	40%

Tuition is due in four payments beginning May 1st. It is considered late if we receive it after the 5th of the month. At that time, and without exception, you will incur a \$30 late fee. Returned payments will also incur a \$30 fee.

You may pay your tuition one of two ways through the online Enrollsy application. LMM accepts ACH (\$1 fee), and credit card payments (3% fee will apply when using credit/debit cards)

Absences

If your child will not be in school for a day or an extended absence, please call or email LMM and let us know. To maintain our child/teacher ratio, missed days cannot be made up.

Tardiness Policy

Although we would like your child to be at school on time, we understand that toddlers sometimes have difficulty sleeping at night. If your child has had a restless night, please let him/her finish sleeping and then bring him/her to school. We would rather have a rested child than a tired one! If you are late arriving to school, please call the front office or send an email to let us know you will be late. A staff member will come to your car and walk your child to their classroom.

Progression Policy

We want to ensure a successful experience for all of our students. Student progression to the Early Childhood (EC) program will be based on the recommendation of the child's teachers based on social, emotional, and self-help skills (must be completely toilet trained) along with space availability. Some children may have the opportunity to transition to the EC program during the year after their 3rd birthday or before, but one should expect most children to remain in the Toddler Program through the end of the school year.

Example/Daily Schedule

8:30 am - Drop-off begins
9:00 am - Opening Circle
9:15 - 11:00am - Work time and Group Snack
11:00 - 11:15am - Closing Circle
11:20 - 11:30am Pick-Up for Morning Schedule
12:00 pm - 12:45pm - Lunch and Recess (full day schedule)
12:45pm - Storytime / Nap Prep
1:00pm - Naptime
3:00 - 3:15pm - Snack
3:15 - 3:30pm - Recess / Pick-up for (full day schedule)

** The LMM calendar shadows the Park City School District yearly schedule but makes adjustments as needed to meet the needs of a private school (Parent/Teacher conferences, Montessori conferences/trainings, etc).*

Toddlers will enjoy music and movement with Miss Camille Tuesdays and Wednesdays in their classrooms for 30 minutes once a week.

Napping

For those children enrolled in the full day schedule, nap time will begin around 1:00PM following lunch and recess and a pre-nap storytime. LMM will provide a separate sleeping space for each child but ask families to provide a blanket/pillow or other special item that will assist their child in feeling comfortable to rest and settle down for nap time. LMM provides child size cot with sheet (bedding cleaned weekly). Others will sleep in personal child size tents (parent permission only).

Snacks and Lunch

LMM stresses the importance of healthy, whole foods. All children will have

the opportunity to eat snack during class time in addition to lunch if they attend all day.

We ask that every child bring a healthy snack to enjoy during class snack time. If your child attends the full day program please pack both a healthy snack and lunch. We suggest an insulated lunchbox with an ice pack to keep everything cool and fresh.

Please consider following our nutrition guidelines when preparing breakfast at home and snack and lunches for school. Your child will be expending a lot of energy during their time at school and we ask that you prepare them with a healthy nutritious breakfast. We suggest eggs, whole grain breads or muffins, fruits, hot cereals, and yogurt as a good start to the day. These foods have "staying power" and your child will be happy to work all morning.

We ask for the same nutrition for snacks and lunch. Please send Protein: meat, fish, chicken, boiled egg, yogurt, cheese, cottage cheese, almond butter etc., Vegetables: carrot, tomato, celery, cucumber, jicama, peas, corn etc., Fruits: banana, apple, orange, grapes, melons, peaches, plums etc., Grains: please send whole grain foods and seeds. Please cut food into bite size pieces for further independence of the child and to prevent choking. When a child does not like a food in their lunch box or does not finish something we will wrap it back up and send it home to you so you are aware of what they ate. We request that you do not send sugary desserts to school. The Montessori method has a strong base in real-life activities and materials. For this reason we ask that you supply "real" and healthy items in your child's snack and lunch, not heavily processed and packaged foods. Thank you!

