

Table of Contents

| | |
|---|----|
| Introduction | |
| Mission Statement | 1 |
| Ground Rules | 1 |
| Nondiscriminatory Policy | 1 |
| Classroom Orientation | |
| Daily Schedule | 2 |
| Early Care / Afternoon Program Fees | 2 |
| Napping | 2 |
| Drop Off | 3 |
| Pick Up | 3 |
| Separation | 4 |
| Clothing | 4 |
| Lunch | 5 |
| Snacks | 5 |
| Field Trips | 5 |
| Art Work and Other Paper Work | 5 |
| Birthdays | 5 |
| Personal Items | 5 |
| Cell Phone Use | 5 |
| Communication | |
| Phone | 6 |
| Email | 6 |
| Bulletin Board | 6 |
| Parent/Teacher Conferences | 6 |
| Change in Plans | 6 |
| Facebook Page | 6 |
| Health and Safety | |
| Nut Policy: Strict no nut policy | 7 |
| Illnesses | 7 |
| Medical Appointments | 8 |
| Medications | 8 |
| Sunscreen | 8 |
| First Aid | 9 |
| Head Injuries | 9 |
| Biting | 9 |
| Toileting | 9 |
| Emergency and Disaster Plan | 9 |
| Update Emergency Information | 9 |
| Safety Drills | 9 |
| Emergency Supplies | 9 |
| Fire / Flood | 9 |
| Wildfire Smoke / Air Quality | 9 |
| Earthquake | 10 |
| Unusual Circumstances | 10 |
| Communications | 10 |
| Pick up Locations | 10 |
| Student Release | 10 |
| Comfort Kits | 10 |
| Things to Remember | 10 |
| Child Abuse Reporting | 11 |
| Parking | 11 |
| Right to Amend Handbook | 11 |
| Administrative Policies | |
| Hours of Operation | 12 |
| Contact Information | 12 |
| Tuition / Payments | 12 |
| Sibling Policy | 12 |
| Events | 13 |
| Volunteering | 13 |

I n t r o d u c t i o n

Mission Statement

San Anselmo Montessori School is dedicated to fostering a love of learning in children and providing a solid foundation for future learning. In an enriching and challenging educational environment each child is encouraged to grow to their fullest academic, emotional, and social potential. Consistent with Montessori philosophy, children have the freedom to progress at their own pace, explore their world, make discoveries, and draw their own conclusions with the gentle guidance of a highly qualified Montessori credentialed staff. Children gain knowledge, confidence, and leadership skills that enable them to offer a positive contribution to their community.

Ground Rules

The purpose of these ground rules is to aid the children in acquiring self respect, respect for others, and respect for the environment.

We respect each other

We respect our teachers

We listen and follow directions

We respect the work of others

We may not misuse the materials

We take care of our environment

We walk in the classroom

We use inside voices in the classroom

We are kind and loving to each other

Notice of Nondiscriminatory Policy as to Students

The San Anselmo Montessori School does not discriminate on the basis of race, color, gender, gender orientation, religion, national and/or ethnic origin in the admissions process, administration of its educational policies, scholarship programs and other school administered programs.

Classroom Orientation

Daily Schedule

| | | |
|------------------------------|-------------------|--|
| MORNING SESSION | 9:00 - 11:45 | |
| Drop-off time | 9:00 - 9:15 | No drop-off past 9:15 |
| Inside time | 9:30 - 11:00 | |
| Outside time | 11:00 - 11:30 | |
| Inside circle time | 11:30 - 11:45 | |
| Morning dismissal | 11:45 | |
| LUNCH | 11:45 - 12:15 | |
| Circle Time | 12:15 - 12:30 | |
| Outside Play | 12:30 - 1:00 | |
| Pick Up | 12:40 - 1:00 | |
| AFTERNOON PROGRAM | 11:45 - 4:00 | No pick-up between 1:00-2:30 If your child is |
| Project Time / Free Play | 1:00 - 2:30 | picked up after 4:00p.m. a late fee of \$25 per half hour will be assessed. |

Early Care / Afternoon Program Fees

SAMS Early Care and Afternoon Program are available to all students. The SAMS Lunch program, which allows students to eat lunch and have some additional recess time, is offered at a flat fee of \$15.00. The Afternoon Program ends at 4:00 p.m. and a late fee of \$25 per half hour may be charged for pick ups after 4:00 p.m. Time periods for these programs are as follows:

