

BAMBOO - PARENT HANDBOOK

Promoting Lifetime to Love Learning

Bamboo International School

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AMERICAN MONTESSORI SOCIETY
education that transforms lives
Member School

MontessoriCompass.com

*' THE CHILD IS BOTH A HOPE AND A PROMISE FOR MANKIND '
-MARIA MONTESSORI-*

Vision

Our Vision is to discover and nurture individuals' early talent, help them to achieve their highest potential and inspire them to build a better world for tomorrow.

Mission

- Building strong foundation of knowledge for every children
- Promoting lifetime love of learning to everyone
- Building Capacity on academics and teaching staffs
- Providing quality education standards and curriculum to everyone
- Integrating technology to help knowledge-acquiring process
- Establishing strong partnerships between school and home
- Educate children towards becoming active citizens.
- Help children develop a sense of high esteem, curiosity, socially acceptable behavior.

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Welcome to Bamboo International School

Thank you for your interest in Bamboo International School, where we would like to make you feel at home from day one. Each school has their distinctive values, and you, as a parent, need to make the best choice.

Our goal is to provide superior educational opportunities for each student by encouraging him or her for learning in a safe and friendly environment. We are aware that children start with many skills we aim to develop these further and help to equip all children with the necessary tools they will need for learning in the school.

Free play and teacher directed activities are planned to encourage children to develop problem-solving skills and challenges every children to a higher level. This free plan and teacher directed instruction helps students to be able to work with their friends from different cultures and age groups providing a relaxed and fun way to get to know each other.

INTRODUCING THE MONTESSORI APPROACH

MONTESSORI, A UNIQUE APPROACH...

Few teaching approaches have attracted more interest over 100 or so years than the one founded by Maria Montessori. Montessori is a philosophy and method of education, which focuses on the potential of the young child by providing opportunities for spontaneous, hands on activities in an environment that is prepared. Its concept allows children to experience the joys of learning at an early age within an environment where cognitive, moral, physical and social development flourish.

MARIA MONTESSORI

She is an Italian physician who turned educator, Maria Montessori spent many years observing and working with children. In the process, she built on some of the ideas of others who had worked with children and she developed and refined her own ideas, materials, and methods. Starting in the early 1900s and for the next 50 years, she developed an encouraging, stimulating program where children could learn the skills they needed to eventually become responsible, productive, independent, and loving citizens of the world. The success of her program inspired many other educators. Today, Montessori schools and programs are found all over the world, and her work has influenced early childhood education at every level. Many of Montessori's observations at her first school, Casa Dei Bambini revolutionized how people thought of young children and their abilities. Her observations brought her to the conclusions which became later the foundation of the Montessori methodology. One of them is how the children learned:

- by receiving neither reward nor punishment
- by having the opportunity to correct their own mistakes
- by having the freedom to choose what work to do or what material to work with
- by doing themselves

THE MONTESSORI CLASSROOM

The Montessori classroom is arranged from the most simple and concrete to the more complicated. The materials are designed to stimulate, attract and awaken the child's curiosity with a learning experience which children enjoy. The children move about quietly. They have the freedom to choose materials prepared by the teacher, and interact with other students.

The Montessori classes are organized to encompass a two or three year's span, which enables the mix of age group. Younger children can then learn from older role models, who also learn from their leadership responsibilities. Students learn with and from each other.

The two/three years span help the students in building and develop a strong sense of community with their classmates and teachers.

THE ROLE OF THE TEACHERS

Montessori called teachers 'directresses' as a way of emphasizing that Montessori teachers should guide and facilitate, not force their own ideas of what should learn, and when to learn.

They are a systematic observer of the child and an interpreter of his/her needs. They are also a programmer, preparing the environment and keeping it in perfect condition. They are an evaluator of not only their work but the children's progress. They are a consistent good example of desirable behavior for the children, following the ground- rules of the class herself, and exhibiting a sense of calm, consistency, grace and courtesy. They encourage a child's fascination with the materials through her demonstrations.

Our team of teachers is internationally qualified from early childhood and has been trained by our Montessori specialist trainer.

CLASSROOM MANAGEMENT

The concept of 'free choice' is progressively introduced within the classroom. They gain the skills to make their own decisions and are taught the social values to make right choices. Children who have the choice to follow their interest are mostly happy, fulfilled, involved and eager to learn.