Dressing for School

We ask that you send your child to school dressed in comfortable, non-restrictive clothing. It is important that the children learn to remove their own clothing when needed. This leads to confidence and independence. It is in the best interest of the child that they wear loose fitting, casual clothes to school. Please dress your child in pants with elastic waists (no jeans/pants with buttons or snaps), roomy shirts and, if needed, short dresses (so the hem does not drag, get stepped on, or fall in the toilet!). Please do not send your child in onesies or overalls as this inhibits their independence with toilet training. We also ask that you send your child with appropriate shoes. In contemplating shoes for your child, please buy something that they can put on and remove on their own, preferably Velcro or slip-on shoes. We also

ask that you bring a pair of indoor shoes to stay in the classroom environment for the school year. These indoor shoes allow for independence as the child is helping to remove their outdoor shoes and put on their indoor shoes more than once a day. They also allow for a happy transitional time at the beginning of the school day because it offers a consistent routine they will become comfortable with!

Please provide **three** spare changes of clothing (socks, pants/shorts and top) and a generous supply of wipes and diapers/training pants (if applicable). It is the parent's responsibility to check on a regular basis to determine when replacement diapers/wipes/spare clothing are needed. Please label all clothes brought to school.

Please remember that art is an important experience for your child and wearing clothes that are washable is important. A smock will be provided to avoid the majority of spills.

During the fall and spring, our playground can be breezy, cold and wet. Light jackets, rubber boots and thin gloves often come in handy.

During winter months, we will continue to go outside for recess as long as the temperatures are not dangerously cold. Please provide warm/waterproof gloves or mittens, boots, coats, snow pants, hats, etc.

Please LABEL all clothing, lunch boxes, and any other important items your child may bring to school.

Toilet Training Guidelines

Toilet training can be an exciting and sometimes intimidating milestone for parents of toddler-aged children. We are happy to offer our support in the toilet training process. We recognize that children are capable of amazing things at much younger ages than they get credit for. And toileting is one of them! We offer a loving, natural environment for a child to learn to use the toilet. Your child will have multiple role models, as there will be other classmates who are using the toilet with success each day. The LMM Toddler Program will work to support your child and your potty training plan as an extension of what you are implementing at home to the best of our ability within the classroom environment. Please see our suggestions and guidelines below; when you have determined what works best for your family please schedule a brief meeting with the Toddler teachers to discuss how we can best support your child while at school. For your information, we use the

following terms when speaking to your child about this process: pee, poop, toilet, and bottom (and if necessary to refer to: vagina and penis). Please be sure to follow suit so there isn't any confusion!

The Montessori Philosophy and Toilet Training

The Montessori philosophy often refers to *Toilet Learning*, a process that ideally is incorporated into your child's routine at an early age. A parent can begin by introducing a walking child to a routine where the child is encouraged to sit on the potty upon waking, before and after all meals, and right before bed. A sense of routine helps establish your child's comfort level with the toilet and gently nudges them towards your expectations.

Toilet Training Readiness

Signs that may indicate a readiness in your child to begin toilet training can include:

Physical Readiness

- Child can stay dry for longer periods of time, or overnight
- Child knows the feelings that signal he/she needs to use the bathroom
- Child can pull down own pants, and pull them up
- Child can get him or herself to the toilet

Mental and Language Readiness

- Child can follow simple directions
- Child can point to wet or soiled clothes and ask to be changed
- Child pays attention to the physical signals even when she is doing something else (a challenge for many children, which is why accidents are so common)
- Child knows the words for using the toilet, and can tell an adult when he/she needs to go
- Child has asked to wear big kid underwear

Emotional Readiness

- Child seeks privacy when going in diaper
- Child shows interest in using the toilet-may want to put paper in and flush it
- Child shows curiosity at other people's toilet habits
- Child has decided he/she wants to use the toilet
- Child is not afraid of the toilet

Parental readiness is as important as child readiness. It is essential that the child have the full support and confidence of all parents and caregivers when beginning to potty train. If you are hesitant, wait until you are able to fully commit to the process.

