



A caring community for your

3-6 year old to

Discover, Learn & Grow!

Parent Information Handbook

Hillsview Montessori School is owned and operated by Skylynn Wheat & Cheryl Olson. We would like to warmly welcome you and your child to our school. Our mission is to honor the Montessori methods of teaching by providing a place where children are free to discover, learn & grow at their own pace. We believe that the holistic learning environment sets the foundation for children to grow up into lifelong learners and caring adults who are able to make a positive difference in the world. We function as a school with a Christian influence in order to encourage and enable students to receive all that God has for them intellectually, physically and spiritually.

“The things he sees are not just remembered; they form a part of his soul.” Maria Montessori

All primary caregivers need to read this handbook and sign the enclosed policy agreement. Please keep this handbook as a reference during the school year. Additional copies are available upon request or you may access it on the website. Thank you!

Hillsview Montessori School

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No. 1 Purpose of Montessori Education

By Aline D. Wolf

Dr. Maria Montessori believed that no human being is educated by another person. She must do it herself or it will never be done. A truly educated individual continues learning long after the hours and years she spends in the classroom because she is motivated from within by a natural curiosity and love for knowledge. Dr. Montessori felt, therefore, that the goal of early childhood should not be to fill the child with facts from a pre-selected course of studies, but rather **to cultivate her 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 her own choice rather than by being forced; and second, by helping her to perfect all her natural tools for learning, so that her ability will be at a maximum in 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.

How the children learn

The use of the materials is based on the young child's unique aptitude for learning which Dr. Montessori identified as the "absorbent mind." In her writings she frequently compared the young mind to a sponge. It literally absorbs information from the environment. The process is particularly evident in the way which a two year-old learns his native language without formal instruction and without the conscious, tedious effort which an adult must make to master a foreign tongue. Acquiring information in this way is a natural and delightful activity for the young child who employs all his senses to investigate his interesting surroundings.

Since the child retains this ability to learn by absorbing until he is almost seven years old, Dr. Montessori reasoned that his experience could be enriched by a classroom where he could handle materials which would demonstrate basic educational information to him. Over sixty years of experience have proven her theory that a young child can learn to read, write and calculate in the same natural way that he learns to walk and talk. In a Montessori classroom the equipment invites him to do this at his own periods of interest and readiness.

Dr. Montessori always emphasized **that the hand is the chief teacher of the child.** In order to learn there must be concentration, and the best way a child can concentrate is by fixing his attention on some task he is performing with his hands. (The adult habit of doodling is a remnant of this practice.) All the equipment in a Montessori classroom allows the child to reinforce his casual impressions by inviting him to use his hands for learning.

The importance of the early years

In **The Absorbent Mind**, Dr. Montessori wrote, "The most important period of life is not the age of university studies, but the first one, the period from birth to age of six. For that is the time when man's intelligence itself, his greatest implement is being formed. But not only his intelligence: the full totality of his psychic powers... At no other age has the child greater need of an intelligent help, and any obstacle that impedes his creative work will lessen the chance he has of achieving perfection"

Recent psychological studies based on controlled research have confirmed these theories of Dr. Montessori. After analyzing thousands of such studies, Dr. Benjamin S. Bloom of the University of Chicago wrote in **Stability and Change in Human Characteristics**, "From conception to age 4, the individual develops 50% of his mature intelligence: from ages 4 to 8 he develops another 30%... This would suggest the very rapid growth of intelligence in the early years and the possible great influence of his early environment on this development."

Like Dr. Montessori, Dr. Bloom believes that "the environment will have maximum impact on a specific trait during that trait's period of most rapid growth." As an extreme example, a starvation diet

would not affect the height of an eighteen year-old, but could severely retard the growth of a one year-old baby. Since eighty percent of the child's mental development takes place before he is eight years old, the importance of favorable conditions during these years can hardly be over emphasized.

