

# *Montecito Community School: Montessori Family Handbook*



**2022-2023**

**“The greatest gift we can give our children are the roots of responsibility and the wings of independence.” – Dr. Maria Montessori**

### **Osborn School District Mission**

The Osborn Community advances the full potential of every child by developing emotional intelligence and academic excellence.

### **Osborn Montessori Mission**

The mission of the Osborn Montessori Program is to provide a high quality early childhood program through authentic instruction by highly trained Montessori teachers. Through our nurturing, developmentally appropriate, educational environments students will learn integrity, responsibility and global citizenship while adhering to Arizona State Standards.

### **Osborn Montessori Philosophy**

***The Osborn District believes in the importance of educating young children.*** Research has shown that high quality early childhood education programs can make a critical difference in a child's life. The Montessori Program will help children to develop a love of learning that will last them throughout their lifetime.

***The Osborn District knows that families are children's first and best teachers.*** We provide a quality program that involves the whole family including parent/guardian meetings, family libraries and parent/guardian/child activities. We help families new to the United States to become familiar with the American school system and partner with them to provide a positive first formal educational experience for their children.

***The Osborn District respects cultural and other aspects of diversity.*** We treat people of all abilities, races, religions, family compositions, and cultural backgrounds with equal respect. We invite family members to share music, crafts, food, dress and stories in the classroom.

***The Osborn District celebrates children's uniqueness and how this contributes to their classroom communities.*** We believe that all children have differing special needs and abilities. Children must have meaningful opportunities to interact with a diverse group of peers on a daily basis.

***The Osborn District's teachers are the heart of our program.*** Our teachers receive on-going training and resources in order to provide a quality early childhood program. Our teachers create caring and nurturing educational environments that encourage each child's abilities.

***The Osborn District believes in allowing children to make choices.*** Our classrooms are set up to encourage children to question, think, investigate, and experiment. The rooms are arranged to offer challenges and choices for people of differing abilities. Our classrooms offer a variety of materials and equipment that is available to children according to their daily schedules.

***The Osborn District provides a healthy, safe, and clean environment for the children.*** The learning environments will adhere to safety standards set forth by the State of Arizona and the Osborn School District to meet the physical needs of the children in their daily activities.

## **Montessori Policies and Programmatic Structure**

The Osborn Montessori Program is a full learning continuum from Preschool to 6th grade.

### **School Hours of Operation**

- Breakfast Hours 7:30 AM to 7:50 AM ( This time is optional for families that would like their children to eat breakfast at school. This is for breakfast only, there is not a recess time when they finish eating, if your child eats quickly please plan accordingly).
- Three year old Primary Schedule 8:00 AM - 12:00 PM (Option) ( Monday, Tuesday, Wednesday, Thursday, Friday). If an extended day is desired please see *After Care Hours of Operation* below. Three year olds who wish to attend an extended day past 12:00 will do so at the discretion of the teacher and family to ensure best fit and developmentally appropriate practices.
- Four and five year old Primary Schedule: 8:00-3:00 PM ( Monday, Tuesday, Thursday, Friday)
- Lower Elementary ( Grades 1,2,3) Schedule: 8:00-3:00 (Monday, Tuesday, Thursday, Friday)
- Early Release Day is every Wednesday: Primary and Elementary dismissal time is 1:00 PM

Closed all major holidays and school breaks.

Children are expected to attend the program for the duration of the operating hours.

### **After Care Hours of Operation**

- *Three Year Olds*
  - Extended day After Care is available from 12:00 -3:00 or 12:00-5:30 Monday, Tuesday, Thursday and Friday; 1:00-5:30 PM Wednesday (appropriate fees applied)
- *Four Year Old and Up*
  - After Care is available from 3:00-5:30 on Mon, Tue, Thur & Friday; 1:00-5:30 on Wednesday (appropriate fees applied)

## **Enrollment**

A district application, copy of immunizations, proof of residency, and a copy of your child's birth certificate are required as part of the enrollment process. All children with special needs require a current evaluation and Individualized Education Plan or IEP; the district will determine if the Osborn Montessori Program is an appropriate placement for your child. All families are encouraged to apply.

