



WELCOME

I am very pleased to welcome new and returning families. This year will be full of exciting opportunities for our children to grow in their love of life long learning.

In the heart of learning at Casa Montessori School, our teachers promote the joy of discovery and development of each child's true potential by enabling her/his intellectual, emotional, physical, and social growth through Montessori philosophy and technique.

As parents, your involvement is very important in your child's success during his/her developing journey. Please use this hand book to help you understand the roles played by you, teachers, and children. We are very excited about this new and productive school year.

Thank you for choosing Casa Montessori School!

Suzanne Johnson
suzannej@casamontessori.com
Head of School

I. MISSION STATEMENT

CASA MONTESSORI SCHOOL - A community of parents, teachers and students working together - has the purpose of assisting in the development of the mental, social and physical potential of each student. By following Maria Montessori's approach to education, we guide the student in the role of being an active, responsible participant in his/her own learning according to his/her own pace.

Casa Montessori School is guided by the fundamental teachings of Maria Montessori. Her educational theory fosters the student's independence, self-motivation, and a positive self concept. The student's acquisition of knowledge is primarily from voluntary work with carefully prepared learning materials. It is our goal to help guide the student enjoy learning while enhancing her social, creative, and intellectual growth. Our environment entices the her to discover, explore and learn. Casa Montessori welcomes children of all races, and creeds.

II. PHILOSOPHY

We provide a collaborative learning environment that provides integrated, whole-child education.

"The goal of education should not be to fill the child with facts but rather to cultivate his/her own natural desire to learn." Maria Montessori

III. GOALS



.Never lose sight of the loving and nurturing guidance that Maria Montessori left as her legacy.

.To follow students' interests and needs to aptly prepare the way for their exploration.

.To realize the individual potential of every student, guiding him or her to accept responsibility as a member of the community.

.To enrich students through exploration of and experiences in the arts and cultural areas.

.To nurture and maintain a close relationship with all facets of the Casa Montessori School community, faculty and parent body in order to best serve the students.

- .To help prepare the students for the diverse challenges of higher education and for responsible citizenship in a radially changing world.
- .To offer a program that recognizes the differing rates at which children mature physically, socially, intellectually, and emotionally.
- .To encourage within the students ethical values of honesty, integrity, and self-discipline.
- .To recognize and work towards the idea that Casa Montessori School is a unit serving children from 18mos. through 12 years of age where differences in focus and emphasis respond only to developmental needs.

IV. SCHOOL OVERVIEW

A. SCHOOL HISTORY

After working as an assistant in her son's Montessori classroom, Mrs. Florence Johnson joined the second group of Montessori teachers to be trained in the Atlanta Area.

After teaching for a few years, Mrs. Johnson was asked by several parents to open her own school in Marietta.

In 1974, after recruiting additional students, securing a temporary location, and gaining Association Montessori Internationale (AMI) accreditation, Casa Dei Bambini Montessori School was established with one primary classroom of 28 children. One year later, the school - named after Dr. Maria Montessori's original school founded in 1906 in Italy, moved to its permanent home on Powers Ferry Road. Today the Casa campus is the actualized beautiful and culturally rich environment that was her vision.

By 1987, CASA had grown to include four primary classrooms and interest in an elementary Montessori program had risen steadily among CASA's parents. There was sufficient demand to support a lower elementary program for 6-9 year olds. The upper elementary program for 9-12 year olds followed in 1990.

In 2011, Mrs. Johnson's daughter, Suzanne Johnson, stepped into her mother's shoes as Directress after obtaining her Master's Degree in Education from the University of Loyola, Baltimore and AMI Montessori Primary Teaching certificate. Suzanne carries on Florence's vision of a multi-cultural, Montessori community that continues to nurture and grow. In 2014, Suzanne expanded Casa's program to include before and after school activities.

In 2015, CASA began its first Toddler program and offered an extended day Primary class for children under 5 years old.



B. CURRICULUM

The term “Montessori” embodies both a philosophy and a method of education. The programs at our school focus on the development of each child’s full potential using teachers specially trained in the Montessori method and philosophy. Our teachers use both concrete teaching materials and a well-designed innovative curriculum tailored to the toddler-aged child, and through each three-year cycle from the Primary program through both levels of the elementary program.

