



## Parent Handbook

## **Parent Handbook**

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### Welcome

Welcome to Step by Step Montessori School! SBSM provides an educational program of excellence based upon the original Montessori principles of humanity, focusing primarily on the fundamental law of self-construction. At SBSM School, the child develops his or her own will, selfcontrol, concentration and intellect. Utilizing time tested Montessori principles engenders self-esteem, independence and a sense of responsibility. We are honored that you have chosen our school to nurture, support and love your child.

### Students of SBSM School

SBSM currently accepts children ages 18 months to 6 years. Children begin their education in the Toddler environment at the age of 18 months and continue in the same environment until about 3 years old. When the child is ready, around this age, they can move on to the Primary environment. The Primary program is a 3 year program and includes Kindergarten. Children are ready for 1<sup>st</sup> grade upon completion of the Primary program. We offer a 3-5 day programs for the Primary students, and you have the choice of a half, full or extended day programs.

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### The Three-Year Cycle

Every year is an important year for the child. The first year is one in which they are familiarizing themselves with the environment, learning how to care for themselves and the environment. The children begin to learn to focus and to concentrate. Many changes occur as the child finds confidence in achieving important self-related goals. As the child looks around in their new environment, they notice older children working on fascinating materials. The Montessori method has found that the younger children in the classroom respond faster when emulating the older children.

The second year is just as important. An ease and comfort of the environment allows your child to jump right into choosing work – no adjustment time is wasted. Your child now has concentration and can learn how to teach themselves anything they show interest in. The child has the world to explore and a willing guide ready to show them how to access that world. The child notices the older children using materials just out of their reach, giving the child motivation to practice their lessons further.

The third year, Kindergarten, is a very important year. Not only is the child more capable of learning even greater riches through the now very familiar materials, they are now at the top of the class. The child can truly feel confident, secure and independent with high self-esteem. The child now shares work and lessons with the smaller children in the class, solidifying the knowledge of all that they have learned in the past years. And then those new, young children look up to your now older child and the cycle starts again. In this way, each child is allowed to experience being the “youngest,” “middle,” and “oldest” child, which could never happen otherwise. Through this comfortable exploration in a known environment with the help of the child’s peers and teachers, the child is provided with the security and consistency so important at this age. This also means that parents and teachers will develop a close working relationship on behalf of the child. The child is the focus of our school. We feel it is important that all of the people in the child’s life (parents, teachers, peers) work together to help the child.

### Classroom Guidelines

The Montessori Environment is a prepared environment designed to aid your child in their search for independence, concentration and happiness. Children need an interactive, hands-on, educational environment to become self-motivated and successful learners. Here, children are free to explore with their senses in order to fully understand the world around them. **They are free to learn at their own pace.** We never push a child academically; the child learns through their own explorations and from others in their environment. Interaction with their peers in a real-life community is necessary. Children require ample time and space to practice and perfect their abilities. The Montessori materials provide children with a variety of interactive experiences including learning activities of practical life, sensorial, language, math, science, history, culture, art, etc. Dr. Montessori found that children need more than just academics; they need to be allowed to explore their world and society.

Our classrooms are communities. The children care for the environment they learn in, along with the people within. Our school and classrooms only have one rule and that is the rule of respect. Respect fulfills so many needs within an environment. When a child follows this rule, they will never say or do anything to hurt another child. With respect, the child will care for everything within their environment. Most importantly, the child will care for their own self. Respect will carry a child confidently and happily through the rest of their life. Respect comes in many forms. We respect people by listening to their words

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and looking them in the eye when we speak with them. We respect people by giving them common courtesy like saying “Excuse me,” “Please,” “Thank you,” and “You’re Welcome.” We respect the environment by not throwing trash on the floor, by not harming animals, by caring for books we read, etc. These small considerations show respect and model respect for our children. This leads to a child feeling appreciated and cared for. Once a child feels respect, they will in turn give that respect to their immediate environment, including the animals and people within it.