## **Licensing and Liability Insurance**

### **Osborn Montessori Program is licensed by**

Dept. of Health Services  
150 N. 18 Ave. Phoenix AZ 85007  
Phone 602-364-2539

The Osborn Montessori Program carries liability insurance. Documentation, certificates and inspection reports are kept on site, and are available for review on the parent information board in the school office.

Our facility is licensed for preschoolers age 3, 4, and 5 years old who are fully potty trained. While we do remind and encourage students to use the restroom when needed, our Primary program does not have licensure for standard diapering and potty training. All Primary students must be fully potty trained with the child having the ability to take themselves to the restroom, use the restroom, clean themselves and change themselves if needed and be capable of personal hygiene.

If your child is still working on this, it will be recommended for him or her to work and develop this area of need at home away from school for the time that is required. This can be further discussed with the administration regarding reentry into the program once your child is fully potty trained.

## **Tuition and Refunds**

The Osborn Montessori program is tuition based for three and four year old students. Tuition payments are due every week on Wednesday, however parents have the option of paying a month at a time. You can make your tuition payment by: cash, money order, cashier or personal check, or online by School Pay. Please note, a \$35.00 fee will be added to all returned checks. All payments must be submitted online through School Pay or in person at the front office of Montecito Community School.

**\*Refunds will not be provided for any unused portion of tuition if a child withdraws from the program.**

## **DES Assistance**

The Osborn Montessori Program is also DES certified. Parents are responsible for their daily copayment, plus any applicable missed days and the difference between the subsidized daily fee and the provider costs per day.

***Please refer to the Tuition Fee Schedule located on the final pages of the family handbook for fee breakdown.***

## **Attendance Policy**

Children's consistent attendance leads to maximum learning opportunities. Based on a waiting list we will drop a student after ten consecutive days of unexcused absences, however, we will be in touch with you before the student is dropped to see if the lack of attendance can be resolved.

It is important for your child to attend school daily in an effort to achieve growth in academic and social and emotional skills. If your family is having difficulty getting to school we encourage you to reach out to teaching and administrative staff for support.

## **Withdrawal Procedure**

If you will be taking your child out of the program for any reason, we ask that you inform the school clerk two weeks prior to leaving. Formal withdrawal paperwork must be filled out in order to avoid any further charges.

## **Arrival and Dismissal Time**

When dropping off and picking up your child, **please be on time**. Children become anxious if someone is not there to pick them up on time. Teachers are **not** available to supervise children before school starts or after dismissal time. Failure to pick your child at their scheduled pick up time will result in late fees (billed at \$15 per 15 minute interval).

## **Drop off Procedures**

As the parent/guardian, it is your responsibility to transport your child to and from school. District buses are not available for pickup and drop off for the Osborn Montessori Learning Program. Prompt, timely, and consistent transportation to and from school is greatly appreciated.

All **Primary** student parents/guardians are **required** to sign their child in and out every day. Parents must sign their first initial and **entire** last name. Children will be released only to an authorized person listed on the emergency card. **No exceptions will be made to this policy!** Please be prepared to show identification at all times.

A court order is required to be a part of the child's file if either parent is prohibited from picking up the child. Elementary aged students do not need to be signed in.

All families will be issued 2 name placards with the student's name on it for further identification purposes. This placard must be evident and visible for our students' dismissal. Health and security are our top priority and this ensures that our students are safely on their way. If someone other than a parent or guardian is picking up your child please ensure that they have this placard. You may take a picture of the placard and keep it in your phone for convenience. When picking up your student from school, please ensure it is visible from the car line. If a placard is misplaced, please inform the office staff.

As noted above, Primary families will need to park their car and sign their child in at the cafeteria gate entrance ( if they are arriving to eat breakfast, 7:30 AM - 7:50 AM; gate will remain open until 8:00 AM) or upon arrival at the office after 8:00 AM.

Elementary students will not need to be signed in for the day as their teacher takes state required attendance. Like Primary students, they may enter through the cafeteria gates if arriving for breakfast between 7:30-7:50 AM. They will enter through the office at 7:55 if are not eating breakfast at school. Any late arrivals need to be walked into the front office and signed in.

