

# Preschool Program



## What is Montessori?

**Montessori** is a philosophy and method of education, which emphasizes the potential of the very young child, and which develops his potential by utilizing specially-trained teachers and special teaching materials. Montessori recognizes in the child a natural curiosity and desire to learn; Montessori Materials awaken this desire and channel his curiosity into a learning experience which the child enjoys. Montessori Materials help the child to understand what he learns by associating an abstract concept with a concrete sensorial experience; in this manner, Montessori is actually learning and not just memorizing.

The Montessori Method stresses that children learn and progress at their own pace so that fast learners are not held back, and slow learners are not frustrated by their inability to keep up.

### The Montessori Preschool

For over a century, the Montessori method has utilized an unconventional educational philosophy and materials so powerful in their ability to shape a child's cognitive development, that they have remained virtually unchanged. This educational process is found in all of our classrooms.

The Montessori Preschool Program is designed to facilitate the total developmental needs of the child: physical, intellectual, social, and spiritual. This is done through appropriate materials that are didactic, sequential, consistent, and varied. As the child's interests unfold and expand, Montessori allows the child the freedom to select individual activities that correspond to his own periods of interest and readiness to progress at his own pace. A child who acquires the basic skills of reading and arithmetic in this natural way has the advantage of beginning his education without drudgery, boredom, or discouragement.

## Preschool Calendar 2009/2010

### September "All About Me"

September 7th– Labor Day (School Closed)

September 17th- "Back to School" 6:15p.m. to 7:30 p.m.

### October "Community Helpers"

October 12th– Columbus Day (School Open)

October 22nd– Pumpkin Patch

October 30th– Halloween Parade

### November "Nutrition"

November 11th– Veteran's Day (School Open)

November 25th– Thanksgiving Celebrations

November 26th and 27th– Thanksgiving (School Closed)

### December "Holiday Celebrations"

December 17th– Toddler Holiday Program

December 18th– Preschool Holiday Program

December 24th & 25th - Christmas Holidays (School Closed)

December 31st - New Year's Eve (School Closed)

### January "Physical Fitness"

January 1st– New Year's (School Closed)

January 19th– Martin Luther King Jr. Day (Open)

### February "Love for Other's"

February 12th– Valentine's Day Celebration

February 15th– President's Day (School Closed)

### March "Transportation"

March 17th– St. Patrick's Day Celebration

### April "Nature (Spring Planting)"

April 1st– Easter Egg Hunt

### May "Flowers"

May 7th– Mother's Day Breakfast 7:30 a.m. to 8:30 a.m.

May 31st– Memorial day (School Closed)

### June "Animals"

June 18th– Preschool Farewell Celebration

June 18th– Father's Day Breakfast 7:30a.m. to 8:30a.m.

June 21st– Summer Session Begins

### July and August "Summer Fun"

July 2nd– Independence day Parade

## S4a.m.

8:30 - 8:45	Circle I (Greetings; Music, Calendar & Montessori Demonstrations)
8:45 - 10:00	Period I - Individual activity time, Practical Life, Cultural, Sensorial, Math, Art, Language & Snack)
10:00-10:30	Recess
10:30-10:45	Bathrooms
10:45-11:30	Period II - Individual activity time (Practical Life, Cultural, Sensorial, Math, Art & Language)
11:30-12:00	Circle II (Music & movement) Departure

## S4p.m.

1:00 - 1:30	Period I - Individual activity time (Practical Life, Cultural, Sensorial, Math, Language & Snack)
1:30 - 1:50	Circle I (Greetings, Music, Calendar & Montessori Demonstrations)
1:50 - 2:00	Bathroom
2:00 - 3:30	Period II - Individual activity time (Practical Life, Cultural, Sensorial, Math & Language)
3:30 - 4:00	Recess - Playground
4:00 - 4:30	Circle II (Music & movement) Departure

NOTE: Children need to be picked up on or before 12:00 noon for morning session and on or before 4:30 p.m. for afternoon session. After 12:00 noon or 4:30 p.m. late children will be in the front office and an extra charge of \$5.00 an hour will be charged.

