



Parent/Student Handbook

1244 E. Chandler Blvd. Phoenix Az. 85048

480-336-3364

www.AmiciMontessori.org

Table of Contents

Mission Statement	3
Administration	3
Montessori Philosophy	4
The Prepared Environment	4
Enrollment	5
Payment Procedures	6
Return of Fees and Deposits	6
Termination	7
General Terms and Conditions	7
Attendance	7
Absences	7
Tardiness	8
Drop off and pick up	8
Sign in and out/dismissal	8
Department of Health Services	8
Student Health and Wellness	9
Medical Emergencies	9
Minor Injuries	9
Sickness	9
Medications	10
Sun Safety	10
Child Neglect and Abuse	11
Fire drills	11
Communication	11
Personal Belongings	12
Birthdays and Cultural Celebrations	12

Visitors/Observations	13
Snack and Lunch	13
Parent Volunteers	14
Freedom with Responsibility and Self- Discipline	14
Discipline/Corrective Behavior	15
Pest Control Procedures	16
Tobacco Policy	16
Field Trip and Transportation	16
Acknowledgment of Receipt of Amici Trilingual Montessori School Parent and Student handbook.	17

Amici Trilingual Montessori reserves the right to amend this handbook as needed and will provide notice of such to parents. By acknowledging your receipt and review of the handbook, you are also agreeing to abide by any terms and conditions stated in these amendments.

General Information

Hours of Operation are 7:00am to 6:00pm Monday- Friday

Telephone: (480) 336-3364

Website- www.amicimontessori.org

Federal Tax ID#: 84-1978759

Amici Trilingual Montessori does not transport children at any time

Amici Trilingual Montessori carries the liability insurance of at least \$300,000 in accordance to Statue R9-5-308

Amici Trilingual Montessori is a drug-free and smoke-free environment

Dear Families,

It is my pleasure and happiness to welcome you to Amici Trilingual Montessori School! The following parent handbook is intended to provide you with the needed information about the school.

The staff of Amici Trilingual Montessori are committed to provide the highest quality environment for each individual child. We look forward to partnering with each family to create the best support system for your child as we embark on this journey together. To support this process, it is necessary to become familiar with our programs and policies and commit to following them.

Please do not hesitate to call if you have any questions about the content or policies in this handbook or any aspect of your child's experience at Amici Trilingual Montessori.

We look forward to this wonderful partnership,

Sean Diana

Head of School/Founder

Mission Statement

To prepare children for the 21st century, by teaching them the three world's most spoken languages, and allowing them to develop their physical, intellectual, and spiritual powers to the fullest.

Administration

Owner/Founder	Sean Diana	602-796-6081
Director	Courtney Vaughn	

Montessori Philosophy

Dr. Maria Montessori wrote, “A child’s work, is to create the man he will become. An adult works to perfect his environment, but a child works to perfect himself.” Maria Montessori was ahead of her time. The first woman in Italy to become a doctor, Dr. Montessori studied first the body and then the mind. Through her medical observations, she began to analyze how children learn. She observed that children to put it simply, just want to learn. With many observations and countless hours of devotion, she developed the Montessori Method.

Dr. Montessori believed that the child carries unseen desires to develop the person that they will become. To develop their physical, intellectual, and spiritual powers to the fullest, the child must have freedom, and this freedom is achieved through order and self- discipline. She created The Prepared Environment where the child has the arrangement of learning materials in a non-competitive atmosphere that enables them to develop at his/her own rate. Within the child’s world of many sights and sounds, this may appear chaotic. From this prepared environment, the child will gradually create order and learns to distinguish among the impressions that assail him/her senses and slowly gains the mastery of self and environment.

The Prepared Environment

The teacher prepares the environment carefully, creating stimulating activities, and functions as the reference person and role model for the class. But it is the child who learns, motivated through the work itself and persists in his chosen work. The Montessori child is free to learn because he has acquired an “inner discipline” from exposure to both physical and mental order throughout this environment. This is the core to the Montessori Philosophy. The environment encourages the child to build habits of independence, concentration, perseverance, and thoroughness to produce a confident and competent learner in later years.

