

Children's Cottage  
Montessori  
Preschool

770-667-3574

Parent's Guide

## Anjana Das

Anjana Das is the Director of Children's Cottage Montessori Preschool. She was born and raised in India. She received her Bachelor of Arts degree in Language from SNTD College of Bombay. After marrying, Anjana and her husband spent nearly two years in Germany, where she worked in Heidelberg with handicapped children. In 1978, Anjana and her husband moved to Hoboken, New Jersey, joining her brother who had previously come to the US. In New Jersey, Anjana worked as a volunteer group teacher at a government primary school. Anjana had always loved the Montessori philosophy and when her husband's business took them to Houston, Texas, she became a certified Montessori teacher through the London Montessori Centre (formerly St. Nicholas Montessori Training Centre). In 1983, Anjana and her husband moved back to New Jersey where she worked for eight years as a Montessori teacher.

Anjana especially enjoys teaching arts and crafts, language, geography, math and cultural activities. While in New Jersey, she piloted a yearly event through which she shared her special interest in international cultures. Called "Visit to Europe" (whatever country may have been the current year's theme), the children dressed in the country's native costume, learned native dances, ate native foods and learned about the country's customs. Anjana feels it is very important to bring the outside world into the classroom by making children aware of current affairs.

Anjana lives in Alpharetta with her son Arijit. She loves to keep pet birds. In her spare time, she likes to contribute to children's community projects. In the past, she has run her own summer camp involving arts, crafts and dancing. Her hobbies include reading books, sewing and watching the Discovery Cable Channel. She also enjoys playing tennis and going for group walks and nature walks. One of Anjana's favorite pastimes is learning about different cultures from interesting people she meets.

Anjana feels the primary attributes students gain from the Montessori program are respect for adults, culture and education. "From the Montessori method, they'll be hard workers and achievers, and more contented and patient." She feels that through Montessori, they will be happier and have the courage to face the truth.

Children's Cottage Montessori Preschool  
Policies

789 North Main Street  
Alpharetta, Georgia 30201

770-667-3574

I have read and understand the Policies and  
Procedures as set forth in this booklet.

Signature of Parent

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Name of Child

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Date Signed

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## Children's Cottage Montessori School Anjana Das, Owner

Children's Cottage Montessori Preschool is dedicated to the principles of Montessori education. Montessori education, designed initially for preschool aged children, consists of a learning process based on each child's freedom of choice within a carefully prepared physical environment. The Montessori philosophy recognizes each child's inborn desire for self-development as the source of all learning. The environment of the Montessori classroom is designed to support children in their own process of self-development. The Montessori teachings assist children in their learning process by encouraging them in the use and mastery of specially designed self-instructional materials. The teacher uses techniques of observation, questioning, presentation of materials and the establishment of certain limits.

Montessori education has no religious affiliation, is not a therapy, nor is it an approach useful only with certain categories of special children. The Montessori method is effective with "normal" children in preschool, elementary school and high school. In addition, Montessori techniques can be used successfully with gifted children, the learning disabled and other "special" children.

Through experiences in a properly prepared Montessori classroom, the child acquires an increased ability to concentrate, an attitude of self-discipline and a sense of order. These newly developed characteristics prepare the child for the challenging social and intellectual tasks that occur throughout life. The Montessori "method" was developed over 90 years ago in Rome, Italy by Maria Montessori, an Italian physician-educator. Dr. Montessori, working with under-privileged children in Rome in the early 1900's, discovered that young children became absorbed in a serious interaction with specialized manipulative materials. Through this interaction and experience, the children developed an extraordinarily high level of intellectual and social ability at a very young age.

Expanding her study of the young child, she gradually refined her approach to all child development areas through her experience and research in various countries including Spain and India. The Montessori method became a significant influence in the US in the early '60's as parents and educators began to appreciate the importance of early childhood education.

Children's Cottage Montessori Preschool is a member of the Georgia Child Care Association, licensed with the State of Georgia Department of Human Resources.