### Admissions Policy

It is the policy of SBSM School to admit students without regard to race, culture, color, creed, national and ethnic origin, sex, religion or disability. Typically, the first step is to schedule a tour of the school for the inquiring adult and once a decision is made to proceed with enrollment, a final meeting will be made with the child present to assess his or her health, physical and emotional development. At this time, the child can join the class to be viewed by the teacher while the school coordinator reviews items with the parent including the admissions folder. All items in the folder must be completed and returned prior to the child’s first day of school. Please note that these steps may be adjusted due to existing restrictions from environmental factors such as the Covid-19 Pandemic.

When the parent or legal guardian of a child identifies that a child has special needs, the Head Teacher and the parent or legal guardian will meet to review the child’s care requirements. SBSM School does not discriminate on the basis of special needs. The program accepts children with special needs as long as a safe, supportive environment can be provided for the child. In staff hiring and student enrollment, we encourage diversity.

Consistent with our philosophy of providing the best and most relevant service, all admissions are on a trial basis. We reserve the right to observe and evaluate each child to see where he/she would best fit within our environment and without.

### Arrival and Departure

*Please see the school calendar for details on Holidays & closures.*

#### **Primary School**

*School Lessons start promptly at 9am*

*Please drop your child off between 8:30 and 8:45am.*

*Half Day school ends promptly at 12:30.*

*Please pick your child up between 12:15 and 12:30.*

*Full Day school ends promptly at 2:30.*

*Please pick your child up between 2:15 and 2:30.*

*Extended Day School is open from 7am-5pm*

*Please pick your child up between 4:45 and 5pm*

#### **Toddlers**

*Extended Day School is open from 7am-5pm*

*Full & Half day students get dropped off between 8:30 and 8:45am.*

*Half Day school ends promptly at 12:30.*

*Please pick your child up between 12:15 and 12:30.*

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*Full Day school ends promptly at 2:30.*

*Please pick your child up between 2:15 and 2:30.*

*For extended day students, please pick up no later than 5pm*

Every child entering SBSM is capable of walking into the school on their own two feet, and what a great feeling of independence when a child realizes that their parents trust them! Please do not carry your child in, as this communicates a dependent message to the child and discourages independence. We ask that you park your car and walk your child through the playground gate to sign them in. Please make your goodbyes **cheerful and brief**. Make sure that when you say good-bye you tell them what a wonderful day they will have! If you show hesitation, then the child may feel that this isn't a safe or fun place and could feel anxiety. We want school to be a wonderful experience for each child and you can help in many ways. When it is time to pick your child up, please come to the same gate after parking your car.

When you drop your child off and pick them up in the afternoon, *please sign your child in and out on our sign in/out clipboard*. **This is a state mandated law.** Children must always be brought to school by a parent or other authorized adult and be signed in. You must record the correct time and sign your full name when you bring your child in and at the end of the day. **A child who appears to staff to show signs of illness may be excluded from class and will have to be taken home.**

To release a child at pick-up, a **photo ID must be presented by all authorized pick-up persons**. This allows our staff to verify the identity of the individual and ensure your child is released only to the right person — a critical step in keeping every child safe.

Please note:

Children will **only be released** to individuals listed on the emergency form as authorized pick-up persons.

If you would like to authorize a fellow parent (e.g., a parent of another child in our school) to pick up your child in case of an emergency, this **must be pre-authorized** and added to your emergency form.

**No last-minute authorizations** will be accepted by phone, text, or email under any circumstances.

### Late Pick-Up Fee

For full-time students, the latest pick-up time is 5:00 PM sharp.

For part-time students, pick-up must occur at the scheduled time agreed upon during enrollment.

Late pick-up fees will apply as follows:

\$2 per minute after your scheduled pick-up time.

These fees help cover staff overtime and ensure our team is fairly compensated.