### **Dress Code**

Uniforms for The Osborn Montessori Program are optional. If you choose to send your child in a uniform it is a solid, navy blue collared shirt and khaki bottoms. Children must wear closed toed shoes. Please no high heels or flashing shoes. If you purchased a green Montessori spirit shirt he or she may wear it at any time.

Primary families will be required to send an additional set of clothing, including undergarments, to school.

Additionally, please refrain from having your child come to school in heavy perfumes, shampoos or lotions. There are instances when both staff and students have irritations and allergies to high levels of fragrance.

**Please Remember:** Your child will be handling real materials with natural consequences: sewing needles poke, glass and ceramics break, scissors cut. Therefore, it is important that your child be dressed in clothing in which they can move in: sitting on the floor, walking through narrow spaces, balancing heavy trays, running on the playground. Long and large jewelry can also impede learning for the children. Please refrain from sending your child in distracting jewelry as well.

### **Holidays**

We will be closed for all major holidays. A school calendar will be issued at the beginning of each school year. A copy of the district calendar can be seen on the Osborn School District webpage.

## **Food**

Children will be encouraged to make healthy food choices by serving themselves during meals. This helps children develop a healthy relationship with food. Our role, as caregivers, is to provide nourishing food. The child will choose what foods and how much to eat. Lunch and breakfast are provided at school, however students may bring their own lunch from home. We encourage families to have students make or help make their own lunches in an effort to take ownership of their nutritional needs.

Additionally, to encourage lifelong healthy eating and drinking habits our facility will:

- o Limit **100% fruit juice** with no added sugar to no more than two times per week.
- o Only 4-6 ounces shall be served at one time.
- o Fruit juice shall only be served with meals and snacks.
- o Water is encouraged as the first choice for thirst and is offered throughout the day .A water bottle from home may be brought to school.

Parents may send an individual snack or meal with their child if there are diet restrictions. Due to health licensing, homemade food **CANNOT** be served in our classrooms.

## **Parties**

In the Montessori Environment, birthday parties are left for the home. However, we do incorporate a small Celebration of Life that lasts 10-15 minutes. A healthy snack is optional, that must be provided at the beginning of the day so the children can enjoy it during their snack time. Some examples include: a fruit tray, a vegetable tray, muffins without frosting, or trail mix. No cupcakes, cakes, candy, chips, cookies or anything with frosting and a high sugar content. Please consult with your teacher for specific recommendations, allergy restrictions and a time for your child's Celebration of Life.

Please refer to your child's teacher about the specifics of these celebrations.

## **Developmental Concerns**

The Montessori Guide is trained in childhood development and will be happy to answer any questions you may have about your child's journey into the Montessori Pedagogy.

Children who are enrolled in our Primary classrooms may be referred to the "ChildFind" Team for further support and potential evaluation in the areas of speech and language, occupational therapy, vision and hearing, and developmental delays. Information regarding Child Find is further noted below.

Should your Elementary aged child demonstrate the need for further support and intervention, the teachers of the Montessori program will submit his/her name to the Student Intervention Team to determine noted strengths and areas of support for your child. A plan of action will be created in an effort to ensure that your child continues along their educational path. Parents and guardians will be informed appropriately of goals and outcomes.

Additionally, Montessori students also have access to speech and language support, further educational resource support, and social emotional support as determined by the School Psychologist and Student Intervention Team.

### **Developmental and Behavioral Challenges**

Our Montessori program provides an environment where children can be successful and feel good about themselves. While all the teachers practice positive behavior intervention strategies, sometimes they will need to use other methods such as distraction, redirection, and spoken restrictions when dealing with undesirable behaviors, such as hitting, screaming, and fighting.

In the event that challenging behavior continues over time despite the staffs' and parents' best efforts, parents will then be contacted for a conference. If after the conference, behavior does not improve over a specified period of time, the parent may be asked to find other placement for the child and will result in the removal from our program. Please keep in mind that this will be reserved for extreme cases when children consistently demonstrate unsafe and/or physically aggressive behaviors.

A program removal of a child is defined as the withdrawal of a child who is currently enrolled in the Osborn School District Montessori Program, including those serviced by Osborn School District Special Services Department.

### **Child Find**

The Osborn School District provides screening services to determine special needs of children ages 3 to 5 years of age. If you are concerned about your child's development please call 602-707-2502 or see the front office staff.

