



## **Welcome**

Welcome to Lakewood Montessori! We are pleased to offer a high quality, authentic Montessori learning environment carefully designed to maximize your child's learning potential during the precious preschool and kindergarten years. We invite your family to fully engage in our community.

## **Mission Statement**

"Lakewood Montessori is a community of teachers, children and families committed to providing a traditional Montessori environment that will meet the social, emotional, physical, and cognitive needs of young children. We strive to ensure that this environment is peaceful, nurturing and joyful. In addition, we are dedicated to supporting families by building character and instilling values in the children whom it is our privilege to serve."

## **Vision Statement**

Lakewood Montessori continues to become a school that respects each child as a unique and precious individual with unknown potential and abilities. We desire to inspire teachers and staff to develop a culture of growth and self-reflection that allows for mastering authentic Montessori practice. As a school, we support parents to nurture their child's potential. We strive to set a standard in our area of the highest quality Montessori school. Our hope is that our graduates may become highly contributing adults who improve the world they inherit.

## **School's Core Values**

### *Respect Children*

We believe in the natural intelligence and potential of each child, and desire to support each child to realize his or her fullest potential. Through excellent practice of Montessori principles, we empower the child to reveal the best of character traits and ultimately improve the world he inherits.

### *Inspire Teachers*

The teacher is a mentor, model, guide, and dynamic link between the prepared environment and the developing child. We seek to inspire teachers to dedicate themselves personally and professionally to the child's self-creation.

### *Support Families*

The family is the foundation of human society, and the parent is the primary educator of the child. Teachers and parents work together to provide optimal circumstances for development of the child. We seek to foster a collaborative community in which parents can belong, contribute, and feel supported.

### *Enhance the Community*

We carefully consider our impact beyond the classroom, including in our community and in our natural environment. Lakewood Montessori will establish itself as a model of excellence in education through diligent adherence to the highest quality authentic Montessori practice, and steadfast enhancement of our programs. We seek to share our ideals with the larger community and strive to increase the availability of high quality Montessori to more children.

## **Meet the Owners**

Lakewood Montessori is owned and administrated by Karen Dugmore and Mary Clements.

After teaching in various Montessori programs, Karen and Mary both ran small Montessori schools out of their homes for five years. In an effort to provide a traditional Montessori school that adheres to the Montessori philosophy and principles, they joined forces to open Lakewood Montessori. In the fall of 2004, two classrooms were opened. Over the years, the school has grown to seven classrooms.

Both owners are hands-on administrators as each is a certified Montessori teacher with many years of teaching experience. They are uniquely qualified to administrate because, as teachers, they always put the child first above all else.

## **What is Montessori?**

The term "Montessori" refers to Dr. Maria Montessori, an Italian doctor who discovered the learning potential of young children around 100 years ago. Her discoveries were revolutionary at the time and are now validated by modern brain research. Her influence is felt throughout the child development field. Lakewood Montessori uses the method and materials designed by Dr. Montessori. It involves a few key principles:

- *Young children possess unusually sensitive and extraordinary abilities for absorbing information from their environment. Montessori referred to young children as having absorbent minds similar to sponges.*
- *The most important years for learning and growth are the first six years of life, the time when children absorb knowledge unconsciously.*
- *Children have a deep love and need for purposeful activity, which Montessori called work. It is through this activity that the child accomplishes an important intrinsic goal-the development of his/her mental, physical, and social powers.*
- *The goal of early childhood education should be to cultivate and encourage, within the child, his/her natural desire to learn.*

## **Adapting to the Montessori Environment**

The Montessori classroom operates differently than a regular preschool or daycare facility. In the Montessori environment there is a process of work that is learned over time. In order for the child to function successfully in this environment, the first stage of this process must take priority. This includes:

- Feeling comfortable in a new environment.
- Learning to communicate with a new teacher and her assistant.
- Basic needs: taking care of bathroom needs with little or no assistance, feeding and dressing one's self.
- Learning the routines of the new environment.
- Learning to interact socially with new peers.