Sensitive Periods

Another observation of Dr. Montessori's, which has been reinforced by modern research, is the importance of the sensitive periods for early learning. These are periods of intense fascination for learning a particular characteristic or skill, such as going up and down steps, putting things in order, counting or reading. It is easier for the child to learn a particular skill during the corresponding sensitive period than at any other time in her life. The Montessori classroom takes advantage of this fact by allowing the child freedom to select individual activities which correspond to her own periods of interest.

At What Ages?

Although the entrance age varies in individual schools, a child can usually enter a Montessori classroom between ages of two and one half and four, depending on when she can be happy and comfortable in a classroom situation. She will begin with the simplest exercise based on activities which all children enjoy. The equipment which she uses at three and four will help her to develop the concentration, coordination and working habits necessary for more advanced exercises she will perform at five and six. The entire program of learning is purposefully structured. Therefore, optimum results cannot be expected either for a child who misses the early years of the cycle, or for one who is withdrawn before she finishes the basic materials described here.

Parents should understand that a Montessori school is neither a baby-sitting service nor a play school that prepares a child for traditional kindergarten. Rather, it is a unique cycle of learning designed to take advantage of the child's sensitive years between three and six, when she can absorb information from an enriched environment. A child who acquires the basic skills of reading and arithmetic in this natural way has the advantage of beginning her education without drudgery, boredom or discouragement. By pursuing her individual interests in a Montessori classroom, she gains an early enthusiasm for learning, which is the key to her becoming a truly educated person.

We find it helpful for parents to read books and articles on Montessori methods for early childhood education. You can find suggestions and links on our website for recommended reading.

"It is true that we cannot make a genius.

We can only give to each child the chance to fulfill his potential possibilities."

Maria Montessori

Our Program

At Hillsview Montessori School we are guided by the traditional Montessori curriculum goals and objectives as recognized by the American Montessori Society (AMS). We have two spacious classrooms where children ages 3-5 are grouped together and one Kindergarten classroom. In our classrooms, the children work independently and at their own pace in the areas of

Practical Life * Sensorial * Language * Math

We strive to maintain a balanced curriculum of academics, cultural studies, art & music, physical education and character development. Throughout the year our unit studies will include things like

Geography * Astronomy * Anatomy * Nutrition * Zoology * Botany * Tumbling * Yoga * Sewing

Bible stories and much more...

- ❖ **Teacher/Guides:** *Hillsview Montessori School is owned and operated by Cheryl Olson and Skylynn Wheat. Miss Cheryl is our Site Director and Head Teacher. She is an AMS Certified guide with 14 years' experience in a Montessori classroom. Miss Skylynn is our Enrollment Director and Head Teacher. She is NAMC Certified with more than 30 years' experience in a Montessori classroom. HMS is a collaborative effort and it is our hope that our collective experience and passion for the Montessori methods of early childhood education will bring out the best in every child in our care. All of the staff at Hillsview are required to be registered in the Central Background Registry.*
- ❖ **Classroom Expectations:** *The children work independently and are free to move about the classroom at will, to talk to the other children, to work with any equipment whose purpose they understand, and to ask the teacher for guidance and lessons. Children in the classroom are not allowed to disturb other children at work or to abuse the materials in the classroom. The children are taught to respect themselves, others and the environment.*
- ❖ **Parents Rights:** *Parents are welcome at the school anytime; however, having parents in the classroom can be very disruptive to the children. If you would like to visit the classroom we ask that you schedule a classroom observation with your child's teacher. If you have any questions or concerns regarding your child, please do not hesitate to ask. You may call or email your child's teacher to set up a time to meet or talk on the phone that is mutually convenient. Your child's progress is reported at Parent/Teacher conferences two times during the school year; usually in November and April.*
- ❖ **Volunteers:** *Because our personnel must be Montessori trained, we do not use parent volunteers in the classroom. However, we welcome special opportunities for parent involvement such as: sharing cultural knowledge, outdoor maintenance (garden prep), setting up the book fair, etc. All visitors and volunteers must sign in and out each time they are in the building other than dropping off and picking up their child.*
- ❖ **Discipline:** *The objective we work for in the Montessori environment is "self-discipline". The need for external discipline is often met by redirecting the child toward a more appropriate use of energy. In situations where a child is screaming, pinching, biting, kicking or hitting, the child is showing us they are out of control. The child will be given the opportunity to regain their self-control: we will remove the child from the situation (by taking a walk in the hallway with a teacher until the child has regained control) then the teacher and child will discuss it, bring in the other child if necessary, and come to a mutual agreement of appropriate behavior. If there are recurrent difficulties, the parent and teacher will meet to discuss the situation.*

