



Parent Handbook
29 West Main Street
Hillsborough, NH
03244

www.stonebridgeschoolhouse.com

603-464-0211 (School)

Mission Statement

The mission of Stonebridge Montessori School is to provide quality education and learning experiences for children in a safe and caring environment. We take pride in our highly qualified teachers and the communication we offer within our school. We strive to provide a nurturing environment where children can express their individuality, creativity, independence and responsibility. Stonebridge Montessori School upholds and promotes values and principles which encompass fairness and honesty along with grace and courtesy.

Our Philosophy

It is our number one goal to provide the kind of environment and the kind of influences that encourage all children to become creative, independent, responsible, well rounded, self-directed adults who can make decisions for themselves. Our desire is to meet the needs of children and their families for nurturing, growth and development, relationships and understanding. Our values and beliefs about children are deeply rooted in the history of early childhood education.

We believe: All children have the right to feel good about themselves and it is the responsibility of all teachers to nurture each child's self - esteem.

We believe: The home is the most important factor in a child's development. We will always strive to support and complement the family in order to promote the healthy development of children.

We believe: Loving, trusting and respecting each child enables that child to love, trust and respect others. Each child and family is due the respect for personal privacy demanded by professional ethics.

We believe: It is important to meet each child's needs for physical, social, emotional and intellectual growth by providing diverse experiences in a supportive environment.

We believe: Each person is a unique individual and has his or her own needs. Each person has a right to meet this need their own way and in their own time. However, one of the responsibilities of having rights is recognizing and respecting the rights of others.

We believe: Children deserve to have teachers who are capable and caring and whose values enable them to be excellent role models. Our educational and guidance decisions must be based on our knowledge of child development.

Maria Montessori

Maria Montessori, born in Italy in 1870, developed a system of teaching which encourages children to develop and nurture their spontaneous urge to learn and ability for self-discipline.

Children develop their own pace for learning through a series of sensitive periods in which they are very much in tune to language, order, their senses, and the world around them. Her method allows the child to explore these sensitive periods through a stimulating and loving environment. Her goal was to allow the child to build positive self-esteem and confidence.

She supported the development of the child to become independent and self-directed. She provided children the opportunity to learn how to learn.

Introduction to Pre-school Years

The preschool years of the child are an exciting adventure for both child and parents. These early years of development are critical in every child's life. The Montessori environment provides the child with a rich and caring place to allow him/her to develop to their fullest potential. The following are among the areas of development:

1. Social interaction
2. Independence and self-reliance
3. Verbal skills and communication
4. Thinking and reasoning
5. Establishing a routine

Curriculum

The Montessori curriculum encompasses five areas:

1. **Practical Life:** Here the children develop order, coordination, concentration, and independence. These include the care of self, care of the environment, and grace and courtesy.
2. **Sensorial Area:** With the use of Montessori designed materials, children refine and organize their sensory perceptions. Children learn to develop sensory impressions of the world around them.

3. **Language:** Children are exposed to various phonetic components that constitute the English language. They progress using concrete materials which aid them in developing their reading skills.
4. **Math:** The importance of one's sense of order is emphasized in the development of the mathematical mind. Manipulative materials are used to allow children to discover abstract mathematical ideas through concrete models.
5. **Culture and Science:** In this area the children learn about the world around them. The aim is to stimulate interest in and equip the children with the skills to explore nature and societies around the world.

Daily Schedule

7:30-8:30	Drop off	
8:45	Circle time	
9:00	Work time Individual snack Individual Lessons Group Lessons	
10:30	Story time Go outside	
11:30	Come inside Wash hands	
12:00	Lunch	
1:00	Nap time Individual Lessons Group Lessons	
2:30	Wake Up	
2:45	Last Circle time	
3:00	After school Time Snack Arts-n-crafts Outside time Game Cart	
5:30	School	Close

We have kids
check for potty
throughout the
morning.



General Policies

First Day at Stonebridge Montessori School

Prior to your child(ren)'s first day of class, please bring the following, clearly marked with your child's name on it:

- Two current pictures of your child & one family picture
- A change of clothes in a zip lock bag
- Slippers
- Water Bottle

Should your child be hesitant to leave you when taking him/her to school, you may come into the classroom with your child for a few minutes, and only if you feel it necessary. Almost always a child will transition within minutes after a parent has left when s/he becomes involved with the interesting activities in the classroom. If your child continues crying more than 15 minutes after you have left, we will call to inform you.

Please avoid questioning any issues you might have about your child before or after class if in the presence of your child. At the beginning of class the teacher is obligated to focus attention on the children or to complete teacher preparation. Please feel free, however, to call and leave a message for Ms. Jenna to get back to you within 24 hours.

Clothing

Play clothes are encouraged - simple, washable, sturdy, and easy to manage. Sneakers or rubber-soled shoes are recommended.

Parents must provide warm outer clothing for children to wear on the playground. Children will go outside if weather and temperatures are conducive. In the winter, children should wear long-sleeved shirts or sweaters to school. The classroom temperature is usually kept at 68 degrees.

Check your child's extra clothing each month to see if clothes need to be replaced or a larger size needs to be brought to school. Please label everything that comes into school with your child's name.

We recommend allowing your child to select his/her own garments to wear to school, within limits. This can best be done with parents the night before school. When selecting pants for children, check to see if the child can fasten and unfasten them without help. Overalls are not recommended. Children should always try the zipper or buttons on a coat. Some zippers and buttons are frustrating for the children and are

even difficult for an adult to manage. Please do not send your child to school with a coat that has a broken zipper or is missing buttons.

Children will wear slippers or separate indoor shoes while in the classroom. We ask that there be no characters on them and they are labelled.

