



# **Cambridge Montessori Preschool**

## **Parent Handbook**

(Magnolia)

### **Our core purpose is:**

To create a sense of belonging in our Montessori community

# Welcome to Cambridge Montessori Preschool

Thank you for enrolling with our Preschool, this handbook has been designed to help you with any questions that you may have during your time at Cambridge Montessori Preschool. If you have any further questions please contact Tania.

Cambridge Montessori Preschool at Magnolia:

22a Taylor Street

Cambridge

**027 3046810 (Classroom Mobile – best contact for daily absences etc.)**

Contact details:

Tania Barras

OPERATIONS MANAGER

**0275360492**

[admin@cmps.co.nz](mailto:admin@cmps.co.nz)

Head Teacher:

Trish Thompson

[trish@cmps.co.nz](mailto:trish@cmps.co.nz)

### School Hours:

8.00 – 4.00pm

Monday to Friday

We are unable to have children at Preschool prior to 8.00am or after 4.00pm.

Our enrolment and fees policy is available to view on our website.

All children are to be signed in and out on the sign in sheet at the beginning and end of the day.

Once a child is settled and used to the routine we request that parents / caregivers leave no later than 8.45am to allow the Preschool day to begin.

### Settling suggestions

Each child settles in a different way. We understand that the first few times at Preschool can be anxious for both yourself and your child. When you are ready to leave it is best to say goodbye and leave straight away. Often going back for that “one last cuddle” prolongs the anxiety and children settle very quickly once we are able to start them into work with their teachers and friends. You are more than welcome to phone Preschool as many times as you would like during your child’s session. If we find that there are issues with your child settling these will be discussed with you and a “gradual start” programme can be put in place.

### What to bring

- 2X changes of clothing (including changes of underwear)
- Sun hat and sun cream
- Gumboots, jacket and warm hat (Winter)
- Slippers
- Lunchbox (Healthy food – please no junk food items)
  - Preschool has filtered water available all day
- A piece of fruit to share for morning tea
- Nappies if still required
- Comfort item for settling (if required)

**ALL BELONGINGS NEED TO BE CLEARLY NAMED INCLUDING  
FOOTWEAR, LUNCH BOX AND SCHOOL BAG**

### What NOT to bring

Please discourage your child from bringing toys unless this is a comfort item that helps them to settle. We will encourage them to put away their comfort item into their school bag once settled. We do not have "show and tell".

### Illnesses

If your child has vomiting, diarrhoea, conjunctivitis, head lice or a similar illness, it is necessary for your child to be 48 hours symptoms free before returning to Preschool. This is to help eliminate the spread of illnesses to other children and teachers.

On the occasion of your child becoming unwell during the Preschool day we will notify you promptly. Your child will be isolated and cared for until yourself or the designated person comes to pick them up.

Please note that you will be charged for days that your child is absent due to illness.

### Holidays and absences

Should you wish to take your child out of Preschool for a holiday during term time we are unable to offer a refund or credit against your account. Normal charges will preside over this period.

If your holiday or absence is during the school holidays, upon written notification, a credit can be applied to your account during this period only.

### Holiday programme

During the school holidays we do offer a holiday programme. This is charged out at our normal rate.

Holiday leave forms are distributed to all families approximately three weeks prior to the holidays and these are to be completed and returned. If you choose to take your children out during the holidays, as long as we have received written notification, you will not be charged during this time.

### Christmas holiday period

Cambridge Montessori Preschool has a compulsory shut down period during December and January. These dates are available upon request. Please note there is no charge over the days that we are closed.

### Public holidays

We are closed over public holidays and do not charge on these dates.

### Casual bookings

Casual bookings are discouraged due to classroom ratio numbers and teachers. However, these are all treated on a case by case basis. Please contact Tania in the first instance if this is required. Full charges will be applied for these requests if approved.

### Birthdays

We have a birthday celebration that involves singing "Happy Birthday", counting and blowing out candles. Due to severe food allergies among some children we do request that you check with the head teacher before bringing in birthday food.

If you would not like your child's birthday to be celebrated please let us know.

Please hand all birthday invitations to the teachers and they will arrange to distribute on your behalf to other parents.

### WINZ subsidies

Please see Tania if you would like to discuss a WINZ subsidy.

### Fees and invoices

An enrolment / application fee of \$85 is required upon your enrolment which is non-refundable. This ensures your child's place at Preschool.

Please see a copy of our latest fees schedule.

All fees are to be paid a minimum of two weeks in advance, failure to do so may result in your child's attendance being placed on hold.

Direct credit payment is requested and the bank account details for this are shown on all invoices.

All invoices are emailed weekly. Should you require a paper copy please contact Tania.

### Withdrawal from Preschool

Three weeks notice is required in writing should you choose to withdraw your child from Preschool. This allows time for us to notify the next family on the waiting list and allows time for the teachers to arrange your child's farewell and completion of their portfolio.

Please note you will continue to be liable for your enrolled hours and days until your enrolment is completed by your notice date.

### Medication

Please speak with our teachers if your child requires medication. We will need to complete a medication plan and / or sign in all medication. Pain relief and other medication cannot be administered without a prescription from your doctor with a clear label stating your child's name and dosage etc.

## Communication / Interviews

Term one and three interviews are held for parents and teachers to talk and catch up regarding your child's progress. Teachers are also more than happy to arrange a discussion anytime during the term should you wish. Please note that these discussions are sometimes able to be phone calls if this suits you better. Please see your head teacher if you would like to arrange this.

## Portfolios

Each child has a portfolio record which is kept at school and records their learning stories, along with other items of interest with regards to your child's education at Montessori Preschool. Portfolios are sent home once a term for families to read and contribute towards. We do ask that these are returned as soon as possible. They are also a precious record of your child's time at Cambridge Montessori Preschool and we appreciate your support in looking after these special folders.

## Collection of children

We are only able to send children home with people who are on your registered pick-up list. If you would like to add an additional person to your pick up list please see a teacher or Tania to arrange this.

If your child is collected after their enrolled hours, additional charges will be invoiced.

## Policies and procedures

If you would like to read any of our policies please see a teacher for the opportunity to look at these. All policies are held on site at Cambridge Montessori Preschool and cannot be released.

We do regular reviews of policies and we welcome your feedback on these. All policies that have been reviewed are displayed on the communications noticeboard at Preschool.

### Useful websites / information

Should you wish to get further information on the Montessori philosophy we have a library of relevant books including the Montessori curriculum and we welcome you to read these.

We are also members of MANZ (Montessori Aotearoa New Zealand)

[www.manz.co.nz](http://www.manz.co.nz) This website is particularly helpful if you would also like further information.

Our school website [www.cambridgemonessoripreschool.co.nz](http://www.cambridgemonessoripreschool.co.nz) is also offers local information.