Student Drop-off and Pick-up Procedures

- ❖ **Release Authorization:** Each time you drop off or pick up your child you are required to sign them in and out using the sign in and out books. **As this is a legal document, only adults may sign children in and out – please do not let your child mark in the book.** Use your complete signature (rather than initials) and add the day, date and time. Please make sure that anyone dropping off or picking up your child understands this procedure. Remember, anyone picking up your child must be listed on the emergency release authorization form or have a pick-up card or note, signed by a parent, before we will release your child to them. They will also need to be prepared to show photo I.D.
- ❖ **Arrival:** When you arrive, make sure you sign in, have your child take off their shoes and place them neatly in their cubby, hang up their coat and lunch container and put on their indoor slippers before entering the classroom. Before you leave make sure that your child has been greeted and acknowledged by a staff member. DO NOT leave your child unattended in the hallway.
- ❖ **Punctuality:** The morning class begins promptly at 8:30am. We ask parents to make every effort to arrive on time in the morning as it is very disruptive to the students and teachers when parents come in late. Late arrival may also disrupt your child's learning for that period of instruction. If you are tardy, please come in as quietly as possible and instruct your child to quietly take a seat.
- ❖ **Separation Anxiety:** Don't be discouraged if the first few weeks of school are a period of adjustment for both you and your child. Children often need time to adjust to a new environment and new routine. If your child has trouble with separation when dropping off, please ask a staff member to assist you. Sign in; say good-bye and then leave immediately. Tears are usually gone by the time the child enters the room and becomes engaged in an activity. Please know that if your child is unhappy and does not stop crying, we will contact you. Prolonged and tearful good-byes are extremely difficult for the child and parent. When saying good-bye to your child, encourage them with comments such as "Have a good morning, I'll see you later."
- ❖ **Pick-Up:** When you pick up your child, he or she must be dismissed with a goodbye handshake by a staff member. Please make sure your child has been dismissed before leaving. **Have your child stay with you while you are signing out, they may not run out the door without you. They may gather their things, put their shoes on, and then wait on the bench. Children are not allowed to wander or run in the classrooms or hallway.** When you come to pick up your child in the afternoon at 12:30 or 3:30, there will be a staff member in the hall to dismiss your child from the classroom; if you need to pick your child up early, **please do not come into the classroom to retrieve your child, as it is disruptive to the class.**
- ❖ **Before/After Care:** Early care is available beginning at 7:30AM and after care is available until 4:30PM Monday through Friday. The cost for early and after care is \$6 per hour and requires staff approval. The school closes promptly at 4:30PM and there is a charge of \$5 per minute after 4:30PM. Before and after care charges will be added to your monthly tuition statement and will be billed as "Day Care Charges".
- ❖ **Parking Lot & Lobby:** The parking lot is very busy at peak drop-off & pick-up times and extra care is needed to watch for parents and children. Also, remember that we share this building with the church and there may be others in the building who are not affiliated with the school.
- ❖ **Emergency Contacts:** **We must always have your current address and phone numbers .** Please notify us in writing of any changes. Also, make sure we have current information for your emergency contacts.