Late fees must be paid in cash no later than the child's next drop-off.

Please make sure that everyone in your family understands the importance of these requests, including nannies, grandparents and anyone else who may possibly bring your child to school or pick them up.

### Daily Activities

7:00-9:00 a.m.	Children will arrive and have free play and snack
9:00-12:00 p.m.	Circle time, Projects, outside break & Montessori Preschool Education
12:00-1:00 p.m.	Lunch and outside time
1:00-3:00 p.m.	Nap and quiet time- Kindergarten lesson for older students
3:00-4:00 p.m.	Outside time and Snack

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4:00-5:00 p.m. Montessori & free play Preschool Education  
5:00 p.m. Program closure

- Montessori Preschool Education Classes include 20 Minutes circle time; 1.5 hour working time and 45 minutes outside time.
- Circle time includes special projects, music, learning games and stories.
- During the summer months the daily active schedule changes. That schedule is provided to parents prior to the summer season.
- Daily Schedule is subject to change

### Tuition

Tuition is due on the first day of every month. If the tuition is not applied until the 3rd working day of each month, a late fee of \$50 should be added to the payment and be applied in the same day. The payment should be applied in cash or check. Any returned check will be charged an additional \$50 fee in addition to any late fee incurred. If the payment is not paid in full by the 7<sup>th</sup> working day of the month, the student will not be permitted to attend the following day until all of the payment and fees have been received. Step-by-Step Montessori is not able to offer tuition credit for absences or illnesses. Childcare fees are based on enrollment (a reserved space), not on attendance. To maintain a reserved space, fees must be paid during the absence of a child due to illness, holidays, vacation, or for any other reason. Please see the tuition form for the latest fees.

During any extended school closure due to environmental or Covid-19 factors, our teachers will still be providing lessons to the students via Zoom and will be working hard to provide them with as much instruction as possible for a seamless transition. Tuition fees are still required at this time and are essential to keeping the school open for business.

Parents will be given a **30 day** notification of any tuition changes. We ask the same of you. If you need to leave SBSM for any reason, please give the school 30 days written notice so that we may fill the spot. If you need to modify your daily or daycare schedule, please give us at least **two weeks notice** to be sure we have the space to make those changes.

### Late Pick Up

If you happen to arrive at school later than closure time, then there is a late pickup fee of \$2 per minute. The fee should be paid in cash directly to the staff member working overtime. You are also required to call the school and inform of such delays to help alleviate any discomfort for the child and help prepare the staff.

### Refunds

Refunds for paid tuition are not provided, even before a child starts attendance. Exceptions are if a child is terminated due to disciplinary reasons and cases are very rare and are always done with collective agreement of the child's teacher and school's director after several notices have been made to the guardian.

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### Dress for Success

We ask that you send your child to school dressed in comfortable, non-restrictive clothing. It is most important that the children learn to remove their own clothing if needed. This leads to confidence and independence. We know how adorable children's clothes can be, but it is in the best interest of the child that they wear loose fitting, casual clothes. Please dress your child in pants that are easy to remove for going to the bathroom, roomy shirts and, if needed, short dresses (so the hem does not drag, get stepped on, or fall in the toilet!). Short sleeved shirts are preferable in order to maximize your child's success with their work in the environment. We also ask that you send your child with appropriate shoes. In contemplating shoes for your child, please buy something that they can put on and remove on their own. If your child is just entering our program, they should be in Velcro shoes so that they can put them on and take them off as they please. Around the age of 4 we begin teaching the children how to tie and we would ask that at that time the child come to school in tie shoes so that they may practice.

Please bring two spare changes of clothing (socks, pants/shorts and top) to your teacher. Your teacher will let you know when replacement items are needed. Please **label all clothes** brought to school, especially jackets as those are often misplaced. We urgently ask you: **Please do not allow your child to wear clothes depicting violent acts or cartoon characters** (like Thomas, Disney, Hello Kitty, Superheroes etc). It is very important that we keep SBSM School a neutral, friendly and non-distracting place and we do not condone violent play of any kind. Thank you.

