

Red Oak Christian Montessori School

We touch eternity every day.

“See that you do not look down on one of these little ones.

For I tell you that their angels in heaven always see the face of

My Father in heaven” (Matthew 18:10).

P a r e n t H a n d b o o k

School Year 2021

**Belinda Ninedorf, AMS - Director
(American Montessori Society)
The International Montessori Council
Christian Montessori Fellowship**

redoakmontessori@att.net

**www.redoakmontessori.com
phone# (830)426-9999**

W e l c o m e

Welcome to **Red Oak Christian Montessori School**. The daily care and guidance of your child is our privilege and responsibility, which we undertake very seriously. We believe that a healthy relationship between the parents and the staff is essential for creating the most effective and positive learning experience for your child. We welcome questions, concerns, and comments. These are a necessity for any living organization to grow and produce good fruit.

Table of Contents

Purpose	3	Arrivals and
Departures		
Three Purposes of Education		Release of
children	9	
Curriculum		Communication
Conferences		Parent
Multi-Aged Classroom	4	
Programs		Classroom
Observation		
10		Clothing
Registration		Absence
Hours of Operation	5	
General Information		Sharing Time
Security		Lunch
11		
Discipline and Guidance	6	Snacks
Celebrations		Birthday

**Illness
Policy
Medication
Due to**

7

Open-Door

School Closings

Inclement

Weather 12

Medical Emergency

8

Child Abuse

Reporting

Tuition and Fees

Non-Discrimination Policy

Non-Smoking

Policy

Withdrawal

PURPOSE

Our threefold purpose is to glorify, love, and serve the one true God.

There is no more beautiful way to start life than to experience God all around you.

Maria Montessori understood that the way to peace was to begin with the children. Children are created to be filled with love, joy, wonder, trust, excitement, energy and innocence. Filled with grace and compassion, Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these (Mark 10:14).

Red Oak Christian Montessori School is nondenominational. Our goal is to guide the children and model the Christian's life. Our whole curriculum is centered on basic Christian principles found in the Holy Bible. We look for God's hand all around us and in all we do.

THREE PURPOSES OF EDUCATION

"Ultimately, in its original intent, [Montessori education] is a Christian spiritual journey lived out in an educational setting." (Text in this section

taken from the booklet, *A Pearl of Great Price*, by

Edward Fidellow, president of Christian Montessori Fellowship.)

DISCOVER GOD 

God's first purpose for education is for us to discover Him! An education not based on seeking Him is a shadow of what it could be. The world wants our education to be about knowledge. God wants it to be about wisdom.

An education that does not engage the mind in searching for God forfeits the richness of God hidden in His creation and leaves our children's minds unprepared to contend with doubt and unbelief. Our search for God is a glorious quest – to seek wisdom, learning, knowledge and understanding.

DISCOVER OURSELVES

God's second purpose in education is for us to discover who He made us to be. Our education should be an aid to finding out who God made us to be and empower us to grow in all of our talents.

The child is building their personality from within aided by what comes from without. We do not form the child. At best we aid what God intended. At worst we hinder His work.

DISCOVER OUR PURPOSE AND PASSION

The third purpose of education is to help our children fulfill God's intention for them in the world. Throughout the scriptures God commends us to skill and excellence but He also provides for us the passion for our calling.

Our purpose and passion [are] given to be used to further His kingdom. Having the education to make a living is important but having an education that makes for eternal life and fulfills God's purpose for time is far more important.

CURRICULUM (Please visit www.redoakmontessori.com).

The Montessori classroom is designed to meet the needs of the child: developmentally, emotionally, socially, academically, and spiritually. Each part of the classroom is set up to promote a child's independence, sense of order, coordination and concentration. Long periods of uninterrupted time are allotted for study, exploration, and manipulation of the didactic materials. This allows the child to learn at his/her own pace. Our curriculum includes the following:

- Christian Studies
- Practical Life
- Sensorial
- Language/reading/Writing
- Mathematics
- Geography/cultural awareness
- History
- Science - earth, life, physical
- Art/music
- Directed physical activities
- Free play

MULTI-AGED CLASSROOM

Montessori classrooms are arranged into three-year age groupings: primary (3-6), lower elementary (6-9), upper elementary (9-12), junior high, and high school. This arrangement has proven to be highly successful.

