



**Good Neighbor
Montessori**

"A Superb Education For The Most Formative Early Years"

Parent Handout

Open Year Round

4000 Middlefield Road. Suite K4 Palo Alto
In the Cubberley Community Center
(650) 493 - 2777

www.goodneighbormontessori.com

License 430710452

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Educational Overview

School and Faculty

Good Neighbor Montessori (GNM) was established in 1986 in Palo Alto, California by a Montessori teacher who has been administrating the school since its inception. GNM now has over 60 children enrolled in programs designed for preschoolers. The school program is based on the philosophy of Dr. Maria Montessori and provides a happy and safe home-like atmosphere for the children throughout their day at GNM. Our teachers are loving, joyful and dedicated to supporting the development of children.

Good Neighbor Montessori is licensed by the California Department of Social Services. We meet or exceed the requirements governing child care facilities and use appropriate practices in providing high quality childcare.

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Mission Statement

Good Neighbor Montessori is dedicated to providing an atmosphere in which children can develop at their own pace in a happy environment of love, creativity and intellectual stimulation. Our goals in accomplishing this mission are:

- To provide a dynamic, developmentally appropriate setting which is based on the philosophy of Dr. Maria Montessori.
- To encourage the full development of personal characteristics such as self-confidence, independence, initiative, ability to concentrate, increased curiosity and a love of learning.
- To provide a stimulating and enriched environment in which children become active explorers and in the process develop self-esteem and self-direction, along with a sense of responsibility to self and others.
- To create a sense of community to nature understanding, respect and acceptance of all people.
- To provide a supportive environment for parents and to encourage effective communication, support and mutual respect between the parents and the school.
- To provide a supportive and respectful environment that encourages personal and professional growth for staff members.

School Program

GNM serves children from two through six years of age.

- Our program is designed to assist the children in developing self-confidence, concentration, independence and a love of learning in a developmentally appropriate Montessori classroom.
- Activities in the classroom are designed to allow the children to develop skills, both practical and academic that will encourage conceptual development and create a firm foundation for further learning.
- The children are free to choose from any of the activities available on the shelves. They may choose to work alone or with others and are busy and happy throughout the day.
- Activities in math and language, are designed to assist the children in acquiring academic skills in an atmosphere that allows them to develop at their own pace in a non-competitive and happy atmosphere of creativity and intellectual stimulation. The older children are encouraged in development of the language and math skills necessary for elementary years.
- Phonetic skills will be further mastered as well as penmanship skills. Learning to read at his/her own pace is pertinent for the beginning reader to become confident and learn to love reading.
- As for math, the children have gained a thorough knowledge of the basics of the number system and its functions, which have been fixed in their mind. During the last year of our program, the children will move on to other computation of numbers, fractions, algebra and geometry.
- The children learn about our world and the people, plants and animals that live here through the study of geography and science. Over a four-year period, all the continents are introduced with activities that promote understanding of places and cultures around the world. Within this framework, the children also learn about animals and their habitats and the plants that grow on earth.
- Qualified teachers present mandarin and spanish classes on a weekly basis.
- There are outdoor play periods available to the children as well as nature walks.
- When ready, in collaboration between home and school, the younger children begin learning toilet training skills.

Daily Classroom Schedule

8:00am – 9:15am	Independent work period – children are arriving
9:15am – 9:30am	Morning circle: Songs/Theme Discussion/Montessori Lessons
9:30am – 11:30am	Independent work period: Small Group/Individual Lessons
11:30am – 12:00am	Outdoor play
12:00am – 12:15pm	Music and Movement circle
12:15pm – 1:00pm	Lunch
1:00pm – 1:30pm	Rest Time
1:30pm – 3:00pm	Choice of Rest/Independent Work Period
3:30pm – 5:30pm	Independent Work Period: Book Reading/Outdoor Play

Monday	Mandarin
Tuesday	Dance
Wednesday	Gymnastics
Thursday	Spanish & Piano

* Times are approximate

Healthy snacks are available throughout the day.

