

Gold Material Montessori School

Parent Handbook - Year 2016/17

Bensonhurst

Main office: 105 Kings Hwy, Brooklyn, NY 11214

Phone: (718) 253-2552

Kips Bay

484 2nd Avenue, New York, NY – 10016

Phone: (212) 545-0061

East Village

41 Avenue B, New York, NY – 10009

Phone: (212) 677-6711

GOLD MATERIAL MONTESSORI SCHOOL

Message from the Board of Directors

Dear Parents,

Thank you for choosing Gold Material Montessori School for your child's preschool education! We are eager to enter a new academic year with the confidence and strong Montessori foundation for guiding our students into their love of lifelong learning.

Gold Material students from 2 years old through age 5 gain the tremendous benefit of trained adults who not only nurture and educate, but who do so by tapping into the intrinsic curiosity within each child.

We and our highly trained staff take a great pride in providing high quality education to your child. Our daily work shows us wonders of the little minds development and growth. Your children demonstrate to us so many of hallmarks of human excellence – insight, wisdom, justice, remorsefulness, courage and originality.

Below are some important rules you need to know and to observe. These simple requirements were developed with the happiness of your child in mind and are aimed to help our students, - your children, to adapt to the school environment.

You chose this school for a reason, let us and our staff prove that your instincts and research were well-founded.

We look forward for your kind collaboration and support for the happiness of your child.

Thank you.

Very truly yours,

Board of Directors

SCHOOL OVERVIEW

Gold Material Montessori is a “child centered” school that offers everything you child needs to grow into the best selves they can be: trained and supported teachers, carefully prepared environments with tools and materials for exploration and hands-on learning, strong and innovative leadership, and an involved community of parents and caregivers who are dedicated collaborators.

Marking more than 10 years of Educational Excellence we wanted to acknowledge changes that Gold Material had gone through in response to the growing need for high quality early childhood education in New York.

Gold Material Montessori School was founded in 2004. Initially, the school offered short classes to children needing special help or were found to be falling behind children in the same age group. In 2006 we relocated and built our 1st new spacious school at 105 Kings Highway in Bensonhurst. Quickly earned good reputation of the great preschool educators made us to expand our services to the new areas in the city. Thus in October of 2011 we opened our second East Village branch and then 6 months later a new big school at Kips Bay. Lately, in 2015 The Brooklyn Elementary School welcomed its first Kindergarteners and First-graders.

In our schools we carry out the classes by using the classical Montessori system that being rationally complimented by the method of developmental games. Serious attention is placed on the establishment and correction of fundamental learning skills, including a focus on developing intellect, attention, speech, thinking, memory, logic, math, hand development and preparation for writing, reading, cosmic education, self-service skills, small motor skills developments, creative skills, and a motivation for learning.

We encourage our children to engage in cultivating an orderly mind, a skillful hand and body, and a sense of self-confidence and self-esteem, thereby laying the foundation for a healthy and constructive social life.

Your child accomplishes the task of self-construction by participating in everyday activities within the world around him. At Gold Material the child is provided with a supportive environment that is prepared to meet his physical, social, emotional, and intellectual needs.

At Gold Material Montessori each child receives an education that is individually created specifically for him/her. These programs are constantly reviewed and updated by the staff and our teachers to make alterations based on the success and the results exhibited by the child.

NON-DISCRIMINATION POLICY

Gold Material Montessori School is a non-profit institution and does not discriminate on the basis of race, creed, color, national origin, religion, ancestry, sex, sexual orientation, age, disability, or marital status in any aspect of its operations, policies and procedures including, but not limited to, enrollment, hiring, termination, financial aid, educational policies, athletic programs and any other school administered programs.

ROUTINES

A predictable routine helps children develop a sense of competence and involvement in their world. The sample daily schedule is posted on the board at the door and on Gold Material web-site. We ask that you arrive by 9:00 and plan on having your child staying till the end of the program. When you arrive by 9:00 your child will have enough time to engage in the activities that the teachers have prepared for the group.

If it is necessary at any time during the year to arrive later in the morning or pick up earlier, please let us know in advance. Because we plan activities, some of them could be outside of the class or building, we need to know if your child will be present to participate. We also need to tell the other children where your child is because they think about and care for each other.

ARRIVAL AND DISMISSAL

We are mandated by DOHMH to record all students arrival/departure date, time and adult's name. Sign IN/OUT sheets will be available for you at the door. **It is mandatory to sign your child in/out daily.**

Parent reports of absences:

Parents must notify the school prior to their child's scheduled arrival time (Brooklyn: 8:00am; Manhattan 8.30am), but no later than one hour after the scheduled arrival time 9.00 am or 9.30am, that a child will not be attending school that day. Teachers will call you right after 9.30am if your child is not in school by that time and no report was made.

To notify your absences use your class' e-mail address posted under Parent Corner Session.

MORNING ARRIVAL

We ask that you arrive by 9:00 am.

Your family's arrival and your leaving your child in the morning can be facilitated with the establishment of a regular routine for saying goodbye that you will do every day.

Stay Positive! On the way to preschool, try to put your child in a good mood. Talk about what your child might do and who he/she will see. Stay upbeat, do not focus his/her attention on the events or moments associated with negative emotions.

At any age, but especially at the age of 2-2.5, every child experiences the separation anxiety. Child feels secure only with his parents in a well-known environment. Any changes in common routines will upsets his/her emotional balance. That is why we advise parents to follow these important recommendations:

1. Say goodbye at the door! Keep it simple and short - one kiss, one hug and go. Our staff is instructed to meet and greet your child at the school entrance. Parents are not allowed to come inside the school for the safety and health reasons during the drop-off/pick-up time.
2. Confer your child to the teachers along with his/her school items (backpack, sippy cup etc). Do not delay the procedure!
3. Trust your child's teacher. Preschool teachers know kids. They have done this before and have many ways and methods in their bag of tricks to help calm your little one down. From redirecting to a new activity to simply giving your child a hug and offering comfort.