### **Discipline**

Teachers will encourage appropriate behavior rather than competition, comparison, or criticism. The teachers will help children to develop healthy self-esteem and make positive choices by using the following strategies:

- o Reinforcing clearly set boundaries and expectations through natural and logical consequences.
- o Arranging the room, activities, and schedule to support children's success in the classroom
- o Assisting in solving problems and conflict, through lessons in Grace and Courtesy.

The Osborn School District incorporates the ideals of Conscious Discipline into their schools.



## **Parent Involvement**

Parents may request a 30 minute observation after the October break. The appropriate time and date will be determined by the teacher and your child's developmental needs.

Parents are also welcome to have access to any part of the center where their child will be present during the school day. Please note that during the current CoronaVirus pandemic, modifications will be made in an effort to ensure health and safety of staff and students.

Please reach out to your child's teacher about volunteering opportunities such as at home material making, laundry and snack duty, attending parent education nights, and/or how to implement Montessori at home.

## **Parent Education Nights**

Parent Education Nights are scheduled evenings with your child's teachers that focus on a specific topic in Montessori Education. We encourage you to attend and learn more about the Montessori Method. Flyers and notices will be distributed appropriately.

## **Conferences**

If you wish to discuss how your child is progressing developmentally, you are welcome to request a conference with the teacher. Special education students will also have yearly reviews of their IEP.

Additionally, parents and families will have the opportunity to attend fall and spring conferences as well as receive progress reports or report cards quarterly in an effort to update families of a child's milestones. Sign ups and further information regarding conferences will be sent by the teacher and school in a timely manner.

## **Concerns and Suggestions**

Concerns regarding the Montessori Program can be expressed to the classroom teacher, and/or school administrator. The emails for all staff are listed on the last page of this parent handbook. Teachers are not available to take phone calls or emails during the work cycle. Concerns should be directed to your child's teacher via email in which the teacher will respond within 48 hours.

## **Health and Safety**

### **Smoke Free Policy**

The possession or use of tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products is prohibited in the following locations: school grounds, buildings, parking lots, school playing fields, school buses, district vehicles and off campus school-sponsored events.

This policy applies to all employees, parents, visitors, contractors, subcontractors, volunteers and other guests in the buildings, grounds or properties. In order to keep our schools smoke-free, and to protect the health of our children, their families and our staff, our facility will promote the ASHLine information on the dangers of second and third-hand smoke by placing them in a visible spot at least once per year so parents and staff can see them. We will also refer parents, when possible, to ASHLine.

### **Oral Health**

Osborn Montessori staff recognizes that we play an important role in preventing tooth decay and in educating children and their families on tooth decay prevention. In keeping with this philosophy, we will teach an oral health lesson to promote positive oral health habits. Additionally, children may have the opportunity to have oral health screenings by a local provider to determine further assistance as needed. There is no cost for these screenings.

### **Illness**

Please keep your child at home if he/she has any of the following symptoms:

- Persistent coughing
- Elevated temperature (101 or above)
- Yellow, brown, or green discharge from the nose
- Diarrhea or vomiting
- Lice; must be treated appropriately before the child can return.
- Contagious diseases (i.e. chicken pox, etc.)

If your child is being treated for an infection such as strep throat, bronchitis, etc. please keep them home for at least 36 - 48 hours after being treated with an antibiotic. Students need to stay home for 24 hours **AFTER** their fever breaks. We will notify you immediately if your child becomes ill at school; you will need to pick him/her up promptly. Please keep your emergency card information up to date. Always notify us of any address or phone number changes.

## **Emergencies**

In case of minor injuries, your child will be treated at the school, and you will be informed about the injury at pick-up time. In case of a more serious injury, first aid will be administered and you will be notified to pick up your child for further care. If necessary, 911 will be called.

## **Medication**

When possible, please give prescription medication at home. Only physician prescribed medication in the original container will be administered. The container must be labeled by the U.S. pharmacist to include the name of the child, date, dosage, name of the medication, and method of administration. A special consent form must be completed by the parent/guardian and remain on file at the program site.