### Registration Fees:

1. All children accepted into our program are expected to continue the full school year. We cannot accept short-term enrollments. However, if you find it necessary to withdraw your child, please give us a two week written notice so that we can place another child. You will be responsible for the two weeks' fees after notification.
2. Tuition fees are due on the first of each month. A \$20.00 late fee will be charged on delinquent monthly payments after the 6<sup>th</sup> of each month. If your child comes before 6:45am on a regular basis and is not on the full day program, there is a \$20.00 per day fee for early arrival. A TWO-WEEK DELINQUENT ACCOUNT WILL JUSTIFY IMMEDIATE DISMISSAL. No credits can be allowed for absences due to illness or vacation. As long as a place is reserved for your child, full payment is expected. A 10% discount is given for a second sibling enrolled and a 15% discount is given for the third sibling's tuition, starting with the oldest to the youngest. Our educational program needs your support by prompt tuition payments. Student records and report cards will be released if transferring to another school as long as financial obligations have been met.

3. The registration fee and the enrollment fee are non-refundable. This guarantees a place is reserved for your child.
4. A penalty of \$20.00 will be charged for each check returned by your bank. If the bank charges us a penalty, this amount will be added to the \$20.00. After two returned checks, accounts will be payable in CASH ONLY.
5. If your child is returning for the next school year, then registration needs to be completed by May 20. The \$25.00 registration fee is non-refundable, and a \$90.00 insurance premium is due each September 1.

The following is a list of techniques to be followed by the staff at Children's Cottage Montessori to manage discipline in the class:

1. Treat each child with respect.
2. Be courteous and professional.
3. Get to know and understand each child.
4. Offer encouragement.
5. Give plenty of hugs and praise.
6. Reinforce positive behavior.
7. Discuss any problems that should arise among children.
8. Be alert and aware.
9. Use a soft, but firm voice if a problem should arise.
10. Never shout or scream.
11. Use "time out" when necessary. Discuss the problem with the child and isolate from the group. Discussion should follow. Allow the child time to think about what happened (no longer than 5 minutes), then the child should be allowed to join the group.
12. Under no circumstances shall the child be subjected to corporal punishment or mistreated in any way.
13. If there is suspicion of child abuse, please call the Fulton County Department of Human Services 24 hour hotline

number (404) 699-4399 to seek assistance in caring for the child.

**Observations and Conferences:**

1. You may visit your child at school at any time, although we request cooperation in not disrupting our program. Call to make an appointment to visit your child and/or your child's teacher.
2. Please do not interrupt the teachers when they are supervising the children. It is vital that the teacher's full attention be directed to the children's activities and their safety.
3. Conferences regarding your child's progress can be made with the teacher at any time by calling for an appointment. Progress reports go home once a year in preschool. Individual parent/teacher conferences are REQUIRED at least once a year in May.
4. Tutoring is available upon request at an additional charge.

**PARENT INVOLVEMENT:**

1. Check your child's cubby frequently for messages, newsletters and special notices.
2. Evening parent meetings are scheduled throughout the year to inform parents about the Montessori method of Education and other workshops which will help educate parents in raising their children. These are announced via the monthly newsletter.

3. Parents may be asked to help with parties throughout the year. All parents are requested to help or volunteer their time and services with special events or fund raising activities.

**Primary Montessori Education**

- I. Half-Day School 9:30am – 1:00pm  
This program includes all areas of the Montessori Curriculum.

Practical Life	Geography
Reading/Writing	Art/Music
Food/Nutrition Lessons	Morning Snack
Math	Sensorial Work
Caring for Plants, Animals	Science
Storytelling, Poems, Fingerplays	Movement
Free Play Time Outside	Foreign

Language

II. Extended Day School 9:00am – 3:30pm

This program includes the regular Montessori morning teaching and :

- More advanced work in the academic areas of math, reading, grammar, science and geography
- More time for repetition of learned materials
- Special projects in all the areas – making booklets, science experiments, writing stories.
- Field Trips
- Table manners, cooking and serving food
- Gardening – indoors and out
- Naps for children needing them
- Motor Development

