



# Parent Handbook

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## ARRIVING AND LEAVING SCHOOL

The door to the classroom will open at 9:00 AM for the morning session, and 1:00 PM for the afternoon session. Please schedule your arrival no more than five minutes before this. When the door is opened, each child will be greeted individually to allow him/her to build confidence and poise. He/She will be invited to enter the room and the parents may leave the child to their work. The teachers cannot be responsible for your child until the door to the classroom opens. You must accompany your child to and from the classroom door and remain with them until the class begins. Later in the year when the weather becomes chilly, the children may hang up their outer garments and place hats and mittens in the coat cubby. Please allow the child to practice his/her new skills and independence by taking care of his/her jacket and accessories by himself/herself, helping only when truly needed.

At the end of each session, one of the teachers will spend about ten minutes with the children reading or having share time. The other teacher(s) will be available for parents with questions or concerns. This will be at approximately 11:35 to 11:45 AM, and 3:35 to 3:45 PM. If more time is needed, arrangements may be made. We need to be sensitive in respect to the child's feelings by not talking about them when they are present.

## INCLEMENT WEATHER

We follow the Lee's Summit School District with regard to inclement weather. If the District releases early due to inclement weather, we will not have afternoon preschool. When the District has a late start, however, we will begin our morning session at the regular time.

## SCHOOL DRESS

Play clothes are ideal attire for school, paint and other art materials are available daily for the children to choose. Aprons are provided, but accidents sometime happen. The children should also be dressed so they feel free to play on the equipment on the playground. Children should wear clothing that is easily unfastened so they are able to go the bathroom unattended.

We will be taking orders for Genesis Preschool T-shirts. We wear these shirts on our field trips.

## ATTENDANCE AND SCHOOL MANNERS

Attendance is of the utmost importance with young children in school. The continuity and repetition of classroom experiences helps the child adjust quickly, building security and confidence. Arriving on time is also helpful since many times special projects are started soon after the children arrive to assure completion. Your cooperation will be greatly appreciated concerning these two vital points. If your child is unable to attend, please call us before the class begins.

Just as it is important for the children to arrive on time, it is just as important for them to be picked up on time. Many children become very frightened if they are the last one to be picked up, feeling they have been forgotten. The teachers also need time after the children leave to prepare for the next session or next day. Please be prompt at dismissal time.

In order to create an atmosphere of learning before school begins, we ask that as soon as the child enters the building he behave in a calm and courteous manner using a quiet voice while waiting for the classroom door to open. This will help set the tone for the child's day at school

## OUTSIDE PLAY

We feel that outdoor play is an essential part of the child's complete learning experience. After the children have been working hard in the classroom, they need to run and play in the fresh air. Being outside in a different environment is important in the development of gross motor skills and learning to cooperate with other children

on a playground. We will go outside every day about 11:00 a.m. and 3:00 p.m. for about 30 minutes, if the temperature is above 32 degrees and there is no precipitation. The gym will be used when we cannot go outside. Please dress your child so he can participate comfortably in this daily activity.

## SCHOOL SUPPLIES

Each child will need one pocket folder approximately 9" x 12". This will be kept in his cubby in the classroom and used to hold booklets or projects the child is working on. The morning class children are asked to bring one box of 3 or 5 oz. bathroom cups. The afternoon class children are asked to bring one box of tissue. During the year special items may be required for projects. This information will be posted in the hallway or printed in the newsletter.

## SHARING

We have two different opportunities for the children to get up in front of their peers and share with their friends. We have "Regular Share Time" the last 10-15 minutes of every day. The children are encouraged to bring favorite books and objects of interest to share. This activity will help to develop language and social skills. Toys are NOT appropriate. If a child's book or object is not shared that day because of a time shortage, the child may bring it back another day. A list in the hallway or the newsletter will explain special topics of discussion each month. Share items relating to those topics are especially welcome. We also have "Special Sound" share time. This is done after work time during circle time. The children may bring an item each day that begins with our special sound of the week. Check the newsletter for the weekly sound. Please put names on items brought to school.