All of the initial activities are designed to develop self-confidence, self-control, self-esteem and independence. The process of adapting to a new environment takes time. Soon the child learns to navigate the environment with confidence. Your child's teacher



will be able to offer advice on how to minimize the initial separation anxiety that sometimes occurs when a child starts school.

### **The Classroom**

Montessori classrooms are referred to as “prepared environments”. Your child’s teacher continually works to maintain, arrange, and plan the classroom and materials to suit the needs of the children. The rooms are divided by curriculum areas as follows:

**Practical Life**.....Refers to life skills such as care of self, care of the environment, fine motor skills, and learning to be courteous.

**Sensorial**.....Materials designed by Dr. Montessori help the child develop discrimination, sense of order, perception, and broaden and refine the senses.

**Language**.....Hands-on manipulative materials designed to develop oral language, pre-reading skills, letters and sounds, reading, and writing.

**Math**.....The child will develop a love for numbers and learn problem solving techniques by using materials that encourage them to explore mathematical relationships.

**Science** .....The study of animal and plant life develops a deep respect and love for nature.

**Cultural** .....By learning about lifestyles and geographic locations of other cultures, children gain a better understanding of ideas and traditions that are different from our own.

### **Individualized Learning**

Lakewood Montessori provides an education that is personalized according to the abilities and interests of each child. The Montessori philosophy does not condone rote learning and does not have a curriculum that is age based. Montessori philosophy is based on a deep respect for the child, particularly the individuality of each child. We work to assist the natural development of the whole child: body, mind, and spirit. We, as teachers, “Follow the lead of the child.” Each child learns at their own pace. Although parents might have expectations as to when their child is to advance in an academic subject, they need to keep in mind that advancement depends on the individual child’s interest, ability, and natural course of development, as well as the astute observation of the teacher. This is in keeping with the Montessori philosophy.

### **Child Guidance**

*“To let the child do as he likes when he has not yet developed any powers of control is to betray the idea of freedom.”*

*--Maria Montessori*

At Lakewood Montessori, we work to help children develop self-control and socially appropriate behavior. We believe that children learn best when adults model positive behavior. Therefore, we demonstrate problem solving skills and self control both in role play and real-life situations. We focus on preventing behavioral problems by teaching positive behavior. Dr. Montessori called this “grace and courtesy”.

Our methods of child guidance are peaceful and effective. We focus on acceptable behavior (“Chairs are for sitting.”) rather than the negative (“Don’t jump off the chair.”), so that children will know what is expected of them. Children are given choices to

empower them to make positive decisions. The ultimate goal is respect, for one's self, for others, and for the world around us.

So that parents and teachers work as a team, we recommend parenting classes taught by our on-site Positive Discipline instructor, Rachelle Wilkins. Parents who have attended report a greater measure of peace and cooperation at home.

To further understand our methods of child guidance, we encourage you to read the following books:

Children: the Challenge, Rudolph Dreikurs

How to Talk So Kids Will Listen and Listen So Kids Will Talk, Faber & Maslich

Positive Discipline, Jane Nelsen

### **Independence**

*"Never help a child with a task at which he feels he can succeed." – Maria Montessori.*

Dr. Montessori recognized that young children possess a deep desire to work toward independence. She felt the call of the child is, "help me do it alone". She saw that as a child becomes increasingly able to do for himself, he becomes calm and happy. He feels an increase in his self confidence and esteem that will assist him throughout his life.

Teachers at Lakewood Montessori encourage children to be independent by helping them learn to do for themselves. At first these skills are self serving, such as putting on one's coat or shoes, or washing one's own dish. Soon the child learns he can do things that will benefit the world around him, such as watering plants, feeding pets, or helping other children.

To encourage independence, please allow your child to put away his own coat, shoes and lunchbox. Another great way to encourage independence is to incorporate Montessori in your home. The following article was written for parents by a Montessori teacher:

#### **Help Me Do It Alone**

- If you leave a small pitcher of juice in the fridge, I can pour myself drinks.
- If you put low hooks on the wall and create a place for my boots, I can get ready for going outside.
- If you take away all my toys but my favorite few, I can look after them and keep them neat (and then swap other ones in from time to time to keep it interesting).
- If you put a stool in the bathroom, I can get on and off the toilet and brush my teeth and hair in the mirror.
- If you give me chores to do, such as setting the table or filling and starting the dishwasher or folding clothes, I can help with housekeeping.
- If you give me shoes, shirt, pants, and jackets that fasten easily, I can dress myself.