Extracurricular Activities

Dance Class

Dance classes are offered through Dance Connection on Tuesday mornings. The children must be at least 3 years of age and completely potty-trained. The instructor escorts the children to and from the class. Please visit Dance Connection online at <http://www.danceconnectionpaloalto.com/> for registration information.

Sports Program

Hotshots is a sports program offered on Wednesday mornings. An instructor along with a teacher escorts the children to and from the class. He is responsible for the distribution of the class notices and payments. The notifications for sign-ups are placed in the children's yellow folders, attach a check and place them in the appropriate envelope pinned to the Parents board.

Piano Class

Piano classes are offered through Peninsula Piano School on Thursday mornings. The children must be at least 3 years of age and completely potty-trained. The instructor escorts the children to and from the music class. Information and sign-up sheets are available during late August or September and located in your child's classroom, attach a check and place them in the appropriate envelope pinned to the Parents board.

School Policy

Discipline

The school rules or manners are simply and are designed to protect the safety and welfare of the children, staff and facility. We do not punish children. We instead allow children to experience the natural consequences of inappropriate behavior at school. We work on conflict resolution by guiding the children to use words to express feelings. Our discipline method is supportive, protective and instructive.

Parent Education

A lending library is available with books and videos on education, parenting and the Montessori philosophy.

Naptime

An afternoon naptime is available at the request of the parents.

Open-door Policy

GNM maintains an open-door policy. We welcome our parents to visit the school to observe their children at any time during the school day.

Admissions

Students are admitted into the school without discrimination on the basis of race, color, national or ethnic origin or political beliefs. Admissions are based on space availability as well as determination by the staff that the school can meet the needs of the child and the parents. At times, age and gender may be considered to ensure a balanced class.

Tuition

Tuition is based on a ten (10) month operating budget (September – June). For your convenience, we have divided the total tuition into ten (10) monthly installments. Tuition

payments are due on the first school day of each month. No bill will be sent out unless the payment is late. A late fee of \$15.00 per day will be assessed for payments received after the third school day of the month. To ensure proper credit, please deliver the tuition payments directly to the office. There is a return check charge of \$50.00 in addition to any late fees. No refunds for illness, vacation or absence from school can be made as school expenses continue though a child is absent. A schedule of fees, are available upon request.

Calendar

GNM's school year is September – June. The school calendar follows the local school district's calendar for holiday closures. We are closed for National holidays, winter and spring breaks. During summer, we offer two three-week sessions of fun, non-academic programs. Summer school attendance is optional.

Enrollment Procedures

Parents are encouraged to visit and tour GNM prior to submitting an application. To schedule an appointment for a tour, please contact the administrating office at (650) 493 – 2777 or visit our website at www.goodneighbor-montessori.com.

To Apply for Enrollment

- Complete and submit the Application for Enrollment form along with a non-refundable \$75.00 application fee. An interview with the child may be required before attendance.
- Upon acceptance, the following materials must be submitted before the child may begin school.
 - A complete registration packet with an Admission Agreement signed by the parent(s)/payee.
 - An additional \$100.00 non-refundable registration fee.
 - One month's tuition as a refundable deposit applicable to the child's final month of enrollment upon a written thirty days notice of withdrawal.

Placement of a child in the program is determined by the child's age, maturity and individual needs as agreed upon by both parents and the GNM administration.

To Apply to the Waiting List

- Complete and submit the Application for Waiting List form along with a \$25.00 application fee. **This fee is non-refundable, non-transferable and entrance to the program is not guaranteed.** This waiting list is not based on first come, first serve basis, but is based on an interview to determine if our program meets the needs of your child. The administrator will arrange an interview appointment with you.
- If GNM is unable to place your child immediately, your application will remain on file for one year. At the end of this time, if your child has not been placed and you wish to remain on the waiting list, another application will have to be submitted.