STROLLER POLICY

- Stroller space is reserved for children under age 4 only.
- If you use a stroller, please give a preference to an umbrella one. Due to the limited storage space the big, heavy, bulky strollers will be left outside, at the school entrance under your responsibility. Do not leave anything of value in the stroller. Staff is not responsible for any lost or missing items.
- **East Village Branch:** Only after your child left, fold your stroller and put it against the wall at the entrance. Our personnel will bring it inside the school after they accompany your child into the classroom.
- **Kips Bay Branch:** The stroller room door at Kips Bay School MUST BE CLOSED after you put in or pull out your stroller. Also, kindly keep the stroller room in order. The order helps to store more strollers and to serve you better.
- **Bensonhurst:**
We do not have the possibility or room to keep your stroller. Please, do not leave your stroller in the entrance hall.

LATE ARRIVALS AND DOCTOR OR DENTIST APPOINTMENTS

We understand that there will be days when your child has a doctor's or other appointment that means arriving late or leaving early from the Gold Material Montessori School. We strongly urge that you make your appointments for early or late in the day. When children arrive at transitions, lunch or nap time, or are taken out and returned in the middle of the day, it often negatively affect the rest of their day. They are aware of what they have missed and have difficulty with the rest of their day.

However you choose to make appointments, please inform us the day before the appointment so that we can incorporate the information into our planning. Children may not be brought back after 4:00 pm.

PICK-UP TIME

Remember that Gold Material Montessori School closes promptly at 6:00 pm. We expect that all children and parents will leave the school by 6:00 pm. Late Pick Up charges are assessed for parents who are late in picking up their child from school.

A transition that frequently gets overlooked is pick-up time. Children must now make the transition from Montessori School back to Mom, Dad or other care. They often greet their parents with confused emotions: "I'm so happy to see you," is expressed along with "I'm angry that you left me," or "Why did you come so early?" These emotions can be manifested in tantrums, refusal to cooperate, indifference to parents, a sudden need to do all the puzzles again, etc. Parents often feel confused and upset by their child's behavior, especially if they expected the child to race into their arms and tell them happily what fun they had and how much their child missed them. This can be a difficult part of the day and needs to be given thought and planning.

The following are some things to think about for enhancing a smooth departure:

1. Since Gold Material Montessori School closes promptly at 6:00pm, it is important that you arrive before 6:00 pm in order to ensure ample time for a smooth transition home. Please be on time! Even a short delay can seem endless to a child who is waiting.
2. The classrooms and the common areas are not available for children to stay in after 6:00 pm. The teachers have straightened up, cleaned and prepared the facility for the next day.
3. Never discuss what is going on with your child's teacher during drop-off or pick-up time. If you have any questions make an appointment to discuss the matter privately. School staff can answer only to the general questions regarding: child health, clothes, drop-off/pick up time instructions. Keep all your other questions for the private meeting with administration and/or teachers.
4. During the pick-up, parents are requested to wait at the door without entering the school. As soon as your child is ready to leave, the teachers will escort him/her at the entrance, will first give you your child and then will offer your stroller.
5. If you are going to have someone else pick up your child, please let the teachers know in- person or in writing. We cannot send a child home with anyone we do not know. Please introduce us personally to any babysitters, friends or relatives who will be picking up your child. We will not allow children to leave with anyone who does not have clear permission to pick him/her up.

The teachers have commitments and responsibilities outside Gold Material Montessori School just as you do.

Please respect the pick-up and drop off times. In the morning, the teachers arrive early to prepare and set up classes and to gather their thoughts. For many of the teachers, this is an essential part of the day. If you arrive before 8:30 a.m., please wait with your child at the door, rather than ringing the door bell. Our staff need uninterrupted time to finish their preparations so that they are able to greet you properly and give you their full attention when the day begins.

SUCCESSFUL FAMILY-SCHOOL COMMUNICATION

Building of relationships between parents and the school staff is the foundation for the child's positive experiences at the school. We encourage you to talk openly with our staff (at a time other than arrival or dismissal) in order to establish these relationships. Continuity between home and Gold Material Montessori School is essential to providing a meaningful experience for your child. It is important that you tell us about any changes or special activities in the home. The more familiar we are with your family, the more understanding, supportive and helpful we can be.

When possible, please inform school staff of any changes (e.g., one parent has to take a trip, illness in the family, moving [even a short distance], a parent changes jobs, etc.) before they happen. Changes at home often lead to changes in behavior at Gold Material Montessori School. We can care for and work better with your child if we are aware of the changes at home.

It is of utmost importance that you notify the school staff of any changes in address, phone numbers at home, at work or emergency contact information.

Likewise, school staff needs to have up-to-date information relating to your child's health. Sharing information about allergies, illness, asthma like conditions, and medications (both prescription and over the counter) will allow us to provide optimal care for your child. Examples of such medications/treatments include: nebulizers, inhalers, antibiotics, Tylenol, Benadryl and Pedialyte.