The three-year age range at each level of our program provides a multitude of benefits that are immediately apparent when observing a typical Montessori classroom. Younger children in each group have an opportunity to observe and imitate the older students as they work. Older students have an opportunity to reinforce their own knowledge by explaining what they are doing and assisting younger children. The third year or final year in the cycle is truly empowering to the children, both socially and academically. Each child can learn and develop at his own pace within a classroom that accommodates many levels of ability and complexity.

The Montessori teacher is specially trained to observe each child and to design lessons based on that child’s natural curiosity and love of learning. The teacher is responsible for preparing the educational environment within each classroom and for presenting lessons in that environment. During the course of a day, the teacher will demonstrate a wide array of concrete sensorial materials and sequential activities through individual instruction. The child soon learns to associate abstract concepts with hands-on experience.

C. ACCREDITATION

Association Montessori Internationale (AMI)

This accreditation means that the the school and its teachers perform according to the highest standards of Montessori philosophy.

Georgia Accrediting Commission (GAC)

GAC is a non-profit education accreditation organization. Its purposes are stated as to provide standards for Georgia's schools and to promote high quality education to meet those standards.

Bright From The Start

Bright from the Start licenses CASA Montessori School. The Georgia Department of Early Care and Learning inspects the school to ensure we are meeting standards required by the State of Georgia.

D. FAMILY COMMITMENT

The **partnership** between parents and school is one of upmost importance for the fulfillment of Casa’s mission statement, i.e., to assist in the development of the full potential of the student. Each parent’s commitment to the following will help lead to the success of parent/school relationship:

- Make continuing efforts to understand and embrace the Montessori approach and to work in partnership with the school. This includes attending parent education events and parent/teacher conferences.

- Demonstrate respect for all adults and children, the school, and the school’s programs.
- Strive to parent according to Montessori principles.
- Maintain active, direct and respectful communication with the school.

V. ADMISSIONS

CASA Montessori School admits students of any race, creed or national origin. Relevant age parameters include:

The Montessori Toddler Environment

which aids in the development of children between 18-36 month old.



The Montessori Primary Environment fosters growth in independence and communication skills for children 3-6 years of age.

(Applicant, must be potty trained prior to entrance.)



The Montessori Elementary Program continues with an increase of growth with independence, sense of community, and problem solving.



(Acceptance is based on the recommendation of her/his Primary teacher and after a personal interview with the student and the Elementary classroom teacher.)

All students will be enrolled on a **probationary basis, including new and returning students.**

Enrollment preference is given to families with a firm commitment to Montessori philosophy and who intend to keep their student in the classroom for the full cycle of the program and beyond. Classes are multi-aged, and Casa will make every reasonable effort to balance each class with respect to age and gender.

THE ADMISSIONS PROCESS

1. TOUR

Welcoming a new family and child into the CASA community is a fairly fluid process where the family is invited to get to know the campus by an initial tour. After scheduling a tour with our Admissions Director parents are invited to walk the campus and observe children working in their classrooms. The initial visit is generally conducted with only the parents. This affords them the opportunity to better focus on the daily practices and rhythms of the classroom activities.

Schedule your tour by emailing Kathy at admissions@casamontessori.com. Please include your child's name and age and if your child has had previous experience in a Montessori program.

2. CHILD VISIT

A visit with your child is scheduled after your initial tour.

TODDLER - both parents and child are scheduled to meet and get to know the teacher and the program.

PRIMARY and ****ELEMENTARY** - your child will meet one or more teachers and participate in classroom lessons with the teacher, both individually and with other children. This time frame is a period of 30 minutes to two hours (depending on his/her comfort level) and readiness.

**** Applicants **five years of age or older** must submit a birth certificate, teacher reference and/or progress reports from their current school **on the day of** their visit.**

3. TEACHER FEEDBACK

Classroom placement is based on several factors: personality and developmental level of new child, space availability, social and age mix ratios per classroom, and whether child is enrolled in regular primary schedule or extended day.

Casa Montessori School has a rolling admission with no deadline policy. The Director of Admissions will contact you to give our teacher's recommendations after your child's visit. If your child is ready to begin in a Montessori classroom, Casa will invite your child to start on a date agreed upon by you and the teacher.