### Toileting Policy

We are happy to offer our support in the toilet training process. We recognize that children are capable of amazing things at much younger ages than they get credit for. And toileting is one of them! We offer a loving, natural environment for a child to learn to use the toilet all by themselves. Your child will have multiple role models as there are many others who are using the toilet with success each day. Once a child acclimates to their environment, we recommend sending them to school in underwear. Bring in several pairs and we'll consistently encourage and remind the child to use the toilet throughout the day. You'll be pleasantly surprised to find your child excitedly indicating when they need to use the toilet and learning how to pull down and up their pants. We want as much success and joy for your child in this development, so we'll work closely with you throughout the process. Before you know it, your child will be using the toilet comfortably and will have such pride and joy in their accomplishment! For your information, we use the following terms when speaking to your child about this process: pee, poop, toilet, and bottom (and if necessary, to refer to vagina and penis). Please be sure to follow suit so there isn't any confusion! Please also provide a reusable dry "wet" bag for soiled clothes that need to be returned home.

### Student Attendance Policy

Dr. Montessori found through her observations that children have a great need for order. Children need firm consistency and repetition to find their boundaries and limits set upon them by their environment and our society. In respecting this need of the child we would like to stress the importance of your consistent and prompt arrival to school every day that your child is well. If you are having a hard time getting your child out the door in the mornings, please see the Administrators as they have



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many helpful ideas. It is also very important that your child comes to school every day that they are well so that they will feel more comfortable as they are familiar and happy within their environment.

### Ill Health Policy

The School's Health Policy and STATE LAWS REQUIRE that you KEEP YOUR CHILD HOME if you notice **any sign of illness** such as temperature, sore throat, headache, excessively runny nose, cough, diarrhea, vomiting etc. **within 24 hours of class**. Your child may return to school when they are symptom free (without medication) for 24 hours. If your child needs to stay in from outdoor activities, it is best to keep them home. It is very difficult to keep one child inside while the others are all outside. We will ask any child that we see to be sick, unhealthy or contagious to be picked up and brought home immediately. We understand how hard it may be to take off work, but please consider how unhappy your child feels at school when they are sick and uncomfortable. If a child spends one extra day resting during an illness, it is probable that they will heal more quickly. Please let us know if your child has any contagious disease, such as chicken pox, whooping cough or measles, so other parents can take necessary action. We are required by law to keep records of contagious diseases. Additionally, if your child has suffered a more serious injury (broken/fractured bone, reactive bee sting, concussion, etc.) please see the Director before attendance for specific guidelines on returning to school. We have additional policies in place for the Pandemic. Please see the Pandemic Response Plan for more information and updated Health Policy for students and staff.

### Hand Washing

Children's hands are washed upon arrival and departure from school. Throughout the day children are instructed to wash their hands frequently and especially before/after meals and using the bathroom. Hand sanitizer is also provided in each classroom. This is to help reduce the spread of germs. Please make sure good habits are built during play time and meals at home as well. Good hand washing techniques include getting hands wet, applying soap and rubbing hands together for 20 seconds, rinsing hands and then drying.

### Immunizations

All children enrolled in a childcare setting must be vaccinated per the state law. Parents should keep accurate and up-to-date immunization records for their children. When children get new vaccines, the parent needs to provide a copy to the school to update their records. Children will not be allowed to enroll if they are not immunized.

### Medication and Medical Emergencies

If your child must use medication during school hours, then a form will need to be filled out and given directly to the teacher. Please do not send medicine in lunch boxes, as other children will have access to it. Please refrain from sending cough drops if possible. **NOTE: All medicines must be in their original container with pharmacist's or manufacturer's label, child's name, dosage instructions, current date, name of medication, and times to be administered clearly written.**

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If your child requires an Epi-Pen for an allergy, please be sure your Pediatrician indicates as such on the Physician's report and bring two (2) Epi-Pens to the staff before the first day of school. Please bring all relevant paperwork from your doctor to be included.

