

# *The Little House Montessori Handbook*



# ***TLH Montessori Handbook***

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## **WELCOME**

We hope that your child will spend a memorable time here. We are committed to giving quality care, guidance and teaching to your child.

This handbook is designed as a guide for families about the operations of this school. Please read it carefully and keep it near at hand for reference.

Mission Statement

**“Teach Me to Teach Myself”**

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## **ADMINISTRATION**

Address: 1 Brookvale Drive,  
Bowland Block, #01-07,  
Singapore 599968

Phone: (65) 6469 2123

Contact person: Katherine Sebastian  
[tlhoffice@gmail.com](mailto:tlhoffice@gmail.com)

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## **LOCATION**

If you are traveling to us:

By car: Bring yourself to Clementi Road. Turn down Sunset Way and drive all the way out till you hit a dead end. You will find the entrance of Brookvale Park Condo to the right. Inform the guard that you would like to visit us and park at the visitors lots.

By bus: 61, 74, 75, 151, 154, 184 (the last two can be found at Clementi MRT station).

By MRT: The closest to us is the Clementi station after which you should take either 154 or 184

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## **SERVICES PROVIDED**

This school is run independently from any other Montessori school.

We cater to children between the ages of 2 ½ to 6 years of age and those who have special needs; spectrum and SID related. The teacher-ratio set by ECDA for each age group will not be breached.

The age of entry is dependent on the child's abilities to be independent at school. Therefore, the child needs to be able to carry trays and hold on to drinking glasses before he will be accepted into school.

## **EQUALITY OF ACCESS AND ANTI DISCRIMINATION**

Our school policy is to accept and enrol all children, in order, from the waiting list.

When children enter an early childhood setting, they bring with them a rich variety of cultural and social backgrounds and experiences. The school recognises the individuality of each child and family and observes a policy of acceptance, regardless of gender composition of the family,

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cultural background, religious beliefs and customs, and abilities/disabilities of the child. On enrolment, children with special needs will be individually assessed so that we can call on outside assistance as necessary.

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## **SCHEDULE**

The school follows the terms set out by the Ministry of Education. A schedule of all holidays is given out to parents in the middle of the year prior to the start of the new school year.

\*Please be informed that the daily schedule can also be found on our website [www.thelittlehousemontessori.com](http://www.thelittlehousemontessori.com)

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### **OPENING HOURS**

This school is open from 9am-3:30pm.

**Early drop-off:** from 8.15am. Charged at \$5.00.

**Late pick-up:** from 12.15pm and 3:30pm.

Charged at \$5.00.

**Half day sessions:** 9am-12pm

Children from the age of 2½-6.

**Full day sessions:** 9am-3:30pm

Open to children graduating from the morning session and range in age from 4-6 years. Entry into the extended day programme is at the discretion of the Head Directress. This means that the child must be able to read all the early pink series words and have worked through at least the first three pieces of addition and subtraction materials.

**3 mornings a week** are feasible as a starter term. They have to be running days (i.e. Mon-Wed / Wed-Fri). This arrangement will only last a term unless the directress and the parents have had a discussion and the outcome is that it is better for the child to stay on a 3-day programme.

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The fee for such an arrangement is the same for a 5-day week as the school does not fill the child's place with another on the days he does not attend.

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## **TEACHER/PARENT CONFERENCES**

Please note that conferences are held twice a year on dates that have already been marked out a year in advance. We will not take conference times outside of the three days already set out.

Appointments are taken at the start of each term in which we hold the conferences.

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## **INFORMATION CHANGE**

Once enrolled, it is vital that you keep us informed of any changes in:

- Home phone numbers
- Mobile phone numbers
- Emergency contacts of all persons involved in the daily care of your child/ren
- Persons authorised to collect your child/ren.
- Custody or access arrangements (Legal documents **MUST** be sighted and copied by the Director/ess).

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## **FEE PAYMENT**

Once the child is attending, payment of fees must be made within the first week of term or a late fee charge will be levied at \$5.00/day. The cheques are to be written out to The Little House (Montessori) Pte. Ltd.

### Fee Collection

Please place fees in an envelope with your child's name written on both the front of the envelope and the back of the cheque.

Should you have arrears in drop-off and pick-up fees, it is possible to add the amount to the normal fee cheque.

### Early Drop-off/ Late Pickup

The time in the morning before the official start of school is set aside for the directresses to prepare the environment for the children and also to catch up on any important information that needs to be passed to all. Parents who have their

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children arrive early must firstly have had a prior arrangement made with the school and must also understand that the directresses are not required to watch over your children till the start of the official school hours.

### Receipts

Receipts will be placed in your child's bag after payment has been collected.

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## **STAFFING**

### Head Directress

The Head Directress is responsible for the day-to-day operation of the school, which includes education and administration.

### Staff

At The Little House, the selection of our staff is of the utmost importance. Staff is chosen because of their educational qualifications, experience in childcare, confidence, enthusiasm, teamwork, supportive and caring nature. All staff are Montessori trained.