## Preschool Curriculum

The curriculum of preschool is implemented through 5 distinct areas: Practical Life, Sensorial, Language, Mathematics, and Cultural Studies. These areas include extensions and variations for children three to five years of age.

### **Practical Life**

The activities in this area are essential to the direct development of order, concentration, coordination and independence. The activities of Practical Life also include: Grace and Courtesy, Care of Self, and Care of the Environment.

### **Sensorial**

The activities in this area develop the child's sensory acuity.

### **Mathematics**

In the Mathematics area, children develop the concept of quantity and symbol through the use of concrete manipulative materials that are sequential.

### **Language**

Although Language is a distinct area, it is an integral part of all the other areas in the preschool classroom. The Language area offers children an opportunity to develop reading and writing readiness skills including: Phonics, Comprehension, Vocabulary, and Writing.

### **Cultural Studies**

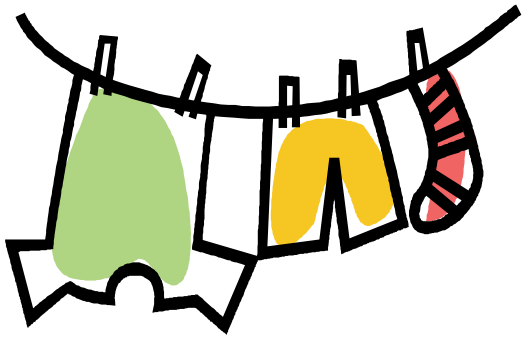
The Cultural area includes materials and activities in History (a sense of time, including calendar/time lines), Geography (landforms, continents, and countries of North America), Science (Physical Science / Geology & Astronomy), and Biological (Botany / Zoology).

### **Art & Music**

Children will develop an appreciation for art and music through the monthly themes presented throughout the year.

## What Preschoolers

need every day:



- ONE crib sheet
- ONE blanket
- ONE change of clothes

## Important!

Please label the above items with your child's name and place them in a labeled pillowcase.

*Bedding is sent home every Friday for laundering.*



## S-3

6:00-7:00

S-Bldg. Office

7:00-8:30

H-1 (Greetings, Morning Activities)

8:30-8:45

S3 (Bathroom Time)

8:45-9:30

Period 1- Individual Activity Time (Practical Life, Sensorial, Math, Language, Cultural and Snack)

9:30-10:00

Circle 1 (Greetings, Calendar, Presentation)

10:00-10:30

Recess - Playground 1

10:30-10:45

Bathroom Time

10:45-11:45

Period 2- Individual Activity Time

11:45-12:10

Circle 2- Storytelling/Music/Movement

12:10-12:45

Lunch Time

12:45- 2:30

Nap

2:30 - 3:00

Clean-up, Bathroom Time, Snack

3:00 - 3:30

Circle 3- Presentation)

3:30 - 4:00

Period 3- Individual Activity Time

4:00 - 4:30

Recess - Playground 2

4:30 - 4:45

Bathroom Time

4:45 - 5:15

Circle 4- Storytelling/Music/Movement

5:15 - 5:45

Evening jobs/Art activities

5:45 - 6:00

Clean-up ,Individual book reading

## H-5

6:00 - 8:00	H1; Greetings, free play
8:00 - 8:15	Recess - Playground
8:15 - 8:30	Bathroom
8:30 - 9:00	Circle I (Greetings, Music, Calendar & Montessori Demonstrations)
9:00 - 10:15	Period I - Individual activity time (Practical Life, Cultural, Sensorial, Math, Art, Language & Snack)
10:15-10:30	Circle II (Music & Movement)
10:30-11:00	Recess - Playground
11:00-11:10	Bathroom
11:10-11:30	Circle III (Music)
11:30-12:00	Lunch
12:00- 2:00	Naptime
2:00 - 2:30	Clean-up and snack
2:30 - 3:30	Period II - Individual activity time
3:30 - 4:00	Recess - Playground
4:00 - 4:15	Bathroom
4:15 - 5:00	Period III - Individual activity time (Practical Life, Cultural, Sensorial, Math, Art, Language & Snack)
5:00 - 6:00	Free play & departure

## School's Policies and Procedures for the Preschool Program

### Hours of Operation

The school is open from 6:00 a.m. to 6:00 p.m. A maximum of 10 hours a day is permitted.