III. Before and After School Program

7:00am – 9:30am and 3:30 – 6:00pm

The activities before and after the school day are designed to furnish some of the experiences children would encounter at home playing with their friends and family:

Big Motor Skills Development	Games
Cleaning and keeping things in order	Puppets
Storytelling and dramatizations	Arts & Crafts
Music	Manipulative Play
Educational Videos	Relaxation
Building Social Skills and Moral Values	Free Play Outside

CLOSINGS:

If it becomes necessary to close the school due to inclement weather, we will announce the closing. It is our intention to remain open unless conditions are too dangerous for students, parents and staff to travel. If in doubt, CALL THE SCHOOL. Sometimes we can be open when Fulton County Schools cannot due to their buses being unable to make their routes.

HOLIDAYS:

Children’s Cottage Montessori Preschool will be closed for the following holidays:

- ❖ Labor Day
- ❖ Thanksgiving (Wednesday, Thursday and Friday)
- ❖ Christmas (eight days)
- ❖ New Years Day (January 1)
- ❖ Spring Break/Easter (one week)
- ❖ Memorial Day
- ❖ Fourth of July

CLOTHING AND TOYS:

1. Please have your child wear washable, comfortable clothing. Short sleeved shirts, tennis shoes, soft leather shoes (no boots or flip-flops), elastic waist pants or shorts without belts are recommended for the children. Please bring an extra set of clothing for your child in case of accidents. Blue jeans and overalls are very difficult for the children and your child should NOT wear overalls to school. This will give your child a positive feeling of taking care of his/her own needs rather than trying to locate an available person to assist in dressing them. Please make sure your child can get in and out of his/her outfit before sending him/her to school.
2. Please have your child leave his toys at home. Exceptions are made if the toy or animal is of educational value. If there are any questions, please ask the Director about this before bringing the object. We cannot take the responsibility of ensuring the safety of these objects brought in by your child.

EMERGENCY PROCEDURES:

Emergency Weather (i.e. Tornado)

The teacher in charge will take the children to the basement and stay with the children until the danger is over. The teacher will take the

emergency kit with her which will include a flashlight, a battery transistor radio and the box with the children's emergency phone numbers. If possible, she will also take the portable phone with her.

### **Fire**

The teacher in charge will follow the fire drill plans. First, the children will be removed from the classroom to the playground on the right side of the fence. The teacher's aide will bring the emergency kit and the portable phone to call 911. The teacher's aide will then shut the doors to contain the fire if possible. The parents will then be notified to pick up their children. If necessary, the children can be moved next door to Georgia Turf and Tractor.

### **Physical Plant Problems**

In case of loss of water, power or heat, the children will be taken to Georgia Turf and Tractor with the emergency children's phone numbers. The parents will be notified to come pick up their children.

### **Serious Injury or Death in Classroom or on Field Trip**

The teacher in charge will give CPR or necessary first aid, if possible, to the child. The teacher's aide will call 911 and contain the other children away from the injury. The teacher's aide will then notify the parents.

### **Communicable Diseases**

Please see Communicable Disease chart on the wall of the classroom and follow the recommended procedure. Separate the child from the others. Notify the Director, the parents and the local hospital if necessary.

### **Suspected Child Abuse**

Staff should notify Mrs. Das, the Director, who will call the Georgia Child Abuse office: 1-800-532-2308 or 404-870-6565.

### **Loss of a Child**

Teacher in charge will stay with the children while the teacher's aide calls 911. Then the parents will be notified. The teacher's aide will start the search until the authorities arrive.

## **DISCIPLINE POLICY:**

The Montessori Philosophy is such that each person within the environment has certain rights. Ground rules are set up by and for the class and expected to be followed for the social cohesion of the entire activities. The aim of the method is self-discipline through purposeful activities. The idea is to like what you do, but not to do as you like. When the rights of the individual within the environment are infringed upon, positive steps for correction are made. If these steps for correction do not help and the child is harming other children within the class, the parent will be called and asked to pick the child up from school immediately. We are non-violent. Non-humiliating statements are used in behavior correction. The following shall be measures taken in disciplinary actions:

1. Positive example by the teacher.
2. Counseling with the child.
3. Repeating lesson with child.
4. Behavior modification techniques.
5. Time out is given according to the age of the child (3 year old – 3 minutes, etc.)
6. Community service is given whereby the child would need to do something to help the school if the behavior is such that he is disrupting others or is destructive to learn he must use his energy in a positive way.
7. Parents will be notified of the behavior.
8. The child will be sent home.
9. A pediatric evaluation will be required and counseling mandatory to correct behavior.