Ready, Set, Go!

Ideally, parents can devote at least 4 days of unscheduled, uninterrupted days with your child at home - a week is ideal. Be prepared to stop diapers and pull-ups completely with the exception of naps and bedtime. Switching back and forth from no diapers to diapers can send mixed messages and can be confusing to the child.

Provide loose fitting, elastic waist pants that your child can pull up and down by themselves. For the first month or so, it can be helpful to dress your child only in pants or let them go naked from the waist down when at home.

Pay attention to your child's patterns and provide plenty of prompting and opportunity to use the potty especially during these times.

Be sure to be clear with your child about what words or phrases you want them to use when communicating that they need to use the potty and be sure to share this information with the teachers along with other signals to watch for.

When dropping your child off at school, bring your child into the classroom, walk them to the potty and have them try to go. Then walk your child to the teacher and remind the child to tell the teacher when they need to use the potty so they know who is available to help them when you are not there. Ideally, children will be reminded to use the potty at 30-minute intervals.

Send multiple changes of clothing to school with your child. When picking your child up, do not act discouraged if they have had an accident. Show them that you are happy to see them and talk to them later if needed but always in a positive nature.

Communicate successes and any changes in consistency at home that may be relevant to your child's progress. Stay positive with yourself and your child and do not be afraid to get creative - every child learns differently! Focus on progress, not perfection and demonstrate patience, consistency and understanding.

Birthdays

It is always exciting to recognize a child on his/her birthday. Prior to their birthday your child's teacher will send home pages of a *Birthday Book* for you to complete with your child including pictures and stories. This birthday book will be used for a special circle celebration with the class on a date/time you will schedule with the teacher. We do not accept individual birthday treats or food. *Please do not send cookies or cupcakes or other food treats.* If you would like to bring in something we encourage you to speak with the teacher about a classroom gift such as a special book, a treat for the classroom pet or another item the classroom as a whole may be in need of.

A Class Directory containing Little Miners' names and email addresses can be found on Montessori Compass. Please use this list when sending out birthday invitations for home parties.

Toys

We know that some children feel the need to bring things from home to school, whether for comfort reasons or just to share with friends. We do understand this need but have seen the unhappy consequences of allowing this. Please discourage children from bringing anything to school from home. If something does come we will ask the child to leave the item safely in their backpack or cubby. LMM cannot be responsible for lost or misplaced items, please avoid this by leaving all cherished items at home or in the car. Thank you.

Snow Days/School Cancellations

School will be closed if the Park City School District cancels due to weather or other emergency conditions. Notification of closing will be announced on Park City radio KPCW (91.9 FM). LMM will also send out an early morning message and text as soon as they are aware of the school closure. If you have additional questions on the morning of a cancelled day, please feel free to message Subie through Montessori Compass/Classroom Share App.

Emergencies

A medical release form must be completed on Enrollsy by a parent or guardian in order for the school to seek proper emergency care. **Please make sure that all telephone numbers and contact information stay up-to-date throughout the year.** At any point of time, a parent can edit their information through Enrollsy. Please make sure you update information as it changes. Forms will need to be re-signed and dated through Enrollsy each

year you attend LMM.

Medication Policy

We will not administer prescription or over the counter medication to a child unless the medication is accompanied by written authorization from the parent, and the written order of a licensed health practitioner. Please send an email to the front office to request a medication form that can be accessed and filled out through Enrollsy. LMM will ask that you set up a time to drop off in the office where it will be stored properly with other student medications/ prescriptions. (i.e.: EpiPen, Benadryl, Motrin)

Medication must be in the original container and labeled with the name of the medication, dosage, name of the child, and if a prescription, the name of the physician. The office will provide a Medication Release Plan/Form online through Enrollsy.

