



# Parent HANDBOOK

Dear Parents,

Welcome to Mia Piccolo Montessori School. Our goal is to provide a safe nurturing and enriching learning environment for your child. We appreciate you choosing Mia Piccolo Montessori, please come to us with any concerns you may have. It is our job to work for and with your family. We hope that you will use this handbook as a guide to our policies and programs for your child.

Sincerely,  
*Georgette Brache, Owner/Director*

## **SCHOOL HOURS**

### **Toddler Classes (18 months – 3 years)**

Half day-8:00 a.m. – 12:00 p.m.

Full day- 8:00 a.m. – 3:00 p.m.

### **Primary Classes (3 to 6 years)**

Full day- 8:00 a.m. – 3:00 p.m.

### **After-Care (18 months – 6 years)**

From 3:15 p.m. – 6:00 p.m.

### **School Office Hours**

From 8:30 a.m. to 3:30 p.m.

## **MESSAGES AND PHONE CALLS:**

Any phone calls or messages must be made through the Main Office number, 786- 703-7091 during school office hours, any calls or messages after-hours can be made to the school cell Number 786-930-5987.

## **COMMUNICATION**

A good communication flow with your child's teacher is highly desirable and should be the principle vehicle for questions that may arise. Parent-Teacher conferences are scheduled throughout the year for this purpose. Montessori Compass is used to receive up to date information on any upcoming events or activities, it can be used to send or receive messages to the teacher and other parents. Through compass you will receive notification of progress reports and lesson plans.

## PHILOSOPHY

The basic idea in the Montessori philosophy of education is that all children carry within themselves the person they will become. In order to develop physical, intellectual, and spiritual potential to the fullest, the child must have freedom: a freedom to be achieved through order and self-discipline.

At Mia Piccolo Montessori we believe that children are individuals with different needs & abilities, it is in the early years of development that children form who they are as individuals. We are committed to provide a safe and nurturing environment that will encourage children's ability to learn and create at their own pace.

## GOALS AND OBJECTIVES

The main objective of Mia Piccolo Montessori School is to provide a carefully planned, stimulating environment which will help children develop within themselves the foundational habits, attitudes, skills, and ideas which are essential for a lifetime of creative thinking and learning.

The specific goals for the children who attend the School are:

1. To develop a positive attitude toward school and learning.
2. To develop a sense of high self-esteem.
3. To build a habits of concentration for lifelong study skills.
4. To develop and foster an abiding curiosity.
5. To develop habits of initiative and persistence.
6. To foster inner discipline and a sense of order.
7. To develop sensory-motor skills in order to sharpen the ability to discriminate and judge.
8. To develop socially-acceptable behavior.
9. To acquire the basic skills necessary for a lifetime of learning.

To help develop each child's innate, ultimate potential through high self-expectations.

## CERTIFICATIONS, AFFILIATIONS, AND MEMBERSHIPS

American Montessori Society: Associate Member  
Fully licensed by: The Florida Department of Chil-

dren and Families, Child care facility  
License # C11MD2180

## ADMISSION PROCEDURE

Parents of pupils interested in enrollment for their children visit in a classroom, which is followed by an interview with the Head of the School. Siblings of children already enrolled in the School and Montessori transfer students are given preference in enrollment.

## FEES

**Application fee:** All parents are required to pay a one-time non-refundable \$475.00 application fee per child.

**Material/Activity fee:** All parents are required to pay a non - refundable fee of \$400 per semester for materials. All parents are required to pay a non - refundable \$30 yearly fee for special events/activities.

**Late-pickup:** Parents will be charged \$1 per minute of tardiness, this fee will be added to the monthly balance.

## BILLING PROCEDURES

Payment plans: Parents choose one of the following payment plans. Payment plans may not be changed once a plan is in effect.

**Plan A:** Single Payment-Tuition and fees, are due and payable on or before August 16<sup>th</sup>, 2021.

**Plan B:** Two Payments- One half of the total annual bill for tuition and fees is due and payable on or before August 16<sup>th</sup>, 2021. The remaining half of the annual bill is due and payable on or before December 15<sup>th</sup> 2021.

**Plan C:** Monthly payments- Monthly payments are due before the 1<sup>st</sup> of each month.

**Late Payment fees:** \$65.00 fee will be assessed after the 1<sup>st</sup>. An additional \$10 per day late will be charged after the 3<sup>rd</sup> of the month.