4. ENROLLMENT: CONTRACT, RESERVATION FEE AND SCHOOL FORMS

Before your child begins regular attendance at CASA a Tuition Contract and all School Office Forms must be submitted. The reservation fee of \$650 and initial tuition payment schedule must also be submitted. Based on the payment plan you have chosen on CASA's enrollment contract, tuition will be charged either once at the beginning of school year, twice over 9 months, or 3 times over 9 months. Payment is expected within 30 days upon receipt. CASA will charge a late fee of \$5 per day until payment is received. If you are enrolling after the school year has already begun, tuition will be pro-rated.

FORMS NEEDED:

- a.) Certificate of Immunization/age appropriate immunizations
(Form 3231), or a notarized affidavit form from the state of Georgia (found online) refusing to immunize your children**
- b.) Child Enrollment Form**
- c.) Parental Agreement with CASA MONTESSORI**
- *d.) Emergency Medical Authorization**

5. STUDENT RECORDS

Teacher evaluations, student records and transcripts will be released only after financial obligations are satisfied.

VI. SCHOOL POLICIES

A. TODDLER AND PRIMARY PHASE-IN

“Phase-in” is the term used in Montessori schools for the initial orientation phase of the new school year. This period of time allows new children to get acquainted with how things work in the classroom. The returning children have a period of time to review the procedure set in place and re-establish their good work habits. Each group is in the classroom a day or more before the whole class meets. These smaller groups allow the teacher to have some special time with new or returning children.

If a new child starts in the classroom at a time other than the beginning of the school year then the Phase-in period may be a few short periods of time which increase as the week progresses.

“Phase-in” periods initiate caring relationships, respect for materials and care of the classroom environment while learning about making choices and working independently.

B. SCHOOL HOURS (School office hours are 8AM-4PM)

TIMES	HOURS	CAPOOL
Toddler Program 8:30 - 8:45 11:35 - 11:45	8:45 - 11:45	morning noon
Early care (not available for Toddler)	7:30 - 8:00	
Primary 8:30 - 8:45 11:40 - 12:05 2:35 - 2:55	8:30 - 2:45	morning noon afternoon
Elementary 8:15 - 8:30 2:55 - 3:10	8:30 - 3:00	morning afternoon
“Stay & Play” (not available for Toddler)	3:00 - 5:00p.m.	

C. CAMPUS TRAFFIC

New parents should use the first few weeks of school to familiarize themselves with our campus and traffic guidelines. We will also use this time to acquaint ourselves with your car and child. If you are having trouble establishing a carpool in your area, you may call the office for assistance.

Cellphone usage is NOT allowed during carpool.

** If a backup should occur, please form a line in the VFW parking lot. Do not use the Flower’s Bakery lot. They have asked us to keep it clear for their customers. Please be sensitive to the individuals that have followed the guidelines and are waiting at the VFW, by not pulling into the school parking lot ahead of them. Please be courteous to the VFW visitors and members as we are using their parking lot due to their generous use-agreement with CASA.

When bringing your children to school in the morning, please form TWO lanes, as you drive onto CASA’s grounds. Be sure to circle all of the way around to the white line. **NO LEFT TURNS** may be made into the CASA parking lot. ALWAYS proceed through the VFW lot first.

Elementary Morning Drop-Off

Arrival time 8:15a.m. - 8:30 for Elementary students, ONLY.

A student arriving after 8:30a.m. is considered tardy. Please park and bring student into office when late.

Elementary Afternoon Pick-Up

Dismissal time: 3:00p.m. - 3:10. After that time your child will go to “Stay & Play” for a charge.

Primary Morning Drop-Off

Arrival time: 8:30a.m. - 8:45. Only school assistants will be allowed to assist you child to and from the cars during this time. Parents should not leave the car unless a child arrives after 8:45. At this time the parent must take the child into the school office.

Primary Afternoon Pick-Up

Morning Students: Dismissal time 11:50a.m. - 12:05p.m.

Please plan your day appropriately as there are **NO** child care facilities after this time.

Afternoon/Extended Day Students: Dismissal time 2:45p.m. - 2:55.

Toddler Morning Drop-Off

Arrival time: 8:30a.m. and ends at 8:45. Assistant will help you child from car. After that time please park and bring your child into the office.

