



SOARING IN EDUCATION  
SINCE 2010

## NAPA VALLEY MONTESSORI LEARNING CENTER

School Year 2014 -2015

Dear Parents,

Thank you for your interest in Napa Valley Montessori Learning Center. It is with pleasure that we offer our information package, which will give you an overview of the school and the programs we offer.

We are very excited to be serving American Canyon / Napa Valley and surrounding communities. We would also like to invite you to visit our school and take a tour when classes in session. Please call to make an appointment.

We look forward to meeting with you. In the meantime, if you have any questions, please feel free to call (707) 647-7178 or (707) 647-1066.

Sincerely,

Staff of Napa Valley Montessori Learning Center

**NAPA VALLEY MONTESSORI LEARNING CENTER**

**SCHOOL INFORMATION  
PACKAGE**

**PRESCHOOL PROGRAM**

**2014-2015**

# NAPA VALLEY MONTESSORI LEARNING CENTER

*“Our aim is not to make the child understand, and still less force him to memorize, but so to touch his imagination as to enthuse him to his innermost core.”*

*“Help me do it myself.”*

*Dr. Maria Montessori*

## Let Me Be A Child

Let me know when I make you proud. And Help me to have pride in my own accomplishments. Let me earn your trust. Then trust me. I won't let you down. Let me try my wings. If I fail, let me know it's OK. And encourage me to try again. Let me know you love me. With a hug. Or a pat on the back, or when I need it, with a firm but gentle "no." Let me be. Let me change Let me grow. Let me tell you when I'm feeling bad... or angry... Even at you. And let me know that even on my worst days, you still like me. Let me dream. Share my joy when my dreams come true. Share my tears when they don't. Let me feel secure in my home. Help me realize that love is always there ... that I can depend on you no matter what. Let me run ... let me laugh ... let me play. And most of all let me be a child!

—Anonymous

# TEACHING PHILOSOPHY:

## ENVIRONMENT

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The Napa Valley Montessori Learning Center Primary Level accepts children between the ages of 2.6 and 5 years old. Our individualized program is designed in accordance with each child's social and emotional needs, as well as his or her academic and physical development. Our academic curriculum consists of reading, math, practical life, sensorial, geography, cultural subjects, music and arts. Our main goal is to provide quality Montessori education and childcare to Napa Valley and neighboring areas. To empower children by giving them the opportunity to achieve their highest potential as they grow to become confident, competent, caring, and productive citizens. Provide a child-centered environment that reflects beauty, simplicity, and order, and provides materials and activities required for learning.

## WHAT IS MONTESSORI

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- ❑ Montessori is a developmentally based approach to education. Montessori determines the needs of a child through observation, then guides the child accordingly to appropriate learning activities and materials
- ❑ Montessori Philosophy focuses on respect and partnership- on creating environments in which children learn naturally, learn in harmony with one another, and where they actually want to go to school.
- ❑ Montessori classes are warm, relaxed, and incredibly safe and secure in which children learn how to live and work in partnership with their adult mentors.
- ❑ Montessori children learn at the deepest possible level to believe in themselves in an atmosphere of independence within community and personal empowerment, they never lose their sense of curiosity and innate ability to learn and discover and be confident in themselves, they open up to the world around them and find that mistakes are not something to be feared; instead, they represent endless opportunities to learn from experience.

Over and over again, Montessori proved that having a child teach her was the only way she could learn how to teach the child herself.

***“Children must grow not only in the body, but in the spirit.”***  
***Dr. Maria Montessori***

# CURRICULUM

In the Montessori preschool, five distinct areas constitute the prepared environment:

## PRACTICAL LIFE

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This area enhances the development of task organization and cognitive order through care of self, care of the environment, exercises of grace and courtesy, and coordination of physical movement. Creative, time-tested activities assist the child in developing a sense of order, concentration, self esteem, independence, and respect for others; fine motor skills, grace, courtesy, and confidence.

## SENSORIAL DEVELOPMENT

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This area enables the child to order, classify, and describe sensory impressions in relation to length, width, temperature, mass, color and pitch. Sensorial activities refine the child's ability to discriminate, appreciate and understand the world through his or her senses of sight, touch, taste and sound.

## MATHEMATICS

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The math area makes use of manipulative materials to enable the child to internalize concepts of number, symbol, sequence, operations, and memorization of basic facts. Children first learn to count to ten, and systematically progress to solving complex addition, subtraction, multiplication and division questions. Activities start with a concrete experience and lead to an abstract intellectual understanding.