MONTESSORI VERSUS TRADITIONAL METHOD

Some people might wonder how the Montessori curriculum is different from traditional schools or day care centers. Here are some points one can expect to see in a Montessori program and the traditional school approach.

MONTESSORI METHOD	TRADITIONAL METHOD
Emphasis on cognitive and social development	Emphasis on social development
Teacher has unobtrusive role in classroom	Teacher is center of classroom as "controller"
Environment and method encourage self-discipline	Teacher enforces discipline
Mainly individual instruction	Group and individual instruction
Mixed age grouping	Same age grouping
Grouping encourages children to teach and help each other	Most teaching done by teacher

Child chooses own work	Activities structured for child
Child works as long as he wishes on chosen project	Child generally allotted specific time for work
Child discovers own concepts from self-teaching materials	Child is guided to concepts by teacher
Child sets own learning pace	Instruction pace usually set by group
Child spots own errors from feedback on material	If work is corrected, errors usually pointed out by teacher
Child reinforces learning by repetition and feelings of success	Learning is reinforced externally by repetition and rewards
Organized program for learning care of self and environment (polishing shoes, cleaning the sink, etc.)	Less emphasis on self-care instruction
Child can work where he chooses (yet not disturb work of others); group work is also encouraged	Child usually assigned own chair; encouraged to participate, sit still and listen during group sessions

COMMUNICATION

Communication and contact between parents and teachers at this early age is a vital thing to the success of a child's time in Kindergarten and beyond. Therefore, it is very important to us and we welcome each and every parent's involvement within Bamboo International School. To discuss the students' progress, parent-teacher conferences will be held twice a year. Weekly and monthly communications are organized through [MontessoriCompass](#) and assessment book respectively, and more informally when greeting your child's teacher for coming school in the morning or dismissal at evening.

MontessoriCompass is a web-based system from the ground up that addressed the unique needs of the entire Montessori school community - including Montessori record-keeping, school management, parent communication, photos and much more. It was designed to help bridge the gap between home and school. One of MC's goal is to provide a convenient way for busy parents to remain actively engaged with the school community who will be able to view photos, learning concepts, progress, special information online on a daily basis.

Special arrangements for meetings (before or after class) can be arranged with the teacher directly upon parents' request.

We kindly ask parents to respect the well-being and routine of the class and therefore teachers will not be available to discuss matters during class time. Parents are asked to sign their child's communication book after reading it and send it back to school every month.

SCHOOL INFORMATION

STUDY SCHEDULE

Half-day Morning Session	: 8:00am – 11:00am
Half-day Afternoon Session	: 1:00pm – 4:00pm
Full-day Session	: 8:00am – 3:30pm

SCHOOL CALENDAR

School holidays will be in accordance with holidays set forth by the Cambodian Ministry of Education, Youth and Sport each year.

JANUARY	FEBRUARY	MARCH	APRIL
1 International New Year Day 7 Victory on Genocide Day	7 Meak Bochea's Day	8 International Woman's Day	13-15 Khmer New Year's Day
MAY	JUNE	JULY	AUGUST
1 International Labor's Day 5 Visak Bochea's Day 9 Royal Plowing Ceremony's Day 13-15 King Norodom Sihamoni Birthday	1 International Children's Day 8 Queen Norodom Monineath Sihanouk's Birthday		
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
	14-16 Pchum Ben Day 31 King Norodom Sihanouk's Birthday	9 Independence's Day 27-29 water Festival Day	10 Human Right's Day 25 Christmas's Day

LICENSE

The Ministry of Education Youth and Sports licenses our preschool and kindergarten. The following items are located in the office of our school.