Toddler Pick-Up

Dismissal time: 11:35 - 11:45a.m. Toddler parents use Carpool Lane 2 (closest to the buildings) and come to gate to pick your child up.

Early Care Program

Arrival time: 7:30a.m. Our Early Care program is from 7:30a.m. until 8:00. From there the children go to their individual classrooms. This program is for children whose parents have pre-arranged a space. Please do not use this service without prior arrangement.

FINAL NOTE: We ask that you understand the importance of the assistants and teachers energy and attention being focused on the children during carpool. If you must speak to the teacher, please leave a message in the office and she will get back with you.

D. SCHOOL CLOSING

School will be closed due to inclement weather in accordance with the Cobb County School system. The radio or TV stations will announce closings for Cobb County. If Cobb County Schools are listed as closed due to inclement weather (even though we may not be listed) we will be closed. Be sure to check your local stations that morning before leaving home. We will also post our closing on CASA 's website.

If there is a severe WARNING the morning prior to school opening, **DO NOT LEAVE YOUR HOME.** CASA Montessori School will delay its opening. Be sure to call the school or check our website before coming to school (770-973-2731) or www.casamontessori.com

If the weather becomes threatening while students are in school CASA will contact you.

E. POWER OUTAGE

If electrical power at CASA is out due to non-threatening circumstances, school will continue to remain open on days that the outside temperature is warmer than 40 degrees Fahrenheit. In case of colder weather, school will remain closed until power resumes. Alerts to a power outage, if it occurs before school hours, will be sent via email to all parents.

F. EMERGENCY DRILLS AND BUILDING SAFETY PROCEDURES

Fire and tornado drills will be conducted periodically to familiarize the students with these procedures. Full emergency plans have been developed and are posted for parent viewing.

The emergency plans include procedures to cover the following:

- 1.) Severe weather/tornado Sheltering In procedure
- 2.) Fire
- 3.) Power Failure
- 4.) Loss of Heat
- 5.) Loss of Air Conditioning
- 6.) Water
- 7.) Structural Damage - children will be relocated *off the premise.

*Please be assured that faculty will remain with the children.

G. VISITORS AND OBSERVATIONS

All parents, outside teachers, prospective families, and the larger community are welcome and encouraged to observe the classroom settings. Parent observation enables you to share with your child the classroom experience, to place faces and names together, and to better understand the environment.

H. VIDEO/PHOTOGRAPH PERMISSION

Permission is given for video taping, photography, or movies to be taken of the child while in attendance at CASA MONTESSORI SCHOOL.

I. ATTENDANCE

Although we do not recommend sending a child to school ill, we urge parents to be consistent and diligent regarding attendance. Please arrange doctor's appointments and other events after school hours. Family vacations should be scheduled in accordance with school holidays.

Consistency is vital to your child's success in the classroom. The work is progressive and depends upon consistent attendance.

Parents should notify the office by 9 a.m., by phone 770-973-2731 or email at info@casamontessori.com, when a child is unable to attend class.

J. CLOTHING

Dress should be simple and appropriate. All CASA children have time to play outdoors/ or physical education each day and should dress accordingly.

Children between ages of 18mos. and 3 1/2yrs. should have a complete change of clothing at school (sent with them on the first day). Please send these clothes in a child's size shoe box labeled with your child's name. The shoe box should include underwear, socks, dress or pants and shirt. Should your child need to use the clothes, the soiled ones will be sent home in a labeled plastic bag. Please send a fresh set into school the following day. Please, no cowboy boots, jelly shoes, or flip flops at school.

K. HEALTH

1. Immunizations

In accordance with Georgia State Law, each child must submit an immunization record prior to enrollment. The form may be obtained from your doctor and will be kept on file at the school.

The immunization record is due by the first day of school. After that time, no child will be admitted to the classroom without a complete immunization record.

2. Illness

a.) To safeguard the health of all of the children at school, we ask that you keep your child home if he show signs of illness; i.e. fever, sore throat, vomiting, runny nose, etc.

*Children should be kept home for 24 hours after fever and symptoms have disappeared.

b.) Please notify the school if your child contracts a contagious disease; i.e., impetigo, head lice, pink eye, strep throat, chicken pox, measles, etc. We must notify other families as soon as possible, via email communication from the front office or the teacher, in order to contain the contagion and relate the symptoms.