## BIRTHDAYS

Student's birthdays may be celebrated with a small party, if desired. The birthday girl or boy will walk in a circle around the "sun", traveling through the months of the year as many times as it takes to determine her/his age. The parent(s) may tell a short story of the child's life from birth to the present. Eight to ten baby pictures illustrating the story are always enjoyed. Examples of milestones to be included in the story are place of birth, size of birth, silly words said or things done, siblings, vacations, pets, etc. This biography is enjoyed more when told by a parent, but if your attendance is impossible, the story may be read by a teacher. We will be glad to answer questions about this. A pre-packaged treat (please, no cupcakes or home baked items) with napkins and small paper plates will conclude the party. Party time is 11:25 a.m. for the morning session and 3:25 p.m. for the afternoon. Please schedule parties in advance with one of the teachers.

## CLASSROOM ANIMALS

To aid in the study of zoology, we will have the following animals in the room during the year:

butterflies	hamster
fish - tropical or goldfish	frog
snail	hermit crabs

If your child has a fear of any of these animals, you might want to discuss the pet, tell the child it's name and mention something interesting about it that might make your child want to watch his new animal friends. Please try not to convey your own fears or prejudices about the pets. The study and care of pets in the room is like all other work, in that it is chosen at the child's discretion. It is generally enjoyed by all.

## CONFERENCES

Conferences will be offered during the second semester. Parents should feel free, however, to discuss any questions or concerns about their child at any time with the teachers. Good communication between parents and teachers will help make this a successful and enjoyable year.

## ASSISTANCE

Since one of the goals of a Montessori educator is to expose the young child to everything in the world of people and nature, we can use your assistance. If you have any talents, interests, hobbies, or have traveled to interesting places, the children could benefit from your knowledge and experience. We will also need help with field trips and party supplies.

## CLASSROOM VISITS

Beginning in November, parents may visit the classroom. To prevent too many distractions and overcrowding, please schedule visits with one of the teachers.

## STUDENT CUBBIES

Each child will have a compartment in the cubby cabinet to keep his/her folder for school papers and projects. Written work and artwork are chosen by the student, if desired. Some children will prefer other work and will not have a "paper" to show for it. The majority of our exercises are of this type.

If your child does choose some work involving "paper", the child has the option of placing it in his/ her cubby to take home later. With many children the process of making the booklet, painting, etc. is much more important than the finished product. The child may have no interest in the project after the process is complete. The project may "represent" the learning that took place, but the lesson is within the child.

We ask parents not to check the cubbies or remove the child's work. We are teaching the children to respect the property of the other students and we must respect theirs. Please feel free, however, to ask your child occasionally if there is anything in the cubby that they would like to take home. But do not be surprised if the answer is "no".

## BOOK CLUB

As a service to our families, we will offer Scholastic's Firefly Book Club. Firefly offers a wide assortment of quality, age-appropriate reading materials at low prices. Each month during the school year, your child will receive a new Firefly flyer. You are under no obligation to order. Genesis Preschool realizes no profit from this service, only the possibility of expanding library resources.

A final note.....

Repetition is the key to learning in the young child, and children love to share their new knowledge with you. The work that some children will take home is good to keep for practice and as a keepsake. However, do not be concerned if your child is not taking home work and you see others who are. Most of their work is not written work. The children choose their own work according to their own inner needs and interests. When something is completed, it will come home as a finished experience, representing information learned.

If your child is not interested in doing any “academic” work with you at home, it is best not to force it at the preschool age. These children are very young. They will let you know when they are interested in certain subjects and then you will be surprised at how easily and quickly they will learn.

Spontaneous education of the young child has the best results when the parents and teachers work together. Feel free to discuss problems and ideas concerning your child. The more we know about your child’s needs and interest, the more we can be of service to him.

If you are interested in learning more about the philosophy, psychology, and methods of Montessori education, we would like to suggest the following books:

Maria Montessori, Dr. Montessori’s Own Handbook and A Parent’s Guide to the Montessori Classroom  
by Aline D. Wolf

These are available in paperback in most bookstores under psychology or education. Copies are also available in the church library and the public library.

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#### Telephone Numbers

Genesis Montessori Preschool United Methodist Church:

(816) 525-2215

Enrollment Contact:

Director Deb Debban 816-524-1675