## The Montessori Curriculum

### **TODDLER CURRICULUM (18 MONTHS-3 YEARS)**

Infants and toddlers need not only love and emotional nurturance and a healthy physical environment, but also an environment which promotes their very real need to learn. The structure of the environment is based on five developmental areas:

#### **Sensory and Perception:**

The young child absorbs the world around him or her through the five senses, and a rich environment should cater to the child's senses.

#### **Physical and Motor:**

Along with the mind, both fine and gross motor skills develop rapidly from 18 months to 3 years. Attention to these needs supports balanced development. Physical activity in the young child is an important part of the environmental involvement, and thus education. At Mia Piccolo Montessori we included thirty minutes of soccer/tennis a week as well as yoga and dance in order to encourage movement.

#### **Self-Help Skills:**

The focus is on helping the child enjoy independence; each individual must depend on himself or herself for education.

#### **Language:**

The construction of vocabulary is a part of every aspect of the classroom from snack time to manipulation a lesson to group activities.

#### **Social and Emotional:**

A well-rounded and happy child, whose balance development and happiness have been supported by responsive individual attention, reacts positively with the environment, copes with frustration, and learns easily.

### **PRIMARY CURRICULUM: (3-6 YEARS)**

Dr. Maria Montessori believed that no human being is educated by another person. He or she must do it by him or she or it will never be done. Dr. Montessori felt, therefore, that the goal of early childhood education should not be to fill the child with facts from a pre-selected course of studies, but rather cultivate the child's own natural desire to learn.

In the Montessori classroom, this objective is approached in two ways: first by allowing each child to experience the excitement of learning by his or her own choice rather than by being forced; and second, by helping the child perfect his or her natural tools for learning, so that the child's abilities will be maximized for future learning situations. The Montessori materials have this dual, long-range purpose in addition to their immediate purpose of giving specific information to the child.

#### **Practical Life Exercises:**

For young children there is something special about tasks which an adult considers ordinary- washing dishes, polishing shoes, paring vegetables, setting the table, etc. They are exciting to children because they allow them to imitate adults. Imitation is one of the strongest urges during children's early years.

In this area of the classroom, children perfect their coordination and become absorbed in an activity. They gradually lengthen their span of concentration. They learn good working habits as they finish each task and put away all the materials before beginning another activity.

#### **Sensorial Exercises:**

The Sensorial materials in the Montessori classroom help children to distinguish, to categorize, and to relate new information to what they already know. Dr. Montessori believed that this process is the beginning of conscious knowledge. It is brought about by the intelligence working in a concentrated way on the impressions given by the senses.

**Mathematics:**

Dr. Montessori demonstrated that if children have access to mathematical equipment in their early years, they can easily and joyfully assimilate many facts and skills of arithmetic. Children in a Montessori class never sit down to memorize addition and subtraction facts; they never simply memorize multiplication tables. Rather, they learn these facts by actually performing the operations with concrete materials.

**Language:**

In a Montessori classroom children learn the phonetic sounds of the letters before they learn the alphabetical names in a sequence. The individual presentation of language materials in a Montessori classroom allows the teacher to take advantage of each child's greatest periods of interest. Reading instruction begins on the day when the children want to know what a word says or when they show an interest in using the Sandpaper letters. Writing- or the constructions of words with the movable alphabet letters- nearly always precedes reading in a Montessori environment.

**Physical Geography:**

The large wooden puzzle maps are among the most popular activities in the classroom. At first the children use the maps simply as puzzles. Gradually they learn the names of many of the countries as well as information about climate and products. The maps illustrate many geographical facts concretely. Children also learn the common land formations such as islands and peninsulas by making them.

History, Art, Music, Creative Movement, Science and Nature, Sports are also included in the curriculum.

all children. In addition to these, parents or teachers may call for conferences as the need arises.

## General Policies & Procedures

**Arrival and Dismissal:**

It is imperative that arrival and dismissal times be closely adhered to. The time before class is vital for teacher preparation to ensure a smooth and productive day. Promptness in a child's life is very important. Children who arrive late and are picked up late feel awkward and uncomfortable.

**Attendance:**

Parents are asked to notify the School when a child will be absent for more than three days. Communicable diseases must be reported to the School immediately.

**Uniform:**

Children are required to wear their uniform shirts to school everyday. Pants, shoes and accessories may be chosen freely by the child. Every Friday we will have optional Color Day, where children may choose to wear regular clothes to school.