The Montessori classroom consists of multi-age children that foster peer learning, uninterrupted work time, and guided choice of work activity.

There are six components to the prepared environment

1. Concept of Freedom- a freedom within limits. According to Dr. Montessori, Freedom is what German poet Goethe said, “Not in doing what one pleases and what circumstances invite you to, but in being able to do what is right and proper.”
2. Structure and Order- “A place for everything and everything in its place.”
3. Reality and Nature- everything is real in the classroom. Children need a close contact to nature. Dr. Montessori tells us, “Man, especially when he is a child, belongs to nature, it is from nature that he draws the forces necessary to develop both, in his body and mind.”
4. Beauty and Atmosphere- Beauty and Atmosphere, according to Dr. Montessori encourages a positive and spontaneous response to life.
5. Montessori Materials- these materials are auto-didactic.
 - The daily living exercises involving physical care and environment-Practical life
 - The Sensorial materials
 - The Academic materials- Math and Language
 - The Cultural and Artistic materials’
6. The Development of Community Life- the spontaneous creation of community of children is one of the most remarkable outcomes of the Montessori approach.

Enrollment

All Enrollment documents and a non- refundable registration fee of \$150 are due at the time of enrollment. In August and January, a material fee of \$100 is due on the first along with tuition payments.

Age requirements

- Infants entering the **Infant Program** must be at least 8 weeks old.
- Children entering the **Toddler program** must be at least **12 months and walking steadily by the time of enrollment.**
- Children entering the **Primary program** **MUST be toilet trained.**

All Infant, Toddler and Primary children will be accepted on a conditional basis. Parents or guardians may be asked to withdraw a student if Amici Trilingual Montessori School determines, in its sole discretion, that the program is not meeting the child's needs or that a child's presence is having an adverse effect on the program. Amici Trilingual Montessori reserves the right to terminate and disenroll students from our program with or without notice for any reason.

Amici Trilingual Montessori School strongly believes in the strength and integrity of all classrooms. It is our policy to place the child in the classroom that we feel meets the needs of the child.

Amici Trilingual Montessori School admits students of all race, color, nationality and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at our school. We do not discriminate on the basis of race, color, nationality and ethnic or sexual orientation.

Disenrollment-

To disenroll your child we will need a 30 day written notice given to the front office or emailed to the Director and Owner, Sean Diana.

Payment Procedures

Parents may choose their own option of payment with credit card, check or ACH. Amici Trilingual Montessori uses a software program, Tuition Express, that allows parents to give us your bank or credit card information and pay automatically each month. Credit Card payments are discouraged, due to the high transaction fees. Amici Trilingual Montessori might charge up to 3.5% fee on credit card transactions.

Return of Fees and Deposits

Parents or guardians agree and understand that Registration and Material fees are not refundable.

Tuition payments

Tuition is due on or before the first of every month. A late fee of \$15 per week will be added to your account if received after the 5th of the month . Any returned

checks for insufficient funds will be assessed a \$25 fee which will be added to your account.

Termination

Amici Montessori reserves the right to terminate any enrollment contract and disenroll students from its program with or without notice for any reason.

General Terms and Conditions

Late pick up fee: A late pickup fee of \$1 per minute will be charged for any late pickup without prior authorization. A \$25.00 fee will also be added to your account if you are more than 15 minutes late after 6:00pm. **Excessive late pick up may jeopardize your child's enrollment.**

Illnesses and Vacations: Amici Montessori **does not** refund for day's that student (s) is/are absent due to illness, vacations, or other personal reasons.

Attendance

Regular attendance and being punctual are two habits that dramatically impact student achievement. Tardiness is disturbing to students, disrupt their schedules, require readjustment to the class routine and diminish learning. Parents are urged to arrive on time. We understand that some appointments can not be made outside of school hours, but we ask that you try to make them at the end of the day as not to disturb the classroom with arriving late.

Absences

In the event that your child will not be in school due to illness, vacation or appointments, please call the front desk and let them know as soon as possible. Each student is an essential part of the classroom. Lessons are planned for the children each day and the teacher may need to know so she can adjust her lessons.