ROLES OF FAMILIES

In addition to working with your child to support his or her academic growth, you can help your child learn how to solve problems. If your child reports an unsettling experience that occurred during the school day we encourage you to remind yourself that the information your child has given may be a small part of a bigger story and processed through his or her lens only. You can help broaden your child's perspective and problem solve by asking questions such as:

- What do you think happened?
- How would someone else involved describe what happened?
- What could you have done differently? (Brainstorm options)
- Who can help you at school? (Brainstorm options)

We suggest the following steps:

- Contact your child's teacher to gain a broader understanding of the situation.
- Communicate the information that you have received from your child.
- Ask the teacher for clarifying information.
- Work as a team to brainstorm solution.
- Work with the teacher to uphold consequences at home and in school.
- Provide your child with tools to successfully navigate future situations.

If another parent calls you with concerns about an incident that occurred in school, avoid triangulation by encouraging that family to speak directly with the appropriate teacher or administrator. Talking with groups of parents will more likely exacerbate the situation than resolve the issue.

PARENT CONFERENCES

The first meeting - Orientation Meeting is held at the beginning of the school year to meet and greet our current and prospective families and to introduce you to the New School Year Plan. We organize it in the evening during the week day. On the day of the Orientation Meeting the classes end at 5:00 pm.

Regular Parent Conferences are held 3 times a year. We dedicate a separate week day to a Parent-Teacher Conference. On that day no classes will be in schedule. Parents will be invited to come on the scheduled time for the discussion of their child's progress and any related questions with your child teachers and administration. Conference registration is made on line at www.ptcfast.com. A separate invitation will be sent to you via e-mail. You will need to select your time slot and be on time on the day of the conference.

We strongly recommend that all parents attend. Parents who cannot attend a conference at a scheduled time may request a written note or a phone conversation with the class Teachers. Conference is a time to exchange information and set goals as well as report on your child's life at Gold Material Montessori School. Teachers are happy to discuss your child and share anecdotal information about your child and the group, but they will not have in-depth conversations with parents about children who are not their own. If you wish to speak with the teachers about your own child, please do so out of earshot of your child and the other children.

Pick-up and drop-off are times for sharing necessary information. However, to have an extended conversation or discussion, it is best to schedule a time to meet in person or talk on the phone. Please be aware of the teacher's need to be with the children during busy and difficult times.

E-MAILS

We often communicate information to our parents and receive messages from them via email. Please verify that your e-mail address on file is up-to-date and that you receive the school communications.

You are welcome to use this method of communication E-mail: goldmaterial@goldmaterial.com

MONTHLY NEWSLETTER

This is another source of communication between the school and families. Newsletter comes out at the beginning of the month. We tell you about upcoming school related events, theme of the weeks, school projects; remind you about the school rules and post our students' birthdays. The Newsletters are distributed via e-mail and posted at the school door or bulletin board. Please, read it carefully. If for any reason your do not receive it, let us know.

WEBSITE

Gold Material Montessori School's website contains the general information about the programs, tuition rates, announcements, school forms and the most important a calendar for the school year. Please note on your personal calendar any holidays or school closings or special school events. School closings and events will also be noted in the school newsletter.

Parent Corner of our website is a place to meet your school community, see your child school photos and videos, share or post comments, read interesting articles about Montessori and simply stay connected.

It is password protected information to respect for the privacy of our families. You need to be enrolled at Gold Material School in order to access it. Family directory and class roster can be found at www.montessorischoolnyc.com Parent Corner of your branch.

If you do not remember your username or password or do not have an account, please contact the school at goldmaterial@goldmaterial.com for assistance.

TELEPHONE

You may call the school during the day and leave a message to us. Your call will be returned as soon as possible. If your communication is of an urgent nature, we will notify the teacher immediately.

SCHOOL POLICIES

Open Door Policy - Ease of Access

According to the law, if parents have a valid reasons to believe that their child has been maltreated or abused in the School then they can make unannounced visit to check their child. In all other cases the parents are required to make an appointment to arrange the day and time for their visit.

FOOD AND DRINKS

Our school adopts Allergen Exclusion Policies to accommodate the children with food allergies and help protect them from anaphylaxis.

The peanut allergies represent a health and safety hazard, which can have serious consequences for those who have such an allergy and the safety of the school. In order to protect those students, staff, employees, visitor and guests of the Gold Material from an environment that may be harmful to them because of such an allergy, and because of possible harm to personal well-being, the Gold Material hereby prohibits the use, serving, or selling peanuts, peanut butter or any product containing peanuts or peanut oil by students, staff members, employees, visitors, or guests in the Gold Material school facilities.

For purposes of this policy, "Peanuts" will mean all nuts and peanuts including products that use or contain nuts and peanuts, or use peanut oils.

This peanut prohibition will be in effect 24 hours a day, seven days a week, and will apply to anyone present in school at any activity on any school facility or on school owned grounds (playground, lobby, and hallway).

The Board of Directors hereby directs the school administrator to formulate any other necessary rules and procedures to ensure the enforcement and implementation of this peanut free policy.

MEAL TIME

A large part of social learning and family living involves food.

Our students have lunch time and snack time. We provide water for drink. Each of our schools has a sample menu posted on the school board.

Children have the same food unless the child is allergic or follows a special diet. If it is the case, you need to send lunch box with the lunch for your child clearly marked with your child full name. School has a refrigerator that accommodates lunches in small labeled bags and a microwave oven if food needs to be heated.

If you provide your own lunch, then please follow these guidelines:

- Foods should be pre-cut so that children can easily feed themselves.
- Portions should be suitable to the size of your child and fixed so he/she can manage the containers or the wrappers. Self-sufficiency is stressed even at mealtime. We encourage you to use containers that are easy to open and are reusable.
- Children will be asked to take uneaten food home. This will help parents determine how much their child is eating at school.
- Food should be home made and include meat/fish and vegetables, no dry snacks, candy or soda.