## CULTURE AND SCIENCE ACTIVITIES

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Cultural and Science studies expose the child to basics in geography, history, and life sciences. Music, art, and movement education are part of the integrated cultural curriculum. For Geography- Children first learn about land, water and air, and then progress to study the world's great regions. History- By examining their own timeline from birth to present, and their own family tree, children gain their first sense of history, and the concept of time is brought to life. Botany- The study of botany is child centered, using live plants as a knowledge and interest catalyst. Zoology- Children learn to appreciate animals and to respect their needs, habits and special characteristics.

## LANGUAGE ARTS

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A sequential time tested program including phonetic sounds, phonetic reading and writing, irregular or sight words, phonograms and blends, which lead to fluent reading.

# PROGRAM OFFERINGS

## PRESCHOOL PROGRAM

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The preschool program is available to children ages 2.6 to 5. For our Preschool Program, children choose their work from among the self-correcting materials displayed on open shelves, and they work in specific work areas. Over a period of time, the children develop into a "normalized community," working with high concentration and few interruptions. Normalization is the process whereby a child moves from being undisciplined to self-disciplined, from disordered to ordered, from distracted to focused, through work in the environment. The process occurs through repeated work with materials that captivate the child's attention. For some children this inner change may take place quite suddenly, leading to deep concentration. In the Montessori preschool, academic competency is a means to an end, and the manipulative are viewed as "materials for development."

**Hours:** Mornings: 9am to 12:00pm  
Full Day: 9am to 3pm  
Extended Child Care: 7:30am to 5:30 pm

**Days:** 5 days, 4 days, 3 days, and 2 day programs available

## BEFORE AND AFTER SCHOOL HOURS

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Napa Valley Montessori offers before and after school care to all students at an additional cost. Montessori materials will be available during this time as well as quiet activities such as books, puzzles and games. In the afternoon outside activities will be incorporated, weather permitting.

## MEALS

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We provide wholesome, fresh and nutritious morning and afternoon snacks.

Breakfast:	Home	<b>Sample Snack Items:</b>
Morning Snack:	Center	Fresh Fruit, Cheese, Yogurt
Lunch:	Home	Vegetables, Nut Butters,
Afternoon Snack:	Center	Crackers / Bread

Children will pour their own milk/ all natural juice and older children will help prepare their own fruits and vegetables. Children will help set the table for a nutritious lunch. Older children will participate in washing dishes and lunch clean up. Nutrition is so important in these growing years, we encourage parents to send a well-balanced lunch with items such as sandwich, fresh fruit, veggie sticks, yogurt or cheese stick, or crackers

## PROGRAM OVERVIEW

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### CIRCLE TIME

This group activity include calling the roll, grace and courtesy lessons, stories, songs, games, or lessons on new activities in the classroom. Children help set the tables for lunch, feed any classroom animals if there are any, water the plants and perform other chores.

### GREAT PERIOD

Children spend this time working on individual activities at a table or on a rug on the floor. Snack is available from 10:00 AM. Montessori material is available in every shelf for every child. Many activities require a lesson from the teacher before a child can use them. Others, such as puzzles, can be used without a lesson. A child who chooses an activity that is too difficult for him is offered something that better matches his ability.

### OUTSIDE PLAY

Discovery area, games, and gardening are example of activities available on the playground.

### LUNCH TIME

The children wash their hands, wait until all seated before beginning, concentrate on manners and pleasant conversations at the table, take a taste of everything, pack up leftovers, throw away trash, and remain seated until everyone is finished and excused. After lunch, children help clean the tables and sweep the floor.

### OUTSIDE PLAY

Once children are finished eating they can go outside (weather permitting) to play and enjoy outside activities.

### NAP TIME

Children go to the bathroom, find their sleepy toy, lie down on a mat, and listen to a story. Then we turn off the light, play soft music, and rub children's back to help them fall asleep. This process takes about 30 minutes.

### PRE-KINDERGARTEN

Children who are not yet 5 years old will rest quietly for at least 45 minutes, and then join the afternoon class ( if they do not sleep) to continue work begun in the morning.

### KINDERGARTEN

Children who are five years old by September 30<sup>th</sup>, and are ready for the kindergarten experience, spend their afternoon continuing to work on the lessons that were begun in the morning; they also have lesson in geography, science, art appreciation, writing and music.

### AFTER SCHOOL FUN

Activities include snack, outside play and an additional short Montessori work period in the classroom.