Tardiness

The school starts at 8:30 for all students. A student is considered late if she is not in class at the start of the school day. Frequent tardiness may result in a meeting with the teacher and /or administration.

Drop off and pick up

For the safety of all the children, please drive slowly and with caution at all times while in the parking lot. We share the parking spaces with many businesses and want safety to be the first thought for all.

Please park and walk your child into the building. Please park in Amici Trilingual designated parking spaces only.

Sign in and out/dismissal

All children who attend Amici Montessori will need to be signed in and out each day by the parent of designated person 18 years of age as required by the State of Arizona's Department of Health Services. If someone other than the parent is signing in or out, the school must have written permission that is kept on file. **A child will not be released to a person who is not on file or have prior written permission.** The Person will need to provide a photo ID before the child is released. When signing in and out, you must use an initial and full last name. Please make sure it is legible.

Department of Health Services

Amici Montessori is regulated and monitored by the Arizona Department of Health Services which is located at 150 N. 18th Ave. Ste 400, Phoenix Arizona 85007. The telephone number is 602-364-2539. All DHS inspection reports are available in the front office upon request.

Student Health and Wellness

Parents are responsible for all updates to the medical emergency form that are kept in the front office so that they are current with any changes in addresses, phone numbers and emergency contact information.

In case of any injuries or illness during school hours, the student will be brought to the front office. The parent or guardian will be notified by phone of an illness or if an injury occurs. If the parent cannot be reached, the office will call the alternate names on the emergency card. It is the parent's responsibility to collect the child within 45 minutes of contact from the school.

Medical Emergencies

In the event of a medical emergency, 911 will be called. The parent or guardian will be notified. If it is necessary to transport a child to the hospital, a staff member will accompany the child and remain with the child until one of the parents or guardians arrive at the hospital.

Minor Injuries

Every classroom is equipped with a first aid kit for minor cuts and medical needs. Whenever a child receives any type of medical attention at school, the treatment given will be documented with an incident/accident report and sent home.

Sickness

Per state standards, we cannot admit a child to school if one or more of the following conditions exists.

1. The illness prevents the child from participating comfortably in a normal classroom setting including outdoor play.
2. The child has a fever of 100 degrees or higher.
3. Displays symptoms of uncontrolled diarrhea, sore throat, vomiting, severe coughing, difficulty breathing, rash, head lice, discharging mucus from nose or eyes and/or behavior changes.

Children should come to school healthy. If you are not sure they are healthy, please keep your child at home for observation. Please wait 24 hours after vomiting, fever over 100 degrees and without any fever reducing medication and diarrhea has subsided before bringing your child back to school. Children with any communicable diseases as defined by the Arizona Department of Health Services may not come back to school or readmitted without written permission from a Doctor's office stating that the child is not contagious.

Medications

We understand that from time to time, our children may need medication.

1. A designated staff member is responsible for the administration of all medication, the storage and recording of any medication.
2. A medical form will need to be filled out prior to any medication given. Without this form, no medication will be administered. This form can be picked up in the office.
3. Per state regulations: **All** medication will be brought in its original form and container including over the counter medications to the office by an adult. **It is not acceptable to send medication, chapstick, cough drops or any vitamins in a child's backpack, lunch box or pants pockets. This is a serious health hazard to the other children within our school.**
4. Asthma Inhalers and Epi pens will be placed in a locked cabinet and out of reach for all students within the child's classroom.

Sun Safety

Living in Arizona, the sun is a concern. We at Amici Montessori are committed to our children's health and protecting children from the sun's rays during outdoor activities. Our facility will:

- Ask the child's family to apply sunscreen prior to arriving at school.
- Provide shade during outdoor activities

Students are allowed to wear articles of sun protective clothing, including hats and sunglasses for extra protection to wear at school during outside time. Please write the child's name on all items provided.

Child Neglect and Abuse

The neglect and abuse of children can occur in families at any socioeconomic level. State law, and certainly our own concern for each child, requires us to report suspected child abuse or neglect. If teachers know or have reason to believe that a child is being physically abused, sexually abused, or neglected, the law requires the school to contact appropriate Child Protective Services. Typically, the law requires that the report include the child's name, the name and address of the alleged perpetrator (if known), the extent of the injuries, and the name of the person reporting the suspected abuse or neglect. Any concerns regarding neglect, abuse, and molestation of children should be reported to the front office or health center designated personnel immediately.