Red Oak Christian Montessori School begins with a **Primary** classroom, enrolling students (3-5) years of age. Maria Montessori believed that the child who is of the age of 2 ½ to 3 is ready for a more formal training to help him make sense of the huge accumulation of impressions which he has absorbed in his previous 2 ½ years (*The Discovery of the Child*, p. 102).

PROGRAMS

Red Oak Christian Montessori School is a private school. Your child's class will be led by a certified teacher with an Early Childhood Credential from the American Montessori Society. This credential requires hundreds of hours of study and a full academic year of internship in a certified Montessori classroom.

First, and foremost, we offer an **academic program incorporated into Christian education**. An **extended care program** has been added to serve the families who need this service. Please, see the *Tuition Schedule* for more information.

The **academic program** will include a Montessori curriculum with the full complement of Montessori materials. The **extended care program** has access to traditional games, toys, and activities.

REGISTRATION

Visit our website and other Montessori websites to become familiar with the Montessori Method. Then, call the school for an appointment to visit. The initial visit is for the parents only. The follow up visit will be the opportunity for the child to visit the school and for the teacher to observe the child. An open-house may be scheduled at different times during the year for prospective parents.

When the child is accepted, an enrollment packet will be given to the parents. In addition to general information for the parents, this packet includes a number of forms to be filled out, signed, and returned. Once all forms are filled out and returned, and all tuition and fees have been paid, a start date will be set.

HOURS OF OPERATION

Monday through Friday

Primary

Full Academic Day ----- 7:30 – 3:15
3:15 – 5:15

After School -----

GENERAL INFORMATION

Each child is accepted on a trial basis of four weeks. If the administration determines the child is not making satisfactory adjustment and progress, a conference will be scheduled with the parents. Every effort will be made to guide the child's adjustment. Parents will be kept informed of their child's progress.

This year the school accepts children from ages 3 years through 5 years old. Children must be emotionally and developmentally ready to be involved in the preschool program. They must be toilet-trained and past the stage of putting things in their mouths. **This is very important, as the Montessori materials contain many small objects.**

SECURITY

The outer fence gate is kept locked during the school day. This is an added measure of security. If you need access to the school during the times the outer gate is locked, please call the school office and one of the staff will come to assist you.

DISCIPLINE

At **Red Oak Christian Montessori School**, we strive to provide an atmosphere that is conducive to the child's development ---spiritual, emotional, intellectual, social, and physical. We use methods of discipline and guidance that encourage self-esteem, self-control, and self-direction. Praise and encouragement flow freely.

The Montessori environment, curriculum, and philosophy all act as deterrents to behavior problems.

Environment - The classroom is structured, orderly, and pleasant, with the children busy at work on activities which they choose for themselves.

Curriculum – Part of the Montessori curriculum teaches *Grace and Courtesy*. Children practice this in the real-life setting of the classroom and on the playground.

Philosophy – Our goal is to see each child as Jesus sees them. The words *discipline* and *disciple* both come from the Latin word **discipulus** which means pupil. We do not see discipline as being negative, but as a desirable and needful part of a child’s development.

Behavioral Consequences – No Corporal Punishment! And No Harsh Treatment! We are mindful of our calling; therefore, we try to interact with each child in a loving and dignified manner.

There will be consequences for inappropriate behavior. These will be determined by the behavior and the age of the child. These might include speaking to the child about the expected behavior, redirection to a more appropriate activity, logical consequences, or an age-appropriate time-out period to calm down. (The general rule for an age-appropriate time-out period is no more than one minute per year of the child’s age. Usually, children are allowed to decide for themselves when they are ready to rejoin the class).

Serious Offences – These would include *biting, fighting, cursing, vandalism, and malicious behavior.* If any of these offenses occur, the parent will be called to pick up their child. At the discretion of the school director, parents may be asked to find another school for their child.

The school has the responsibility of providing a safe haven for the young children. Please support the teacher in matters of discipline. And of equal importance, the teacher will keep the parents informed of behaviors warranting concern.

ILLNESS

The Texas Department of Health regulation (25 TAC 97.7) prohibits school attendance by any child having or suspected of having a communicable condition. A child will not be admitted to school if an illness prevents him/her from comfortably participating in normal activities, including outdoor play.