- The license
- Emergency evacuation and relocation plans
- Sanitation inspection report
- Fire inspection report

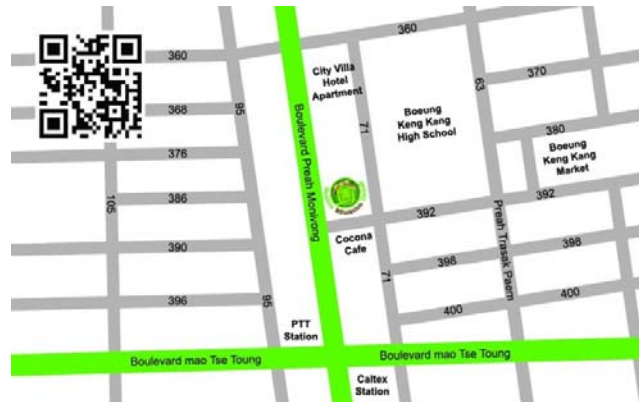
The following telephone numbers are posted next to each telephone in every part of the facility

- Emergency medical services
- Fire department
- Child abuse hotline

SCHOOL CONTACT

Address: #27c, St. 71 corner of 302, Boeung Keng Kang 1, Chamkamon, Phnom Penh, Cambodia.

Tel: 023 966 663-4 | www.bamboo.edu.kh | E-mail: info@bamboo.edu.kh



SCHOOL FACILITIES

Our facilities include:

- Spacious, exclusive Montessori materials (from the USA) and air-conditioned classrooms
- Library and ICT Lab
- Music room, equipped with pianos, violins, guitars and more
- Art room, outdoor and indoor playground
- Child-friendly swimming pool
- Security, internet and phone

GENERAL POLICIES AND PROCEDURES

ADMISSION PROCEDURE:

As a security measure, visitors will be requested to sign our guest book upon arrival.

Tours will be given upon prior notice, so the office will have enough time to inform the teachers. We also ask for visitors 'best discretion during class hours to avoid disturbance.

Siblings of children already enrolled in the school and full time students are given preference in enrollment.

Upon enrollment, each parent will be given a parent handbook. They must be read and signed. Please return the signed copy to the office before your child starts school. The form will be kept in your child's file.

RACIAL DISCRIMINATION

Bamboo International School does not discriminate in the enrollment of children or selection of staff or volunteers upon the basis of race, religion, sex, national origin, or handicap. As our teachers are not specialized to teach Special Needs Students, it is required that they are accompanied by a trained shadow (adult) at all times.

ARRIVAL AND DISMISSAL

Arrival time starts at 7:45am for the morning class and 1:00pm for the afternoon class. Dismissal times are 11am for the morning class and 4.00pm for the afternoon class. The teaching staff will be greeting the children and parents at the door each day when coming or leaving the class.

We kindly ask the parents to adhere and respect arrival and dismissal times. Promptness in a child's life is very important. Children who arrive late or are picked up late will feel uncomfortable and unsettled. Also tardiness is very disruptive to the teachers and classes in session.

No student may leave the class without permission from the teacher.

DISMISSAL FROM SCHOOL

1. Early student dismissal: prior authorization must be given by the office. Therefore, parent or guardian must come to the office first, and the office will call the child from class. Parent/guardian should not go directly to the class. In that case, that person will be redirected to the office for security reasons.

2. No student will be allowed to leave the school premises with a third party without prior permission from the parents.

Please note that ID cards and collection card are an obligation to pick up a student from our school.

COLLECTION CARD

Child Photo
4 X 6

Class: _____

ID: _____

FULL NAME (Khmer): _____

FULL NAME (Latin): _____

Adult 01 4 X 6	Adult 02 4 X 6
Adult 03 4 X 6	Adult 04 4 X 6

Issue Date: _____

Expiry Date: _____

LATE PICK UP FEE

There will be a US\$.50 per 10 minutes after due pick up time. The late fee will be charged in your bill.

DRESS CODE

Children are expected to dress in outfits that are presentable, comfortable and appropriate allowing movement. Students at Bamboo International School wear a school uniform (that allow them to be independent) at all-time except during field trip, or special events outside the school. Appropriate and safe foot wear is required. Keep in mind, that active outdoor play is part of the schedule.

ATTENDANCE

Children are expected to attend class regularly and punctually as to avoid disturbances and to help your child to settle well in our center. Teachers will introduce new materials daily, especially during the first weeks of school.

ABSENCES

Parents are asked to notify the school when a child will be absent. Absences need to be excused. Excused and unexcused absences will be recorded in our MontessoriCompass system. Communicable diseases (diarrhea, fever, runny nose, coughing...) require a child to stay home to avoid spreading germs in the center community and must be reported to the office immediately.

If you are unsure about your child's health, please call the office to ask for advice. One of our priorities is to provide your children with a safe and healthy environment.

ABSENCE EXCUSES

When a student returns, the parent will report to the office.