- Early Care 8:00 a.m. to 8:50 a.m. (no drop off after 8:50)
- Lunch 11:45 a.m. to 1:00 p.m.
- Afternoon Program 11:45 p.m. to 4:00 p.m.; pick up after 2:30 only*

| Program | Drop Off/ Pick Up Times | Fee |
|---------------------|--|---------|
| Early Care | 8:00 to 8:30 | \$12.00 |
| | 8:31 to 8:50 | \$ 6.00 |
| | | |
| Lunch | 11:45 with pick up between 12:40 to 1:00 | \$15.00 |
| | | |
| Afternoon Program** | 11:45 with pick up between 2:30 to 3:00 | \$39.00 |
| | 11:45 with pick up between 3:01 to 3:30 | \$45.00 |
| | 11:45 with pick up between 3:31 to 4:00 | \$51.00 |
| | | |
| Kindergartners | Pick up between 2:45 to 3:00 | \$ 6.00 |
| Afternoon Program | Pick up from 3:01 to 3:30 | \$12.00 |
| | Pick up from 3:31 to 4:00 | \$18.00 |

* There is no pick up between 1:00 p.m. and 2:30 p.m.

** All Afternoon Program fees include \$15.00 Lunch Program.

Napping

We do not have a designated nap time. Please make sure your child comes to school well rested. Should your child require regular afternoon naps we recommend picking them up no later than 1pm.

Drop-Off

Drop-off is from 9:00-9:15. Always enter and leave the school through the front gate. **The office door is not to be used for drop-off or pick-up and is kept locked at all times.** Parents must accompany their child into the playground and/or the building every morning, **sign their child in** (this is a State licensing requirement) at the gate and drop their child off in the appropriate area. Children are not allowed to come into the building alone or to sign themselves in. (This is for their protection in the case of an emergency.) A teacher will be at the gate to greet your child until 9:15 when the upper gate will be closed.

During the dry weather, a teacher will be at the gate every morning at 9:00 to greet the children. If the teacher is delayed or you arrive a few minutes early, please wait with your child. Never leave your child on the playground unless a teacher is present.

If you are not going to be picking up your child yourself, please write us a note on the clipboard posted by the bulletin board. Please note who will be picking up your child, the approximate time you expect them to arrive, and any other important information. This needs to be done even though the person is listed on the emergency forms.

If someone else is dropping your child off at school please, make sure they understand the drop of procedures. The outside play period between 9:00 and 9:30 is an important part of your child's day. Please arrive promptly so that your child can take advantage of this important time.

If you're child has an early morning appointment and can't get to school by 9:30, it is possible for them to come to school between 11:00-11:30 during outside time. For kindergarteners they may come to school between 11:00-11:30 or 12:30-1:00. Please arrange this with the office beforehand. When bringing your child late, make sure a teacher is aware of your child's arrival.

Rainy Day Drop Off:

The sign-in board will be inside the classroom on the counter. Please sign in and quickly say your goodbyes. In order to keep the classroom running smoothly it is important for the parents to leave promptly. If you need help, please ask a teacher. Umbrellas should be left outside.

Always latch the bottom gate securely.

Pick-up

All children must be picked up and **signed out** (this is a State licensing requirement) at the gate by an adult. Anyone who is allowed to pick the child up (this includes all parents), **must** be listed on the **Identification and Emergency Form** in order to be allowed to pick-up the child.

- It is important to be on time as it is the end of the day and your child is looking forward to seeing you.
- If you are unexpectedly detained, you can let us know by phoning the classroom emergency number, 415-457-3092.

Pick up at 11:45

- Wait outside the gate and the children will be dismissed by a teacher.

Pick up at 12:40-1:00 (No later than 1pm)

- Come onto the playground and pick up your child.
- Get child's lunchbox from the Afternoon Program room and coat from classroom
- Please don't disturb Kindergarten if it is in progress.

Pick up at 2:30-4:00

- If arriving right at 2:30 wait until the teacher opens the gate, then get your child.
- Anytime after 2:30 go onto the playground or into the Afternoon Program room to get your child.

Occasionally you may wish to arrange for someone other than yourself to pick up your child from school. We ask your cooperation in insuring a smooth pick up of your child when this occurs.

Please:

- Make a note on the school clipboard of who will be picking up your child.
- For last minute arrangements, call the classroom and let them know of the situation.
- Prepare your child, if at all possible, ahead of time by letting them know that someone else will be picking them up.
- Have authorized person be prepared to show a picture I.D.