*A health form signed by a physician is required before a child with contagious illness may return to class.

c.) We will call you in case of illness or injury at school. Our facilities do not permit extended care of a child; you should come immediately to the school when notified. Your child will be in the school office.

“Illness” defined: a child will not be accepted, nor allowed to remain at Casa, if the child has fever of one hundred (100) degrees (or higher) oral temperature and another contagious symptoms such as, but not limited to, a rash or diarrhea or sore throat. If a child exhibits signs of illness or runs a fever the parent or designee will be called immediately to pick up the child. The child will be separated from other children until the parent arrives. A child must be fever free for 24 hours without the use of fever-reducing medication before he/she can return.

3. Medication

- a.) For the safety of the children, we will administer medications which are specified by ONLY the parent or a physician.
- b.) All medication must be left with the person in charge at the front desk. A medication form must be filled out completely with specific instructions on how to administer.
- c.) All medication must be in its original container with the child's first (1st) and last name listed.
- d.) No medication will be dispensed for longer than two (2) weeks unless it is accompanied by a physician's note.
- e.) If a child exhibits a reaction to medication the parent or designee will be immediately called and the child will be provided medical care as needed.

4. Accidents and Injuries

At CASA MONTESSORI we engage children in active hands-on learning and encourage your child to freely explore their environment. Although we provide exceptional supervision, injuries sometimes cannot be avoided. Minor injuries, bumps and bruises will be addressed immediately with basic first aid, Band-aids, and TLC.

An accident report will be filled out and given to you at carpool that day or the next morning. Every attempt will be made to speak with you, or designee, directly at pick up.

A parent or designee will be called if a more serious injury occurs where a child exhibits signs of discomfort or bruising to the **head**.

For injuries requiring professional medical attention: your child's comfort and health are our main concern. 911 will be called immediately to assess the injury or condition and, if necessary, the child will be transported to Wellstar Kennestone Hospital, 677 Church Street, Marietta, GA 30067. You or designee will be immediately called and kept abreast of the situation.

5. Allergies and Asthma

It is important to notify CASA if your child has a food allergy. When the allergy is to wheat, eggs, and/or dairy products it is the parents' responsibility to notify the school of such allergy and be prepared to provide substitute foods for child on days when the class is partaking in various cultural/seasonal foods. The parents will be notified in advance of these special food days so they will have adequate time to prepare an alternative food for the child.

In the case of a nut allergy or severe reaction to insect stings, CASA must be provided with records from a doctor indicating the severity of the allergy regarding ingestion of or contact with nuts. CASA also requires the parent provides a doctor approved Epi-Pen, or similar medication, that can be given by our trained staff members if needed to counteract an Anaphylaxis reaction.

a.) PRIMARY CLASSROOM NUT ALLERGY

When a Primary classroom has one or more children with a doctor diagnosed nut allergy, this classroom will become a **nut-free environment**. Specific measures include:

- * no peanut butter or peanut products are knowingly served by the school;
- * children are instructed not to share food;
- * hand washing before and after meals is part of the daily routine;
- * tables are washed after snacks and meals.

Children from 2 1/2yrs. to 6 are not yet of an age to be responsible for their own food choices. This policy is designed to minimize the risk of severe allergic reactions and minimize anxiety on the part of these younger students, their parents, and staff around the issue of food allergies.

b.) ELEMENTARY CLASSROOM NUT ALLERGY

In an Elementary classroom a doctor diagnosed nut allergy will warrant the classroom to enforce a **nut-free table policy**.

Measures will include:

- * a child will only eat lunch or snacks with children partaking of nut-free foods;
- * children are instructed not to share food;
- * hand washing before and after meals is part of the daily routine;
- * tables are washed after snacks and meals.

Following the Montessori principles of encouraging self and social responsibility, children in the Elementary age grouping are ready to assume personal responsibilities which also include caring for the safety of their classmates.



L. SCHOOL RULES and POSITIVE DISCIPLINE APPROACH

The purpose of school rules is to aid in the development of respect for others. Two of the outcomes for the child in a Montessori environment are *gaining the skill to apply conflict resolution techniques* during conflicting interactions with others, and *a development of inner discipline*. The child is guided by the adults within the classroom to help him acquire the qualities.

