



PENINSULA
MONTESSORI
SCHOOL

PARENT
HANDBOOK

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WELCOME TO PENINSULA MONTESSORI SCHOOL

Our main goal is to provide a nurturing, stimulating and individualized environment, promoting appreciation and respect for self and others, independence, and enthusiasm for learning. Our philosophy of education is the development of the human being to its fullest potential.

All members of our highly qualified and trained staff are dedicated to the Montessori approach to education and life. Our individualized programs are designed in accordance with each child's social and emotional needs, as well as his/her academic and physical development.

We wish to also collaborate with you, the parents, in a supportive role in order to facilitate a unified approach to your child's growth and development. It is only through a cooperative effort between the school and the home that your child is assured of the highest quality education. We ask that you carefully observe the following policies and procedures:

PARENT RESPONSIBILITIES

- Familiarize yourself with the basic Montessori philosophy so that you will have a good comprehension of your child's progress.
- Read carefully all notices that are sent home and return forms requiring parent signatures promptly.
- Become involved! Research has demonstrated that the children who benefit most from their school experiences are those whose parents are involved.
- Communicate with the school. It is important that your child's teacher be made aware of any changes in the home that may affect his/her attitude or progress in school.
- Continually update all school emergency forms (cellular phones, e-mails, etc.).

MONTESSORI PRINCIPLES

- Mixed age grouping
- Freedom of choice with responsibility
- Self-teaching manipulative materials
- Character and personality development
- Children progress at their own rate
- Richly prepared environment
- Control of error built into lessons
- Teacher is a guide
- Builds positive self image
- Logical consequences for behavior
- Self discipline through work
- Interrelated curriculum
- Children learn to care for themselves and their environment
- Encourages left and right brain integration
- Movement necessary for neuro-muscular development
- Individual as well as group interactions
- Sensitive periods of learning
- Self control through lessons in grace and courtesy
- Sensory based learning
- Non-judgmental approach
- Appreciation of all life
- Peace through education

SCHOOL CALENDAR

The academic school year is mid-September through mid-June. We offer eight weeks of summer school from mid-June through mid-August. Child care is offered during Winter/Spring recess.

PARENT ROSTER

If you would like your address, phone number and/or e-mail to be included in our directory so that you may be contacted by other families, please complete the parent roster form and return it to the school office by the end of the first week of classes. (These rosters come in very handy for birthday parties!)

SCHOOL HOURS

Our school opens at 7:30am and closes at 5:50pm (with a 10 minute grace period).

Before school child care is available from 7:30-9:00am

After school child care is available from 3:00-5:50pm

Grace period: 8:30-9:00am

3:00-3:15pm

Toddler Hours

Half-day	9:00am-12:00pm
Full-day	9:00am-3:00pm

Pre-primary Hours

Half-day	9:00am-12:00pm
Full day	9:00am-3:00pm

Elementary Hours

Transition	8:45am-3:15pm
Lower and Upper Elementary (R.P.V. Campus)	8:30am-3:30pm

RELEASE AUTHORIZATION

Children will not be released to any person other than a parent, legal guardian, or someone duly authorized in writing by one of the above. If it becomes necessary to have someone not listed pick up a child, written release must be provided as well as valid identification.

TUITION

Tuition is an annual fee which may be paid in full prior to the start of the fall semester or by paying 10 equal installments of the annual fee. Tuition is due on the 1st day of each prior month, beginning August 1st and ending May 1st. A late fee will be assessed if payment is not received by the 10th of each month. Two consecutively missed payments will result in immediate dismissal from school.

REFUNDS

Tuition refunds or allowances will not be made for absence from class due to illness or other circumstances. A thirty day written notice is required prior to the withdrawal of any student from the school. No tuition credit will be given after April 1st.

LUNCHES

Children must bring their own lunches to school or purchase them through a select lunch company that will be provided by the school office. Milk, juice and crackers will be provided during classroom hours.

EXTENDED CHILD CARE

Extended child care is available for all students between the hours of 7:30am-9:00am and 3:00pm-5:50pm. Families are charged per hour and will receive a child care bill at the end of each month. There is a 15 minute grace period before and after class time.

ARRIVAL AND PICK-UP PROCEDURES

Please bring your child to school on time! Lessons start promptly at the beginning of each morning. Those parents wishing to walk their children to class are requested to park in one of the spaces provided in the lot. In order to have a smooth transition, please say your goodbyes and hellos at the classroom door. Cars may never be left unattended at the curb. Children may never be unescorted in the parking lot or hallways!!! When walking your child to and from school, please make sure that he/she is by your side. Remember to drive slowly (5 mph) in and around the parking lot.

At both campuses, you have an option of either parking and walking your child into the school or using our drop off and pick-up service. Please walk quietly in the hallways and remember to sign in every morning. Please keep in mind that morning gatherings in front of classrooms are very disruptive. Rather than peeking through the window, please schedule an observation of the classroom. If picking up early, please notify the teacher in the morning.

RANCHO PALOS VERDES CAMPUS

7:30-8:15 Arrivals: Escort your child directly to the child care room (103) and sign in on the clipboard provided.

8:15-9:00 Arrivals: Staff will greet you in front of the playground gate and escort your child from your car directly to his/her classroom or the child care room.

12:00 Pick-up (Toddler and Pre-primary only): There is no curbside pick-up available for half-day students. Please park your car and go directly to your child's classroom and sign him/her out.