If your child has a temperature of 100 degrees or higher or has been exhibiting any other symptoms of contagious illness, such as a cough, sore throat, diarrhea, vomiting, lethargy, abnormal breathing, wheezing, rash, mouth sores, or running nose, please, keep him/her home until he/she is **symptom-free**

for 24 hours. (In this area a running nose could be due to allergies. If this is the case, please, bring a note from your physician. Do **try** to control the problem. If allergy medication is not an option for your child, there are natural allergy remedies available.)

As a general rule, children can be readmitted to school after they have been **symptom-free for 24 hours.** The Texas Department of Health has readmitting criteria for various conditions. A copy of these will be included in your enrollment packet.

Please, inform the school if your child has been diagnosed with a communicable disease. A note from your physician may be needed for readmission.

If your child becomes ill while at school, you will be contacted immediately. **(Be sure that your emergency contact information is up to date.)** The school expects the child to be picked up as soon as possible. Your child will be cared for and comforted until you arrive, but staff will have to be pulled from other duties.

MEDICATION

In order for the staff to administer medication (prescription or non-prescription) to your child, the following conditions must be met.

- A completed Authorization to Administer Medication form must be on file.
- Medication may only be administered according to the label directions, or as amended in writing by the child's health-care professional.
- All medication must be in the original container labeled with the child's full name and the date brought to the school.
- Medication may only be administered to the child for whom it is intended.
- No medicine may be administered after the expiration date.

Please do not send medications in your child's lunch or allow them to personally carry their medications.

MEDICAL EMERGENCY

In the event of a serious medical emergency, Emergency Medical Services (EMS) will be called or your child will be taken to the nearest emergency room (Medina Regional Hospital). First-aid treatment and/or CPR will be administered until EMS arrives. The child's parents will be notified immediately. **(Please, keep parent contact information, child's physician's information, and any medical alerts up to date).**

TUITION AND FEES

A copy of the school's *Tuition Policy*, *Tuition Schedule* and *Tuition Agreement* forms are included in the enrollment packet.

- All fees, deposits, and **1st** (first) month's tuition are due before the starting date. Monthly tuition invoices will be sent out on the **1st** of each month.
- Payments can be made online or by check.
- After the **10th** day of the month a **\$5.00/day** late fee will be charged.
- No adjustments will be made in tuition fees for short-term illnesses, vacations, holidays, or when the school is closed.
- Material fee is non-refundable. Enrollment deposit is only refundable as a partial payment towards the last month's tuition.
- A returned check fee will be charged for each check drawn on insufficient funds. The fee will be based on the bank's current fee schedule.
- **The school must receive a two-week written notice of withdrawal if a child is being withdrawn from any of the programs for any reason.** Tuition shall remain payable for the two weeks. All temporary withdrawals not due to illness or vacation may forfeit a child's reserved place in the school and run the risk of being placed on a waiting list. Reinstatement will require another **APPLICATION FEE.**
- If an account becomes more than five business days overdue, the child may be excluded from school until the balance is paid. If at any time you find yourself having financial difficulties, please contact the school office so that we may work with you in a more sensitive manner.
- **IF FOR ANY REASON YOUR CHILD IS PICKED UP AFTER YOUR CONTRACTED TIME, IT IS CONSIDERED OVERTIME AND WILL BE CHARGED AT A RATE OF \$1.00 PER MINUTE.**

ARRIVALS AND DEPARTURES

Please arrive and depart at the designated time. Late arrivals are accommodated, but the continuity of the class in progress is disturbed. As a group lesson is usually scheduled early in the day, your child could miss a valuable lesson.

Remember, also, that separation from family is difficult for young children when starting a new school year or starting at a new school. Brief “good-byes” are better for everyone involved and start laying the foundation for independence.

During scheduled times for arrival and departure, staff will be present to assist your child in and out of your vehicle. (The beginning of school allows for an exception. Parents may walk their child to the classroom.) Arrival and departure are not appropriate times for “parent-teacher conferences”. The staff is very busy watching your children to ensure their safety.

Never leave a child alone at school. Be aware of holidays, vacations, and school-closings.

RELEASE OF CHILDREN

The school will release a child only to the parents or to a person designated by the parents as allowed to pick up the child. If the person is not known to the staff, picture identification is required before the child will be released.

COMMUNICATION

Daily communication is important to us and helps the staff give your child the best care possible. Please notify us of any changes in routine at home such as illness, death, divorce, etc. This will allow us to help the child through the transition. **(Even events that seem minor to an adult may cause emotional distress in a child).**

PARENT CONFERENCES

Conferences with your child's teacher occur when either requested by the teacher or by the parent.

