



Magnolia Montessori Parent Handbook

Our core purpose is:

To create a sense of belonging in our Montessori community

Ehara taku toa I te toa takitahi engari he toa takitini

I come not with my own strengths but bring with me, the gifts, talents and strengths of my family, tribe and ancestors.

Welcome to Magnolia Montessori

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 Magnolia Montessori. If you have any further questions please contact us.

Magnolia Montessori:

22a Taylor Street

Cambridge

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

<https://www.cmps.co.nz/>

Contact details

Celeste Knighton:

Administrator

0273093088

admin@cmps.co.nz

Sophie Aston:

Accounts

sophie@cmps.co.nz

Trish Thompson:

Head Teacher

trish@cmps.co.nz

School Hours:

8.30 – 3.00 pm

Monday to Friday

(Extended-hours care is available on request, please note there is limited space available for this service)

7.30 – 8.30 am and 3.00 – 5.30 pm

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

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 accustomed 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. We will ring you if your child becomes increasingly upset. 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 underwear if applicable)
- Sun hat and sunscreen (if you do not want the Cancer Society Kids pure sunscreen for sensitive skin put on your child).
- Gumboots, jacket, over pants and warm hat (Winter)
- Slippers (if used at home)
- Lunchbox (Healthy food)
 - Preschool has filtered water available all day
- Bottles (as needed)
- Nappies, cloth or disposable
- 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 symptom free before returning to Preschool. This is to help eliminate the spread of illnesses to other children and teachers.

In the event 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.

Public holidays

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

WINZ subsidies

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

Holiday programme

During the school holidays we do offer a holiday programme. 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 before the end of the term) you will not be charged during this time.

Christmas holiday period

Magnolia Montessori has a compulsory shut down period between Christmas and the New Year. These dates are available upon request. Please note there is no charge over the days that we are closed.

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 Sophie in the first instance if this is required. Full charges will be applied for these requests if approved.

Birthdays

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.

Enrolment fee

Our enrolment fee of \$85 is charged once the enrolment form is received. This covers administration, your child's online portfolio subscription and personalised resources eg name tags. Please note that this fee is only charged per family, not per child.

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 one week 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 Celeste.

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

Should your child require category (ii) medication, you will need to complete and sign the daily medical register and the medicine needs to be in a prescribed, named and exact dosage described container. We will keep this in a safe place for administration during the day.

If your child requires category (iii) medication, (e.g. Asthma inhaler) you will need to fill out a health plan form and we will keep an inhaler at preschool to use as prescribed. Specific training by a parent or external medical professionals may be required for ongoing medical treatment. Medication may be stored in our medicine cabinet or sent home each day with the child (based on individual needs). All individual healthcare plans will be reviewed every 3 months.

Communication / Interviews

Teachers are 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/zoom 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 online (Educa) and records their learning stories, along with other items of interest with

regards to your child's education at Montessori. You are more than welcome to invite extended family/friends to your child online profile and comment on your child's learning stories. If you have any concerns/questions around Educa please contact Celeste.

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 Celeste to arrange this.

If your child is collected after their enrolled hours, additional charges will be invoiced for early drop offs/late pick-ups.

Special Events at Preschool

During the term, we hold events such as: Whanau picnic/concert
We also sometimes take part in Cambridge Montessori events such as Santa visit, Pet day or end of term concert
We discuss these events with you closer to the time.

Policies and procedures

We have hard copies of all our policies and procedures of the school kept in a policy book in the office. We also have a folder in the classroom called important documents, this holds all our key information/policies/licence criteria etc. Please ask the lead teacher if you would like to read these. These books are held on site at Cambridge Montessori and cannot be released. We regularly review our policies, and we welcome your feedback on these. All policies that have been reviewed, are available on the Educa platform under the policy tab. We ask that any feedback on a policy/procedure is emailed through to us at admin@cmps.co.nz Your input is valued and appreciated.

We conduct a bi-annual survey (anonymous through Survey Monkey). This is an opportunity for our whānau to provide feedback on all aspects of our school e.g teaching practice, communication, local curriculum, planning, involvement & biculturalism. We also from time-to-time send surveys out to whānau about specific topics/ internal evaluations that we would like feedback on e.g transitions, engagement or involvement.

Education Review Office

The latest ERO reports are available here

<https://ero.govt.nz/institution/47687/magnolia-montessori-ltd>

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 at Cambridge Montessori and we welcome you to read these.

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

www.manz.co.nz This website is particularly helpful if you would also like further information.

Our school website www.cmps.co.nz is also offers local information.

Join us on social media

Facebook: Cambridge Montessori Pre school

Instagram: Cambridgemontessori2