Rainy Day Pickup:

If it is raining at 11:45 pick-up

- Please wait outside until 11:45 when we will promptly dismiss the children from the classroom door.
- Please make sure you sign out on the bulletin board located in the classroom on the counter or possibly outside directly by the door.

If it is raining at 12:40 - 1:00 pick-up

- In order not to disturb the circle, please go directly to the Afternoon Program room, sign out on the bulletin board in the Afternoon Program room on the counter and grab your child's lunch box.
- Walk out the Afternoon Program door and walk to the classroom door, and pick up your child who will be waiting for you with rain coat on, ready to go.

Always latch the bottom gate securely.

Separation

Though often challenging and exciting, this growth towards independence can be painful and scary, especially for young children. Parents and teachers working together, showing children that they can trust and believe in one another, offers a foundation of support when the world suddenly seems a new and different place.

If your child has a hard time leaving you, it is especially important for you to arrive on time. Arriving after the children have gone inside will only be more difficult for your child. It is perfectly fine to linger on the playground with your child for a few minutes if you think this will help, but once you have said goodbye please follow through by leaving. Linger around after you've said goodbye only prolongs your child's unhappiness. Once you leave, the teachers will help your child through the transition. We know it isn't easy to leave if your child is crying, but please be assured that if continuous, hard crying lasts more than a few minutes, you will be notified. If there is a special circumstance that may be affecting your child's ability to say goodbye, please keep us informed. Keep in mind separation anxiety can happen at anytime, not just at the beginning of the school year.

Clothing

- Should be comfortable and easy to slip on and off
- For more peaceful play, we ask that you do not dress your child in clothing that encourages aggressive behavior i.e. capes, super hero shirts, etc. **If your child comes to school with a shirt promoting aggressive play they will be asked to turn the shirt inside out.**
- Please do not send children to school dressed in dress-up clothing i.e. tutus, crowns, etc.
- Please put your child's change of clothing (marked with their name) in their designated clothing box located on the shelves near the bathroom. Please check periodically for replacement (size changes and seasonal clothes.)
- Shoes need to be comfortable and not hinder movement.
- **On rainy days** please make sure your child has a **raincoat with hood** and **rain boots.**

If your child uses his/her change of clothes **please bring a replacement set the next day.** Your child will appreciate having his/her own clothes to change into if the need arises.

Lunch – Please, no nuts of any kind in any form

Each child needs to bring:

- a lunch box with his/her name clearly marked on the outside
- a lunch, completely prepared and placed in containers your child can open and close independently
- a placemat (cloth placemats that can be folded and fit inside your child's lunch box work best)
- a napkin
- a spoon or fork, as needed
- a beverage
- do not send candy, even around Halloween
- due to the large number of children staying for lunch we cannot microwave food

When you drop your child off at school in the morning, lunch boxes are placed on the counter opposite the coat hooks.

Snacks

Healthy, organic snacks are provided throughout the school day. Filtered water is always available.

Field Trips

The Kindergartners will go on a number of field trips during the school year. Transportation for these trips is provided by the kindergarten parents. Drivers must complete and have on file a SAMS Field Trip Driver Information Sheet. Parents must complete and have on file the Field Trip Permission Form. All children must use car seats as per California's Safety Seat Law. When driving on a Field Trip parents are to park on the back side of school near the swings. Entrance and exit for the children is always through the front gate.

Art Work and Other Paper Work

At school your child has a drawer to put his/her paper work in. Your child may choose to bring home some work each day, but many children like to leave their work at school. You should periodically check your child's drawer and take their work home. If you find your child's drawer doesn't have much in it, keep in mind a lot of the Montessori work done at school is not intended to be taken home. Please do not use the drawers as mailboxes to put notes to other children or families.

Birthdays

We will have a small birthday celebration for those children who have birthdays during the regular school year or summer school. The celebration will be at circle time **on or near** the day of your child's birthday. The school will provide cookies for the whole class as part of the celebration. **Please** do not bring treats from home as many children have allergies and we want to provide a treat that is safe for everyone.

Personal Items

Toys, stuffed animals, etc. should be left at home. Explain to your child that these special items belong at home, not at school where they may get lost or broken. Please try to handle this situation before you get to the school gate. If this is an ongoing problem with your child, please let us know. We will be able to give some helpful suggestions on how to handle it. There may also be some underlying issues which we would all benefit from talking about.