### Programs

**Part-Time programs:** 8:30 a.m. to 12:00 noon; Monday through Friday. 1:00 p.m. to 4:30 p.m., Monday through Friday.

Lunch is not included.

A fee of \$5.00 per hour will be charged after 12:00 noon or after 4:30 p.m. pick-up time

**Full-time program:** 6 to 10 hours per day between 6:00 a.m. to 6:00 p.m.

Lunch, morning and afternoon snacks are included with no additional fee.

A fee of \$5.00 per hour will be charged in excess of the maximum allowable hours of scheduled program after 6:00 p.m. A late fee of \$5.00 per 15 minutes will be charged.

### Sign In/Sign Out

Community Care Licensing requires families to sign a **FULL SIGNATURE** upon arrival and departure of your child every day. The sign in and sign out binders are located in the S-Bldg office.

### Release of Child to Authorized Persons Only

Your child is only released to those authorized persons listed on the emergency card. An 'Alternative Pick Up' slip must be completed in the office, or the school should be notified by telephone every time a non-listed person will be picking up your child. Please inform the persons picking up your child that he/she will be required to present picture identification at the office in order to take your child from the school. There are no exceptions. It will be very helpful if you let the teacher in charge know that someone else is picking up your child.

### Emergency Information

Emergency cards must be kept current and up-to-date. Work and home phone numbers should be correct, addresses and emergency contacts should be current, and authorized persons to pick up your child should be up-to-date. Sick children are not permitted at school. There is a form in the front office for updating information in-between submitting new emergency cards.

### **Late Pick-up**

The school is closed at 6:00 p.m. Please arrive on time. Picking up your child late is costly to you: \$5.00 for every 15 minutes you are delayed. Please call and notify the school if you will be picking up your child after hours.

### **Change of Schedule**

All changes, including withdrawal, require a two-week (or ten business days) written notice on a 'Change of Schedule' form. No other form of notice will be accepted. An additional two-week billing will be charged if the appropriate notice isn't given. All changes are to go through the school office using the appropriate form. Verbal changes and changes made with teachers are not acceptable.

### **Breakfast**

Breakfast is served from 7:30 a.m. to 8:30 a.m. for children who are in our breakfast program. Please DO NOT SEND BREAKFAST FROM HOME.

### **Lunch**

Lunches are included for children who are enrolled in our full time program. Please DO NOT SEND LUNCHESES FROM HOME. If a child has a special dietary reason for not eating school lunch, a note from the child's doctor must be submitted to the director.

### **Sick Policy**

State law requires that all contagious children be kept at home. In addition, Rainbow Montessori policy requires that any child with a temperature of 101 degrees or higher may not attend school. Please be aware of the following:

- A temperature of 101 degrees or higher may be a sign of infection or other contagious illness.
- A temperature of less than 101 degrees that is accompanied by other symptoms such as vomiting, diarrhea, constant crying and/or fussiness should also be considered reasons to keep your child at home.
- We will notify you if your child becomes ill while at school. You will be required to pick him/her up as soon as possible. Due to State law prohibiting sick or contagious children from being at school, it is very important that your child be picked up within an hour of being called.
- We cannot accept children back in school until contagious symptoms and/or fever have been absent for 24 hours or if a doctor's note is provided.

## **H-3**

6:00 - 8:00	In H-1; Greetings; Free play
8:00 - 8:15	Recess
8:15 - 8:30	Bathrooms
8:30 - 9:00	Circle I (Greetings; Music, Calendar & Montessori Demonstrations)
9:00 - 10:15	Period I - Individual activity time (Practical Life, Cultural, Sensorial, Math, Art, Language & Snack)
10:15-10:30	Circle II (Music & Movement)
10:30-11:00	Recess
11:00-11:10	Bathrooms
11:10-11:20	Circle III (Music)
11:20-11:45	Lunch
11:45-12:00	Bathrooms
12:00 - 2:30	Naptime
2:30 - 3:00	Clean-up & Snack
3:00 - 4:00	Period II - Individual activity time (Practical Life, Cultural, Sensorial, Math, Art, Language & Snack)
3:30 - 4:00	Recess
4:00 - 5:00	Story, Music & Movement
5:00 - 6:00	Free Play & Departure