If your child has a medical or dental emergency, we will first call the necessary emergency services and then contact the parents. If a child needs to go to the Hospital, then a staff member will accompany them if a parent is not available and stays until the parent has arrived. It is very important to completely fill out your emergency information paperwork so that the staff can call anyone needed in an emergency.

### Allergies

If your child has any allergies, please let the director know so that she can inform the entire staff. The staff will work with the parents to come up with a safe plan and alternative snacks if need be. Please keep the staff up to date if anything should change with the child's allergies.

### Sun Smart Policy

During the summer or on very sunny days, the staff can apply sunscreen to the children to protect them from potential sun burns. Each guardian is asked to sign a permission slip to allow staff to apply sunscreen to the child during school hours. We kindly ask that you supply their own sunscreen stick labeled with your child's name. No child will be able to share their sunscreen with other students or siblings. Children are also encouraged to stay in the shaded areas to play. You are welcome to provide a hat to help keep them shaded from the sun.

### The Classroom

It is very important that all adults understand a very important aspect of the Montessori environment. Dr. Montessori saw (and we still see today) that our world, our society is made for adults. Everything the child comes into contact with is adult-sized and it is very rare for children to have real things of their own. A Montessori environment is created solely for the children. Every single thing is made with a child in mind. The pictures are hung at the child's eye level. The lamps, chairs, tables, shelves and materials are all made specifically for children. Most importantly these are real objects, not plastic, but real wood, glass and metal objects just like adults use. You can begin to see what a wonderful sanctuary this is for children!

### Classroom Procedures

The children of each classroom learn through special lessons or presentations given individually by the teacher. There is a process that the child should follow in their classroom. Please go over these procedures with your child before the first day of school.

1. You may only take work from a shelf that you have had a lesson on.
2. Please take your work to a table or a mat and sit down.
3. You may practice work that you have had a lesson on, as often as you would like, any day that you are in school.
4. Please put all of the material back in order and where it belongs on the shelf.
5. Please remember to push in your chair or roll up your mat.

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6. If you watch a child at work, please stand with your arms at your sides, or behind your back and please do not speak, as we do not want to distract the child working.
7. If while watching a child work, that child asks you to leave, please respect their wishes and go choose your own work.
8. When you need to speak to a teacher or another child who may be busy, please rest your hand on that person's arm or shoulder and wait patiently for them to call upon you.

Thank you for helping your child in adjusting to this new environment with these rules. We appreciate any consistency that can be offered at home.

### Field Trips

If an event does come up, then we will provide you with rules, regulations and transportation arrangements as needed.

### Nutrition/Lunch

As you can imagine we stress healthy snacks and lunches for you and your children. We offer snacks of fruit, grain, and vegetables every morning and afternoon. We try to introduce your child to many new fruits and vegetables so they may discover what they enjoy. We ask the same of you for breakfast and lunch.

Breakfast is a very important meal in the day and we ask that your child get some form of protein during breakfast as they are expending a lot of energy during school. Fruit is also important as it is a complex carbohydrate and will last longer than the quick fix of pop tarts or other like items. We suggest eggs, whole grain breads or muffins, fruits, hot cereals, and yogurt as a good start to the day. These foods have “staying power” and your child will be happy to work all morning. Proper food will feed the brain, allowing it to function at a higher level!