Casa Montessori Student Ground Rules:

- Students may not inflict deliberate harm to any person.
- Students may not engage in any behavior which is disruptive to the instructional program whether in or out of the classroom.
- Students may not abuse or make unauthorized use of personal or school property.
- Students may not exhibit a pattern for fighting, bullying (peer intimidation), disrespect, poor attendance, or abusive language.



STEPS TO REDIRECT MISBEHAVIOR:

- Teacher always talks with the child about the problem and encourages self-correction.
- The child may be redirected to work.
- The child may be asked to sit next to the teacher or alone for awhile to work.
- The child will repair minor damage to the environment he/she caused, when possible.
- Misbehavior will be discussed with the Head of School and/or child will be asked to spend time with Head of School in her office.
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- If child's behavior is harmful to self or others, the parent will be called to pick him/her up.
- If misbehavior is persistent and/or harmful repeatedly, the parent will be called in to discuss approaches or remediation to correct the problem.
- If all of the above fails, suspension or expulsion may be necessary.

***Please note: CASA MONTESSORI is a required reporter of any suspected case of child abuse. Any suspected incidents of abuse will be reported immediately to the Cobb County DFCS Office.



VII. TODDLER PROGRAM

Welcome to Casa Montessori's state of Georgia licensed toddler "Bright From the Start" program. Our procedures and protocols set forth by Georgia's state laws for educating and caring for children ages 2 1/2 through 4 years of age for longer than four hours per week day, **as well as caring for and promoting healthy development to toddlers beginning at 18 months old.**

We are required to maintain written records on each child, and additional consent and informational forms that you, as parents, need to sign.

Casa morning, noon, and afternoon carpool procedures accommodate these guidelines.

A. HOURS

8:45 - 11:50 AM - Monday-Friday.

Please refer to Carpool Schedules on page 8 -9.

B. ADMISSION PROCEDURE

Refer to page 6-7.

C. TOILET TRAINING and DIAPERING PROCEDURES

Toddler children enrolled in the program will be practicing toilet training. We will work with the child at school and ask that parents reinforce toilet training at home. Children will be taken to the bathroom every two hours or more often as needed. We ask that parents dress children in clothing that is non-restrictive. Belts, restrictive bottoms or overalls are not allowed during this time. Children must wear either pull ups or underwear. After sitting on the toilet the child and staff will wash their hands with liquid soap and warm water.

Accidents are inevitable at this stage so please provide two changes of clothing at all times. Please note —it is the parents responsibility to provide all pull ups as needed.

VIII. PRIMARY PROGRAM

A. CURRICULUM

CASA 's Primary program is a three to four year program which is followed by the Elementary program. Its purpose is to encourage a child's growth according to carefully applied Montessori principles. The first year is an introduction to learning and a social acclimation. The second year is one of consolidation of knowledge and growth in self-assurance. The last year(s) is a time of mastery and creative development - a time of "flowering" for the child. It is essential to your child's development that he completes the entire program.



Montessori early childhood education includes exercises in practical life, control of movement, grace and courtesy, sensors development, and language development. These exercises lead to reading, writing, mathematical concepts, science, history, art and music. A careful balance is struck between group instruction and individual lessons.

B. CLOTHING, SUPPLIES(Please refer to page 11.)

Your teacher will inform you if supplies are needed.

C. FRUITS, VEGETABLES AND FLOWERS



Fruits and vegetables are prepared by the children and served to their classmates during the morning. They also arrange flowers for the classroom. These are two of the children's favorite practical life exercised. The cost for the fruits and vegetables for the school year (cost changes annually based on food prices) will be covered in a nominal fee charged to each parent at the beginning of the school year for their child's classroom. Your room mother will contact you with a reminder when to bring the flowers.

D. MEAL POLICIES

Children and in Toddler and Primary classes will have a daily snack available if they are hungry. Each child packs a lunch at home and brings it each day.

CASA will have an afternoon snack available, as well, for Extended Day/"**Stay and Play**". Parents are required to provide a lunch that meets USDA requirements. A sack lunch help sheet has been included in your orientation packet. It is important to include your primary child in the preparation and clean-up of his lunch box. This action will extend the Montessori process by allowing him to take choices, assume responsibility and develop independence.

All lunch boxes should be labeled with your child's name. We also encourage the use of reusable and recyclable containers.