Tuition & Registration Policy

- ❖ **Enrollment Process:** *Once you have visited the classroom and made the decision to enroll your child you will need to complete the registration form and pay the \$100 non-refundable registration fee. We will send you an enrollment confirmation letter as well as important forms that will need to be completed and returned to the Director before your child may begin attending.*
- ❖ **Tuition:** *Tuition is based on a 170-day school year that begins in September and ends in June. The annual tuition is divided into ten equal payments due and payable by the 5th of each calendar month. There is a 3% discount given if the annual tuition is paid in full by the September tuition due date. Tuition may be paid by cash, check or electronic check (EBT). Checks should be made payable to Hillsview Montessori School. You can drop payments in the tuition box at the school or mail them to PO Box 2086 * Gresham, OR 97030.*
- ❖ **Materials Fee:** *There is an annual materials fee of \$150 due by the September tuition due date.*
- ❖ **Late Fees/NSF:** *A late fee of \$25 will be added to accounts not paid or postmarked by the 5th of each month. There is an NSF (non-sufficient funds) fee of \$25 for returned checks.*
- ❖ **Family Vacation/No-school Make-up Days:** *No allowances will be made for holidays, family vacations, illnesses or school closures due to weather. Part time students (3-4 days per week) will not be allowed to "trade" days, except for special days such as harvest day, pajama day, etc.*
- ❖ **Withdrawal or Enrollment Changes:** *If tuition payment is not received by the 15th of the month, you will be asked to remove your child from the school until payment is received. If, by the end of the month, payment is still not received, your child's space may be filled by a child on the waiting list. **A 30-day notice in writing is required if you are withdrawing your child from the school or making changes to their schedule.***
- ❖ **Termination of enrollment:** *In some cases where there are continued unresolved classroom issues and all reasonable resolutions have been tried, the Director may terminate enrollment immediately.*
- ❖ **Classroom Assignments:** *Placement is determined by several factors to maintain balance in both classrooms. Requests for a specific class will be honored if possible after factoring classroom sizes, make up of age and gender, schedule balance and teacher/student suitability and compatibility.*
- ❖ **Immunization Policy:** *All immunization records must be submitted to the Director before your child may start attending school. Immunization forms must also be updated at the beginning of each school year and remain in your child's file at the school as long as they attend here as required by Oregon health laws. Each January, the State of Oregon mandates that any child who does not have current immunizations will result in exclusion from school until compliance has been satisfactorily met. Immunization records will be returned to you or forwarded to a new school upon written request.*
- ❖ **Office of Child Care Rules:** *We are a certified child care center licensed through the State of Oregon Office of Child Care (OCC). Our current license is always posted on the bulletin board in the hall along with a Notice of other items that you have the right to review at any time. Because we are a certified center, we are subject to random inspections throughout the year and the licensing specialist has access to all of our student and personnel records.*