- If you give me a dustpan, brush, and sponge, I can clean up my messes and other people's too.
- If you give me simple math problems while cooking, shopping, traveling, and any other time, I can practice my adding and subtracting.
- If you sound out words and writing with me, I can practice my own reading and speaking.
- If you use grown-up words for objects (such as bathroom instead of "potty" or appaloosa instead of "horsie"), I can learn them just as easily as the baby ones.

*By Julie Webster, Tomorrow's Child Magazine, Winter 2004/2005*

### **Non-Discrimination Policy**

Lakewood Montessori welcomes students of any race, religion, gender, sexual orientation, socio-economic level, national origin, physical ability, or learning style.

### **Communication**

The school sends weekly email updates ("Lakewood Montessori's FYI") to provide information about Montessori curriculum, parenting help, current activities, and upcoming events. Teachers send monthly informative emails to keep you up-to-date on classroom activities. Teachers will also communicate on an as-needed basis via the class email address.

### **Conferencing with Teachers**

Communication between parents and teachers is vital to the success of the child. Check the school calendar for parent-teacher conferences and make it a point to attend. If the need arises for you to discuss an issue with the lead teacher, the best way to contact your child's teacher is to directly email her. Please do not expect to meet or visit with a teacher during class time. Out of respect for the child, we will avoid discussing the child while he or she is present.

### **Birthday Celebrations**

Birthdays at Lakewood Montessori are a wonderful celebration of the child's life. It is a special event that the child's family members are invited to attend. Photos and stories are shared to highlight the child's growth. Afterward, the child creates a timeline with the photos, and it is displayed outside the classroom for a period of time. As your child's birthday approaches, check with your child's teacher to schedule the celebration. The school's policy is that there is no need to bring birthday treats. The birthday celebration is sweet enough as it is.

### **Volunteer Opportunities**

Lakewood Montessori recognizes that it is important for you to be involved with your child's school. Talk to your child's teacher or the administration about volunteering in some capacity. No matter how strong our school is, it will be stronger with your support.



Some opportunities to serve include:

- Join the PTO
- Help with field trips (Kindergarten year only)
- Help with Back to School Picnic in September
- Help with the Holiday Carnival in December
- Help with the Global Picnic in May
- Do a cultural presentation for your child's class

## **Arrival and Departure**

### *Parking Lot Safety*

During drop off/pick up, please be especially watchful of children in the parking lot. Keep your child close to you. Drive slowly and cautiously. Please always recognize our parking lot speed limit of 5 miles per hour.

### *Entrance/Exit*

Use only the main entrance of the school as the other doors and gates are kept locked for security. You will be issued a numeric code to unlock the door. This code will contain the same numbers as your child's attendance check-in number. You can find this code on your tuition invoice.

### *Attendance Computer*

Please sign children in and out on the attendance computer (parent use only) in the entrance hall. This sign-in is your child's official record of attendance. Timesheet logs are available on request. Your child's sign-in number will match your door security code and can be found on your tuition invoice.

### *Independence*

An independent child is a happy child!

Once you have reached our front door, allow your child to walk in to the school by themselves. Your child can carry his or her own lunch box. Your child will benefit from hanging up their own coat, changing their shoes themselves, and putting away their own lunch box. Every effort toward independence is important!

### *Cell Phones*

Please do not talk on your cell phone in the building. Leave your phone in your car and give your child your full attention.

## **Snack**

### *Children's House:*

Parents sign up monthly to provide ingredients for snack, and additional food items for Practical Life activities. These ingredients are healthy and low in sugar. Snack is optional. Children may choose to eat at the snack table, where they are responsible for setting and cleaning up their things.





### *Toddler Community:*

Children in the Toddler Communities prepare a healthy snack as a group activity daily, with the assistance of the teacher. Snack is served family style. Children set the table and clean up afterward. Lakewood Montessori asks parents to provide ingredients on a monthly basis.