## **Sun Safety**

We are committed to our children's health and protecting children from the sun's rays during outdoor activities. In keeping with this philosophy, our facility will:

- o Ask the child's family to apply sunscreen prior to arriving at our child care facility, as well as, provide a hat, sunglasses, and/or long sleeve clothing for their child that staff will put on the child when outdoors.
- o Check with the child's family before applying sunscreen.
- o Provide shade during outdoor activities.
- o Limit outdoor activities between the hours of 10 am and 4 pm, when the UV rays are at their highest level.
- o Regularly check the UV Index for the intensity of the sun's rays and plan for outdoor activities accordingly.
- o Be a role model for sun safe practices. Limit sun exposure for children under 12 months old.

## **Pesticide Notice**

The pesticide application notice will be posted on the window of the front office 48 hours in advance.

# Montessori Learning Programmatic Outcomes

## Goals for Children

To provide an environment where children can:

- o Develop positive self-concepts
- o Feel safe and secure
- o Be free to verbalize their feelings and ideas
- o Have the opportunity to think, reason, question, and experiment
- o Learn to take risks, solve problems, and make decisions through the natural consequences of the environment.
- o Appreciate differences in ability, gender, cultural heritage, language, beliefs, and ideas.
- o Develop independence.
- o Develop gross and fine motor skills
- o Allow their learning to be driven by their Human Tendencies and the Sensitive Periods.
- o Demonstrate Global Citizenship
- o Academic advancement

## Goals for Parents

- o **To learn about the Montessori Method and how best to implement it in your home.**
- o **To feel comfortable and safe communicating with your child's teachers and staff** - Please feel free to share any concerns you may have about your child's Montessori experience. Please let us know of any changes that may occur in the family such as death, divorce, illness, a new sibling, etc.
- o **To feel that the Montessori program is a resource and supportive place for you as well as your child**
- o **To have good memories about your child's school experience** - Talk about your child's school day with him or her. Encourage your child to share the experiences about their day with you. Save special projects your child has made. Date the projects - these memories will last a lifetime!
- o **To encourage Independence-** "While we may believe we are 'helping' the child, in fact, any time the adult offers assistance or interrupts, she becomes an impediment to the child's growth." -Maria Montessori

## **A Day in Montessori**

### **Work Cycle**

Montessori adheres to a three hour, uninterrupted morning work cycle and another, shorter uninterrupted cycle in the afternoon. During these times the Guide gives individualized instruction based on your child's needs. The instruction adhered to is based on the Guide's albums created during their AMI or AMS training. These albums consist of lessons that range over a three year period to which the guide will implement based on the child's individual needs and progression. Our guides are trained in incorporating Arizona State Standards with the Montessori Curriculum. This includes the Arizona Early Learning Standards for Primary Students and the Arizona Academic Standards for Elementary Students.

### **Physical Activity**

Physical Activity is incorporated throughout the child's day as they move freely about the classroom. Montessorians believe that learning occurs in its purest form when movement is paired with academics.

The children will also experience a daily recess period of at least 30 minutes 1- 2 times a day per the Arizona Department of Education Guidelines. Primary students will experience two 30 minute sessions and Elementary students will experience one 30 minute session and one 15 minute session as determined by their teacher.

### **Rest Time**

Children in the Primary Montessori Program age 3 and 4 will have a daily rest period no longer than 1 hour based on the Department of Health and Safety guidelines and regulations. Students will rest on a provided cot with a cot sheet that is washed weekly. Families may provide a blanket from home for student use. Specifics of the rest time can be directed to the classroom teacher.

### **Special Area Classes**

All students in the Montessori program will receive instruction in music and art within their classroom setting. Music and art are added areas that the Montessori Guide has been trained in regarding an all around development for the Montessori child. Instruction in these areas may include presentations in the classroom itself or as a pull out class away from the homeroom class. Additionally, Elementary students will receive supplemental instruction in Library Science and Computers at least one day a week.

## **Observation and Progress Monitoring of Montessori Students**

It is common to walk into a Montessori classroom and see the guides in observation of the students. One critical element of a Montessori education is the ability of the guide to observe and analyze the interests of the child in the prepared environment in order to support their growth and development in academic and social emotional endeavors.