### **ENROLLMENT:**

1. We accept Pre-Primary ages 24 months to three years; preschool children ages three to five years.
2. Children are enrolled without regard to race, color, religion or national origin.
3. If your child has a behavior or learning problem, he/she will be accepted on a 30-day trial basis. Please discuss and share all pertinent information with us to assist us with your child's placement.
4. We must have an enrollment form, medical history form, emergency card and immunization record for each child BEFORE entering our program.
5. In case of divorce, guardianship must be proven either with a birth certificate or other legal document.

### **SCHOOL HOURS: (Monday through Friday)**

Half Day Program for preschool	9:30am-1:00pm
Extended Day	9:30am-3:30pm
Before & After School Program	7:00am-8:30am/3:30-6:00pm

### **ARRIVALS AND DISMISSALS:**

1. School hours are from 7:00am to 6:00pm Monday through Friday. School starts at 9:30am. A record is kept on your child's attendance. Attendance records are a part of your child's permanent educational record that transfers with them after leaving our program. Frequent tardiness and absences will result in a conference to discuss the problem. Arriving late causes class disruption and important lessons to be missed. We feel being punctual is an important habit to establish from an early age. It is very important for your child to arrive on time. Please cooperate.
2. If you are going to be late for any reason, your child would appreciate a telephone call. Calls to children during class time, unless an emergency, are discouraged. Please call before or after class time. Class time is 9:30am-12:00pm.

Messages concerning your child must be handwritten by the parent and given to a teacher. NO CHILD IS DISMISSED FROM SCHOOL TO AN UNAUTHORIZED PERSON. If someone is to pick up your child, you MUST notify us in writing or by phone PRIOR to the release, including all persons listed on the emergency card. This person will be required to show a valid Driver's License and/or picture identification.

### **ILLNESS AND MEDICATIONS:**

1. Please call the school if your child is sick and cannot attend. We will notify you immediately if your child gets sick at school. You are expected to pick your child up as soon as possible. He can return to school as soon as there is NO FEVER FOR 24 HOURS. In case of communicable disease, a doctor's permission slip is required for the child to re-enter class. THERE WILL BE NO EXCEPTIONS. Children who have the following diseases should be excluded from school for the designated period of time.

**Chicken Pox:** for at least seven days after the onset of rash and until all lesions are crusted.

**Conjunctivitis:** during acute stage, until eyes are clear or three days after onset of treatment.

**Diarrhea:** acute, infectious; as long as child has elevated temperature and loose, watery stools exceed either.

**Fever:** as long as child has fever and for 24 hours after fever returns to normal for the child.

**Hepatitis:** for seven days during onset of jaundice (yellow skin or eyes) and diarrhea subsides. Authorized release is required.

**Impetigo:** antibiotic treatment given and lesions are crusted and healed.

**Measles:** for four days after onset of rash or until rash disappears.

**Meningitis:** until child is well.

**Mumps:** for nine days after swelling appears or until swelling is gone.

**Pediculosis:** until treatment is begun.

**Rubella:** for four days after onset of rash.

**Scabies:** until treatment is begun and parents present proof of treatment, e.g. box label, empty bottle.

**Streptococcal pharyngitis:** for 24 hours after beginning therapy.

**Tuberculosis:** for fourteen days after beginning treatment.

**Vomiting accompanied with fever:** (temperature 101 degrees or above)-until vomiting stops, temperature returns to normal for child and other symptoms have gone.

**Whooping Cough:** for two weeks after antibiotic treatment is begun. If not treated, child should not return for 21 days.