### **Lunch**

Lakewood Montessori does not provide lunch. No refrigeration is available; please use an insulated lunch box with an ice pack. We encourage that your child's lunch consists of nutritious food and a healthy drink. Do not send soda, candy, or other large sugary treats. A microwave is available for heating food. Food that needs warming should be in a microwave safe container with a lid and take no more than a minute or so to heat. Please do not send frozen dinners or cups of ramen noodles, as they take too long to prepare.

### **No Peanut/Tree Nut Policy**

Lakewood Montessori is a peanut and tree nut free school. We appreciate your help in protecting our young students with dangerous allergies to nuts. Please be careful to not send peanuts, peanut butter, or peanut products in lunches. Read labels and use extra care.

### **Clothing**

There is no bad weather: only bad clothing! Please send your child dressed appropriately for outside play. Unless the weather is extreme, we will go outside daily. As Idaho weather is unpredictable, it is recommended that you dress your child in layers. Shoes or sandals should be around the foot and strapped on. We encourage autonomy with clothing and shoes. When choosing clothing for school, keep in mind that water, paint, markers, chalk, crayons, mud, sand and other things that could stain are a daily part of the Montessori experience. Your child's teacher may ask that your child needs to have a complete, always labeled change of clothing at school, including socks and underwear. Children in the process of toilet learning should have multiple sets of extra clothing, especially underwear, pants, and tights. If your child wears the extra clothes home, please wash and return them the next day.

### **Toys & Etc.**

Toys, jewelry, money, gum, candy are not to be brought to school. If these items are lost or broken, it can be very distressing to a child. In addition, these items distract from the daily routines of school. Parents are asked to carefully monitor what the child brings to school.

\*\*\*Check your child's pockets routinely for small items that may belong to the school. Montessori materials are very attractive and sometimes find their way into pockets.

### **Use of Facilities**

Lakewood Montessori restricts the use of its facilities to school activities involving students, faculty, and parents. Use of the facility by outside groups, including extracurricular classes, is subject to approval by the owners.



## **Disaster Preparedness**

As per Boise City regulations, monthly fire and emergency drills are practiced in each classroom. In case of a major disaster, children will be kept at school under teacher supervision until they can be released to their parents. Every attempt will be made to contact parents and keep them well-informed during an emergency. In the event that the building or grounds become unsafe, children may be evacuated to White Pine Elementary School.

## **Classrooms**

### *School Year Classroom:*

Our school year classroom runs from September-May and includes half-day (8:30-12:30) and full day (8:30-3:00) options. This classroom provides an authentic Montessori environment, within the hours of a traditional school day. This includes: long periods of uninterrupted work with Montessori materials; engagement in outdoor play on our natural playground; communal meal and rest time; enrichment classes in Library, Art, and Spanish; as well as afternoon work periods for full day students.

### *AYM- All Year Montessori Classrooms:*

The All Year Montessori classrooms are a child's "home away from home". They are warm, inviting Montessori environments that remains consistent all day, with no sharp transitions to before-school or after-school care. Children's absorbent minds don't turn off before or after school; in fact, a child's mind is constantly gathering information. To support the growing minds of our students, we have expanded access to the quality materials and instruction that ignite the spark of learning in a child.

Children in the AYM classrooms have a wealth of purposeful activities they can enjoy at their own pace, all day; from traditional academics (like math and reading) to creative and constructive pursuits (such as gardening, cooking, painting, singing, and dancing). All the joys of childhood are available to the AYM student from the moment they arrive at school until the moment they return home.

### *AYME- All Year Montessori Educator Classroom:*

The All Year Montessori Educator classroom is a modification of our AYM classroom, designed to meet the scheduling needs of teachers' families. The classroom aligns with the Boise School District teacher's schedule, including a summer break. From 7:00-4:30, the benefits of the AYM environment are available to students enrolled in this classroom. We open space in this classroom to non-educators as it becomes available.