Guides take detailed notes and records of lessons and work your child independently chooses besides documenting lesson presentations that have been given to him or her. Guides use a progress monitoring tool to ensure that they are meeting the state standards in a methodical way that meets student needs.

## **The Montessori Curriculum**

### **The Primary Classroom**

Primary children possess a remarkable ability to absorb the world that surrounds them. Maria Montessori believed that the years from three to six are the most critical period for nurturing a child's natural curiosity and for laying the foundation for all future development. This stage of development provides the foundation for all future academic pursuits.

The goals of the Montessori Learning Program at Montecito Community School are to foster independence and to support children in moving toward a mastery of self and the environment.

The classrooms are prepared environments designed to encourage children to their self-directed discovery of the world. Interest based activities encourage children to develop a love of learning and trust their own ability to learn. A wide range of activities engage the children at varied levels of ability and maturity, and facilitate the Montessori goals of individualized work, timely progress, independence, and social awareness.

Families will receive additional information regarding Primary work from the homeroom teacher.

## **Primary Areas of Work and Exploration**

### **Practical Life**

Supports the development of hand-eye coordination, gross motor control and cognitive order through care of self, care of the environment, development of social relations and coordination of physical movement.

### **Sensorial**

Materials are designed with mathematical and scientific precision and may include an emphasis on size and dimension of objects that lead to intelligent explorations. Sensorial work enables the child to order, classify, and describe sensory impressions in relation to length, width, temperature, mass, color, pitch, etc.

### **Language**

The language arts works include oral language development, written expression, reading, and the study of grammar, creative dramatics, and children's literature. Basic skills in writing and reading are developed through the use of sandpaper letters, alphabet cutouts and various presentations, allowing children to link sounds and letter symbols effortlessly and to express their thoughts through writing.

### **Mathematics**

Mathematics works make use of manipulative materials to enable the child to internalize concepts of number, symbol, sequence, operations, and memorization of basic facts moving from concrete to abstract.

### **Additional Explorations Include**

Cultural Activities  
Social Activities, Celebrations and Traditions  
Grace and Courtesy  
Art and Music

## **The Elementary Classroom**

### **Elementary Areas of Work and Exploration**

The Montessori Elementary Classroom is broken up into two multi-age cohorts: Lower Elementary (LE) consisting of grades 1, 2, and 3 and Upper Elementary (UE) consisting of grades 4, 5, and 6.

The elementary years in Montessori are individually paced and challenge children academically but also safeguards their well being and sense of self. Engaging as a contributing member of their respectful community, the child will learn to question, think critically, and take responsibility for their own learning- skills that will support them later in educational settings and in life.

Materials in the Elementary Montessori classroom evoke imagination, aid abstraction, and generate a world view about the human task and purpose. Studies are interdisciplinary and allow the child to think philosophically by posing questions about the origins of the universe, the nature of life, and humankind.

Specific content subject areas include: history, geography, geometry, biology, mathematics, language, music and art. But note, Montessori is interdisciplinary and the lessons and presentations are carefully woven between each other in an effort to give the child a global perspective of how these elements work in union. Further details are explained below:

### **Integration of the arts, sciences, geography, history and language**

Evokes natural imagination and abstraction of the elementary child.

### **Presentation of Knowledge**

Presentation of knowledge by use of the Great Stories, timelines, pictures, charts and other visual aids help to support and provide an inspiring overview of the origins of the universe to the present time. Formal scientific language as presented in zoology, botany, anthropology, geography, geology, etc expose students to accurate and organized information and respects a child's development, interests and intelligence.

### **Mathematics Components**

Mathematics components are presented with concrete materials through arithmetic, geometric, and algebraic connections. The lower elementary experiences learning by moving from concrete to symbol to abstraction within the curriculum. New purposes for the math curriculum provide the children with the opportunity to consider further number concepts and mathematical operations, more complex functions and advanced knowledge and understanding.

### **Language**

Reading and writing are integrated into all aspects of the Elementary Montessori curriculum including Practical Life skills that include the student's daily schedule and plan and lessons worked on. Students master conventions through further studies of grammar, spelling, and mechanics as well as developing cursive writing skills. Students read for enjoyment but also to think critically and analyze both fiction and nonfiction text to offer opinions, perspectives, and give presentations on information gained.