2. If your child needs medication during the day, YOU MUST FILL OUT THE MEDICINE SLIP COMPLETELY, SIGN IT AND GIVE IT TO A STAFF MEMBER. Please note any reactions to medications. This is the only way we can administer medicines. Medicines must be left with a staff member and NOT in the child's lunchbox. Your instructions will be followed as to the administration of these drugs. Medicine is given at 12:00 and 3:00 only. Medicine slips expire after two weeks. If your child takes medication on an ongoing basis, please see the office for the Parent/Center agreement, which will remain in your child's file, so you do not have to keep redoing the medicine slip. Medicine slips must be filled out for ALL medications including: Aspirin, Tylenol, Cough Lozenges or anything relating to an illness. Please notify us if your child is on any kind of medication.

WE CANNOT ALLOW CHILDREN TO STAY INSIDE DURING PLAYTIME UNLESS WE HAVE A WRITTEN DOCTOR'S EXCUSE. Supervision is provided on the playground. If the child is too sick to get fresh air when dressed in the proper attire by you, then he is too sick to be at school. If you have instructions as to what your child is to wear and how hard he is to play at playtime, write a note and give it to your child's teacher. Please be reminded – children are not

allowed to be in school when they have had a temperature or vomited within 24 hours, or if they have had diarrhea. Green mucous from the nose indicates infection and should be treated accordingly.

#### LUNCHES:

1. Parents are responsible for sending a lunch with their child for the noontime meal. We encourage warm food in their thermos. A microwave is available for warming food. Provide your child with a natural juice or milk along with a variety of foods from the four basic food groups. We encourage whole wheat bread. Please try to eliminate highly sugared items from their lunches. Fresh fruit and vegetables are much better for the children.
2. We provide a nutritious snack in the mornings and afternoons. MARK YOUR CHILD'S LUNCHBOX BOLDLY SO THEY CAN FIND IT EASILY.
3. NO BREAKFAST IS SERVED. Children must be fed at home prior to entering the school.

#### How to Pack the Sack:

What is a good lunch? Definitely one that is EATEN. Sometimes children are finicky eaters and it takes some experimenting. Children go through periods where they don't eat or they want a lot to eat. Parents should not get upset – it

will pass. If a child is hungry, he will eat. Pack small portions, cut in small pieces. Preschool children do better with small portions several times a day rather than three large meals. Sometimes it is hard to tackle a whole carrot or sandwich. Cut them in interesting shapes. We will not let the children throw the food away.

### **Georgia State DHR Requirements:**

Lunches brought from home **MUST** include the following components:

1. Meat or meat substitute (eggs, cheese, peanut butter, beans)
2. Bread, crackers, pasta
3. Vegetable
4. Fruit
5. Dairy Product

### **FIELD TRIPS:**

1. Permission slips are filled out by parents each time a trip is taken. All pertinent information will be noted on the slip including departure and arrival times, food, dates, location.
2. Children will wear the school provided T-shirt on all field trips.
3. Proper chaperones accompany the children.
4. Children wear identification badges attached inside the shirts.
5. Emergency cards on each child are in the car or van along with a First Aid Kit.

### **TRANSPORTATION:**

Transportation to and from the school is provided by parents. You can ask the Director about carpool information. The Director's personal vehicle will be used for safe

transportation of children for field trips. Parents may occasionally drive their car on a field trip to help transport the children. Children are required to wear seat belts; it is the law that all children are seat belted in the parent's car as well. Children three and under must be in car seats. Parents will be notified if children misbehave and cannot follow the rules and appropriate consequences discussed. Parents may be requested to go as a chaperone to supervise their child, or the child may need to remain at school under supervision.

### **NAPS:**

Georgia Law dictates that there shall be a supervised nap or rest period during the day for preschool aged children. Children who do not sleep shall remain on mats no longer than one hour. Quiet activities shall be provided for non-nappers. As a licensed facility, we must obey these rules.

### **BIRTHDAYS:**

On your child's special day, we will do the Birthday Timeline telling about the special events in your child's life. We will need each parent to contribute information or pictures for the activity. You can bring in a special nutritious snack.