Acceptable examples of excuses:

1. A personal illness of three or more consecutive school days that has been written by a physician's letter.
2. A medically chronic illness, which may be the cause for several intermittent absences during the semester that has been documented by a physician's letter.
3. The student must bring a written explanation for absences from the physician or the parent or guardian for unexcused absences and submit it to the Main Office before attending classes.

ILLNESS

Parents who bring their child to BEC exhibiting signs of illness will be asked to take their child home. If you are unsure, please check with the office or the teacher of your child.

A child who shows signs of illness after being dropped off will be isolated from their classmates, for the well-being and health of the whole class, and the parents or other adults authorized will be called to pick up the sick child immediately.

BEC staff members have attended a special first aids training. The staff members rely on their training as well as the first Aid chart posted on the wall of each classroom to determine indicated diseases.

BEC has the right to ask parents of any child suspected of having a contagious disease to visit a doctor before returning to school and be fever free for 24 hours. The list of symptoms exhibiting signs of illness are:

- an oral body temperature over 37.5 degrees Celsius /99.5 Fahrenheit.
- diarrhea or vomiting two or more times in a day
- any undiagnosed rash with fever
- profuse nasal discharge (runny nose)
- sore, itchy and discharging eyes
- evidence of head lice or other parasites
- yellowish skin or eyes

INJURY

All our staff is trained in CPR and First Aid. Unfortunately, accidents in and outside the classroom may occur. Accident reports are filled out by the Supervising staff and placed in the injured student's bag for parents signature.

In the event that your child should require emergency treatment, BEC will seek proper care for your child. We will make all efforts to comply with the child's individual emergency instructions of file in the school office and to notify the parents or other authorized people notified in the form. The consent statement that the parent signed will accompany the child to the Medical facility in the absence of the parents. It is IMPERATIVE that you keep the emergency contact information in the office up to date. It is the parent's responsibility to periodically check the information in the school records and have it updated, and for the case the child is sick seriously please refer to the following clinics:

1. Doctor Chap Modich. Mercy Clinic is located at

Address: #17B&C, Street 296, Sangkat Toul Svayprey2, Khan Chamkarmon, Phnom Penh.

Email: mercycliniccambodia@gmail.com,

Tel: 023 555 0980/ 068 655 890

2. SOS International Clinic is located

Address: No. 161, Pasteur (St. 51), next to old US Embassy, 12211 Phnom Penh

Email: info.cambodia@internationalsos.com

Tel: 023 216 9111/ 012 816 91

DROP OFF

There is no student drop off in the parking area. It is extremely dangerous to allow students to walk across the parking area unattended. Therefore, parents or guardians must accompany their child and ensure that they are dropped inside the classroom. All children must be left under the

supervision of an adult. If you are late, and there is no adult outside, you are asked to go and leave your child in the office.

PICK UP

Everyone will have a collection card. A maximum of four adults per student will be allowed. Each card will be limited to picking up a maximum of 5 students at a time. The card must be shown to security and teachers before releasing children. The card should read "Full Name", "Date of Birth", Khmer ID or passport number. A photo of both the student and the parent or guardian must be presented at the time of pick up. Incomplete ID cards will be refused.

HEALTH AND STUDENT'S IMMUNIZATION RECORDS

It is required that all health record and all other enrollment forms be completed before the first day of your child's entry to school. Parents are required to keep these forms updated throughout the school year. All student records are confidential information and will not be released without a parents' permission.

MEDICATION

All medication is administered on behalf of the parents and at their own risk. A medical form must be filled out by the parent. Prescription must be in the original container labeled with the child's name, the date, clear directions for use.

All expired and unused medication is disposed of. Parents are responsible for picking up all medication each evening. BEC staff is not responsible to remind parents to pick up their child's medication from the school.

DISCIPLINE

We model and encourage appropriate, kind, and considerate ways to behave in different situations, using positive reinforcement. It means that the teaching staff will focus on the positive choices and behaviors exhibited by students rather than the negative ones, to motivate students to act positively. We praise, value progress and contributions rather than emphasizing rules and consequences of breaking them. We model ways to negotiate conflict situations. As necessary, we do friendly reminders of appropriate behavior or we intervene and respectfully and firmly stop the negative behavior.