Cell Phone Use

We ask for parent cooperation in refraining from using cell phones while at SAMS.

Communication

Communication is very important at SAMS. We encourage you to contact a teacher either at drop off or pick up, via email or phone if you have any questions about your child or the school.

The more accurately informed we are about your child, the better we can care for him/her. Please inform the teachers of any changes at home that may have an effect on your child at school.

Phone

There are two phone numbers for the school, 415-457-3428 is the office phone number. Calls should be answered all day but if no one is available, the answering machine is on and we will return calls as soon as possible.

415-457-3092 is the classroom phone number. This line is to be used if your call needs immediate attention dealing with a classroom issue i.e. late pick-up.

Email

Emails are sent out periodically as it's one of the most efficient communication methods. You will receive newsletters, calendars, updates and general information by email. Feel free to contact teachers and staff by email. They will make every effort to respond to a parent's phone call or email within 24 hours, excluding weekends. If you have emailed and have not heard back, please re-send your email in case the message had not been received.

Michele King, Michele@samontessori.com
Katia Escobar Valenzo, Katia@samontessori.com
Amy Goldman, Amy@samontessori.com
Alissa Sinkler, Alissa@samontessori.com
Danielle Lange, Daniellange@samontessori.com
Isabela Swezy, Isabela@samontessori.com
Sherie Shughart, Sherie@samontessori.com

Bulletin Board

Sign in, sign out and Early Care/Afternoon Program sheets are posted on the bulletin board. We also use the bulletin board to post pertinent school information, please check it daily. All postings on the school bulletin board need prior approval by Michele.

Parent/Teacher Conferences

Scheduled conferences are held once a year after your parent observation, however you may request a conference at any time. This gives parents and staff an opportunity to discuss the child's social, physical, emotional and cognitive development. Both parents are encouraged to attend. Check the school calendar for specific days. Complimentary childcare is available for your SAMS student during your conference, this service does not extend to siblings (unless they are current SAMS students.)

Change in Plans

If your plans change during the course of the day and someone else will be picking up your child or you will be arriving fifteen minutes later than anticipated, notify the Afternoon Program teacher by phoning the **classroom at 415-457-3092**. It is important that you speak with the Afternoon Program teacher directly. **Do not leave this information on the message machine in the office or by sending an email.**

Facebook Page

To help facilitate community building at SAMS there is a special SAMS Facebook page. This group is closed, which means anyone can find the group and see who a member is, **but** only members can see posts. The group is an opportunity for parents to come together as a community, a place to organize social gatherings, find out about events, find childcare, seek out carpooling. To join simply Login to Facebook, Search for San Anselmo Montessori School's Parent Community and ask to join.

Health and Safety

Nut Policy

We have children attending school who are severely allergic to peanuts and/or tree nuts. In addition to children who may experience reactions from eating or touching these foods, we have children whose sensitivity includes airborne contact with any type of nuts. We rely on the cooperation of parents, students, and staff members to make sure that no nuts or nut products are brought to school at any time. **No nuts or nut products are allowed on the school grounds at any time.**

- Please do not send nuts or nut products to school.
- Avoid any kind of nut or nut product in any food, snack, lunch, classroom treat or party food at any time in the school or on the school grounds.
- If an individual comes into contact with peanuts, other nuts, or foods containing nuts at home just before coming to school, that person should wash their hands with soap and water.
- The school will provide information to parents by distributing this statement, publishing reminders in newsletters, and responding to any questions that may arise.
- Signs are posted at school entrances.

This practice will be monitored by school personnel to provide, to the extent possible, a safe school environment for children with allergic reactions to peanuts or any other type of nuts. While we do enforce our no-nut policy we cannot guarantee SAMS is completely nut free.

Please direct questions about this statement to the school office at 415-457-3428.

Illnesses

Please call 415-457-3428 or email sherie@samontessori.com when your child is staying home ill.

It is important for the good health of our school community that a child who is ill not attend school.

If your child becomes ill while at school, we will contact you immediately and expect them to be picked up as soon as possible. Please remember to keep the information needed to contact you, as quickly as possible, up to date. In the case of chicken pox, measles, pink eye, and other contagious diseases where other parents should be notified, please notify the school immediately at 415-457-3428 or email Sherie@samontessori.com. We are required to post notices about possible exposure to a communicable disease.