**Birthdays:**

Children can enjoy having a birthday snack at school. We will hold birthday parties on Fridays between snack times, only one birthday per week per class is permitted. Parents will have to sign up beforehand to make sure their birthday week is not taken. We suggest that parents provide a special snack for their child's celebration. We would like to request to refrain from sending candy or sugar snacks except for the birthday cake or cupcake.

**Emergencies:**

In the event of an accident or sudden onset of illness, the School will not hesitate to seek proper care for a child. The child's individual emergency instructions on file in the school office are consulted immediately and the parents are called. If necessary,

## Academic Procedures

**CONFERENCES AND REPORTS**

Parent conferences are scheduled with the parents of all children in December and May. A written report will also be sent home in January and June for

the child will be transported to the Miami Children's hospital Urgent care by police department or an ambulance. The consent statement that the parent signs will accompany the child so that treatment can be given immediately in the absence of the parent. It is **IMPERATIVE** that you keep the emergency contact information in the office up-to-date.

### **Health Policy:**

The following is a list of symptoms to guide you in deciding whether your child should be sent to school. Do not send your child to school on days when any of the following symptoms are present:

1. Fever (Temperature over 101.5)
2. Rash
3. Discharge of discolored or profuse amounts of mucous from the nose.
4. Diarrhea
5. Vomiting
6. Sore throat
7. Any contagious diseases

In case of a communicable disease (i.e. measles, chicken pox), please notify us immediately in order that we may notify other families of symptoms their children may show. Particularly in homes with pregnant mothers or newborn children, this information must be relayed immediately.

If your child is taking medication, we require the parent to sign off and authorize the staff to administer the medication with a prescription note from the pediatrician. The school will not administer over the counter medication such as Tylenol, Advil, Ibuprofen or Acetaminophen.

In case of allergy-related symptoms, a physician's note (stating that the symptoms are allergy related and not contagious to the rest of the children) must be provided in order for the student to return to school.

If a child becomes ill during the day, the parents will be notified immediately and the child must be picked up within one hour of the call. Please be prepared to pick up your child if he/she becomes ill

during school. We are bound by our health regulations to remove children who are ill or suspected of being ill from the classroom. The only allowable exception is if a physician has determined that the illness is not contagious for which a note from your physician is required. An informal health inspection as each child arrives each morning will be a part of the daily routine.

### **Observations:**

Parents may visit their children's classrooms, but appointments must be made ahead of time. This is time for the children to share their school day with their parents. Observations during the regular school day may be scheduled by calling the school office for an appointment.

### **Snack Program:**

Each child brings their own lunch box with their snacks. Most preschoolers cannot eat enough at one meal to be satisfied until the next meal. Their stomachs are small and children use a lot of energy. In our school we pay close attention to the quality of food we serve and to the manner in which it is served. We suggest that you serve food in forms young children can manage easily. Our school is a **NUT FREE SCHOOL**, no nuts or any nut related product is allowed in the school due to the increase in allergies for children.

### **HEALTHY SNACK IDEAS**

1. Fresh Fruit (sliced combinations or yogurt for dipping as a variety)
2. Baby carrots, broccoli and cauliflower tops with low-fat dressing for dipping
3. Low-fat or fat free yogurt or yogurt drinks
4. Vanilla wafers or graham crackers
5. Applesauce
6. Bagel with fat-free plain or strawberry cream cheese
7. Pretzel twists
8. Dried Fruits
9. Cheese sticks
10. Cottage cheese with any type of fruit chunks
11. Celery sticks with low-fat ranch dressing
12. Cereal bar with milk
13. Low sugar cereal with fresh fruit



14. Turkey or ham and cheese sandwich with fruit slices
15. Drinks, water or individual juice boxes

Please refrain from providing the following snacks during school hours:

\* Cookies, Chocolate, Candy, Soda, Chips, Sugary fruit roll-ups, Donuts, Heavily Frosted cake, Gum etc.

#### **Toys:**

Children may not bring toys to the classroom. Books or other educational material that might be of interest to all children are welcome. Be sure that the children's names are clearly marked on all books.

#### **Discipline:**

The environment is structured to allow the children choices of learning activities and materials. This structure gives the child control over his/her environment and avoids behavior problems involving conflicts with others. Children are encouraged to use language skills that help them communicate their needs and feelings to others. Adults and older children model language for them so that they may gain skills in using this tool for problem-solving. If a child is experiencing difficulty being self-directed, the teacher will remove the child from the situation and discuss the problem in a quiet area. If the behavior persists then the teacher will offer the child another choice of activity or quiet time in the "thinking chair".