Fire drills

The specific procedures for fire drills are posted in the lobby area of the school. Each month the school will conduct a fire drill to prepare students and staff in the proper procedures in the event of a fire. The school will also conduct an occasional "lockdown" drill.

Communication

Amici Montessori believes that when it comes to your child, open and constant communication is necessary. While we know that you are not in the classroom every day, we can make certain that you are aware of your child's accomplishments. Amici Montessori will communicate through emails, daily reports and/ or conferences. Outside each classroom is a communication area where the monthly calendar is posted with the cultural theme or lessons the class may be focused on. This will include language words, phrases and songs for you to practice or learn alongside with your child. This is an important area for parents to be aware of and look at monthly if not weekly. For example: a study of Asia with the country of China to be the focus for the month. This may include added language, practical life exercises from the studied area , using chopsticks,

songs and dancing. These studies are in addition to the Montessori work within the cultural area in the classroom.

It is very important that both parents read all communications from Amici Montessori, including newsletters and class updates, which contain important information on upcoming events.

Please inform your child's teacher of any changes at home or in the child's life that may have an effect at school so that we can better provide for the needs of the student.

Personal Belongings

Children love to bring something from their home environment as a part of themselves to place within their classroom environment. We encourage the children to bring items that will create a positive experience. Items we encourage could be a family photo, anything from nature, any cultural or scientific artifacts or items. We always notice that children enjoy bringing something from a special trip for the classroom to have and enjoy for years to come. If you are not sure of the item, contact your child's teacher for guidance or to set up a special time to bring in items not meant to stay in the classroom ex. Pets or cultural items from the family.

Birthdays and Cultural Celebrations

In a Montessori Primary classroom, birthdays are celebrated with a special ceremony called Walking around the Sun. In this ceremony, the birthday child carries a globe (represents the Earth) around a candle (representing the sun) for each year of age. Families are encouraged to come and participate with bringing pictures for every year the child has been on the Earth. Please reach out to your child's teacher to set a time and day for this celebration. We understand that you may want to celebrate your child's Birthday outside of school. If you are not inviting the entire class, we ask that they be delivered via post office or email.

Throughout the school year, we will be learning about different cultures and areas of the world. We present lessons and activities that give the children

opportunities to experience different cultures. When at all possible, we invite representatives of various cultures to come and share their culture and experiences with the children. This may include tasting a new dish of food, to observe a dance or to hear a new song. This cultural experience leads the child to appreciate oneself and others, giving them a lifelong appreciation of cultural differences.

Visitors/Observations

All Visitors must check in at the office for a visitor's badge and guidelines for observing the classroom. All parents have access to the areas on facility premises where their child is receiving childcare services while accompanied by a staff member. All observations will be set up with the teacher and office staff prior to observing for the continuity of the classroom without interrupting the class work cycle.

Snack and Lunch

Amici Trilingual Montessori takes safety for all our children very seriously. **We are a NUT FREE school.** At Amici Trilingual Montessori we are committed to supporting your child in establishing lifelong healthy eating and drinking habits. We do not serve juice during snack. We will offer water as the first choice throughout the day. 100% Fruit juice may be brought in their lunchbox for lunch. We do **not** allow any Caprisun or similar juice in our school. Skim Milk may be served during snack and may also be brought in their lunchbox for lunch.

Snack

Snack is presented as a practical life lesson in our classrooms. It will be available to choose just as any other lesson. To a child, it is not always important to them to have snack. We will not ask them if they ate snack or make them eat. The snack is also a lesson in grace and courtesy and the preparation of food along with the completion of washing their dishes. A nutritious snack will be provided following Arizona State Standards by Amici Trilingual Montessori school.

Lunch

Lunch is an important time within our classrooms for communication and community time. Children use their practical life skills as well as their grace and courtesy lessons throughout lunch. Each classroom follows their own lunch procedure- setting the tables, plates and /or bowls, napkins, silverware and glasses. Please ask your teacher for the lunch procedure in your child's classroom.