All containers **MUST BE LABELED** with your child's first and last name. Any food allergies **MUST be communicated in writing and marked on your child Health Form.**

ALLERGIES AND FOOD SHARING

Please be aware that some of the children in the center have allergies, and other children may have allergies that parents and we don't know about. Food of an unknown source should never be given to any child and foods, in general, should not be shared because of the risk of serious problems.

We prefer that children not share food. Parents must ask the teacher if it is okay for a child, who is not their own, to try a food before offering it to them.

REST AND NAP

Each student has a rest time after lunch. Teachers promote rest time in a variety of ways: turning off the lights, reading to children, rubbing backs or playing quiet music. We have found that most children do sleep. However, children are not required to sleep and can lie down quietly. If sleep becomes an issue for your family, the staff is very knowledgeable and will be happy to discuss it with you.

Families are responsible for providing a crib sheet and blanket, for their child rest mat. Sheets and blankets will be sent home weekly to be laundered.

According to New York City Department of Health and mental Hygiene regulations, all licensed preschools are required to have each child rest for at least one hour every day, but children are not required to sleep.

DIAPERING AND TOILETING

If children are using diapers, parents provide diapers clearly marked with their child's full name. Children's diapers are changed regularly. Toddlers who have learned to use the toilet on their own will be encouraged to do so. Your child's teacher can be a source of information and guidance in the toilet learning process. Families take many different approaches to toilet learning. While our Montessori School respects that there are different ways to help children learn to use the toilet on their own, we are somewhat restricted in supporting all methods of toileting because of the nature of group care. In particular, in group care, children need to be able to show certain signs of readiness in order for caregivers to support their toilet learning. Readiness signs include staying dry for extended periods of time, being able to indicate in some way that they need to use the toilet and showing an interest in using the toilet. Please speak to your child's teacher when you feel that your child is ready for toilet learning.

These self-care skills are central to the curriculum at Gold Material Montessori School. The staff views these routine times of the day as opportunities for warm, positive one-on-one interaction. The march towards independence in dealing with life functions is an important part of your child education.

MUSIC, DRAMA AND THEATER CLASS

A special teacher joins us for music/theater class twice a week. She offers a variety of highly enjoyable structured and unstructured movement and music activities such as clapping out beats, exploring simple instruments and dancing to different musical rhythms. Movement helps children learn to enjoy moving in new, creative ways, develop body awareness and learn self-regulation.

Classes are offered in the morning and in the afternoon in order to engage all students. However, if your child attends 2 or 3 days/wk program he/she might not participate in this class due to the scheduling.

Gold Material Montessori School students prepare 3 shows a year: Fall, Winter and Spring. Only children who are practicing on a regular basis are participating in the play. If your child has recently joined our school, was absent for the prolonged time or never attends Theater class he/she cannot be in the show. Students who are not in the play are welcomed to become our spectators. Children should be accompanied by their parents and show the respect for the little artists during the rehearsals and performances.

DISCIPLINE

Young children have powerful feelings and need our help in learning to express them appropriately. We see problems and conflict as learning opportunities and view discipline as a way to guide children to respect

themselves and others. Here at Gold Material we partner with families to explore how to best help your child manage their behaviors and feelings and become a friend to others.

Our discipline goals include:

- Helping children establish internal controls. The ultimate goal is self-discipline;
- Helping children recognize, name and verbalize their feelings and needs rather than withdrawing or acting them out physically;
- Helping to foster a comfortable and safe environment.

Some positive discipline strategies:

- Setting clear, consistent rules helps children learn what is expected of them (i.e. "Blocks are for building, balls are for rolling").
- Using short, simple phrases helps children to focus on what is important (i.e. "indoor voices," "Chairs are for sitting").
- Establishing reasonable, predictable routines helps children to feel secure and to begin to manage their own behavior (i.e. "First we clean up the activity and then we can read a story").
- Giving limited choices supports children's independence and can reduce power struggles (i.e. "Do you want to put your coat on by yourself, or do you want me to help you?"). Too many choices can be overwhelming and actually increase frustration for young children.
- Using natural consequences helps children better understand cause and effect relationships (i.e. "If you throw sand again, you will need to leave this activity"). Arbitrary consequences can lead to resentment rather than learning.
- Teaching children problem-solving skills supports their creativity and independence (i.e. "I see two children who both want the same toy. What can we do? Hmm, maybe we can find another toy!"). When adults model these skills by thinking aloud, older toddlers can be encouraged to make suggestions and to thus begin to learn how to solve problems by using their words.
- Acknowledging children's feelings can help to defuse conflicts and develop empathy (i.e. "Hitting hurts. I can see that you want the truck, but I can't let you hurt Aaron."). A good rule of thumb is to limit behaviors not feelings. Addressing the behavior, not the child, helps children learn what is and is not acceptable without damaging their self-esteem (i.e. children are never "bad" even when a particular action might not be appropriate).
- Praising desired behaviors motivates children to keep on trying since they know that we are paying attention to their efforts (i.e. "You really used your words to ask for a turn with the bike!").

Gentle redirection keeps the focus on the positive and reduces the risk of a power struggle. Some useful techniques include:

- Distraction: "Let's go look at that shelf."
- Humor: Appealing to children's sense of humor can quickly reduce tensions and help lay the foundation for creative problem-solving.
- Motivation: "Where does your coat go?" rather than "Hang up your coat." Pretending you forgot where the coat goes often thrills young children.
- Novelty: Singing, whispering or using a silly voice to get children's attention can work wonders.