If after a period of time, a child is not able to adjust to the demands of the group and schedule, or

if there exists any special needs the school is not able to meet, the parents may choose or be asked to withdraw the child from the school. CORPORAL PUNISHMENT IS NEVER APPROPRIATE AND NEVER USED.

#### **Biting policy:**

Mia Piccolo Montessori maintains that a child may be expelled from school after 3 bites.

#### **Hurricane policy:**

In the event of inclement weather, or unforeseen events where Miami Dade Public Schools are closed, we will also be closed. We will adhere to the school closures observed by the public school system for the safety of all students.

#### **Smoking:**

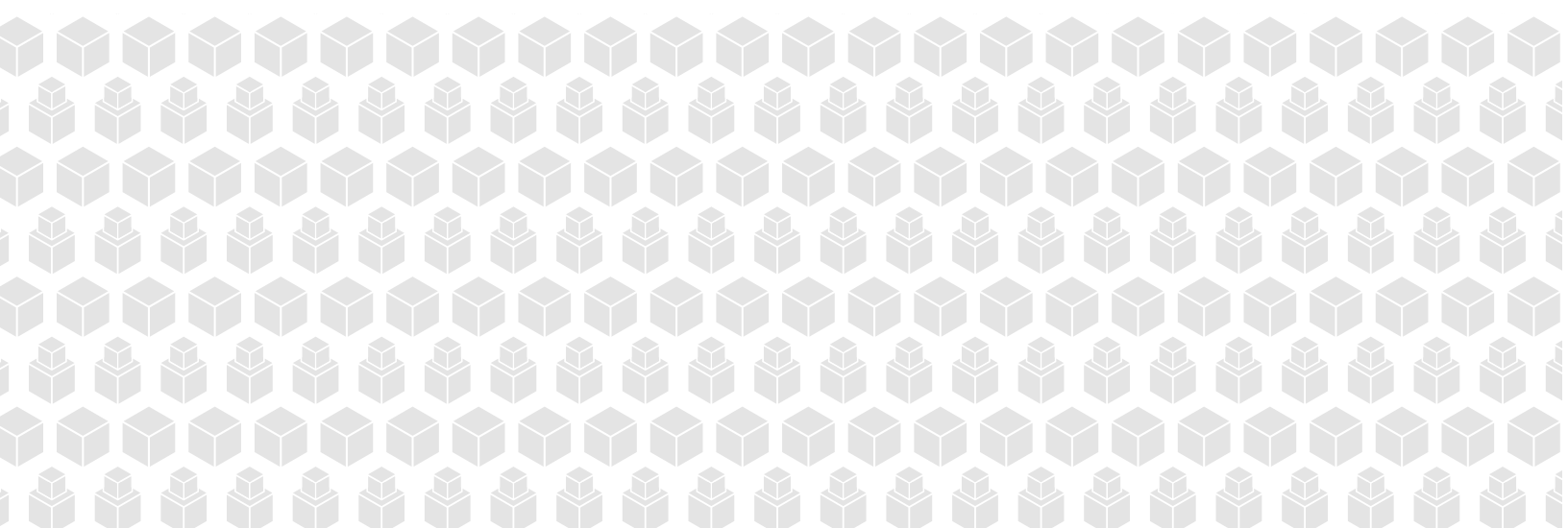
Smoking is not allowed on school grounds.

#### **Progress Reports:**

Students will receive progress reports monthly through Montessori Compass, parents are encouraged to login to Compass various days a month.

#### **Monthly Teacher Planning Days:**

Teacher planning days are scheduled once a month in order for teachers and administrative staff to prepare and assess any needs due either for the classroom or the curriculum. These days are modified for your convenience to be on Friday's and classes are offered from 8:00 - 12:00 pm on those days.





I, Parent of \_\_\_\_\_ acknowledge that I have read the Mia Piccolo Montessori School parent handbook and will abide by the school policies throughout the 2021-2022 school year.

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Date

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Name

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Signature

\* Please return this signed form to the office at your earliest convenience.





I, Parent of \_\_\_\_\_ acknowledge that I have read the Mia Piccolo Montessori School parent handbook and will abide by the school policies throughout the 2020-2021 school year.

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Date

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Name

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Signature

\* Please return this signed form to the office at your earliest convenience.