Each child will bring their own lunch and are to follow the guidelines of being healthy. In the event of a sibling within the classroom or school, each child will need their own lunchbox.

Lunches should be packed with cold packs, as we do not have enough refrigerator space to accommodate all of the lunchboxes. A microwave will be in each class for the children to heat their own food if needed.

Due to severe allergies and potential unknown allergies, we do not share food. A separate table will be available, if requested, for children with food restrictions due to allergies.

Parent Volunteers

Parents are required to obtain a valid Arizona Fingerprint Clearance Card with a copy on file in the front office.

Freedom with Responsibility and Self- Discipline

To have a harmonious community, you must have a balance of freedom and responsibility. It is this freedom within limits that leads to self-discipline. In a Montessori classroom, the child is allowed to make choices which is guided by his sensitive periods and developmental needs.

The freedoms of the child must not encroach on the rights of other children within the class. The teacher is to make sure that these freedoms are balanced with rules for respectful and considerate behavior.

Montessori is very clear that behavior, which is unbecoming or harmful to others or to the child himself, is unacceptable. The freedoms in the classroom must have

logical limitations, to which the child should feel willing to follow. The rules that we set must serve the child for life.

We have specific rules in the class with certain limitations:

1. The child has freedom to move about the classroom. He may work at a table or on a mat on the floor. He may choose to be anywhere within the classroom or even outside. This freedom must not give consent to produce noise or disorder.
2. The child has freedom to choose his own work from the lessons he has been presented as long as the material is available and used appropriately.
3. The child has the freedom to work as long as he desires according to his own timing and rhythm. The exception is the required participation of the child during essential events of the day.
4. The child has the freedom to repeat. Montessori encourages repetition. The reason for this is because we have the tendency to move quickly from one thing to another in our fast-paced world.
5. The child has the freedom to interact and communicate with each other as they work throughout the classroom. This builds the natural social skills that are essential for life relationships. The child's voice must not be so loud that it disturbs other children who may be doing their work. The child must also learn not to interrupt another child who is working.

We can clearly see freedom in the classroom is not the freedom to be disorderly or undisciplined. The rules are made clear through the lessons of grace and courtesy.

Discipline/Corrective Behavior

Amici Montessori follows a logical and respectful plan when and if we find it necessary to address a behavior. For a plan of discipline to be successful the child must not only understand the rules but must also wish to conform to them. The teacher will offer positive learning experiences and will follow these guidelines.

1. Natural Consequences are natural results of inappropriate action. Through natural consequences, the child learns without any humiliation of being scolded or corrected by an adult.
2. Logical Consequences are decided by the adult and not to be given as a punishment. Logical Consequences need to follow the guidelines of:
 - a. Related
 - b. Respectful
 - c. Reasonable
 - d. Helpful
3. Redirection within the environment.

Pest Control Procedures

Amici Trilingual Montessori will post a notice of pesticide application within 48 hours prior to application. Pesticide is applied during non-school hours. Safety data sheets including chemical content, pest control log of dates and times of application will be posted and or available in the office.

Tobacco Policy

Amici Trilingual Montessori is committed to providing a safe and healthy environment and to promote a healthy and wellbeing of its students. As required by the City of Phoenix ordinance, and also motivated by our desire to provide a healthy learning environment, the following smoking policy has been adopted and shall apply to all employees, families and visitors.

We are a **SMOKE FREE** environment.

This applies to all areas of buildings occupied by company employees and any visitor on campus.

Field Trip and Transportation

Amici Trilingual Montessori does not participate in field trips and we will not provide any transportation.

Acknowledgment of Receipt of Amici Trilingual Montessori School Parent and Student handbook.

I acknowledge that I have received and read Amici Trilingual Montessori School Parent and Student Handbook. I recognize that its contents reflect policies and procedures in place and that it is my responsibility to read, understand and comply with all guidelines set forth in this handbook. Individuals with questions about the content of this handbook should contact the Director for clarification.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Director Signature _____ Date _____

Please sign and return it to the front office with your enrollment packet