We ask for the same nutrition at lunch. Please send **Protein**: meat, fish, chicken, boiled egg, yogurt, cheese, cottage cheese, almond butter etc., **Vegetables**: carrot, tomato, celery, cucumber, jicama, peas, corn etc., **Fruits**: banana, apple, orange, grapes, melons, peaches, plums etc., **Grains**: please send whole grain foods and seeds. When a child does not like a food in their lunch box we will wrap it back up and send it home to you so that you may discuss with your child why they did not like it and therefore not send it again. We request that you do not bring desserts to school. The Montessori method has a strong base in real-life activities and materials. For this reason, we ask that you supply “real” and healthy items in your child's lunch, not heavily processed and packaged foods like lunchables and go-gurts. Thank you.

Please send your child with a reusable and labeled water bottle. Teachers will refill them throughout the day and they will be sent home at the end of the day to be washed and returned. Please also label all food containers so that they can be returned to the right student if mixed up. A Thermos is recommended for foods that you would like to remain hot for lunch.

### Emergency Preparedness

We all hope that a disaster never happens but if it does, we have procedures in place for fire, smoke, earthquakes, pandemics, and any other natural disaster. The Red Cross recommends that we should be prepared for as long as 72 hours without outside help.

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We ask each student to please bring the following in a 1-gallon Ziplock:

- 2-3 16oz unopened, unused, disposable water bottles
- Two nonperishables, “peanut- free” snacks. Make sure that they are good for at least 1 year
- One pair of extra clothing
- Something to comfort your child, A letter to them, family photo, small book or toy
- The plastic bag should be labeled with your child’s name and date the bag was prepared

Another option is to buy a *Kid’s Kit with Emergency Supplies (found on-line)* and add a set of extra clothes to it.

### Nap & Rest Time

There will be a designated nap/rest time each day. All children must nap or rest for a period of time in the afternoon. Rest time gives children a much-needed break during the day. During this time, children that do not nap need to stay on their cots to respect the children that need to sleep and will be provided with books or quiet activities. Please provide one fitted cot/crib sheet and a blanket to the school. These items will be returned at the end of every week to be washed and returned for the following week. Kindergarteners will take a short rest and then begin their lessons while the rest of the class is naptime.

### Items from Home

We know that some children feel the need to bring things from home to school, whether for comfort reasons or just to share with friends. We do understand this need but have seen the unhappy consequences of allowing this. Please discourage children from bringing anything to school from home. Too often others touch a child’s favorite toy or animal, which will often cause the owner distress. Please avoid this by leaving all cherished items in the car. We do have a “show and tell” occasionally. For this we allow children to share thoughts, dreams, experiences and educational items like books, seashells, plants, rocks etc. Please keep in mind though that sharing these items may still cause your child distress and may not be worth the effort. Also, please do not send any jewelry, purses, money, sunglasses or makeup to school. You would be surprised at how often this is an issue. Even Chap Stick is discouraged as children share it (and their germs). We take your child’s work very seriously and ask that nothing be done to distract them from it. Thank you.

### Assessments & Screening

The Desired Results Developmental Profile- Preschool (DRDP-PS) is an assessment tool developed by the California Department of Education/Child Development Division (CDE/CDD) used to measure the progress of children along a continuum of developmental levels. Desired Results are defined by the California Department of Education as conditions of well-being for children and their families. Observation and documentation with this tool along with a collection of each child’s “work” paints a picture of the whole child and begins from a child’s first day in the program. Information gathered is shared with the family on an ongoing basis and during two scheduled conferences a year. Family communication and input is a necessary component of the tool as families know their child best. The

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assessment tool information is used to aid in program reflection, curriculum planning and intentional teaching practices.

The Ages and Stages Questionnaire-3 (ASQ-3) is a screening tool that is designed to highlight developmental milestones of young children up to 5.5 years of age and identify young children who may show signs of a developmental delay. This screening program is to be completed by the parent. As stated in the ASQ-3 User's Guide, each questionnaire contains thirty developmental items written in simple, straight forward language. Once completed, the parent and teacher will share in a conversation around specific developmental milestones, discuss findings and next steps. This questionnaire will be distributed to families upon enrollment and is to be completed in the child's home. In addition, an ASQ-3 screening may occur anytime throughout the year as a concern should arise at the request of the parent/guardian or childcare provider. All information gathered is considered confidential and at no time will screening results be shared without expressed written permission from a child's legal parent or guardian.