Emergency Procedures

- ❖ **Accidents & Incidents:** The entire staff is required by Oregon law to have current First Aid/CPR training and will respond appropriately to any accident. An "Accident Report" form is filled out each time an accident occurs at school and is signed by the teacher and staff who witnessed the accident. These forms require your signature as acknowledgement and a copy will be provided for you to keep.
- ❖ **Emergency Care:** In the case of a life-threatening situation, school personnel will call 911 to request paramedics. The parents will be called immediately to advise them of the situation. In the case of a non-life-threatening injury, first-aid will be given and the parents will be notified immediately. The parents will give instructions as to what procedure they wish school personnel to follow. If parents cannot be reached and the staff thinks medical care is necessary, the child will be transported by ambulance to the nearest appropriate medical facility as designated on the child's Medical Release Authorization Form.
- ❖ **Emergency/Early Dismissal:** In the event the school should close early, we will notify you by telephone, email & Flash Alert. We have one school phone line and each staff member has a cell phone that will be used to notify parents to pick up their children. **Please make sure that our files are updated with current phone numbers to reach you during the school day.**
- ❖ **Emergency Evacuation:** We practice regular emergency evacuation & lock-down drills for natural & man caused disasters so the children and staff are familiar with the proper procedures. In the event the building must be evacuated and is unsafe to return to, the children and staff will be relocated to the property across the street (23460 SE Borges Road) where staff will remain with the children until everyone has been picked up. If a catastrophic event prevents us from notifying you by telephone, email or Flash Alert, we will remain there with the children as long as necessary.
- ❖ **School Closure Due to Inclement Weather:** We follow the same closure procedure as the **Gresham-Barlow School District** for inclement weather closures. We will also try to send notice via email and will change the school phone message to notify you of school closure or late start. You can also sign up with Flash Alert to get instant notification via text or email of school closures. Go to www.flashalert.net and follow the directions for Gresham-Barlow School District. **In the case of late start the school will open at 10:00am** (no early care is available on late start days).
- ❖ **Other Emergency Information:** We always keep at least a two-day emergency supply of water and food on the premises. In addition, every child should keep an Emergency Kit, a warm jacket, boots and a change of clothes in their cubby. If you have any questions regarding these procedures, please ask. The list of contents for the Emergency Kit is included in the back to school packet and is also available on our website.
- ❖ **Medication:** If it is necessary for a child to take any medication, the prescription must be currently dated with a doctor's note stating that the child is not contagious and requesting, with exact instructions, that the prescription be administered by the school. A Medication Form must be filled out by the parent and the doctor's note attached. This also applies if your child has asthma or allergies, that requires an inhaler, EpiPen or allergy medication. **Do not send medicine in your child's lunch box or leave it in your child's cubby, but hand it directly to a staff person. Not permitted at school: Vitamins, non-prescription drugs such as aspirin, cold medicines, Roloids, cough drops, sunscreen or any other over the counter medication.**
- ❖ **Sunscreen:** Please apply sunscreen to your child at home before arriving at school. If you desire additional sunscreen to be applied during the day, we will treat it like a medication. You need to provide the sunscreen with written instructions for application.

Illness

We will notify you if your child shows any of the symptoms below while at school. It is necessary that your child be picked up immediately (within the hour). Your child will be given a mat to lay on (away from the other children) while they wait to be picked up. According to Oregon Health Laws your child must be symptom free for 24 hours before returning to school:

- Fever over 100°F taken under the arm;
- Vomiting;
- Nausea;
- Diarrhea (more than one abnormally loose, runny, watery or bloody stool);
- Severe cough;
- Unusual yellow color to skin or eyes;
- Skin or eye lesions or rashes that are severe, weeping, or pus-filled;
- Stiff neck and headache with one or more of the symptoms listed above;
- Difficult breathing or abnormal wheezing; or
- Complaints of severe pain

Highly contagious diseases such as staph (MRSA), strep, chicken pox, pink eye, influenza, etc. require a note from your doctor stating that your child is no longer contagious. Please notify the school immediately if your child is diagnosed with a contagious disease so we can post an alert to the other families to watch for symptoms.

Please do not ask us to keep your child inside during outside playtime. If your child is well enough to attend school and is appropriately dressed, they should be well enough to go outside.

When your child is absent due to illness or vacation, please notify the school staff. Daily plans need to consider the correct number of children.

Naps/Rest Time

If your child stays for the full-day program they are required to have a 20 to 40-minute nap or rest period. If your child takes a nap at school, a sanitized mat will be provided. You will need to provide a small blanket or sheet and small pillow to be stored in their cubby to use at rest time. **Please take nap items home weekly to launder.**

Cold Weather

When cold weather arrives, please provide your child with a warm coat, boots, warm hat, and mittens. We do go outside a lot in the winter and if your child does not have an appropriate coat, you will be called to bring him/her one.

Lost and Found

The "lost and found" box is in the hall under the sign in/out book table. Please check this box periodically for any items that your child may have misplaced. Items unclaimed at the end of the school year will be donated to charity.

Toys & Sharing

Watch the bulletin board or check our website for the "Sound of the Week" for sharing. The children may bring an item that begins with the sound for that week. Your child will feel confident sharing items with just a bit of practice at home. Toys are not allowed in the classroom during work time, we do have 'toy time' before and after class hours and toys are provided for the children. Please leave personal toys at home so that they are not lost or broken at school.

