



Dear Parents,

Welcome to Villa Madonna Montessori School. We are looking forward to our time with you and your family. This booklet contains information you will find helpful and necessary in maintaining a cooperative relationship with your child's school. We hope you will read it carefully and refer to it often during your child's stay at VMM. If you ever have any questions, concerns, or suggestions please do not hesitate to contact us.

Sincerely,

Stacey Brosky



## Table of Contents

---

I. Mission Statement.....	1
II. A Brief History & Philosophy.....	1
III. Affiliation.....	2
IV. Admission.....	2
V. Daily Program & Attendance.....	3
VI. Late Policy.....	3
VII. Discipline.....	4
VIII. Health & Sick Policy.....	4
IX. Dress Code.....	5
X. Carpooling.....	5
XI. Traffic Safety.....	5
XII. Calendar/Closings.....	6
XIII. Lunch Bunch.....	6
XIV. Birthdays.....	7
XV. Tuition.....	8
XVI. Snack.....	8
XVII. Sleep.....	9
XVIII. Playground.....	10

## I. Mission Statement

---

At Villa Madonna Montessori our mission is to provide a learning environment in which children are encouraged to develop an awareness of self, respect for the community, and honor their spirituality.

## II. A Brief History and Philosophy

---

Villa Madonna Montessori (VMM) was founded in 1971 by the Benedictine Sisters of St. Walburg Monastery. Through the years it has grown and prospered thanks to the devotion of dedicated lay and religious teachers who are committed to the principles of Montessori Education and the enriching, abiding effect it has on children.

The Montessori method is a philosophy of education named after its founder, Dr. Maria Montessori. The goal is to create an environment in which the child is challenged to exercise his or her potential.

The time from birth to age six is the most important period of children's lives as they develop and form their intelligence. Children's minds at this age "absorb" information surrounding them. The didactic material fascinates them and corresponds to their "sensitive periods." Specific skills are learned at this age more easily than at any other time in their lives.

It is not an accumulation of facts that is important. Through their curiosity and freedom to choose,

children develop an enthusiasm for learning which is the "key to becoming a truly educated person."

## III. Affiliation

---

Villa Madonna Montessori is a full member of the American Montessori Society (AMS) as well as the Cincinnati Montessori Society (CMS).

## IV. Admission

---

The average child enters the Montessori program at age 3. Interested parents should observe the classroom during school hours before a registration is obtained. Registrations are accepted all year long, but the "interview" of the child takes place in March. At this time a deposit for registration is required.

VMM often has a waiting list for admission. Siblings of enrolled students are put at the top of the list, followed by children of alumni and then new students.

Occasionally an older child is accepted into the program, depending on the educational background of the child and size of the desired class.

The program is considered to be three years in duration, but sometimes a fourth year will be to the advantage of the child. First and second year students attend our program Monday through Friday, 9 a.m. to 11:50 a.m. Third year students (kindergartners) normally stay for the extended-day program, Monday through Thursday until 2 p.m., and dismissal at 11:50 a.m. on Fridays. Villa Madonna Montessori accepts children of any race, religion, color, or ethnic background.

## V. Daily Program and Attendance

---

7:30-8:45	Before school care
8:45	Arrival
9-9:15	Small group
9:15-11:15	Individual work and presentations
11:15-11:50	Clean up & large group or playground
11:50-12:00	Preschoolers dismissal & kindergarten
12:00-12:30	Lunch
12:30-2:25	Kindergarten extended day program
2:25	Kindergarten dismissal (Mon. - Thurs.)
2:30-6:00	After school care

Dance and Spanish classes are also available for an additional charge. The classes are held in the morning, once a week for 30 minutes. Classes start late September and end early May. Additional information will be provided at the beginning of the school year.

## VI. Late Policy

---

Out of respect for the children, families and teachers we ask that you abide by the following drop-off and pick-up times. Abuse of this policy will result in a \$20 fine.

Drop-off: **8:45 a.m.**

Pick-up: Preschoolers: (M - Th) **11:50 a.m.**

Kindergartners: (M - Th) **2:25 p.m.**

ALL students: (Fridays) **11:50 a.m.**

**Late arrival procedure: Park your car. Call the office for entrance through the loft door. Help child hang up coat and put backpack away. Sign your child into the log located in the coatroom. Send child into class so they can join the group.**

## VII. Discipline

---

There is always a busy hum of activity in a Montessori classroom because the use of the materials involves many motions - carrying, pouring, talking and constant manipulation with the hands. All activity, however, is guided by a respect for the teacher, a respect for the work of others, and a respect for the materials themselves. Dr. Montessori never equated goodness with silence and immobility. Self discipline, she felt, should be acquired gradually through absorption in meaningful work. Children can grow as their interests lead them from one level of complexity to another.

## VIII. Health and Sick Policy

---

The Kentucky Cabinet of Human Resources requires that immunization records be current and in our file when school starts. Children may not come to school if they are sick. The coughing and runny-nose stage of colds are better handled at home also. Children need to be fever and symptom free for 24 hours before returning to school. We require a call to the school office when your child will be absent, either through illness or appointments, by 8:30 a.m.

Prescription drugs may not be administered by school personnel without the written permission of a doctor.