### Parent Communication

Unfortunately, the teachers are not available to discuss in detail your child's day at arrival or dismissal time as that time is needed to say hello and goodbye to the children. If you need to speak with your teacher you may call the school to leave a message for the teacher to call you back when they have a break, you may send a note into school with your child asking the teacher to call you, or you may call the teacher before or after school each day. Each teacher has direct access with the parents through the Learning Genie App as well. Open and ongoing communication with all our families is of the utmost importance to us.

### Grievance Policy

If a parent is having a problem with any aspect of the classroom, then we ask that they first meet with their child's teacher to discuss the issue. If the issue cannot be resolved then a meeting should be set up with the parent, teacher and Director. Parents should follow the same procedure if unsatisfied with a policy or program at SBSM School.

### Discipline Policy

Each teacher finds their own voice when it comes to disciplining the children. We do not believe in punishments or "time outs" for a child having problems working, concentrating, listening etc. The teachers constantly work with the children to encourage speaking their happiness or displeasure with another child. We know that each teacher will find a way to help the children through any problems they may be having. The Director is always available to consult or brainstorm new ideas for working with children. There are only certain times when a teacher may have to rely on removing a child from the environment and that would be when a child's behavior is disruptive, cruel or unsafe to the child or others. These behaviors cannot and will not be tolerated by the staff of SBSM School. If we have a child continuing to be unsafe after we have explained our concerns to them, then they will be removed from the classroom. We cannot endanger other children. We stand by our non-negotiable discipline on aggressive behavior. Every time a child is physically aggressive to another person they will be removed from the immediate environment. If their aggression is severe (example: multiple biting or hitting incidences) we will ask you to meet with the Teacher and Director to discuss the possibility of using a

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shadow to correct the behavior or the child's removal from school. We feel this is so important for the safety of all the children in each environment. There will be no corporal punishment or violation of children's rights at SBSM School.

### Homework

We occasionally send homework and small projects home for the kids to complete. **We encourage the child to be proud of their work, not to look for approval from others.** When the child loves their work, then they will want to work for themselves and will therefore be much better at what they accomplish. Kindergarteners have more consistent homework sent home at the beginning of the week to be returned back on Fridays.

### Birthdays/Holidays/Celebrations

On each child's birthday (or a date of your choice if their birthday is not during the school term), the children sit together as the teacher shows pictures of your child's life so far. We ask that you prepare a page of pictures so that we can all see what your child looked like when born and as they grew! Children enjoy hearing about their life no matter how many times it is done. We will take good care of the pictures and return them to you after the pictures have been shown. The child will walk around the "Sun" with a globe to represent each year they have been alive.

Please do not send party invitations or gifts to distribute as this causes hurt feelings if each child is not included in your child's "out-of-school" birthday celebration. We recommend using Evite and will provide email addresses as needed.

There are many celebrations and holidays in each nationality. These special days make life interesting and full of heritage. The children have the opportunity to learn about the culture of other children. Each family is invited to share any special holiday they celebrate with the class. We ask that you come to give a short presentation about what the name of your holiday/celebration is and how the children of your nationality celebrate it. You may come dressed in the clothing of your country and bring traditional food to further impress upon the child the beautiful differences and similarities of our world. We ask that the presentation be brief, specific, simple and non-denominational. Please see your teacher for more information and please make all celebration arrangements in advance with the head teacher.

### Religion

Step by Step Montessori School has no affiliation with any religious orientation or organizations.

### Smoking/Drugs/Alcohol

SMOKING, DRUGS OR ALCOHOL ARE NOT PERMITTED ON SCHOOL PROPERTY AT ANY TIME.