3 Questions to Ask About Your Sick Child

To know whether your child should stay home from school, the American Academy of Pediatrics suggests answering these three quick questions:

1. Does your child have a fever? Fevers of 99° F or higher are generally a sign of illness, so children should stay home from school.
2. Is your child well enough to engage in class? If ill kids seem too run down to get much out of school, keep them home.
3. Do you think your child has a contagious illness, such as the flu or pinkeye? If so, keep them at home until they're no longer infectious.

When Children Should Stay Home From School

- **Fever** is the body's way of destroying the germs making it sick, and it's a common symptom of infections such as flu. Keep your children home if their temperature is 99° F or higher. Wait until children are fever-free, without medication, for 24 hours before letting them return to school.
- **Diarrhea** is often the result of infection, food poisoning, or a side effect to medications like antibiotics. Keep children home until stools are formed and your doctor gives the okay. Make sure your sick child stays well-hydrated.

- **Vomiting** is another way for the body to rid itself of the germs making it sick, and is usually caused by a stomach virus or stomach infection. Keep children home if they've vomited once or more in the last 24 hours. They can return to school after symptoms clear up or your doctor says they're no longer contagious.
- **Severe cough and cold** symptoms should keep kids home from school. A serious cough could be a sign of contagious conditions like whooping cough, viral bronchitis, or croup. It can also be a sign of asthma or allergies.
- **Sore throats** can be a symptom of strep or a common cold. If your child has been diagnosed with strep throat, keep your child at home for at least 24 hours after starting antibiotics. If your child has a mild cold, it's okay to go to school.
- **Pinkeye (conjunctivitis)** is contagious, and children should stay home from school for the first 24 hours after treatment begins. Symptoms of pinkeye include eye redness, irritation, swelling, and pus.
- **Headaches** can be a symptom of contagious conditions like viral gastroenteritis, flu, meningitis, and strep throat. Opinions differ on whether a child should be kept home. If your child doesn't have any other signs of illness, and feels okay, your child can go to school.
- **Rashes** can be the sign of contagious conditions such as chickenpox, bacterial meningitis, or impetigo. Children should be kept home until they're diagnosed. They can return to school after symptoms are gone and their doctor gives the okay.
- **Earaches** aren't contagious. There's no need to keep a child with a mild earache home, as long as your child feels well enough to concentrate.
- **Mild cold or respiratory symptoms** are no reason to keep children at home so long as their nasal drainage is clear and their cough is mild.

From our experience we have learned that sick children seldom, if ever, gain anything by attending school. They are much better off at home where they are most likely to get the necessary care for recovery and early return to school. Keeping ill children at home also protects other children, their parents, and the school staff.

Medical Appointments

Parents should try to schedule visits to the doctor and dentist so that they do not conflict with school hours. If this is not possible, inform the school in advance so that the staff can be prepared if your child must arrive late or leave early. If your child has an early morning medical or dental appointment, it is possible to come to school at 11:00 during outside time; however, please arrange this with the office beforehand. When bringing your child late, make sure a teacher is aware of your child's arrival.

Medications

Do not send medication to school in your child's lunch box.

- A designated staff member is responsible for the administration of all medications including storing, supervising ingestion, and recording.
- Medications can be dispensed for diabetes, asthma, allergies and infections.
- A medication consent form must be completed by the child's parent in order for the school to administer medication.
- Prescription medication needs to be in its original container dispensed by a pharmacy.
- Please do not send vitamins, cough drops or ointments to school.
- **We do not give non-prescription drugs to children at school. This is a state regulation.**

Sunscreen

Parents responsibly need to apply sunscreen before coming to school.

First Aid

California State law dictates that we can not apply ointments, creams, lotions or medication to cuts or scrapes. If your child gets a cut or scrape at school we will wash it out and apply a bandage. Please give appropriate care at home.

Head Injuries

If your child has a head injury at school, the teachers will call to let you know. At that time it will be decided if you should pick him/her up from school.

Biting

If your child bites another child at school you will be notified. The teachers will talk with the children and if it happens a second time the child will be sent home immediately.

Toileting

All children attending SAMS must be toilet trained. Toilet trained includes but is not limited to; going to the bathroom when their body tells them, pulling down and pulling up their own clothing, and wiping their own bottoms. SAMS teachers/staff will not wipe children's bottoms. Some toileting accidents are expected as a child transitions into school however if it occurs frequently then the child is not ready for our program. Accidents occurring at school take our teachers away from the classroom and the rest of the children and increase the risk of disease to the children and staff.