Items from Home

Please leave all toys, stickers, fantasy books, workbooks, purses, felt pens, candy, gum, etc. at home. We have two sharing boxes that go home with your child for them to put something in it. We also will have a nature table where children can bring in something from nature that they found. It will stay for the day or for however long the child agrees on.

Parent Conferences

Individual conferences between parents and the staff will be scheduled twice a year. There will be a signup sheet for families in the Fall and Spring. The purpose of each conference is to acquaint the parents with the routine of their child's day and to promote dialogue between parents and the teachers for the benefit of their child. Any additional conferences that the parent or teacher deems necessary may be made by appointment at any time throughout the year.

Injuries & Accidents

If a child has an injury while at school, the teachers will fill out an accident report and have the parents look over the report and sign once they pick up. A copy can be made on request for the parent to take home. If there is a head injury the staff will call as soon as it happens and explain what happened.

Illnesses

If your child contracts a contagious illness (other than a cold), please inform Stonebridge Montessori School so that the other children's parents may be advised.

Children who have a fever, earache, vomiting, or diarrhea at school will be sent home. A child who has had any of these symptoms the previous day or night should not be brought to school. When recovering from a fever, a child should be kept home for **one full day** after the fever subsides. Doctors also advise us that it is safe for a child to return to school after chicken pox has scabbed over.

Prescription medication may only be given to children during the program if accompanied by a doctor's note, this includes aspirin, antihistamines, vitamins, etc.

Please do not bring your child if s/he is feeling ill. We do go outside as often as possible and this type of playtime may only make your child feel worse or prolong their illness.

Absences

Parents are requested to notify Stonebridge Montessori School staff by 8:00 a.m. if your child will be absent. We do not have make-up days or refunds for illnesses or

absences. We base our budget on the tuition from each student and are staffed for full attendance.

Arrival and Departures

Children are not allowed to walk by themselves from the parking lot into the school. Parents must walk with their child to the door of the school where a teacher will greet each child.

We encourage parents to allow their child the opportunity to hang up his/her own coat and to walk into the classroom under his/her own power (not carried in). Please have your child walk (not run) to the door so that s/he is calm upon entering the school. We encourage all children to walk through the front door and not to be carried. And please, remember to take your child to the bathroom before class, if it be at home or at the school.

Once your child has hung up their belongings, put their lunch box on the shelf, and placed their outside shoes under their hook they can come through the black iron gate and find their slippers in the slipper basket.

At departure, parents must meet their child at the classroom door or the playground gate. No child will be allowed to walk alone to the parked car.

NOTE: In the event, that your child(ren) will be picked up from school from someone other than you or your spouse, **we require a written note when your child first arrives at school that day.** The note should state the name and description of the person whom you desire to pick up your child. If you ask someone who is not on the emergency pick up list to pick up your child, we will ask for an I.D. and to verify who they are picking up. In an event that you are unable to pick up your child and you ask someone not on the emergency pickup list to come on behalf of you, a staff member will call you and verify and also ask for a form of identification.

We will not allow any child to ride in a car with a person we do not know, or not on the emergency pick-up list and of whom we have not been previously notified.

Snacks

We will be serving individual snack in the morning. This means the children will be preparing their own snack and cleaning up after them. The children will have the chance to have snack with different friends everyday. In the afternoon, they will have a leftover snack in their lunchbox.

Wholesome snacks are provided on a daily basis for the children. Parents will be assigned a week that they will bring a fruit or vegetable for that whole week. Please look to the monthly calendar for when your week will be assigned. This is a great time for children to try something new. I always say, *“Try it again, yesterday was a different day. Today is a new day.”*

For lunches we recommend you send items such as fruit (bananas, apples, grapes), vegetables (carrots, celery, cucumbers), crackers, cheese, hard-boiled eggs, or muffins. Please do not send food containing sugars, food coloring, or an excess of salt or preservatives. If you have any questions about what type of snacks to send please see the enclosed snack list for suggestions at the end of this packet.

Birthdays

Children's birthdays may be celebrated on the actual birth date or the closest school day to it. Parents may bring simple treats that are easy to manage. **Beverages, ice cream, candy, and icing are not allowed.** As the Montessori tradition is to walk around the sun the number of years you are old, the rest of the class will sing as your child walks around the circle. If you would like to come in for this tradition, let the staff know and we would be happy to tell you around what time we will be doing the celebration.

If you are planning a home party for your child, please do not hand out invitations in school. Likewise, if your child is attending a party after school, please do not send gifts to school with your child. We feel that these situations can be upsetting for those who are not invited and can create hurt feelings and sad children. It would be more appropriate to mail invitations and plan weekend parties. Please ask a staff member for a Class Directory if you do not have one already.

Holidays

Halloween is celebrated at our school in a non-scary way that is age appropriate. The children will have the opportunity to share their costumes at our Annual Halloween party. We will also be focusing on the season of Autumn.

Thanksgiving is a time when the value of thankfulness is brought to the classroom by helping them become aware of the needs of other people in the world and sharing from their own lives.

Christmas/Chanukah are times in which stories and experiences are presented that embody the true spirit of giving and sharing. The traditions of Christmas, Chanukah and other celebrations are explored.

Easter is celebrated by observing "new life" which is so prevalent in the Spring.

Snow Days

Stonebridge Montessori School will follow Hillsboro- Deering school district for school closures and/or delays for inclement weather. If you are not sure if there is a school closure, you can watch WMUR for updated information. **Please look for Hillsboro-Deering schools on the listing.** Stonebridge will not be refunding for closures.

Fire Drills & Emergency Procedures

Fire drills are held on a regular basis for the children's safety. They exit the back door and walk over near the barn opposite the playground. Emergency Procedures will be discussed at the parent info night in the beginning of the school year.