Holidays & Birthdays

While Hillsview Montessori School does function as a school with Christian influence, we also present the cultural aspect of holidays. Celebrations focus on diverse cultural and national customs. Connecting events in geography, costumes, songs and decorations offer children the experience of other cultures. The children may be taught different songs, games, dances and may learn the different customs surrounding the celebration of the holidays. Cultural objects or sharing that relate to the holidays are welcome.

Photos of your child at each birthday and a simple **store-bought** treat can add to the excitement of this special day. Keep the treats small & simple and remember the children will be having their treat at snack time, so please do not send large cupcakes with heavy sugar frosting. Some suggestions: fruit or melon, small muffins, or trail mix. **Due to Health Laws homemade treats may not be brought to the school.** Due to various food allergies and food sensitivities it is important for us to know all the ingredients that are in the food we serve. Please consult with your child's teacher if you have any questions about bringing a birthday snack.

To avoid hurt feelings, do not send party invitations or thank you notes to school for the child or teacher to pass out. Please do not put them in the sign in/out book unless everyone will get one. Parents will be provided with a parent address list upon request so that you can send invitations through the mail.

Snack

The children are provided with a healthy snack each morning and afternoon. Snack time is an extension of the Practical Life lessons in the classroom and the children will prepare much of it themselves. For example, they will spread peanut butter & jam onto bread or crackers. The snack menu will be posted on the bulletin board each week. **Please notify staff in writing if your child has any food allergies or food sensitivities.**

Lunch

Lunch is not provided by the school. All children who stay for the lunch hour are required to bring a lunch from home. **Please label all items in your child's lunchbox and provide two cloth napkins and eating utensils if they will be needed.** Most children enjoy helping to prepare their own lunch as an extension of their cooking and nutrition lessons at school. Fixing lunch at night may offer your child the time and opportunity to help prepare his/her own lunch. **Please pack their lunches in containers and boxes that the children can operate by themselves.** Fruit cups and other foods in pre-packaged containers may need to be transferred to an easy open plastic container if you wish to include them in your child's lunch.

Please provide a nutritious lunch for your child. For ideas, see the "Recommended Nutritious Suggestions" on our web site. Most children prefer small quantities of a variety of foods rather than a large quantity of only one or two items. Milk is provided to the children every day at lunch as well as water. If you send juice in your child's lunch please make sure it is 100% juice.

Please do not send sweets in lunches such as candy, gum, donuts, pudding or other sugar-filled desserts. Instead, a small picture you make, a note your child can read, a funny cartoon or a poem, is a wonderful treat in your child's lunch bag, Your child will be asked to place uneaten food back into his/her lunch bag so that you can remain aware of his/her daily food consumption.

Please note that we DO NOT have a microwave to heat up lunches. If your child wants a hot lunch, an insulated thermos works great and keeps items warm until lunch time.

Why 2 Cloth Napkins Every Day?

It is an extension of the "Grace and Courtesy" lessons of the Montessori curriculum that is practiced in most, if not all, Montessori classrooms. If your child stays for the lunch hour, it is mandatory to provide your child with 2 cloth napkins daily.

One cloth napkin defines your child's lunch space, much like a rug or mat your child uses for floor work. It is simply their space where they know where the boundaries are. Cloth napkins are like mini table cloths. An attractive napkin adds beauty and helps make a pleasant atmosphere for the lunch table. The other napkin goes on the child's lap. We teach your child the correct use of each napkin, to wipe their mouths and to catch crumbs. Cloth napkins are also thicker and more absorbent in case of spills. We recommend you get at least 10 cloth napkins which can last a week if your child comes to lunch 5 times a week. A 10"x14" rectangle is the perfect size for a child's napkin. If you sew, you can get remnants at fabric stores to make your own. We also have a variety of beautiful, perfectly sized napkins available for purchase year-round.