Several times during the year, the afternoon children will have a special lunch at school or at a restaurant. These activities pertain to the country being studied and there will be a small charge to cover the expenses.

E. SAFE SLEEP POLICY

Children enrolled in Extended Day who are four (4) years old and younger will be offered a nap time after lunch. They will sleep on approved mats with sheets and blankets. All bedding will be sent home to parents to be washed weekly, as required.

F. BIRTHDAYS

On your child's birthday, we ask that you make a poster with pictures representing each year of your child's life. The teacher will present a special lesson for the child in the classroom. If her birthday is during school vacation, please send a note in advance and the teacher will plan a special day for her accordingly.

G. PRIMARY AFTERNOON CLASS

A child is invited into the afternoon class when she exhibits practical and academic readiness, cooperation with procedures and others, and independence as determined by his teacher. CASA'S Primary Afternoon class is operated under the same principles as the morning class: a natural environment which allows freedom of activity and choice, as guided by the teacher. This longer period of time offers the child opportunity for further development.

H. "SPECIALS" CLASSES

Although, the classroom teacher is constantly offering experiences in art (different media, creative expression, art appreciation), music and physical movement (Bell material, song, and dance), extra enriching periods, once a week, are offered during your child's final year of Primary, in music and physical education.



I. STUDY GROUPS AND 'PEP' (PARENT EDUCATION PROGRAM) MEETINGS

All Primary parents are required to attend study groups (parent education meetings), held during the school year, which review the areas of Practical Life, Language, and Mathematics and other topics related to child development. These meetings give parents a "hands-on" opportunity to understand what their child is learning and how that learning takes place. By attending these groups, parents will be better prepared for parent teacher conferences.

“PEP” meetings are offered once a month during the morning and cover various topics (facilitated by a classroom teacher) related to understanding Montessori principles and helping parent to extend these in their home.

J. CONFERENCES

Meetings with your child’s teacher are scheduled regularly twice a year, fall and spring terms. Please refer to your school calendar for these dates. You may call the school office to have your child’s teacher contact you should you have a question at any time during the school year.

K. TESTING

Graduates in the primary program will be given a reading evaluation in the spring of that year. Results of these will be made available to the parents at their scheduled conference. Input from the teacher is critical to the understanding of the results.

IX. ELEMENTARY PROGRAM

CHARACTERISTICS OF THE ELEMENTARY PROGRAM

The Casa Elementary program consists of six years of carefully applied Montessori principles designed to aid in the child’s development at the elementary school level.

Dr. Maria Montessori believed that the elementary aged child has a special relationship to the environment. The child learns through his intellect and imagination. He wants to know why and how the world works. He is in love with ideas!



The program includes cultural areas as seen in the topics of anthropology, astronomy, biology, chemistry, economics, geography, geology, government, history, philosophy, physics, political behavior, political science, and sociology. the development of skills in mathematics, language, art, physical education and music is also integrated with the cultural subjects.

In general, concepts are presented in a historical manner. This means that they are introduced in the order in which they were developed. When possible, they are directly related to the person or era in which they emerged. Writing plays and acting out the drama (about the concepts, discoveries of inventions) is an integral part of the curriculum.

The basic components of a Montessori Elementary program:

1. Individualized Instruction
2. The Prepared Environment
3. Multi-Aged Groupings
4. Integrated Curriculum

A. SCHEDULE

Elementary classes begin at 8:30 a.m. and end at 3:00 p.m., Monday through Friday. Children are considered late at 8:30 a.m.

B. TARDINESS

Students **MUST** be on time for the start of class which is 8:30 a.m. If a student is tardy, he will make up the time during the outdoor activity period. Please be considerate of other students and the teacher by getting your child to school promptly

C. "SPECIALS" CLASSES

The following special classes will be offered to Elementary students:

Music is designed to stir a love for music within every child - whether it be through listening to a symphony, playing an instrument in an ensemble, dancing, writing poetry, creating a story or acting in a play", as quoted by Casa's music specialist. Our children take part in performances playing instruments for accompaniment, singing, dancing and acting.

Art is studied through the elements of art: line, shape, form, space, color, texture, and value. Our art program emphasizes these basic building blocks of art composition because these are the common aspects of all art. The children create works of art or try to analyze and appreciate a piece of art.