If after assessment, we feel that the student needs may be best met in different settings, BEC, upon The Director of the school's approval, has the right to request termination of student.

REST TIME

Your child will have a daily rest time in the afternoon in our welcoming, cozy sleeping room. This is a time to allow students to relax and rest from their busy day and is an important part of the day. Please send a large towel labeled with your child's name for your child to lie on during this time. Parents are welcomed to send comfort items (small pillow that fits in the cubby, small soft toy, blanket...). All nap time towels and pillows will be kept in students' cubbies during the week and

sent home on the last day of the week to be washed. Children who are unable to sleep will have the option to have a quiet time in the library.

LUNCH AND SNACK

All students are given the option to have a snack (breakfast) in the morning. Healthy and nutritious snacks will be provided daily.

All children who have lunch at school will be expected to eat in the child's friendly lunch room whether they carry their lunch or are served there. No pupil is to be allowed in the classroom during lunchtime unless the teacher is in the classroom.

Supervision of the students will be the responsibility of the teacher assigned to that duty. Children will help setting up the lunch tables every day.

The menu will be posted on the bulletin board in the lunchroom area.

However, if you preferred to send your own snack/lunch, you are required to consider and respect our School Healthy Eating policy. Any inappropriate food will be sent back home with a note.

TRANSPORTATION ARRANGEMENT

It is the responsibility of each parent to make transportation arrangement for the child to and from the school. The school will assist in providing transportation on your request if you have problem with the transportation arrangement.

PERSONAL ITEMS

You are asked to send a bag with a complete set of clothing to keep at the school in the event your child needs to change due to spills, restroom mishaps, and other. We strongly encouraged having an extra set of clothing in your child's bag at ALL TIMES.

Reminder will be sent home with your child if their box needs refilling. In the event your child wears an item from school at home, we kindly asked you to wash it and return it to school as soon as possible so the service can be offered to another student if needed.

We are not operating as a childcare center and therefore do not have childcare facilities or to offer childcare services to your child. In case your child accidentally urinates or etc., our staff will try their best to wash up for your child. Any stained clothing will be returned to your child to bring home in a plastic bag without washing or may be disposed of straight away for hygiene reason. We shall appreciate your understanding and acceptance to his arrangement before signing up your child's attendance in our school. An extra set of clothes is necessary in case accidents occur.

HEALTHY EATING AND PHYSICAL ACTIVITY

- Healthy eating is promoted and foods and drinks provided by the service which are nutritious and appropriate to the age of the child.
- Physical activity is promoted through planned and spontaneous experiences and is appropriate to the age of the child.

As we care for each of our student's growth and development, BEC has made eating healthy a policy.

POLICY STATEMENT

- The Healthy Eating Policy reflects the following concepts, to:
 - Promote a child's normal growth and development;
 - Promote appropriate food choices and physical activity; and
 - Regularly review children's physical growth.
- School plays an important role in meeting the nutritional needs of children when providing snacks and lunch.
- The Healthy Eating Policy is consistent with an international current 'Dietary Guidelines for Children and adolescents'. The menu should reflect a wide variety of nutritious foods, such as:
 - plenty of vegetables, legumes and fruits;
 - cereals (preferably wholegrain), which include breads, rice, pasta and noodles;
 - lean meats, poultry and fish (or protein alternatives);
 - dairy products, which includes milk, cheese, yoghurts;

For children older than two years, a diet low in fat and in particular, low in saturated fat, is appropriate. Low fat diets are not suitable for children under two years of age due to their high energy needs.
 - plenty of opportunity to drink water, especially with the heat of Cambodia.
 - foods containing calcium and iron, and low in salt
 - moderate amounts of sugars and foods containing added sugars or artificial sweeteners.
- Our center encourages children with opportunities to experience a healthy, balanced and nutritious menu and/or snacks.
- Our center ensures that meals and/or snack times are conducted in safe, clean, positive environments that promote meaningful interactions between children and other persons.
- Our Center has an additional duty of care to ensure that children are provided with a recommended level of nutrition during the hours of their attendance in school and to encourage both students and parents to adhere to the policy.
- Our school ensures a consistent level of practice.
- Our Center endeavors to meet individual and family needs however, the health and safety of children who are in care may, at times, come into conflict with cultural or family beliefs. The service reserves the right to promote the nutritional needs of children in AT ALL TIMES.