If your child has any allergies, you must also complete a Medication Release Plan/Form as well as a Food Allergy Action Plan/Form (if applicable) through your Enrollsy account. All EpiPen's must be in the proper container clearly labeled with the child's name and the expiration date. It is the parent's responsibility to track the expiration date and provide a new EpiPen when necessary.

Health Procedures

In order to comply with the Health Department regulations, we must have a record of your child's immunizations and a description of any physical problems of the child such as asthma, seizures, diabetes, allergies, etc. A copy of your child's Immunization record must be uploaded onto your Enrollsy account **prior** to the first day of school. If you are exempt you must provide us with an official Exemption Form, which can be obtained from the Summit County Health Department and uploaded onto your Enrollsy account **prior** to the first day of school.

Failure to submit exempt/immunization forms before the first day of school will result in child's suspension until the completed forms are filled out and uploaded to Enrollsy.

In an effort to prevent the spread of contagious illnesses and respect the guidelines of the CDC (Centers of Disease Control), we remind you to please keep your child at home if she/he has had a fever within the last 48 hours, during the first few days of a common cold, if she/he has a chronic cough,

pink eye or green nose mucus. If your child becomes ill at school, she/he will be isolated from the children, and you will be contacted immediately and asked to come and pick up your child from school. We ask that all families perform regular head lice checks throughout the school year. If a child has head lice, they will be asked to remain home until remedied.

Discipline Policy

We do not believe in punishments or "time outs" for a toddler having difficulty working, concentrating, listening etc. We understand that toddlers are still learning to talk and that they will often use their hands to get a message across. The teachers constantly work with the children to encourage speaking when communicating their happiness or displeasure with another child. This is why the teacher-student ratio for toddlers is so low. It takes energy and time to model the correct words and behavior for each child and the teacher will find a way to help the children through any difficulties that may arise. The Director is always available to consult or brainstorm new ideas for working with children. There are certain times when a teacher may have to rely on removing a child from the environment and that would be when a child's behavior is disruptive, aggressive or unsafe to the child or others. If a child is physically aggressive to another child or teacher they will be removed from the immediate environment. If their aggression is severe (example: multiple biting or hitting incidences) we will ask you to meet with the teacher and Director to discuss the possibility of using a shadow to correct the behavior. Creating and maintaining a safe and nurturing environment for everyone is our first priority at LMM.

Parent Observation and Involvement

Parents are always welcome to observe our classes in action. Please schedule your visit with the office first so that we can avoid having too many visitors in the classroom at one time. If you would like a one-on-one meeting with your child's teacher, please schedule it outside of regular school hours so that we can minimize interruptions during class and maintain our focus on the children. Meetings can be scheduled between 4:00 - 4:30 pm Tuesday - Thursday as needed.

Many parents enjoy being a part of their child's education, and everyone at Little Miners respects and welcomes your involvement. We will be looking for parent volunteers for the following Toddler specific parent committees for the school year:

Yearbook: *To collect pictures, quotes, and school year highlights throughout the year.*

Teacher Appreciation Committee *Help organize daily lunches and gifts for the teachers at the end of the school year.*

The LMM Early Childhood Program has additional parent committees such as community service and social committees. Please reach out to the Director, Miss Subie for more information regarding additional LMM volunteer opportunities.

Parent/Teacher Conferences

Twice a year, parent/teacher conferences (PTC) for the Toddler program are held between 9:00AM-12:00PM at LMM.

Parents have the option of in person or Zoom PTC meetings.

School will not be held on conference days, which take place in early October and late March.

If you would like, you can observe your child in the classroom prior to your conference. Please contact your child's teacher through Montessori Compass/Classroom Share to schedule an appointment.

Throughout the year, please feel free to discuss any questions or concerns you may have about your child; you do not need to wait until the conference time. Open communication is encouraged and necessary for the success of your child both at home and at school.