Ignoring temper tantrums and waiting until the child is calm enough to talk will help both adult and child find a more effective way to address the problem. When children are completely upset, they will not understand rational arguments or consequences. By modeling self-control, adults help children learn to better regulate their own emotions. Anticipating problems is often the best way to avoid potentially difficult situations. Noticing patterns of behavior and examining potential triggers can help parents and teachers develop an effective intervention. Regular, on-going communication between the parents and the teaching team makes it possible to address concerns as soon as they arise.

We never:

- Use threats or bribery;
- Use physical punishment;
- Belittle children, use sarcasm or otherwise attack a child's self-esteem;
- Isolate children or make them feel unsafe;
- Associate discipline with eating, diapering/toileting, or sleeping.

Discipline is deciding which things you are going to insist on. Discipline helps children to cope with the challenges of daily living, to interpret their world and learn social skills. Discipline is also intricately tied to a child's development and temperament. Learning how to self-regulate takes time and practice. By focusing on the process, rather than perfection, we help children develop the skills to become capable, caring friends. Your child's teachers are excellent resources for you to help figure out what expectations are appropriate for your child at any given point in their development.

HEALTH MATTERS

The NYC Department of Health and Mental Hygiene, Division of Day Care which is our licensing agency, requires that every child in the school has a physical examination before entering Gold Material Montessori School and at regular intervals thereafter.

The completed HEALTH FORM must be in our files 2 weeks before your child first day at school. No child will be admitted until this form is received with complete immunization information. Parents are also required to submit medical forms to Gold Material Montessori School after every "well visit" for your child and each time your child is immunized throughout the year. Children are not allowed to attend Montessori School until their records are up to date. If your child is under a physician's care for any special health problem, is taking medication, or has any allergies, be sure that these items are noted.

HYGIENE AND APPEARANCE

Child and his clothing must be clean and neat. The child's nails must be trimmed. Parents should not put any jewelry or ornamentation on the child or child's clothing like bracelets, necklaces, earrings, finger rings, and belts. These items distract the attention of the child or may become the cause of injury to the child or any other children in school. No deodorants or perfumes on the child, if your child, for any reason must use special lotions or ointments, these products must be unscented.

Hand washing is the most effective way of cutting down on the spread of germs in the school. Teachers wash their hands and spray the tables with bleach solution. The children are taught to wash their hands after toileting and before meals.

ILLNESSES

Your child should stay home if:

1. The illness, or child's reaction to it, requires more care than staff can provide or compromises the health and safety of other children.
2. Signs and symptoms of possible illness such as: low grade fever (99-100), unusual lethargy or irritability, unusual clinginess, persistent crying, constant runny nose, uncontrolled coughing or wheezing, persistent abdominal pain, lack of appetite or other signs of illness which require a higher level of care than staff can provide in a group setting and/or which compromise the health and safety of staff and other children.
3. Child has persistent diarrhea (3 or more in last 24 hrs or if uncontained in diaper or underpants).
4. Significant fever as defined below, until evaluated and approved for inclusion by your child's pediatrician.
5. Bronchitis: Bronchitis often begins with hoarseness, coughing and a slight elevation in temperature. The cough is usually dry and painful.
6. Impetigo: Impetigo is a rash that shows up as red pimples, which eventually become blisters surrounded by a reddened area. This rash occurs usually in moist areas of the body, such as the creases of the neck, groin, underarm, face, hands, or the edge of a diaper.
7. Strep Throat: Strep throat is very contagious. If a child complains of a sore throat accompanied by any of the following: headache, aching belly or feeling nauseous. Fever often, but not always, accompanies this common illness. You must take your child to a doctor to get a strep test. If the results are positive, your child will be placed on antibiotics. They must have a full 24 hours of antibiotics before they can return to school.
8. Child has a new, onset, undiagnosed rash with or without fever and/or behavioral change.

9. Conjunctivitis (pink eye) until symptoms have resolved, or until 24 hours after medications have been administered, and approved for inclusion by your child's pediatrician.
10. Untreated infestations, such as scabies or lice; child must be free of nits before returning to our Montessori School.
11. Vomiting two or more times in a previous 24 hour period, or any vomiting accompanied by symptoms of dehydration or other signs of illness.
12. Contagious stages of chicken pox, until six days after the onset of rash or until all sores have dried and crusted and only with a note from child's pediatrician approving the return of the child to the school.
13. Obvious illness without Clear Cause: Your child may occasionally seem ill without any clear cause. For example, you child may be unusually pale, irritable, tired or passive. You as parents know best when your child is "out of sorts."

As a licensed preschool we are required to report certain disease to DOHMH. Therefore, **it is mandatory for the parents to report to Gold Material Montessori School when their children were diagnosed with the following disease:** *Amebiasis, Anaplasmosis, Anthrax, Arboviral infections, acute, Babesiosis, Botulism, Brucellosis, Campylobacteriosis, Cholera, Creutzfeld Jakob Disease, Cryptosporidiosis, Cyclosporiasis, Dengue, Ehrlichiosis (Human Monocytic), Encephalitis, Escherichia coli O157:H7 and Shiga toxin producing bacteria, Giardiasis, Glanders, Haemophilus influenzae, invasive disease, Hantavirus, Hemolytic uremic syndrome, Hepatitis A/B/C/D/E, Influenza (laboratory confirmed), Influenza (novel strain with pandemic potential (e.g., avian H5N1 strain)), Influenza-related pediatric deaths, Kawasaki disease, Legionellosis, Leprosy (Hansen's disease), Leptospirosis, Listeriosis, Lyme Disease, Lymphocytic choriomeningitis virus, Malaria, Melioidosis, Meningitis, Meningococcal disease, Monkeypox, Norovirus, Plague, Psittacosis, Q fever, Rabies and exposure to rabies, Respiratory syncytial virus, Ricin, Rickettsialpox, Rocky Mountain Spotted Fever, Rotavirus, Salmonellosis, Severe Acute Respiratory Syndrome (SARS), Shigellosis, Smallpox, Staphylococcal enterotoxin B, Staphylococcus, Streptococcus, Toxic shock syndrome, Trachoma, Transmissible spongiform encephalopathies (including Creutzfeld Jakob Disease), Trichinosis, Tularemia, Typhoid fever, Vibrio species, Viral hemorrhagic fever, West Nile viral neuroinvasive disease (e.g., meningitis and encephalitis) and West Nile fever, Yellow fever, Yersiniosis.*

