



**Toddler Program
2015-16**



*“Any unnecessary help is a hindrance to the child”
Dr. Maria Montessori*

Toddler Program

The toddler classrooms are structured to accommodate the needs of children ranging in ages from 15 months to 3 years. In order to foster confidence within each child, the prepared environment is designed to develop independence while also nurturing a sense of community. Keeping in mind the many developmental milestones achieved during this transitional time and the intensely curious minds of toddlers, the prepared environment invites each student to choose, practice and repeat. Establishing this cycle of work is fundamental for both increasing a child's ability to focus and to ultimately transition into the primary level. As a result of participating in our toddler community, each child will have learned: (1) how to trust and build secure relationships with humans outside of the immediate family; (2) what it means to be a part of a Montessori community; (3) the importance of taking on new challenges and the resulting consequences of those challenges, good and bad.

The best way to support your toddler during this time is to create consistency through routine living and through setting appropriate boundaries. Encourage your child to participate in life while understanding that perfection is not the goal. The journey is most important to a toddler.

Program Options:

- 5 days (M-F)
- 3 days (M-W)
- 2 days (Th-F)

There are no make-up days for any sick days that might occur for your child.

Program Hours:

8:45-11:45 / 8:45-1:00 / 8:45-3:00 (nap program)

*no lunch or nap programs for 2 day students

Arrivals after 9:15 are highly discouraged as they are disruptive to the community.

Toileting:

The early toddler years are ripe for toilet training. Much like how a toddler learns at this age to talk and walk without direct instruction, learning to use the toilet is a skill that is instinctual. A toddler simply needs consistency and practice to master the new skill.

- Begins on Day 1!
- Only cotton underwear in environment
- Home and school must work in harmony
- 2 changes of clothing and 4-8 pairs of underwear available every day, label each item

Dress code:

- Elastic waste bands are best
- Plain, “natural” clothing (solids, prints, subtle patterns)
- Indoor shoes (crocs are good choice), Velcro shoes for outside

Please avoid light up clothing/shoes and cartoon characters

Personal items:

Are not necessary! Please leave personal toys and other treasures at home.

Snack Schedule:

We will assign each family 1-2 weeks for the year; we will ask for specific items.

Lunch:

- Must include an ice pack
- One serving of a protein and 1-2 fruit and/or vegetable
- Lunch is served community style on Wednesdays. (Schedule will be delivered.)

We provide flatware, dishes, napkins, and milk (2% organic).

We also have a microwave.

Please label your containers and lunch boxes.

Again, please avoid commercial images and cartoon characters.

Also, please avoid food in tubes, gummy fruit snacks, and pureed fruit foods.

Nap:

Please send in a nap mat that can roll up for storage.

We will send home on Fridays and/or after a toileting accident for laundering.

*According to DHR Code 591-1-1-03, “Supervised nap or rest periods for a minimum of 1 hour during the day shall be provided for children under 5 years of age.”

**If a child is having a difficult time resting and is disruptive to other children, the parents will be notified and other arrangements will need to be made.

Birthdays:

At this age, birthdays are best celebrated within the home and family unit.

Transition to the primary level:

Advancement is based upon levels of readiness in each of the developmental areas: social, emotional, physical, and intellectual. This transition typically occurs around the 3rd birthday, but transitional timelines also take into consideration the school calendar (natural transition points) and is not limited to or by the actual birthday. Primary teachers also take part in this process through observation, feedback and an interview with the toddler. Every effort is made to ensure a smooth transition; however, any change in a child’s routine requires time, patience and support.

Attendance

Arrival and Departure routines:

Drop-off → 8:45; carpool or walk-in (park along white fence)

Pick-up → 11:35-11:45 (outside on playground); 1:00/3:00 students participate in carpool

*Fee of \$1/minute after 1:10 and 3:10

- Changes in carpool must be documented in writing; alternate driver must show photo I.D.