## END OF DAY

All children should be picked up by 5:30 pm. LATE FEES will be assessed after 5:30 pm.

## PRESCHOOL DAILY SCHEDULE

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<b>7:30 - 9:00 am</b>	Early morning care starts
<b>9:00 – 9:30 am</b>	Greetings, Circle Time activities to include; morning meeting, sharing time, listening to a short story, attendance activities, classroom leader activities, group lessons
<b>9:30 – 10:30 am</b>	Self serve snack available
<b>9:30 – 11:15am</b>	Great Period - Independent or small group lessons and work cycle
<b>11:15 – 11:45am</b>	Recess in the playground/ or outdoor patio area
<b>11:45 – 12:00pm</b>	Circle/story/music
<b>12:00 - 1:00 pm</b>	Lunch and clean up / outside time
<b>1:00 - 1:30 pm</b>	Story time, quiet time, Children who nap will go to nap room at this time
<b>1:30- 3:00 pm</b>	Independent or small group lessons and work cycle. More in depth focus on art and cultural subjects during this time for Children who do not nap
<b>3:00- 3:15 pm</b>	Dismissal for full day
<b>3:15- 4:30 pm</b>	Snack and Playground activities for those enrolled in afterschool care
<b>4:30- 5:30 pm</b>	Activities, stories and final classroom clean up.



# SCHOOL POLICIES – ADMISSION

## ENROLLMENT PROCEDURES

### RECOMMENDED PROCEDURES PRIOR TO ENROLLMENT

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Prior to enrollment, all parents are invited to visit and observe the school.

After the initial meeting, a date and time is arranged for the parent(s) and child to observe the classroom. At this time, the director conducts an interview with the parent(s). This interview provides an opportunity for the parent(s) to gain valuable information about the school and its philosophies as well as for the Director to gain important information about the child, and their health, disposition, likes and dislikes and emotional disposition. This enables the Director to assess how Napa Valley Montessori can best meet the child's needs.

### ENROLLMENT PROCEDURES

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The Napa Valley Montessori Learning Center accepts children ages 2.6 to age 5 years regardless of Race, Creed, or Religion.

Children are accepted on a first come first serve basis.

Enrollment is open to any student provided Napa Valley Montessori Learning Center can meet the needs of that child.

### HEALTH REQUIREMENTS

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A certificate of good health is required at the time of admission, signed by a physician.

All new students are required to have completed immunizations for Diphtheria, Whooping Cough, Measles, Polio, Hepatitis B, Chicken Pox, and Tuberculin.

# SCHOOL POLICIES - GENERAL

## PARENT TEACHER CONFERENCES

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Parent / teacher conferences typically take place twice a year, in December and in May. If you feel you need to meet with the teacher sooner, please feel free to make an appointment and they will be glad to arrange a time to meet with you.

## PARENT PARTICIPATION

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We invite parents to participate in their child's education. If you have a special talent you would like to share or would like to volunteer in your child's classroom, please let us know.

## BIRTHDAYS AND CELEBRATIONS

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Napa Valley Montessori celebrates children's birthdays using the Montessori Model. To help us celebrate, please send a set of photographs that can be shared to show your child's development over the year. Your child may bring in a nutritious snack to share with classmates.

## PERSONAL PROPERTY

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Each child will be assigned a cubby space for their schoolwork and any personal items. We strongly suggest that parents encourage their child leave toys at home.

## CLOTHING

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Montessori is a very sensorial education process, Please ensure that your child is dressed appropriately for art exploration. Also, flip flops and open toed shoes are discouraged for safety reasons. You will be asked to leave a change of clothes at school marked with the child's name.

## SIGN IN AND OUT PROCEDURES

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Napa Valley Montessori enforces that the child must be signed in or out each time he/she arrive and depart from the center. Licensing mandates that the **FULL name** of the parent or guardian be used when signing the child in and out. Initials will not be accepted.

## AUTHORIZATION TO PICK UP

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**No child will be released to a person not authorized by a parent.** Written permission must be given to the school, and identification will be checked upon pick up.