Clothing

*Learning to dress and undress is an important part of your child's self-reliance. When purchasing clothing for your child, please consider zippers, snaps, straps and buttons. Choose those which your child can manage by him/herself. **Please send your child in shoes they can take off and put on by themselves.** Velcro shoes are very easy for young children to manage. Please avoid shoes with laces or buckles unless your child can fasten them by his or her self. When your child is ready to practice the tying or buckle dressing frame, we will encourage those shoes.*

*Children do not wear shoes in the classrooms; they must wear socks, slippers or indoor shoes. We suggest slippers with a non-skid surface on the bottom. Please do not have them bring elaborate or decorated slippers (animal faces with big ears) as they can easily trip. Children also need to bring a pair of **mud/rain boots**, to be kept at school during the week, for outside play.*

*For safety reasons, children should **not** wear necklaces or anything around their necks. If they do, we will ask them to remove it and put it in their cubby. Scarfs are not allowed to be worn on the playground and jackets or coats with hoods should have strings removed. Please do not allow your child to wear make-up or jewelry to school.*

Extra Clothes

*It is important that we have an extra set of clothes for your child in case of spills or accidents. Include in a bag: 2-4 sets of underpants, 2-4 pairs of socks, long and short pants and 2 tops. Label all items in the bag as well as the outside of bag. **If some of your child's clothes have been used, we will need replacements as soon as possible.** If your child does not have clothes when needed, we will use clothes if we have them in our emergency supply. Parents will need to wash these clothes and return them immediately. If we have no extra clothes for your child, you will be called to come and pick up your child. Be sure to put your child's name on all clothing & boots.*

Children's Cubbies & Files

Please do not let "clutter" gather in your child's cubby; The only items that should be stored in their cubby is extra clothes, emergency kit and nap supplies. Everything else should be emptied daily (lunch box, sharing items, art projects, etc.). Any work that is in your child's file (in the classroom) needs to stay here until conference times.

Bulletin Board/Newsletter

Check the bulletin board every day when you drop off or pick up your child. There may be important announcements that pertain to your child. A newsletter is published at least monthly to keep you informed on important upcoming activities. The school calendar is posted on the Bulletin Board as well as on our web site.

Schedule of a Typical Day

(Times may vary)

<i>7:30</i>	<i>Doors Open</i>
<i>7:30 – 8:30</i>	<i>Early care</i>
<i>8:30 – 9:00</i>	<i>Lead Teacher Begins Class; circle time, calendar, counting, stretch/yoga, demonstration of new work...</i>
<i>9:00- 11:00</i>	<i>Work Time; children work independently or with other children, children work in small groups with a teacher, a child works one-on-one with a teacher...</i>
<i>11:00 – 11:30</i>	<i>Clean up, circle time...</i>
<i>11:30 – 12:45</i>	<i>Lunch time, clean up, some children depart or arrive, outside recess or in the gym if it's raining...</i>
<i>12:45 – 1:15</i>	<i>Nap/rest time (for children who stay all day); Lead Teacher Begins Class: circle time, calendar, counting, stretch/yoga, demonstration of new work...</i>
<i>1:15 – 3:15</i>	<i>Work Time</i>
<i>3:15 – 3:30</i>	<i>Clean up, circle time or outside recess, most children depart...</i>
<i>3:30 – 4:30</i>	<i>After care</i>
<i>4:30</i>	<i>Close</i>

Hillsview Montessori School
23225 SE Borges Road
Damascus, OR 97089
hillsviewmontessori@gmail.com

Dear Parents,

To ensure a successful year, please have all primary caregivers read the Parent Information Handbook carefully and sign below. If you have any questions regarding the policies of Hillsview Montessori School please contact Cheryl or Skylynn.

Parent Copy

I have read, understand, and agree to abide by the policies and rules as outlined in the Hillsview Montessori School Parent Information Handbook.

Mother's Signature

Mother's Name Printed

Date

Father's Signature

Father's Name Printed

Date

Please cut here and return the School Copy portion to the Director, thank you.

Hillsview Montessori School

School Copy

I have read, understand, and agree to abide by the policies and rules as outlined in the Hillsview Montessori School Parent Information Handbook.

Mother's Signature

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