



# 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 Sophie.

Magnolia Montessori:

22a Taylor Street

Cambridge

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

Contact details:

Sophie Aston

OPERATIONS MANAGER

**0273093088**

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

Trish Thompson

HEAD TEACHER

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

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 sun cream
- Gumboots, jacket, over pants and warm hat (Winter)
- Slippers (if used at home)
- Lunchbox (Healthy food)
  - Preschool has filtered water available all day
- A piece of fruit to share for morning tea
- 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.

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.

Public holidays

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

WINZ subsidies

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

### 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 (by the end of the term), you will not be charged during this time. A credit will be applied to your account.

### Christmas holiday period

Cambridge Montessori Preschool 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

We have a birthday celebration that involves a Montessori birthday walk and singing "Happy Birthday", counting and blowing out candles. During the birthday walk, we celebrate all the milestones your child has achieved so far since birth, you are most welcome to join the celebration, but please let the Head Teacher know. 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 is charged once the enrolment form is received. This covers membership to MANZ, your child's portfolio and a wet bag. 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 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 Sophie.

### 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.

### Communication / Interviews

During 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.

We are currently trialling an online platform at Magnolia Montessori, which we are finding beneficial, as we can share learning stories very promptly with families and extended families. Your feedback, comments and aspirations can also be added straight away, which helps us work more collaboratively. This may become a practice within all Cambridge Montessori preschools in 2020.

### 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 Sophie to arrange this.

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

### Special Events at Preschool

Throughout the term, we hold various events such as:

Grandparents whanau Day: Extended family are welcome to come and spend time at preschool with their mokopuna/grandchildren

Pet Day: Your family pet is welcome to visit to share the animal experience with all our tamariki, please arrange time for your visit with the Head Teacher

Fish and Chip kai night: This is held from 5 to 7 pm at each preschool. All family members are welcome to attend, just bring your fish and chips for your whanau and come and join us all.

End of Term concert: You are all invited to attend the end of term concert where your children will sing songs and actions they have been learning through the term. A shared plate of fruit from each family will be enjoyed afterwards where families and teachers can meet each other.

Dates for all of the above will be displayed on the notice board and via newsletter and website.

### 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 Magnolia Montessori 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.cmps.co.nz](http://www.cmps.co.nz) is also offers local information.

Join us on facebook: Cambridge Montessori Pre school