### *Kindergarten:*

Lakewood Montessori's kindergarten is different from traditional Kindergarten. Kindergartners are the oldest children in the multi-age Children's House class. Your child must be five years old on (or before) September 1<sup>st</sup> to be considered a Kindergartner, as per state regulations. The Kindergarten program is from 8:30am to 3:00pm or AYM. At the end of the year, a graduation ceremony is held. There is a one-time Kindergarten fee of \$60.00, due at the time of rolling enrollment.





*Summer Program:*

Lakewood Montessori does not offer a separate summer program for preschoolers. The AYM classrooms include enrollment during summer months. Students enrolled in the school-year classroom will not be in attendance during summer months.

*Art and Science Elementary Summer Camp for grades 1st-3rd:*

Lakewood Montessori offers an excellent Art and Science Summer Camp for graduated Kindergarteners and Elementary aged students. Children enjoy daily science and art lessons along with field trips and other fun activities.

**Our School Day**

Each classroom has a particular schedule. Schedules include a meal, outdoor play, and an uninterrupted period of work time. For details about your child's daily schedule, please contact your child's teacher. To get the most of their day, your child's time at school should include their class's uninterrupted work period. This is the time of day when children work independently, receive lessons, and have ample time for concentration. For the School Year classroom, this period take place between 8:30 and 3:00. For the AYME and AYM classrooms, these periods take place between 7:00 and 4:30/6:00.

**Tuition**

Tuition is an annual commitment, due in accordance with the payment plan you select. Your child's tuition schedule and payment plan is determined upon enrollment, and updated annually. Tuition is paid monthly on the 1st. Children's house families have the option to submit payment for the full year's tuition with a 5% discount.

Tuition is due on the 1st of the month. A late fee of \$20 will be assessed after the 2nd of the month. Full tuition plus late fee is due on the 5th of the month or student dismissal may result. Lakewood Montessori only accepts ACH payments unless a credit card is set up with a 4% surcharge. Tuition will not be refunded or credited for sickness, holidays, or snow days.

*Sibling Discount:*

Sibling Discount: Families with more than one child enrolled receive a tuition discount for the second and any subsequent children. The 2<sup>nd</sup> child's tuition is reduced by 10%, and any subsequent children's tuition is reduced by 5%.

*Late Pick-up:*

We ask that you respect the schedule you select for your child during enrollment. In the event that you arrive late for pick-up, you will be charged \$1.00 per minute, payable directly to the staff member on duty.

**Early Withdrawal/Dismissal from School**

Provision in the school's budget is made for each child at the time of enrollment. Each family understands that, by signing the tuition agreement, they are obligated to pay the



full tuition for their child, even if their child is absent from school for any reason (including vacation), or if they withdraw their child.

Costs relating to the resources needed for the coming school year are committed in February, when annual enrollments are returned. If you wish to withdraw your child from school before the end of the annual commitment, you must submit a letter to the owners requesting release from the tuition agreement and provide the reason for the request. The owners will review requests for withdrawal and evaluate all requests in good faith on a case-by-case basis. Requests for release from the tuition agreement **must be submitted 30 days prior** to the desired withdrawal date. If the request for release is approved, you will be responsible for payment of the final 30 days' pro-rated tuition. A child may be dismissed by the owners at any time if, in their opinion, it is in the best interest of the child or the school. If a child is dismissed, tuition will be prorated, and the student tuition deposit will be refunded one week from the date of dismissal.

### **Lakewood Montessori Immunization Policy**

Lakewood Montessori is required by law to keep an updated immunization record for every enrolled child. Immunization records are due upon enrollment. Please provide an updated record each time an immunization is administered. If a child's immunization is past due, or the child is on a delayed immunization schedule, you will be asked to submit a childcare conditional attendance form. This form notifies the school of your child's schedule of intended immunizations.

#### *Immunization Exemptions*

As per Idaho law, when certain conditions are met a child may be exempt from receiving the required immunizations in order to attend Lakewood Montessori. These conditions are detailed in Idaho Health Department regulations, and include laboratory proof of immunity, disease diagnosis, life or health endangering circumstances, or religious or other objections. If your child is exempt from a required immunization, an exemption form must be submitted upon enrollment. More information can be obtained from the office.