3:00 Pick-up – Pre-primary: Curbside

3:15 Pick-up – Transition: Curbside

3:30 Pick-up – Lower and Upper Elementary: Curbside

Please be prompt when delivering and picking up your child and exit the parking lot immediately in order to avoid traffic snarls. If you arrive early, you may be asked to circle around the parking lot to give time for your child's classroom to arrive at the pick-up area.

REDONDO BEACH CAMPUS

In abidance with our Conditional Use Permit, parking is not allowed on the public streets. Please use the driveways on Knob Hill when dropping off or picking up children. If you wish to use our curbside service, please circle around the parking lot and pull up to the furthest available spot within the orange cones. A staff member will greet you with a sign-in/out sheet, and escort your child to/from class.

There is no curbside service available for half-day pickup. Afternoon curbside service is available from 3:00pm-3:15pm.

Please remember to sign your child in and out daily.

The entry doors lock automatically when closed. If you arrive while they are shut, please ring the bell on the panel to the right of the doors and a staff member will let you in.

OBSERVATION OF CLASSROOMS

Parents are welcome to observe their children in the classroom at any time. Please call the office to schedule an appointment and to pick up an observation guideline. Please do not interrupt your child's teacher during the class time. Our major obligations are to the children and we request that conversations be scheduled by appointment either before or after school hours.

PARENT-TEACHER CONFERENCES

Conferences regarding your child's progress may be made with the teacher at any time. Please call for an appointment. Progress reports go home twice a year and individual parent conferences are scheduled at that time.

DISCIPLINE POLICY

The Montessori philosophy is such that each person within the environment has certain rights. Ground rules are set up by and for the class and are expected to be followed for the social cohesion of the entire group. The aim of the method is self-discipline through purposeful activities. The idea is to like what you do, but not to do as you like at the expense of others. When the rights of an individual within the environment are infringed upon, positive steps for correction are made. We are nonviolent. Violence against another person, such as biting, fighting, gross disrespect, or verbal harassment will not be tolerated and will result in the student being sent home for the remainder of the day. Students responsible for damage to school property or to the property of others will assume the costs for repair or replacement, as well as undergo disciplinary procedures. The following is a list of measures taken in order when disciplining a child:

- a. Positive example demonstrated by the teacher
- a. Counseling with the child by his/her teacher
- a. Behavior modification techniques
- a. Time out within the classroom
- a. Removal from classroom with supervision
- a. Parental notification of child's behavior
- a. Temporary expulsion from school
- a. Physical evaluation required to rule out physiological problems
- a. Psychological evaluation required and counseling mandatory to correct behavior
- a. Permanent expulsion from school

BLOGS AND BULLETIN BOARDS

Please check the classroom bulletin board daily for notices, personal messages and items of interest when picking up your child from school. You may also stay informed of school events through the office as well as teacher blogs through the school website.

UNIFORM POLICY and DRESS CODE

Peninsula Montessori School has a mandatory uniform policy which will be enforced Mondays through Thursdays. You may receive information on purchasing the uniforms through the office. Fridays are free dress day. The following dress code must be adhered to at all times:

1. Clothing should be adequate for existing weather conditions.
1. Attire should be suitable for elementary school ages (midriff tops and tight clothing are inappropriate).
1. Shoes should provide adequate foot protection. Platform and backless shoes are unsafe for playground activity and are not acceptable footwear for school. Shoes with lights are a distraction in class and are not appropriate.
1. Girls should wear tights or shorts under their dresses and skirts.

NUTRITION

Parents, please be advised that candy, cup-cakes and extra-sweet cookies, twinkies, etc., should not be brought to school. Good nutrition is stressed in the classroom and we would appreciate parental support at home as well. Please use thermoses for hot dishes prepared at home. This includes special events such as Halloween, Valentines Day, Birthdays, etc.

TOYS

Peninsula Montessori School is enriched with many activities to stimulate your child. Educational materials which are sent to be shared by the class for a special learning unit or a special book are welcome. Leave personal toys and play things at home. We are not responsible for personal items that are lost or broken if brought to school.

BIRTHDAYS

On your child's special day, we will celebrate with the Birthday Timeline telling about the special events in his/her life. We will invite you to contribute information or pictures for this activity. One week in advance, please contact your child's teacher to schedule the celebration and to pick up the timeline format. We will not have birthday parties at school. If you would like to plan a party, please mail or e-mail the invites to the families' homes. No invitations may be brought to school. Please, no balloons, goodie bags, cupcakes, or candy! Instead, you may wish to donate a book to the classroom library in honor of your child.

CHANGE OF CLOTHING

Each child in the Pre-primary and Toddler programs must keep a complete change of clothing at school. Please label each item with your child's full name. If the child uses them, they will be sent home and must be replaced the following day.

NAPS

All children under the age of 4 years 9 months are given the opportunity to nap. If your child is signed up for naps, please bring a small blanket or comforter (labeled). Cot sheets will be provided by the school.

ILLNESS AND MEDICATION

If your child should become ill at school, you will be contacted to come and take him/her home. It is important that you notify the school when you have a change of address or telephone number (at home or business) and if there is a change in the name or telephone number of the person to be contacted if you are not available. Please keep your child home if he/she has a fever or is ill. Keep your child home for 24 hours after his/her fever breaks. Your child should not be at school if he/she has a continuous runny nose or if there is greenish mucus.

According to the California State Education Code, definite procedures must be followed with regard to taking medication at school:

1. The medication must be brought to the school office (no medication may be kept in the classroom or lunch box).
2. Parents must complete a form in the office stating the amount of medicine and time at which it is to be given.
3. All medicine must be pre-measured into a container and labeled.