Emergency and Disaster Plan

It is everyone's hope that there will never be a need to enact the following emergency procedures. Being prepared in the event of an emergency or disaster is a responsibility SAMS has and is taken very seriously. SAMS is well prepared to deal with emergency situations. The staff is trained in CPR and First Aid and is familiar with our Safety Plan and completes drills in preparation. Thank you for taking the time to review this emergency information and procedures.

Update Emergency Information

It is required that all changes of phone numbers, places of employment, residence changes or changes in pick up information be turned into the office. If your home or work phone numbers change, please notify the office as soon as possible. We need your emergency forms accurate and up-to-date at all times. Please make sure to include cell phone and/or pager numbers with your emergency information.

Safety Drills

Fire, earthquake and unusual circumstance drills are practiced twice a year with the students. Parents are notified via weekly email when those will occur.

Emergency Supplies

SAMS has emergency bins stocked with first aid supplies, blankets, food, water, light search and rescue tools, etc. These supplies allow us to be self-sufficient for at least 24 hours.

Fire/Flood

In the case of a fire or flood, at or near the school, students will immediately exit the building and walk out to the Red Hill field. Parents will be contacted via One Call Now to pick up students immediately.

Wildfire Smoke/Air Quality

SAMS has been given guidelines for the Marin County Office of Education and the Public Health Office regarding air quality and outdoor activity. There is no established cut-off level for air quality for school dismissals or closures. Each school or school district is responsible to make decisions when it comes to closure. Air quality indexes are different from one area to another area and change minute to minute. SAMS will update parents as needed regarding time outside and school closure. SAMS does have air purifiers in each classroom.

Earthquake

In the case of an earthquake, students will duck, cover, and hold during the earthquake. If the building is safe, students will remain in the building. If the building is not safe, students will be taken to either the Red Hill field or Red Hill Church. Parents will be contacted via One Call Now to pick up children immediately.

Unusual Circumstances

In the case of an unusual circumstance, students will go into the bathroom area with the teacher(s). The doors are locked, and blinds will go down. Parents will be contacted via One Call Now to pick up students.

Communications

In the event of an emergency, please do not call the school as no one will be available to answer. A call will be made from One Call Now, your caller ID will display the SAMS main office line 415-457-3428. If you do not pick up a voice mail will be left.

THE DELIVERY OF THE MESSAGE IS ONLY AS SUCCESSFUL AS THE CONTACT INFORMATION WE HAVE FOR YOU, SO PLEASE MAKE CERTAIN THAT YOU PROVIDE US WITH THE MOST CURRENT AND UP-TO-DATE INFORMATION, INCLUDING HOME, WORK, CELL PHONE NUMBERS, AND PRIMARY EMAIL ADDRESSES FOR BOTH PARENTS. IF THIS INFORMATION CHANGES, PLEASE LET US KNOW IMMEDIATELY.

The office staff will report school closure to the local sheriff's department (415-479-2311), KPIX Channel 5 (415-765-8610), and the Marin County Office of Education (415-472-4110).

Pick Up Locations

SAMS - 100 Shaw Drive, San Anselmo

Red Hill Field - 100 Shaw Drive, San Anselmo

Red Hill Church - 921 Sir Francis Drake, San Anselmo

Student Release

When parents are required to pick up students immediately from school, your child will be either in the school, the Red Hill field, or the Red Hill Church located at 821 Sir Francis Drake Boulevard in San Anselmo. While an emergency will be stressful for all involved, we ask that all individuals remain calm and patient. Students will only be released to authorized individuals after presenting proper identification. Upon pick up, authorized individuals will be asked to sign out and record their destination. Please leave the site immediately to avoid any congestion. Please keep in mind that walking may be the best mode of transportation due to traffic and emergency vehicles needing access.

Comfort Kits

The purpose of these kits is to provide comfort as well as a sense of connection to your family in the event of an emergency. Please bring the following in a sandwich size zip lock bag with your student's name on the outside:

- A note of reassurance enclosed in an envelope
- Photo of your family

Things to Remember

- ✓ **In any emergency, plan on coming directly to school to pick up your student, do not wait for instructions.**
- ✓ Keep information for emergency contacts at the school office up-to-date.
- ✓ While choosing friends and family authorized to pick up your child in case of an emergency, consider the following: Will my child feel safe with this person and in their home. Is the family aware of my child's medical or other needs?
- ✓ Notify the authorized individuals listed that you have granted them authorization for pick up in case of an emergency.
- ✓ Know the pickup locations.
- ✓ Keep a copy of these individuals for your own information at home, in the car and at the office.