If your doctor places your child on an antibiotic, for an ear or throat infection for example, the child should not be brought to the school until he/she has been on the medication for at least 24 hours and is fever free without over the counter medication.

Since we do not have the facilities to care for sick children at our Montessori School, you will be called to come and take your child home immediately if he/she becomes sick during the day. If you cannot be reached, we will call the emergency numbers that you have provided in application. Please be sure to give us several alternatives.

If your child is sent home sick, he/she will not be admitted the following day unless the child's pediatrician approves the child's return. Because many highly contagious childhood illnesses are often preceded by fevers, all children must maintain a temperature under 99.4 degrees and have no other symptoms, without medication, before returning to Montessori School.

If your child is too ill to play outdoors, then he/she is too ill to be in School. Exceptions for certain medical conditions will be made.

If your child is ill and will not be attending Gold Material Montessori School, please call us by 10:00 am Children and teachers are concerned when a child is absent. We also must notify other parents if the group has been exposed to a contagious disease. The Department of Health monitors the existence of contagious diseases in the city and asks us to report any instance of them. If you take your child to the pediatrician ask when he/she can return to group care and request a written note for the school.

With most childhood diseases, children who have been exposed but are not symptomatic are not excluded from the center, but everyone is alerted to watch for signs and symptoms. When children are in the center, they must be able to participate in all activities, including water and outdoor play. In the long run, less time is missed if early signs of a cold are heeded and the child remains at home to rest.

In the morning prior to admission to the School parents must notify the School about any injuries such as: bruises, cuts, lacerations, gashes, tears, scrapes, abrasions, scratches and burns that child has on the body.

MEDICATION

IMPORTANT: Gold Material Montessori School does not administer medication to children. Only parents are allowed to administer medications.

If your child requires medication during the school day and in accordance with doctor's note your child allowed to attend the school, then you must come to the center to administer prescribed medication. However, we will allow your child to be in School only if the lack of medication or missed injection will not put the life of your child in jeopardy.

CHILDREN'S CLOTHES

Sturdy, comfortable, washable clothes are best for your children while they are in our School. We recommend that your child wear clothes that are not special for the School. Save the special clothes for weekends or family events. The children will get dirty participating in daily sensory activities or playing outside. Children should not be made to feel they have done something wrong if they get paint on their clothes.

The size of the clothing and shoes should fit the physical conditions of the child. Regardless of the season, the child's clothing must be clean, comfortable and should not restrict his/her movements.

Your child will need two to three changes of clothing. We recommend pants with an elasticized waistband. These are easily managed, and for toddlers, encourage independence, especially during toileting routines. Any clothing should allow the School's personnel to teach the child to dress and undress independently. All fasteners on clothing should be snaps, zippers or Velcro. Up until the child is able to dress and undress independently, the clothing should not have buttons, clasps, straps, supporters, belts or strings. All children should be dressed so they can enjoy outdoor play every day.

Child should wear non-skid shoes that afford maximum safety for both indoor and outdoor activities. Shoes with Velcro fasteners are preferable no laces please, children should be able to close their shoes themselves, promoting dressing independence.

During the winter we will take the children for walks in cold weather. Boots, warm cloths, hats and mittens are a necessity as the children play outdoors all winter long. Please attach your child's mittens to the sleeves of his or her coat. Mittens - NO gloves, please.

Please do not send your child to the School with clothes (including sneakers and underwear), lunch boxes, or figures from Pokémon, Power Rangers, Batman, Superman, etc. These articles promote aggressive play as the children try to imitate the characters. Children are also quite competitive about these possessions, leading to unnecessary arguments. Barbie dolls and other commercial toys can also lead to difficult competitive problems between children. Please keep them at home.

LOST AND FOUND

Parents are asked to label all student clothing with their names on the article's tag to ensure the return of lost wardrobe items. There is Lost and Found basket in school. Unmarked items will be kept in the Lost and Found Basket for three (3) months and offered for check during PT meetings. If the item is not claimed it will be discarded. Valuables found at school will be kept in the office.

SHOES OFF POLICY

We adopt a Shoes-off policy in all our schools. We request that our staff, students, guests, visitors, deliverymen, inspectors and even construction workers remove their shoes at the door. It is extremely important for our children and staff health and wellbeing.

Children are encouraged to wear the in-door slippers or in-door shoes that should be clean, comfortable, appropriate size, easy to put on and take-off and promote independence.

Soft soled shoes, such as China flats are preferable. The inside shoes will stay in your child's cubby. There should be no talking shoes or shoes with media characters.

HOLIDAYS AND CELEBRATIONS

Birthday celebrations at Gold Material Montessori School are different from the kind of parties you may want to plan for home. The emphasis here is on celebrating your child's special day in a way that is consistent with other things we do here. Specifically, the fun is in being together and acknowledging the excitement that children of this age feel about their birthdays. School birthday celebration is reserved for children only. No parents or relatives are invited.