- Where children have food allergies confirmed by a medical practitioner, BEC will actively adhere to the medical recommendations, and ensure that it is communicated to those persons who directly care for the child.
- Some medical conditions require a dietary intake of certain foods that is in conflict with national nutritional guidelines. For example, children with cystic fibrosis require a higher than normal dietary intake of salt, fat and protein. BEC may need to state the exceptions to the healthy eating policy and the national nutritional guidelines.

ALLERGIES/OTHER RESTRICTIONS

Children might have food allergies confirmed by a medical practitioner. In that case, BEC will actively adhere to the medical recommendations, and ensure that it is communicated to those persons who directly care for the child. Therefore, parent must ensure to communicate such important information to the office and the teachers of the child concerned.

Also, if your child has any other type of restriction, such as physical activities or celebrations of certain events, please let the teacher of your child know on the first day of school. *(See last page for Montessori Academy Allergy Plan)*

EACH CHILD IS PROTECTED

- Children are adequately supervised at all times.
- All teaching staff members have a CPR and First Aid training.
- Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented. Fire drills are held to ensure the swift evacuation of students from the building in case of emergencies.

SAFEGUARDING CHILD POLICY

BEC believes in the right of every child to safety and security. Action is taken to respond to every child at risk of abuse and/or neglect, and staff members are required to report any suspecting signs of abuse to the School Principal, who will in consultation with the Board determine the necessary steps to provide for the child's safety.

Our staff members are trained during the first term by the management with the basic procedures to protect both children and employees from harm.

SWIMMING

At BEC, all staff members observe the swimming pool safety rules strictly

Adult-Child ratios:

There is at all times a minimum of two adults in the pool area, regardless of the number of students. There are at least 2 adults inside the pool area before any children are allowed in the water.

Age 2-3: 1 adult to 3 students.

Age 3-6: 1 adult to 5 students.

THE CURRICULUM

There are clear and dynamic links between the various curriculum areas in a Montessori classroom. Each area of the curriculum emphasizes specific skills but children are encouraged to use their developing knowledge other areas of the curriculum to link them with the specific area being studied. This linking and grouping of knowledge and skills stimulates children's natural instincts and generates more enthusiasm in them to learn new things.

PRACTICAL LIFE

Practical life activities are a core part of a Montessori classroom. They allow children to develop their hand-eye coordination, motor skills, hand strength, balance, concentration and ability to do things by themselves. The focus is on practicing these skills so there is less emphasis on the final product and more on the process itself. Children learn some practical life skills which can be used throughout their lives by the repetition of these practical life activities in the school. Some examples of practical life activities are food preparation, pouring, scooping, serving, table cleaning and flower arranging.

SENSORIAL

In a Montessori classroom children learn about colors, sizes, shapes, lengths and textures with the aid of sensorial materials. Using these materials not only promotes such learning, it also enhances a child's powers of observation regarding the things that exist in his/her world. Sensorial materials include such objects as geometric solids/blocks, color tablet, rough and smooth surface boards, the pink tower and the binomial cube.

LANGUAGE AND ART

Language is constantly in use in a Montessori classroom in all areas of the curriculum. Young children are introduced to sounds, letters and simple words such as the names of things. As they grow older they start to develop reading skills taking advantage of teaching materials that can be touched and felt such as using pre-cut solid letters and shapes.

Consequently Montessori children often learn to read at a relatively early age before having developed the precise motor skills needed to control a pencil. Other teaching aids used to teach language include sandpaper letters, objects such as toys and puppets,

MATH

Mathematical concepts are presented in a Montessori classroom with the aid of concrete materials such as beads, counters, spindles, chains and boxes. Using physical objects like these allows children to visualize abstract mathematical tasks and hence develop mathematical reasoning skills. For example, they learn how an amount can be represented by a numeral. By handling physical objects they can easily understand basic mathematical concepts such as addition and subtraction.

CULTURE AND SCIENCE

The following topics are introduced: geography, history, botany, zoology, and science. Children learn through materials included photographs that are essential in studying geography with young children. It is a stimulation of the senses. Children will be capable of familiarly the steps of learning the

earth, the various lifestyles and culture around the world, flags of the world, and the names of the continents, countries, states and provinces. Moreover, children have to understand that there are other lives on the earth such as plants and animals. All kinds of lives are benefited each other. So life has to be protected by lives.