#### *Immunization Exclusion Policy*

A child that does not have immunization or evidence of immunity in the event of an outbreak must be excluded from school for a period of 21 days OR the exclusion period recommended by the Idaho Department of Health and Welfare. No tuition credit will be given during this period.

### **Child Release Policy**

Children will not be released to anyone other than a parent, legal guardian, or parent/legal guardian's authorized representative. In your enrollment packet there is space to list the people authorized to pick up your child. Only the people listed in your enrollment packet will be able to do so. If you wish your child to be released to someone



who is not on the authorized pickup list, you must give your **permission in the form of an email from a recognized email address** prior to pick up. Anyone other than a child's parent or legal guardian must present a legal/valid photo ID at pickup.

### **Illness Policy**

In order to protect the other children and the staff, your child may not attend school if he or she has had diarrhea, vomiting, pink eye and/or fever accompanied by behavior changes or other signs or symptoms of illness within a 24-hour period. So, if a child is sent home on Monday, we will expect to see them again on Wednesday. If a child should become ill while at school, the child's parents will be notified immediately. The child will be made comfortable, but no medications will be administered without **written** consent from the parent. **If a child has diarrhea, vomits, gets pink eye or a fever while at school they may not return to school the following day.** To decrease the risk of illness spreading, children must be **symptom free for 24 hours** before returning to school. Your child's teacher has the discretion to send a child home at any time if she thinks that it is necessary; this is based on the child's ability to participate. Hand washing, nose wiping, bathroom hygiene, and snack table cleanliness are emphasized throughout the school year. The environment will be cleaned with sanitizer and disinfectant on a routine basis, in accordance with city health department standards.

### **General Health**

A physician's report is required if your child has physical or emotional needs which require special accommodation. Please attach this to your child's enrollment packet.

### **Accreditation**

Lakewood Montessori is a fully accredited school through the American Montessori Society. Accreditation is a voluntary process which requires a school to examine its governance, practice, facilities, teacher preparation, and learner outcomes. Full accreditation means that a school follows authentic Montessori philosophy and the practices of Maria Montessori, and that it demonstrates compliance with the rigorous standards established by AMS. As such, employees are expected to adhere to the AMS code of ethics.

### **American Montessori Society Code of Ethics**

#### **PRINCIPLE I - Commitment to the Student**

In fulfillment of the obligation to the children, the educator:

1. Shall encourage independent action in the pursuit of learning.
2. Shall protect the opportunity to provide for participation in educational programs without regard to race, sex, color, creed, or national origin.
3. Shall protect the health and safety of students.
4. Shall honor professional commitments and maintain obligations and contracts while never soliciting nor involving students or their parents in schemes for commercial gain.



5. Shall keep in confidence information that has been secured in the course of professional service, unless disclosure serves professional purposes or is required by law.

### **PRINCIPLE II – Commitment to the Public**

The Montessori educator shares in the responsibility for the development of policy relating to the extension of educational opportunity for all and for interpreting educational programs and policies to the public.

In fulfilling these goals, the educator:

1. Shall support the American Montessori Society and not misrepresent its policies in public discussion. Whenever speaking or writing about policies, the educator should take the precaution to distinguish private views from the official position of the Society.
2. Shall not interfere with nor exploit the rights and responsibilities of colleagues within the teaching profession.

### **PRINCIPLE III – Commitment to the Profession**

The Montessori educator makes efforts to raise professional standards and conditions to attract persons worthy of trust to careers in Montessori education.

In fulfilling these goals, the educator:

1. Shall extend just and equitable treatment to all members of the Montessori education profession.
2. Shall represent his or her professional qualification with clarity and true intent.
3. Shall apply for, accept, offer, recommend, and assign professional positions and responsibilities on the basis of professional preparation and legal qualifications.
4. Shall use honest and effective methods of administering duties, use of time, and conducting business.

*As American Montessori Society members, we pledge to conduct ourselves professionally and personally, in ways that will reflect our respect for each other and for the children we serve. We will do whatever is within our talents and capacity to protect the rights of each child to have the freedom and opportunity to develop his full potential. AMS requires that all member schools and teacher education programs comply with the AMS Code of Ethics. AMS relies solely on self-compliance of this Code.*

***Thank you for sharing your children with us!***