## G-4

6:00 - 8:00	H1; Greetings; Free Play
8:00 - 8:15	Recess
8:15 - 8:30	Bathrooms
8:30 - 9:00	Circle I (Greetings; Music, Calendar & Montessori Demonstration)
9:00 -10:30	Period I - Individual activity time (Practical Life, Cultural, Sensorial, Math, Art, Language & Snack)
10:30-11:00	Circle II (Music & Movement)
11:00-11:30	Recess
11:30-11:45	Bathrooms
11:45-12:15	Lunch
12:15-12:30	Bathrooms
12:30-2:30	Naptime
2:30 - 3:00	Clean-up & Snack
3:00 - 3:45	Period II - Individual activity time (Practical Life, Cultural, Sensorial, Math, Art, Language & Snack)
3:45 - 4:00	Clean-up
4:00 - 4:20	Recess
4:20 - 4:45	Bathrooms
4:45 - 5:00	Story, Music & Movement
5:00 - 6:00	Free Play & Departure

## Medication

Medications must be signed in on the medication log every day. A measuring spoon or dropper should accompany all medications. These procedures apply for all prescriptions and over-the-counter medications. Tylenol can only be given to your child (in case a parent cannot be reached) when the written authorization on the back of the emergency card has been completed.

All medications must be labeled with your child's name and must be put in the medication basket located at the S-Building office. Please write your child's name, name of medicine, the dosage and the time the medication is to be given in the Medication Log and sign your full signature. The Medication Log is located by the Medication basket in the main office.

Your child's medical problems and accidents at the school are recorded and reported to you. A written record is kept of such incidents.

Notify the teacher if your child is taking any medication that may account for behavioral changes.

## Clothing

Please encourage your child to dress appropriately for school and the weather conditions. Avoid expensive, dressy and formal clothing. We recommend shoes, which cover the entire foot that are safe and comfortable. Sandals are not recommended. Also avoid jewelry, especially hanging earrings and necklaces.

## Questions and Concerns

Questions and concerns should be addressed to your child's teacher or the Director of the program, Ms. Leticia Montalvo.

You are welcome to initiate a conference at any time that you feel the need. We work together to make decisions about how to best support your child's development, and progress. Teachers appreciate any of your input regarding your child that allows us to provide the best care for your child. Meetings provide the opportunity to best assess the needs and growth of your child.

Difficulties and differences that arise from interactions between teachers and families are resolved through special conferences or individual meetings involving all participants. The Preschool Director, Ms. Leticia Montalvo, facilitates the meetings.

## Arrival and Departure

For the purpose of maintaining a quiet and peaceful environment for all our children at all times, we are requesting parents to please enter quietly and wait by the parents' corner when bringing and taking your children. Avoid talking extensively to the teachers when you bring or pick up your child as it interferes with effective supervision. We will be more than happy to make an appointment for a private conference with the teacher.

## Playground

Please avoid communicating with the teachers while they are on the playground. Close supervision in the playground is needed to avoid accidents.

Due to liability issues, we do not allow children to play on the playground at any times other than their scheduled and supervised recess times. Please comply with this rule by NOT allowing your child to play on the playground after he/she has been picked up. Please sign out and promptly exit the area. You are welcome to visit with other families outside the gated area.