Our school established its own special ritual to mark the day. It is important that birthday celebrations at the School feel predictable to the children so they know what to look forward to on their special day and enjoy celebrating with their friends. We follow the Montessori classroom birthday celebrations with the Birthday Walk. The child takes part in the Celebration of Life, acknowledging her life in the context of the world around us. The child holds a small globe and walks around a mat with a representation of the sun in the center, once for each year he/she has been on earth. Parents are encouraged to provide a brief history of the child along with photos from each year. [A Celebration of Life](#) template for the birthday child is available online at Goldmaterial.com, under Parents' corner.

Our mission at Gold Material Montessori School is to be able to include all classmates. For this reason, we welcome a birthday child bringing treats from home (if s/he wishes) to share with his class, but ask that the treats **not be edible**.

The great idea is to include book, puzzle, pencils and erasers, small toy, coloring book, stamps, stickers, and glow-sticks. If you would like to send your child to school with treats for the class, please be sure to give them to the teacher at the door at drop off so she can remind the lead teachers to celebrate at circle time. If you need help figuring quantities, we are happy to provide a head count as well. Happy Birthdays!

- Celebration of Life questionnaire
- A timeline of pictures: one for each year of the child's birth, 1st, 2nd & 3rd years etc.
- Your Camera to record this special moment if you like

NB! Please, verify the number of children in your class before sending the birthday not-edible treats.

The same rules apply to Halloween and End of Year/New Year's celebrations.

SCHOOL PHOTOS AND VIDEOS RELEASE

In an effort to keep the Gold Material Montessori School's community up-to-date on school events, the school, on occasion, will photograph or film special programs and events. Our School's personnel will also take photos or videos of classroom activities and/or individual students from time to time for either release to the local media or use in Gold Material Montessori School's media, brochures, Google+ Community and website. Identification of students is always limited to name, school and age. Permission to photograph and film a student either individually or as part of a group is assumed with signature of application for admission, unless you indicate otherwise in writing.

Please request the photo and video denial form if you do not want Gold Material Montessori School to publish the photo or video recording of your child. If you as parent choose to forbid us from recording and sharing video and photo materials among other parents who attend Gold Material Montessori School then your child will not be able to participate in School's shows.

If you should have any questions regarding the Gold Material Montessori School photos and video release policy, please contact school Administration.

RE-ENROLLMENT FOR THE NEXT SCHOOL YEAR & SUMMER VACATION

Enrollment Form for the next school year is sent out in April to all currently enrolled students. The deadline for return of FORM is end of April. After the re-enrollment deadline spots will be offered to applicants in our wait pool. Siblings of current Gold Material Montessori School students are prioritized in the wait pool.

NB! On Re-enrollment form you should also mark your child's vacation plan for July and August months in order to have your child's school tuition prorated.

THREATENING WEATHER POLICY

When there is severe or threatening weather, the New York Public School Severe Weather Closings will be followed. Information can be found on the local news channels. Remaining open is the intended goal whenever possible; however we do reserve the right to close, or delay opening/close early.

If Gold Material Montessori School has to be closed due to threatening weather conditions then they will be no tuition refund for the time missed by the children.

For Inclement weather necessitating school closing, please check the following in the early hours of the morning.

1. DOHMY website <http://www.nyc.gov/html/doh/html/living/childcare.shtml>
2. Gold Material Website <http://www.montessorischoolnyc.com/>
3. <http://www.weather.com/weather/newscenter/alerts/nswxcategory/NY>

EMERGENCY PLAN

Gold Material Montessori School had developed an emergency plan and procedures that will be in effect in the event of a disaster or other problem affecting the care or safety of the children or staff of our School.

There are 2 possible evacuation scenarios that Gold Material Montessori School is prepared for:

1. In-place or on-site Evacuation: Movement of children and staff members out of portion of buildings affected and relocated to other areas on premise or property. Keeping children and staff members in place but securing location for the emergency at hand. Example: hurricane, chemical release, partial flood of some classrooms, broken glass/windows;
2. Off-site evacuation, Major Disasters or Emergencies: Movement of some or all children and staff members off campus to another designated area. If due to the hazardous situation the return to the school is impossible or undesirable then once at alternative location head classroom teachers will contact the parents and inform them about emergency situation. Parents will be asked to pick-up the children from alternative location.

The off-site evacuation locations are the following:

Kips Bay – **First Alternative Location**
Receiving Site Name: **The Churchill School and Center**
Receiving Site Address: **301 East 29th street, New York, NY 10016**
Receiving Site Telephone Number: **(212) 722-0610**

Second Alternative Location
Receiving Site Name: **Fire House Engine 16, Ladder 7**
Receiving Site Address: **234 East 29th street, New York, NY 10016**
Receiving Site Telephone Number: **(212) 570-4216**

East Village – **First Alternative Location**
Receiving Site Name: **Earth School**
Receiving Site Address: **600 East 6th Street, New York, NY 10009**
Receiving Site Telephone Number: **(212) 477-1735**

Second Alternative Location
Receiving Site Name: **Fire House Engine 28, Ladder 11**
Receiving Site Address: **222 East 2nd Street, New York, NY 10009**

Bensonhurst – **First Alternative Location**
Receiving Site Name: **PS 682K**
Receiving Site Address: **50 Avenue P, 2nd floor, Brooklyn, NY 11204**
Receiving Site Telephone Number: **(718) 621-2730**

Second Alternative Location
Receiving Site Name: **Edith and Carl Marks Jewish Community House**
Receiving Site Address: **7802 Bay Parkway, Brooklyn, NY 11214**
Receiving Site Telephone Number: **(718) 331-6800**

ABOUT YOUR CHILD SCHOOL

MIXED AGE GROUPS

The children at the Gold Material Montessori School range in age from two to five years.