In addition, a manual also guides about the sequence of time that teaches them how to set up the proper order of daily life. As a result, children may reveal that their life is not only just at home and school, but also related to the world or earth.

PHYSICAL EDUCATION

Your child will participate in activities to enhance his/her skills in the following health, physical education, and safety areas

- Large muscle activity through outdoor play including running, sliding, skipping, and other games
- Basic rhythms of walking, running, marching, skipping, and jumping

MUSIC

Your child will participate in activities to enhance his/her skills in the following music areas:

- Singing alone and in groups
- Movement to music

FIELD TRIPS

Your child will take one and possibly two field trips this year. The places we go will correspond with our curriculum. Specific information will be sent home at least two weeks before the trip, along with a permission form, which must be signed by parents in order for students to go. Parents are welcome to join on field trips.

TEACHER'S EVALUATION & PROGRESS REPORT

A general report of the child's performance will be prepared for parents twice a year.

Note: This Parents' Handbook will be updated from time to time for improvement, changes and additions to its content.

SIGNED PARENTS' HANDBOOK ACKNOWLEDGEMENT FORM

(1 copy bound in handbook; 1 copy filed in school's record)

***** Please sign and date below to indicate that you have read and understand the whole content of the Parents' Handbook and BEC admission staff has answered all your questions. You are advised to keep the handbook for future reference.

By Parents

I hereby acknowledge receipt of the Parent's Handbook dated.....and agree to comply accordingly.

Today's Date -----

Parent's/ Guardian's Signature -----

Parent's/ Guardian's Name -----

Child's Name -----

Bamboo Admission Staff

“We strongly encourage you to volunteer and be actively involved with us in educating your child. Our doors are always open to you to discuss your child’s progress, goals, expectations, or issues/concerns you may have. Of course, we warmly welcome compliments about our school as well. You are an important part of the educational process, and you do make a difference in your child’s total educational program!”

ALLERGIES AND FOOD INTERACTIONS

Allergy Action Plan – Each family, with a child who has an Allergy Action Plan, is responsible for providing the office on the first day of school with an updated Allergy Action Plan form from a physician and any appropriate medication indicated to address an allergic reaction.

If an allergy action plan, or indicated medicine, is not provided to the office, Montessori Academy will take this action as a declaration from the family that Montessori Academy does not need to intercede with any action with regard to any allergy reactions a child may have.

Food Allergies and Classroom Snacks – If a child's Allergy Action Plan (AAP) requires an Epi-Pen, the teacher will have a classroom snack jar with that child's name on it. Montessori Academy will only serve a snack to children with an AAP from a snack in their child's snack jar. **The parent is required** to use one of the following snack protocols:

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- a) Send in your own pre-bagged (healthy) snacks for the child's classroom snack jar. Not to exceed two weeks' worth of snacks, due to space limitations.
- b) Parents may review Montessori Academy's snack labels each week and pre-bag their child's snacks from the Montessori snack cabinet and put them directly into the child's classroom snack jar. Not to exceed two weeks' worth of snacks, due to space limitations.
 - Parents may wish to send a "special" snack to be used only for birthdays or other celebrations to be kept on hand in the classroom.
 - Any/All Food used in the classroom food work, birthday celebrations or for classroom luncheons must be directly approved for the allergic child (any child with an AAP) by the parent. Without a parent's approval, the allergic child will not be permitted to consume any food that may be present in the classroom.

School Snacks and Allergens – School snacks are only checked for peanut/nut allergens the first week of school; thereafter snacks are no longer checked for these allergens.

School Lunches and Allergens – School lunches are not monitored for any allergens.

Food Allergy Lists – A list will be posted of all students who have food allergies in each classroom, the East Room and in the kitchen for Montessori staff use.

Medical Bag - Each child, who may need medical intervention in case of a reaction, will have a medical bag located in the office. Parents are welcome to provide additional supplies for other areas of the building such as the child's classroom, day care room, etc.

Scents, Perfume or Cologne– Due to the number of staff and children who have allergies and asthma, we ask that parents/children not wear scents, perfume or cologne in school.

Cat/Dog Allergies – Due to children who have allergies to cats/dogs, we cannot have them in the building at any time.