

Good Morning!

I know that some of you work in a school, have a day-care/pre-school, or are thinking about starting a Montessori school....this is for you! I know how hard it is to start something from scratch, so I want to help you do it! If you ever decide to start a school in your home or outside your home.....I want you to be successful! I don't want you to be overwhelmed by the paperwork and structure that you will need to have to begin with.

I have a 30 page Parent's Handbook that I give to new parents. I have uploaded this handbook in WORD format so that if you decide to use it (or any part of it), you will be able to change whatever you want to. This is a great "tool" to help you put together a handbook if you so desire (PDF format uploaded too).

This handbook covers Montessori information, policies and procedures. Included you will find:

Cover

Intro to Montessori

Letter to Our Parents

Intro to a Montessori Classroom

Practical Life

Sensorial

Language

Mathematics

Physical Science

Ecology

Geology

Botany

Zoology

Geography

History

Astronomy

Music

Art

General Information

Structure

Early Childhood Goals

Program Purpose and Description

Staff

Parent Involvement

Class List

Rest/Nap Time

Holidays

Snow/Inclement Weather

Communicating with Two Households

Arrival and Departure; Release of Children

Discipline

Assessment Statement

Meals and Snacks

Parents Mailboxes

Teacher Mailboxes

Reporting of Suspected Child Abuse/Neglect

Health Information

Medication

Medical Conditions

Emergency Procedures
Registration - Enrollment
Enrollment
Registration
Admissions
Drop-in Hours
Re-Enrollments
Waiting List
Billing Information
Payment Agreements
Tuition
Yearly Income Based Sliding Scale
Withdrawal of Student for Nonpayment
Withdrawal/Dismissal
Returned Checks
Social Service Payments
Late Fees
Vacations
Sever Illness and/or Surgery
Classroom Policies
Labeling
Appropriate Clothing
Cold Weather Policy for Outdoor Play
Hot Weather Policy for Outdoor Play
Personal Property
Supplies/Items Needed at School
Diapers
Toilet Training
Blankets and Cuddlies
Sharing
Toys
Food
Tornado/Fire Drill
Field Trips
Birthdays
Parent Donations
Pre-School Program Full Day Schedule
Toddler Program Full Day Schedule

Blessings,
Karen