### **Open Ended Research**

Students are encouraged to share their knowledge with others through their open ended research. Students are encouraged to think critically, carry out research, experiment, make observations, demonstrate skills, and develop knowledge about topics of interest that evoke



curiosity and wonder. In depth studies incorporate the use of research and reference materials appropriate to the learner. Presentations are shared with peers and the school through ways decided upon by the child which often include: poster presentations, reports, poetry, music and drama, art, and other written expression.

### **Handwork**

Students in the elementary setting are encouraged to extend their learning through handwork. Handwork allows the students to develop and refine the motor skills, the opportunity to experience a connection between a sensorial experience and the act of creation, to demonstrate that practice improves a skill and to give the student multiple avenues to create something they find meaningful and even beautiful. Handwork may include further work on calligraphy, knitting, crocheting, felting, drawing, origami, embroidery and sewing. If you have a hobby or interest in one of the areas of handwork and would like to demonstrate and join the students on this journey please contact the classroom teacher.

### **Going Out**

Going Out is an outing with a small group of children to further study a topic of interest that starts in the elementary years of Montessori. This trip is scheduled and prepared by the children and is related to a lesson in class. A trained parent or volunteer chaperone will be joining the students on the “going out”. Prior to “going out”, the teacher will set appropriate expectations prior to “going out”. If you wish to be considered as a chaperone for Montessori “Going-Outs” please contact the classroom teacher.

## Montessori Primary Tuition Schedule (Ages 3 and 4)

### Osborn Montessori Preschool

Serving children aged 3, 4, 5

Location: Montecito Community School 715 E Montecito Ave Phoenix, AZ 85014

Tuition	3 Year Olds	4 Year Olds
Yearly	\$4,500	\$6,500
Monthly	\$450	\$650
Daily rates (billed monthly)*	\$25.00	\$36.11
One Time Registration Fee *	\$25	\$25
Aftercare	3 Year Olds	4 and 5 Year Olds
Aftercare will only be provided once enough parents have signed up.		
12PM-3PM	\$160	
3PM-5:30PM.	\$125	\$125

#### After Care Tuition 3:00 PM- 5:30 PM : Monthly Rate of \$ 125

**\*There is no tuition fee for students in their kindergarten year and up, rates apply for after school care regardless of age however if applicable**

### PAYMENTS

- Payments are due the 1st of the month
- 10% late charge fee will be added to monthly dues for payments not submitted by 5th of month
- There will be a \$35 returned payment fee for cancelled checks
- Payments will be accepted on a weekly or monthly basis by credit card, check, or cash
- First month's tuition payment and registration fee are due at time of registration and are \*non-refundable
- Late Pick-ups will be billed at \$15 per 15 minute interval

### DES Assistance

If you are eligible to receive financial assistance from the AZ Department of Economic Security (DES), you will be responsible for the following:

- Your daily co-pay as determined by DES
- Any difference between the daily rate that is subsidized by DES and our daily rate.  
(\*Daily rates based on yearly tuition and 180 operating days.)
- Submit the required documentation

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Osborn District Staff will receive a 10% discount



**Directory**  
**Números de Teléfono**

**Alicia Pierson-Administrator**  
**Montecito Community School**  
**[apierson@osbornsd.org](mailto:apierson@osbornsd.org)**

715 E Montecito Ave.  
School office / **Oficina:** 602-707-2500

**Front Office Support Staff:**

**Raymond Charles- Administrative Assistant** [rcharles@osbornsd.org](mailto:rcharles@osbornsd.org)

**Jill Singh- District Preschool Coordinator for Community, Developmental and Montessori Preschools** [jsingh@osbornsd.org](mailto:jsingh@osbornsd.org)

**Classroom Teachers:**

**Primary Montessori Room 103:**

**Ms. Tere, Guide;** [tobrochta@osbornsd.org](mailto:tobrochta@osbornsd.org)

**Ms. Lenda, Assistant to the Teacher**

**Lower Elementary Montessori Room 108:**

**Ms. Katrina;** [kgroberts@osbornsd.org](mailto:kgroberts@osbornsd.org)

**,Primary and Elementary Floating Assistant to the Teacher:**