Physical Education is presented to the children so they may play for self-improvement or team improvement. In some games athletic prowess is not important but the ability to organize and take charge is. This gives everyone a chance to excel. Casa's physical education teachers help each child to develop a variety of skills.



D. CLOTHING AND SUPPLIES

Elementary aged students should wear clothing which is free of inappropriate graphics or language, fits properly, and is clean. Clothing must cover midriffs, chests, and undergarments. Shorts must be at fingertip length. This EXCLUDES short-shorts and very short skirts. No underwear may be exposed for either girls or boys. In the judgment of the school administrator, if clothing is inappropriate then the student will be sent home to change.

* All articles of clothing must be clearly marked with you child's name .

Lost items may be in the "Lost and Found" box located in the school office.

**ADDENDUM - NO "SMART" PHONES AND "SMART" WATCHES, FITNESS BANDS, ALLOWED IN THE CLASSROOM. Phones may be kept with personal belongings located away from the work area of the classroom.

Parents will be asked to submit yearly book/supply fee for their child during parent orientation evening. Before the beginning of school, students will be given a partial supply list for purchasing items to be brought the first day of school.

E. TRANSITION

Usually, a child will move to the Elementary class at 6 or 7 years of age. The child will probably have visited the Elementary class several times during the previous year by borrowing a book, joining in a lesson, and/or having lunch. The Elementary teacher has observed the child, checked on his reading and math skills, as well as social development. The child sees that this classroom has many familiar things. While being very excited about the move into the Elementary class, the first-year student may also be a little anxious. We always encourage parents to discuss any issues with the new teacher.

In the Upper Elementary class new responsibilities take place for the student, both personal and academic. Though this change is also a large step, the child is more than ready to proceed forward and usually is looking forward to "moving up".

F. TESTING

Children in the 3rd-6th year of the elementary program will be given a standardized test in the spring of each year. Results of the tests will be made available to parents at their scheduled conference. Input from the teacher is critical to the understanding of the results.

G. COMMUNITY SERVICE

Elementary classes engage in community service projects throughout the school year. They may work in a community garden, make or collect items and food for those in need, etc.

H. GOING OUT AND FIELD TRIPS

Field trips are defined as any activity not held on school grounds. Field trips may be a day activity or an extended overnight activity.

"Going out" was developed by Maria Montessori in an attempt to connect children with the outside world extending their understanding of an interest or topic. A true going out trip is one that is thought of, planned, organized, executed, and followed up by the child. With the older children (ages 9-12) it is an expression of independence and responsibility. Usually, an idea is planted while the child is doing research. Often it is expressed by, "Wow! I wish I could do that!"

CHAPERONE RESPONSIBILITIES – It is advised that chaperones do not bring or invite other children than those designated to participate in the field trip.

All non-employee adults participating in the field trip shall be designated volunteers and are required to sign the required volunteer documentation. A copy of your driver's license is kept on record in the office by order of state law.

IX. AUXILIARY PROGRAMS

A. SCHOOL CARE - EXTENDED DAY GUIDELINES

Casa Montessori's number one mission in providing extended care to our children is to provide the children with an exceptional learning experience in a Montessori enriched environment that promotes a healthy, well-balanced schedule of activities. We are committed to giving the children in this program that same wonderful Casa experience, but with the added benefit of giving them Montessori style extended care that goes well beyond the standards of a typical after-care facility.

Admission

This program is open to all children enrolled at Casa Montessori on a space available basis. CASA offers early drop off for children over the age of 3 beginning at 7:30AM, Monday through Friday, when school is not on holiday. We also offer an extended day 3PM pick up time for primary children who are under 5 years.

In addition, we have a **Stay & Play** program for children aged 5 to 12 which is held weekdays from 3-4:30PM, August through May. You can contact extrahours@casamontessori for registration, questions about billing, and pick-up procedures.

Casa is closed for the following holidays:

September - Labor Day and September break

November - Thanksgiving Week

December to January - Holiday break

January - MLK, Jr. Day

February - Winter break

April - Spring break

B. EXTRACURRICULAR PROGRAMS

Special interest classes are offered after school to Primary and older children in our student body. These lessons vary depending on interest and specialist adult to teach the group. They may include art, Spanish instruction, math club, meditation, etc. A registration form will be available each session for sign-up.