## IX. Dress Code

---

Children should wear comfortable, bathroom-friendly, play clothes. Paint, food coloring, and glue can ruin party clothes, and wearing them can make a child hesitate to choose certain activities. Shoes should have rubber soles, be strapped to the foot in some fashion, and be comfortable, safe for running, climbing and jumping. An extra set of clothing is required for each child in case of an accident. A box of tissues and a backpack (without wheels) are also required.

## X. Carpooling

---

We supply you with a list of names, addresses, and telephone numbers to help you make a carpool, if interested.

By the time the regular schedule begins (after phase-in) we need to have a written list of the daily transportation routine of your child on file. For safety reasons, a written notice must be presented for any change of transportation. Should an emergency arise, you may call to notify the school of the change. We will ask the driver to show proper I.D. We appreciate your promptness in dropping off and picking up children.

## XI. Traffic Safety

---

Cars circle the barn in a clockwise fashion. Please pull over as close as possible on the side where your child enters. The teacher will open the car door and take your child into the classroom.

**We ask that you do not give tuition checks to the teacher or have lengthy conversations as there are others in line.**

Please call to notify the teacher of anything that you need to discuss or give us a written note. Teachers start meeting cars for arrival at 8:45 a.m. and for pick up at 11:50 a.m. At dismissal, if you have several safety belts to attach, we ask you to pull forward to the parking area and buckle each child. We ask for your cooperation with this procedure so other parents can get their children in a timely manner. In nice weather, children will be picked up from the playground.

## XII. Calendar and Closings

---

A school calendar and important information regarding the upcoming school year is mailed to your home in June. Please be sure to fill out all necessary papers and return them along with your first tuition payment. In the event of inclement weather, VMM will communicate closures through email. We have five snow days built into our school calendar. Once we exceed this allowance, we will be making up missed days. The Emergency/Disaster Procedures and evacuation plan will be activated through a phone tree system.

## XIII. Lunch

---

Full day pre-school, after school care, and kindergarten children pack their lunches.

*Note: Kindergarten children do not need to pack a lunch for noon dismissal on Fridays.*

The extended day program is from 12 p.m. - 2:25 p.m. Please put your child's name on the outside of his/her lunch box so it does not get mixed up with another child's.

The children are being exposed to the principles of recycling and reducing waste. We strongly encourage them to use thermos bottles instead of packaged drinks and storage containers for food instead of plastic bags. The children will also make and use their own cloth napkins. The children will study nutrition and we stress the importance of nutritious meals. Try to send just the amount your child will eat to help avoid waste. Good manners are particularly important to develop in the formative years and are emphasized during the supervised lunch period.

All children are dismissed from the classroom door. If you run late, we ask you to call the school so we can reassure your child that he/she has not been forgotten.

## XIV. Birthdays

---

We celebrate your child's birthday with their life story and a healthy snack to share with his/her classmates. Your child will bring home a form to use for his/her life story prior to the birthday celebration. During your child's birthday celebration his/her story will be read aloud by a teacher as he/she holds a globe and walks around the sun. Your child will walk around the sun once for every year.

## XV. Tuition

---

Tuition is payable in four installments:

- 1st payment **due first week of July**
- 2nd payment **due first week of September**
- 3rd payment **due first week of November**
- 4th payment **due first week of January**

A fee table will be included in the parent packet that is sent out in June. Tuition payments are not accepted at school. Tuition statements will be mailed to your home with specific due date and remittance instructions. **NOTE: Checks are made payable to Villa Madonna Montessori, but mailed to Rita Sweeney, 2500 Amsterdam Road, Villa Hills, KY, 41017.**

## XVI. Snack

---

In order to be protective of children with food allergies, the snack we provide will consist of a rotation of fruits, vegetables, pretzels, and Cheerios. If your child has any problem with any of these items, please let us know. Please keep in mind that snack is NOT an organized part of your child's school day. It is provided so that your child is able to get a snack if he/she is feeling hungry, needs a break or a pick-me-up. The snack is made available so the children are able to serve themselves if needed.

## XVII. Sleep

---

Sleep is very important for a child's health and well being. It is a time for the body to repair itself and grow. Without enough sleep, children are more irritable and prone to illness. Below is a guide to the amount of sleep your child needs.

<b>Age</b>	<b>Hours of sleep</b>	<b>Nap or rest period</b>
1-3 years	10 - 14	1 nap
3-5 years	12 - 14	rest period after lunch

Do you dread the bedtime battle? Below are some peaceful bedtime tips:

- Provide your child with a 5-10 minute warning of quiet play or reading time.
- Follow the same bedtime routine each night. Toddlers and preschoolers are at the developmental stage of struggling for autonomy and self-control.
- Maintain a consistent routine for brushing teeth and bathing.
- Allow your child to choose a favorite stuffed animal, doll or blanket to help him/her feel more secure.
- Keep a positive attitude. Avoid reprimand and discussion of unpleasant happenings of the day.
- Set a specific time for bed and follow it through every night. Remember, establish a routine and be firm in carrying it out. This makes for happier children *and* parents.

## XVIII. Playground

---

We believe that the outside environment is an extremely important part of life. We will make time most days to explore this environment. Please dress your child accordingly with appropriate sweaters and jackets or coats, hats and gloves. It is also very helpful to put your child's name inside his/her coat or jacket.