CLASSROOM OBSERVATION

Classroom observation is an important opportunity for parents. For anyone who is not familiar with the **Montessori Method**, the experience will not only be enjoyable, but educational.

Guidelines to remember during classroom observation are as follows:

- This is an opportunity to observe, not participate.
- The best time to observe your child is after he/she has adjusted to school.
- The younger the child the more likely your presence may interrupt your child's activity and behavior.

Call the school to schedule a time.

CLOTHING

All children should be able to manipulate their own clothing when using the rest room. This prevents frustration and unnecessary accidents. This will also help build the child's self-esteem by making him/her feel more independent and self-sufficient. Girls need to wear shorts under dresses. For safety reasons, necklaces, long scarves, and "Super Hero" clothing are not allowed at school.

An extra set of clothing is to remain at school in a zip-lock bag with the child's name on each item. These clothes need to be replaced immediately should the child use the extra set. All sweaters, coats, jackets, and other removable clothing also must be labeled with your child's name.

Outdoor shoes need to be closed-toes for safety. These will be removed when entering the classroom. Children must wear socks. You may also send ***inconspicuous*** slippers/slipper socks for your child to wear in the classroom during colder months. Send shoes that your child can remove and replace by themselves. Velcro works best for the younger child who has not learned the "art" of shoe-tying.

A small bedroll seems to work best for our students who nap. A bedroll is easier for them to manipulate than blankets and pillows when putting them away.

ABSENCE

When your child is going to be absent from school for any reason, please text this information to the school. If an absence is known in advance, please inform the school whenever this knowledge becomes available.

“SHARING” TIME AND PERSONAL BELONGINGS

During the week, the class sets aside a special time for the children to “share” something that is special to them and educational for the class. These items might include a picture, souvenir from a trip, cultural item, musical instrument, flower, rock, or book. (Parents will be notified in advance of the day their child may “share”.) Children are not required to bring an item every week. It is OK if you forget.

The child may want to tell the class about his/her item or may prefer the teacher to explain the item. Over time, even the shyer child will usually want to tell about his/her item. This experience is a gentle nudge toward future public- speaking.

Be aware that we cannot be responsible for lost or broken items which have been brought to school.

Inappropriate items to bring to school would include **toys, dolls, stuffed animals, action figures, jewelry, make-up or valuables.**

LUNCH

Children should bring a nutritious lunch to school. Please, **no drinks (such as fruit juice), candy, or gum.** The school will provide water to drink. (Some days an alternative drink will be offered, as pouring, mixing, scooping, serving, and cleaning are part of the curriculum.)

Also note that the school does not use a microwave to heat lunches.

Do not put a tuition check, medication, or a note to the teacher inside the lunch bag!

SNACKS

Parents will be asked once per year to bring a week's worth of snack items to school. There will be a morning snack and an afternoon snack. The teacher will have a list of items needed. The children prepare the snacks (with help from the staff) as part of the curriculum.

BIRTHDAY CELEBRATIONS

Most children enjoy sharing their birthday with other members of their class. If a parent wants to provide cookies or small goodie bags for their child's class, please notify the teacher a few days in advance. Invitations to birthday parties may be handed out at school if the whole class is invited.

OPEN DOOR POLICY

Parents are welcome to visit the school at any time during the hours of operation to observe their child, the school's operation, and the program activities, without having to secure prior approval.

SCHOOL CLOSINGS DUE TO INCLEMENT WEATHER

Red Oak Christian Montessori School will be closed whenever the Hondo public school system is closed due to inclement weather. Please, listen to the local radio stations and San Antonio television stations for school closure announcements. If available, you also will be notified by phone or text.

CHILD ABUSE REPORTING

In accordance with state law and school policy, the school staff is obligated under penalty of fine or jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse has been made. The school staff will make

such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

NON-DISCRIMINATION POLICY

Red Oak Christian Montessori School provides equal treatment and admission opportunity without regard to national or ethnic origin, race, color, or religion.

NON-SMOKING POLICY

Smoking is not allowed on the school grounds during regular school hours or during any school-sponsored activity. This policy applies to all employees, parents, and visitors.

WITHDRAWAL

The school must receive a two-week written notice of withdrawal if a child is being withdrawn from any of the programs for any reason. Tuition shall remain payable for the two weeks.