**We cannot create observers by saying “observe,” but by giving them power and the means for this observation and these means are procured through education of the senses”**  
**-Maria Montessori**

## G-3

6:00 - 8:00	H1; Greetings, Free Play
8:00 - 8:30	Recess
8:30 - 8:45	Bathrooms
8:45 - 9:10	Period I - Individual activity time (Practical Life, Cultural, Sensorial, Math, Art, Language & Snack)
9:10 - 9:30	Circle I - (Greetings; Music, Calendar & Montessori Demonstration)
9:30 - 10:30	Individual activity time cont.
10:30-11:00	Circle II (Music & Movement)
11:00-11:30	Recess
11:30-12:00	Lunch
12:00-12:15	Bathrooms
12:15 - 2:30	Naptime
2:30 - 3:00	Clean-up & Bathrooms, Snack
3:00 - 3:50	Period II - Individual activity time
3:50 - 4:00	Clean Up
4:00 - 4:25	Recess
4:25 - 4:40	Bathrooms
4:40 - 5:00	Circle II (Story and Music)
5:00 - 6:00	Free Play & Departure

## G-2

6:00 - 8:00	H-1; Greetings, Free Play
8:00 - 8:30	Recess - playground
8:30 - 8:40	Bathroom
8:40 - 9:30	Period I; Work time
9:30 - 10:00	Circle I (Greetings, Music, Calendar & Montessori Demonstration)
10:00-11:00	Period II - Individual activity time (Practical Life, Cultural, Sensorial, Math, Art, Language & Snack)
11:00-11:30	Circle II (Music & Movement)
11:30-12:00	Recess - playground
12:00-12:15	Bathroom
12:15-12:45	Lunch
12:45- 1:00	Bathroom
1:00 - 2:45	Naptime
2:45 - 3:00	Clean up
3:00 - 3:15	Bathroom
3:15 - 4:15	Period III - Individual activity time (Practical Life, Cultural, Sensorial, Math, Art, Language & Snack)
4:15 - 4:30	Circle III (Music, Story)
4:30 - 5:00	Recess - Playground
5:00 - 5:10	Bathroom
5:10 - 6:00	Free play & Departure

## Questions about billing?

Please understand that the front office has no financial records. They can only refer you to our bookkeeper. Our bookkeeper is off-site and available to take your phone calls at 408-727-4776

Address: 1290 Kifer Rd., Suite #303  
Sunnyvale, Ca 94086



# Advancement to Kindergarten

Preschool children who will be four and nine months by December and meet the readiness criteria may advance to kindergarten by mid-June, September, or January.

## READINESS CRITERIA

The advancement of preschool children to kindergarten will be based on the readiness criteria as evaluated by the child's teacher and/or director. The results of the evaluation will be discussed at a parent-teacher conference if needed.

## EVALUATION CRITERIA

1. The child must demonstrate adequate:
  - a. Attention span
  - b. Sensory Acuity
  - c. Gross and fine motor skills
  - d. Receptive and expressive language
  - e. Work independently
2. The child must demonstrate ability to:
  - a. Play and work cooperatively with peers
  - b. Follow school rules
  - c. Follow class rules
  - d. Participate in group activities
  - e. Follow directions

We invite you to tour the Kindergarten  
and hope you choose Rainbow Montessori  
for your child's elementary education!

## TUITION PAYMENTS

You may pay your monthly tuition either by check or cash. If by check, please make payable to 'Rainbow Montessori', with your child's name in the memo, and place it in the black Payment Box located by the fish tank in the main office. If by cash, please make payment to office personnel and you will be given a receipt.



# G-1

6:00 - 8:00	Greetings; Free Play
8:00 - 8:30	Recess
8:30 - 8:45	Bathrooms
8:45 - 9:30	Period I - Individual Activity Time (Practical Life, Cultural, Sensorial, Math, Art, Language & Snack)
9:30 - 9:45	Circle I (Greetings; Music, Calendar & Montessori Demonstrations)
9:45-11:00	Individual Activity Time (Cont.)
11:00-11:30	Circle II (Music & Movement)
11:30-12:00	Recess
12:00-12:30	Wash-up & Lunch
12:30-12:45	Bathrooms
12:45-2:30	Naptime
2:30 - 2:45	Clean-up / Bathroom
2:45 - 3:00	Snack
3:00 - 3:15	Circle III (Montessori Demonstration)
3:15 - 4:15	Period II - Individual Activity Time (Practical Life, Cultural, Sensorial, Math, Art, Language)
4:15 - 4:30	Circle (Story & Music & Movement)
4:30 - 5:00	Recess
5:00 - 5:10	Bathrooms
5:10 - 6:00	Free Play & Departure