- **No cell phone** use in carpool

- Enter from Steeple Run and exit on Woodstock Road

Tardiness:

Young children need a dependable schedule. The classroom is a collaborative community that has a definitive schedule. It is upsetting to a child if he/she is often “out-of-sync” with the rest of the class. **Please avoid unnecessary late arrivals**, which can be frustrating for your child and disruptive to the class. It is vital that your child arrives to school on time.

- Tardy students must present a written note from the parent or legal guardian.
- Arrivals after 10:00 will require a note from a doctor verifying an appointment.
- More than three late arrivals will result in meeting with administration and the child’s teacher.

Absenteeism:

- A student must have a written note from the parent or legal guardian after an absence
- Excessive absences will result in meeting with administration and the child’s teacher

Medication, Health, and Safety

Immunization records:

- **Due the first day of school**; attendance prohibited without form
 - GA form 3231 revision 1/100

Medication:

- First aid for minor incidents will be administered
- DHR prohibits regular dispensation of medicine; however, a parent may fill out a waiver for special circumstances
- Front office staff has the waiver and will monitor implementation of waiver

Health:

- *Village will adhere to DHR guidelines for all sicknesses; complete chart is in the front office
- No rashes, vomiting, diarrhea, sore throat or green mucus will be allowed in school
- Must be fever and/or symptom free for 24 hours without the help of medicine before returning
- Please notify school as soon as possible of any diagnosis
- If your child is diagnosed with a communicative disease, you must have a doctor’s note to reenter school

Safety:

Village Montessori uses Standard Response Protocol developed by “I love you guys” foundation. This information is accessible by going to www.iluvuguys.org. Monthly drills are carried out according state and local agency regulations.

Visitation and Observations

Visitors:

- Classes are in session after 8:45 A.M.
- Parents and other visitors must sign in at the front office after 8:45 A.M.

Classroom Observations:

Parents are encouraged to observe their child’s class as well as other classes. Observation of a class in progress is an exciting experience. However, in order to maintain the orderly environment, and out of respect for the child’s work pattern, we have certain guidelines and suggestions.

- Please make an appointment with the front office
- The size of the classroom permits only two people to observe at a time
- Please remain as unobtrusive as possible so the natural activities of the children can be sustained for your observation
- Prior to entering a classroom, Observation Guidelines will be given to you. We appreciate your cooperation in following these guidelines.
- If you have any questions arising out of your classroom observation, please feel free to schedule an appointment with your child’s teacher, as well as with our Director of Education.

Please note: Parent observations are available throughout the year **after October 1st**

Communication

School Calendar:

A separate summer program is offered each year.
Please refer to the school calendar for specific holidays and special events.

Office Hours:

Phone: 770.552.0834
August – May: 7:30 A.M. - 6:00 P.M., Monday - Friday
Summer office hours: 8:45 A.M. – 1:45 P.M., Monday – Friday

Direct Communication with Teachers and Staff:

- Communication between parents and Village Montessori teachers and staff is crucial.
- Teachers are often unable to speak at length during school hours while children are present. An appointment can be set up after school.
- Please send in a note or call the office and leave a message to schedule an appointment.

It is school policy that no one on staff other than the lead teacher communicates with parents in matters of their child's behavior or gives advice on that subject. If you have questions or concerns about any administrative issues, please contact the office.

Questions...

Regarding your child or your child's classroom, please write a note or leave a message for your child's teacher and he/she will contact you promptly.

Regarding tuition policies or procedures, please contact Annmarie Gever or Debbie Drankowski

General questions or concerns, please contact the Director of Education, the School Coordinator or the Office Assistant.

See the Village Montessori Handbook for our Discipline Policy and other matters not covered in this Toddler Addendum.

Please sign and return this page to your child's teacher on the first day of class.

Please print your child's name _____

I _____ have thoroughly read the 2015-16
(parent signature)

Village Montessori Toddler Addendum. I understand and agree to abide by the guidelines within.

Date: _____