## HEALTH POLICIES

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To meet the health requirements established by the health and social services organizations, parents are asked to keep the child at home when the child:

- Has a fever
- Is taking antibiotics – and is in the first 48 hours of the course
- Has a heavy nasal discharge
- Has a constant cough
- Is suffering from diarrhea or vomiting

**Temperature must be normal for 24 hours before the child returns to school. In case of a communicable disease, the school must be informed immediately.**

*Children who arrive at school sick will be sent home immediately.*

## ADMINISTRATION OF MEDICATION

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If a child needs to have medicine administered at school, a doctor's written authorization is required indicating dosage, frequency, and duration. All Medication needs to be in the original container. Parents must also fill out a Permission slip to allow staff to administer medication. The instructions from the child's authorized representative shall not conflict with the product label directions on the nonprescription medication container(s). Nonprescription medications may be administered without approval or instructions from the child's physician if all of the following conditions are met: (A) Nonprescription medications shall be administered in accordance with the product label directions on the nonprescription medication container(s). (B) For each nonprescription medication, the licensee shall obtain, in writing, approval and instructions from the child's authorized representative for the administration of the medication to the child.

## DISCIPLINE POLICY

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Any form of discipline or punishment which violates a child's personal rights shall not be permitted. Corporal punishment of any kind is prohibited; this includes actions like hand slapping and arm squeezing. Parents will be required to sign a "Personal Rights Form" during the registration process. When there is a conflict between children or a child's actions are hurtful, Napa Valley Montessori Learning Center will follow the Four Step Hurtful Behavior Policy as outlined in the registration packet. If the action does not involve another person, the child's energy will be redirected either to a new activity or a job that coincides with the wrongful act. For example, if the child drew on a desk, he can help clean it. If necessary, we will ask the student to sit at our "peace table" so they can take a little break. At no time will a child be struck or verbally abused. When a discipline situation arises which cannot be solved at school, the Director will set up a conference with the parents to explain what is happening, how it is being handled, and then work together with the parents to solve the problem. If a discipline problem continues or the Director feels that other children in the facility are being put a risk, the child in question will be asked to leave, as stated in the Four Step Hurtful Behavior Policy.

## SCHOOL HOLIDAYS

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Napa Valley Montessori Learning Center is a year round school. We will be closed up to 12 days for the Christmas / New Year Holiday, President's Day, Memorial Day, Independence Day, Labor Day, 2 days at Thanksgiving, Martin Luther King's Birthday, and up to 5 days per year for teacher training. When a holiday lands on the weekend we will try to follow local school or bank closing days. Every three or four years, school will close up to three extra days for maintenance and repair projects such as paint, carpet, etc... **Monthly tuition rates do not change for months which include closed days due to holidays or maintenance.**

# EMERGENCY PROCEDURES

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## **FIRE**

In case of a fire, staff will escort the children to meet at the entrance door of the classroom. Fire drills will be practiced monthly at either exit door in case one of the exits is blocked. A safe area away from the building will be designated. Outside in the safe area the children's attendance will be taken and checked against the daily attendance records. Fire alarms and smoke detectors will be tested monthly, and a qualified person will inspect the fire extinguishers yearly.

## **EARTHQUAKE**

Earthquake drills will be covered annually. Earthquake drills consist of the "duck and cover" procedure. A designated off site safe zone will be designated at the beginning of each school year and given in writing.

Children will be supervised by a staff member until they can be released to parents or authorized individuals listed on their emergency card. Emergency supplies such as water, food, and first aid equipment is kept in the classroom for such emergencies.

## **ACCIDENTS**

If a child is injured and the injury is minor, first aid (clean wound, band aid) will be administered. A daily record of injuries to the children shall be kept in the center medications and injury logbook. Records of injuries shall be reviewed by the director with the staff at least twice each year in order to determine that all preventive measures are being taken. There shall be documentation in the log book that reviews have taken place.

In the event of a serious injury or any injury to the head, the parents will be contacted immediately. If the parents cannot be reached, the school will contact the emergency numbers on the emergency forms completed by the parent at the time of enrollment.

In the case of an emergency, the child will be transported to the hospital by ambulance. A teacher will accompany the child. The parents and physicians will be notified immediately.

## **TRANSPORTATION**

Napa Valley Montessori Learning Center does not provide transportation for any reason at this time.

## **Children Learn What They Live**

If a child lives with criticism, they learn to condemn.

If a child lives with hostility, they learn to fight.

If children live with fear, they learn to be apprehensive,

if children live with pity, they learn to feel sorry for themselves,

if a child lives with ridicule, he learns to be shy.

But do not despair ...

If a child lives with tolerance, they learn to be patient.

If a child lives with encouragement, they learn confidence.

If a child lives with praise, they learn to appreciate.

If a child lives with fairness, they live with justice.

If a child lives with security, they live to have faith.

If a child lives with approval, they learn to like himself.

If a child lives with acceptance and friendship.

they learn to find love in the world.

— Dorothy Law Nolte