Occasionally a problem arises at home which may affect the child's behavior at school. Please consider informing one of the teachers if there are any family or home changes that may affect your child. All information will be kept confidential. Common causes of distress may include: a family member being away for an extended period of time, a new person living in the home, illness, accident or death in the family, separation or divorce, etc.

When you come to your conference, please try to make outside arrangements for your children. **Please be respectful of other parents by wrapping up your questions when your allotted time is up (20 minutes)**. If you have more questions or concerns, you'd like to discuss beyond the scheduled conference time, you may make arrangements through the office/Montessori Compass to meet with your child's teacher at another time.

Grievances

Please feel free to bring any concerns to us and we will problem-solve for a mutually agreeable solution. If, at any time, you have questions or concerns about your child or our program, please email the office to set up a time to discuss your concerns. Please refrain from speaking with a teacher while the child is present to minimize distractions for the teachers while they are with the children.

Our goal at Little Miners Montessori is to resolve problems so that everyone feels a satisfactory solution has been reached. With this type of procedure, compromise is often necessary.

Fundraising Information

Little Miners utilizes fundraisers to provide the best possible learning environment and opportunities for our students. Additional funds from fundraising allow us to continually update our classroom materials, playground equipment, extracurricular activity options, fun events, and teacher education and training. We pride ourselves in offering state-of-the-art facilities and education for all of our students. Fundraising allows for our continual growth as a school and in turn the best educational experience possible for your children. We pick fundraisers that we feel benefit you as much as they do us. Please consider participating whenever possible. We greatly appreciate any support and participation no matter how large or small! Below is an example of a recurring fundraiser:

Montessori Services Small Hands: During the fall every parent will receive a catalog from Montessori Services. The *For Small Hands* catalog is filled with favorite child-size, age-appropriate, open-ended items, many of which are found in the Montessori classroom. These items make great holiday gifts and Little Miners will receive 15% of the merchandise total purchased by Little Miners families in merchandise credit for the classrooms.

All-School Social Events

Little Miners Montessori hosts school-wide events for all families in the LMM community. We would like to give parents the opportunity to meet and socialize with each other while providing the children an opportunity to share their school community with their families. Three socials are scheduled throughout the school year: Ice Cream Social, Winterfest, and Graduation BBQ Carnival. We look forward to hosting these annual events again in the near future.

- Ice Cream Social
- Fall Festival

- Graduation and BBQ

Resources

There are many excellent sources of information that can be used to gain a better understanding of Maria Montessori and the Montessori Method. Having a clear picture of how the Toddler Classroom is structured will provide you with the opportunity to better respond to your Toddler when they begin to demonstrate at home the skills they are learning / practicing at school. For example, they may show more interest in putting things away, rolling up rugs/mats, wanting to help with everyday household chores, etc. Their experiences in the classroom will foster continued curiosity with the world. Encourage this!

Listed below are just some of the many resources available.

Online Resources

- Living Montessori Now Blog - Links to Toddler Montessori Resources
<http://livingmontessorinow.com/2011/08/30/how-to-prepare-a-montessori-toddler-environment-at-home/>
- Maria Montessori Facebook Page
<https://www.facebook.com/mariamontessori>
- How We Montessori Blog
<http://www.howwemontessori.com/>
- The Montessori Foundation:
<http://www.montessori.org>
- Maria Montessori and the Montessori Method:
<http://www.montessori.edu>

Books

The Absorbent Mind, Maria Montessori
Montessori from the Start, Paula Polk Lillard and Lynn Lillard Jessen
How To Raise An Amazing Child the Montessori Way, Tim Seldin
The Joyful Child, Michael Olaf
Your Self Confident Baby: How to Encourage Your Child's Natural Abilities,
 Magda Gerber and Allison Johnson

Publications

Tomorrow's Child is the Montessori Foundation's independent, nonprofit magazine serving Montessori schools and families around the world:
www.montessori.org/Tomorrow's-Child-Magazine