Child Abuse Reporting

In short, section 11166.5 of the California Penal Code requires that any childcare custodian (administrator, teacher, teacher's aide, etc.), who has knowledge of, or observes a child in his or her professional capacity, or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect, to report any known or suspected instance of child abuse or neglect to a child protection agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six hours of receiving the information concerning the incident.

Parking Lot

Always use the main parking lot during school hours. Drive slowly and carefully at all times. Please only park in designated parking spaces. Do not park in the red zones. Parking for SAMS families is **only** in the main front lot. Please closely supervise your children in the parking lot and on their way to SAMS.

Right to Amend Handbook

San Anselmo Montessori School reserves the right to amend this handbook during the school year, as the Head of School sees fit.

Administrative Policies

Hours of Operation

Monday - Friday 8:00 a.m. to 4:00 p.m.

Contact Information

Phone Numbers:

Office 415-457-3428
Classroom & Afternoon Program 415-457-3092
Fax 415-457-0106

Website:

www.SAMontessori.com

Address:

Street: 100 Shaw Drive, San Anselmo, CA 94960
Mailing: PO Box 707, San Anselmo, CA 94979-0707

Staff:

Administrative Staff

Michele King, Head of School

Michele@samontessori.com

Sherie Shughart, Business Manager

Sherie@samontessori.com

Teaching Staff

Michele King

Michele@samontessori.com

Amy Goldman

Amy@samontessori.com

Danielle Lange

Daniellelange@samontessori.com

Alissa Sinkler

Alissa@samontessori.com

Isabela Swezy

Isabela@samontessori.com

Katia Escobar Valenzo

Katia@samontessori.com

Tuition/Payments

Tuition is an annual fee. When you register your child in the San Anselmo Montessori School, you agree to pay the tuition for the entire school year. Tuition is due and payable May 1st for new students and June 1st for returning students for the school year beginning August. Tuition will be paid in nine (9) installments commencing on May 1st, unless another option has been chosen. Each installment payment is due on the 1st of the month, and is considered late on the 15th of the month. Payments received after the 15th of the month will be charged a late fee of \$50. In the event a problem arises which requires special financial arrangements, a written request should be directed to the Board of Directors. If your payment has not been received within thirty (30) days of the due date and special arrangements have not been made with the board, your child's enrollment may be terminated.

Deposits are non-refundable and non-transferable.

Tuition is not adjusted for missed days or school closures.

Each family is required to purchase \$200 in tickets and attend the spring fund-raiser.

Checks and correspondence can be placed in the purple folder marked "Correspondence" on the office bulletin board behind the copier.

Sibling Policy

SAMS does not guarantee admittance to siblings. Admittance is subject to many factors, including each family's demonstrated commitment to the SAMS community. Since we do not guarantee your child will be accepted to SAMS we urge you to apply to other preschools, as well as, SAMS.

Events

Family Sing-a-long – All SAMS families are invited to spend time on the SAMS playground singing and dancing with Tim Cain.

Parent Night – Once in October and then in January, parents come for a pot-luck and then are treated to presentations by the SAMS teachers, or perhaps a special guest.

Kindergarten Night – In November all parents are invited to come to SAMS and learn more about the SAMS kindergarten program.

Halloween Celebration – On or before Halloween the children are invited to come to school in their Halloween costumes.

Holiday Celebration – The Thursday before winter break parents are invited to join in on our Holiday Celebration from 11:15-11:45.

Valentine's Day – On Valentine's Day (or a designated day prior to February 14) the children will bring Valentines to school to share with the other children.

Parent Observations/Conferences – In February and March parents are scheduled to spend the morning observing in the classroom. Conferences are held in March.

Auction – The end of April or beginning of May we will have our annual Fundraiser at a local site.

Graduation and Moving-up Ceremony – This happens on a morning in early June.

Volunteering

Throughout the school year there will be opportunities to volunteer at SAMS. A few examples are ... making cookies, setting up for events, updating the database for the auction, and repairing things on the school site. Volunteering supports the SAMS community, therefore we hope you will find a few opportunities to help.