Interactions and relationships between children are fertile ground for growing and learning. Although groupings may change from year to year based on enrollment, children at our Montessori School have many opportunities to interact with peers of different ages. Research shows that younger children are able to engage in and maintain more sophisticated play with the support and structure provided by older children. Older toddlers learn as much from the younger toddlers: their skills and play are reinforced when they model for them or directly help younger children. It gives the older children the opportunity for a repetition of skills, something children naturally choose and need in order to solidify skills. Interacting with younger children adds to their feelings of competence and growing independence. Widely differing social skills are required depending on whether the child is engaged with an older or younger playmate. Over time, both younger and older children learn the skills required to interact with different aged children. Learning to live with, and ultimately, respect others in the group, is a central focus of the program. Mixed age groups can be viewed as large family when everyone is surrounded by brothers, sisters and parents and as result it allows to form proper relationship among all individuals in the social group.

MATERIALS

Materials at Gold Material Montessori School have a clear function in the curriculum and allow for self-correction whenever possible. They offer opportunities to develop physical, cognitive, social-emotional, language and creative skills. There is a mixture of teacher-made, found, and purchased materials. Our materials encourage creative use, self-expression and allow children to work at their own developmental level.

Some materials can be used only if the set is complete. We teach our children to respect the material they work with and do not take them home. Some materials are very attractive to children, it may happen that the child takes a piece home. **If you find your child brought home something that is not his, please send it back to school. Much appreciated.**

We take care of our materials and teach children the same. Encourage, your child to respect the materials and their toys at home too!

ENVIRONMENT

The Montessori environment offers variety of stimulating activities; cozy, comfortable and quiet atmosphere; ample opportunities for varied activities and spontaneous discoveries on tables, walls or floors. Our classrooms environment is designed to be flexible in order to suit the mix age groups, and to grow as the children mature. Throughout the year, you will find a balance of familiarity (to help the children feel safe and understand that their world is ordered and predictable) and small changes in equipment and room arrangements (that offer variety, novelty and new challenges). We feel strongly that when children spend a full day in a particular place, it should be comfortable, calming and visually pleasing. Order and attractiveness are important to us as they convey a sense of pride in our work with children as well.

LANGUAGE

At Gold Material Montessori School, we are careful about the spoken word and the body language that we use with the children. The use of “no” is limited. Instead, the staff uses simple and direct explanations that offer reasons and suggest more appropriate actions. School staff model good communication skills.

Children are encouraged to use words to express their feelings as well as to work out difficulties. Even the very youngest children are exposed to verbal problem solving. Teachers try to put a non-verbal child's feeling into words. “You are angry because someone took your toy,” “It looks like that makes you sad,” etc. We show how physical acts can be expressed verbally. It is important to allow children to express their feelings verbally no matter how negative they sound.

SECOND LANGUAGE LEARNERS

Families often express concern about their children learning English and/or retaining or continuing to acquire their home language. Our School strongly encourage you to use your home language with your child at all times. Current research shows that very young children acquire language in the context of a relationship, and that children do best if they hear a single language from a single adult. The teachers mostly speak English with the children at the School and your child will acquire English quite easily through their experiences with us. Many of the teachers at Gold Material Montessori School have a second or third language and you will often hear them using a child's home language in times of stress or misunderstanding. Unfortunately, it is not possible for us to cover all the languages that are spoken in our diverse community here in New York.

PARENT PARTICIPATION

When you choose school for your child, you choose a community for your family, and at Gold Material there are many opportunities to become involved.

Gold Material Montessori School invites parents to participate as much as they can in the lives of their children while at the School. Your philanthropic support and volunteerism will make a difference, not only for your child, but also for the entire Gold Material Community. Parents should feel free to volunteer for the special projects and events. We invite you to learn more, participate and contribute to the success of Gold Material Montessori School through the variety of opportunities:

- Career Week;
- Parent Open Classes (Parents of older children are invited to come and observe their children at work)
- School Shows and Events help (it includes but is not limited to: stage set up and decoration, food preparation or purchase, costumes making);
- Donations and In Kind donations (Professional time, items the school is in need like playground equipment, sprinkles, copier, air-conditioner, garden containers, books, special educational materials, financial support etc,).

If there is something you wish to do for your school and it is not on the list, please talk to us.

Thank you in advance for your support and dedication.

WHAT TO DO IF YOU HAVE A PROBLEM

Admission/Financial – talk to the Directors.

Concerns about your child – talk with your classroom teacher first. 2nd call can be given to Director of School or Head of School. Both directors supervise the teachers and may be other helpful resources.

Concerns about a staff member – talk to that person, and/or the School Director, and/or the Administrators (important contact information is on the following page).

WHO TO CONTACT

Administration

Head of School

Maksim Kondrukevich
maksim@goldmaterial.com

Admissions/Payments

Varvara Radimushkina
varvara@goldmaterial.com

Director/Kips Bay

Lucille Carra
office@goldmaterial.com

Classroom Directory

Your classroom list and class teacher contact e-mail is available online under Parent Corner Section of our website.



New York City Department of Health and Mental Hygiene

How to Get Information about Child Care Services in New York City



Go to nyc.gov/health

Type "child care" in the search box

- Obtain a listing of permitted child care services
- Review a child care service's inspection history
- Review regulations that child care services must follow
- Obtain a listing of permitted day camps
- Get tips on how to keep your child healthy and safe
- Get location and contact information for Bureau of Child Care borough offices

For more information or to make a complaint about a child care service in New York City, call 311.