### Teaching Practise Students

As we support the teaching school, Montessori Centre International UK, with training their adult students, we will have, periodically, teachers under training. They have completed all their theory work and their exams. The final stage to

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the completion of their course is to complete 420 hours in an approved Montessori school.

### Volunteers

We do accept volunteers by parents or friends who show the appropriate nature for teaching in a Montessori classroom. Should anyone want to volunteer their time with us, please do not hesitate to ask and we can set up a trial period. Volunteers are not considered part of the teaching staff.

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### **PROGRAMMING**

Each member of team observes the development of the children in their care, plans appropriate programmes for individual children, small groups and the group as a whole and covers all aspects of a child's development - social, emotional, psychological, physical, intellectual and language.

Staff have child-free time to write their observations and to discuss it as a group so as to ensure that all involved with the children have stability and continuity.

### **PARENT PARTICIPATION**

Parents are welcome at all times to visit. We do however require that you make an appointment so that we do not schedule any other person to visit on the same day.

If you have special talents, we would welcome you to share these with the children - sewing, knitting, crocheting, woodwork, playing musical instruments, art/craft skills, painting, sharing cultural heritage, etc.

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### **ARRIVAL AND DEPARTURE**

As a matter of safety, children must be brought to the school doors and left with a member of staff assigned to meet and greet.

- They need to be collected by an adult. The adult must ensure that the directress in charge of dismissal observes the child/ren departing and has a chance to say goodbye.
- Should your child have a play date set up with another family from school and is going to be picked up by an adult from another family, please ensure that written consent, email or sms is sent to the school.
- If the child is to be collected by another person unknown to school personnel, please ensure that contact be made with school so that a password can be issued to the unknown and the name of the unknown to be given to school. Should the unknown not be able to show both identification and to identify the correct password, the child will not be released into the unknown person's charge. Parents must also send a written consent with the unknown or, if

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circumstances permit, must send one the day before stating that they authorise the unknown to collect their child.

No child will be allowed to leave school with a person, other than the parent/guardian, unless:

- You have informed the directress and given the staff a description of the person.
- That person is authorised on the enrolment form to collect the child; and
- The authorised person shows the school some identification that contains a photo and full name.

If we cannot confirm the unknown's right to take the child from school, release will be denied.

PLEASE KEEP YOUR LIST OF PEOPLE  
AUTHORISED TO COLLECT YOUR CHILD, UP TO  
DATE.

When a child is not collected and the school has been unable to contact parents and/or emergency contacts, one of the following actions may be taken:

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1. The child will be watched over till the child is picked up. However, depending on the nature of the circumstances, fees for late pick-up will be charged if explanations are not sufficient.
2. Or the police will be rung so that crisis care can be activated.

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### **WHAT TO BRING TO SCHOOL**

- Bring at least one change of clothes (2-3 if your child is new to school). Make sure they are able to put them on and take them off. We are truly encouraging independence and it goes against everything we are trying to instil in your child/ren if they cannot put their own clothes on. There can be accidents of every nature when children are very busy so it is best to be prepared. All clothes need to be named with iron on or sew on nametags.
- Please, no glass containers to be placed in any child's bag.
- Should you want to send a bottle of water with your child, please ensure that it is labelled and it contains only water. Accidents can happen with any child's water bottle and cordials attract ants when spilt.
- Please always place a hat with a neck protector at school. We will require them to put them on when playing outdoors.

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## **EXCURSIONS AND SHOWS**

On occasions, we may organise an excursion. You will be informed prior to any such event and we will require written permission for your child to attend. Should we not receive consent by the due dates set out, we will assume that you will not allow your child/ren on the trip.

## **BIRTHDAYS**

These are special times for the children and we enjoy sharing the occasion too.

- As a special treat, you may send along a fruit salad, small muffins or a small cake, enough for your child's whole class. We prefer that the cake has as little cream on it as possible. The children do not actually seem to enjoy the cream and it is also far more difficult for them to attempt to remain clean while eating.
- We would also need for you to provide disposable plates and cutlery.

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### **PHOTOGRAPHS**

During the year we will be taking photos of the children doing various activities and on special occasions. Please notify the Head Directress if you **DO NOT** wish your child's photo to be taken.

### **NOTICES**

Notices will be sent via email.

Please ensure that you keep us updated with all your contact details.

### **LOST PROPERTY**

Please ensure you name all your child's belongings. Any clothes and toys left unclaimed after two months become the property of the school and will be disposed of as decided by the staff.

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## **SMOKE FREE ZONE**

Under NO circumstances will smoking be permitted inside or outside of school.

## **BEHAVIOUR MANAGEMENT**

The Behaviour Management Guidance techniques used by the staff will centre on reinforcement, positive role modelling by adults, intervention techniques and redirection.

When behavioural problems arise, we will look to our routines, the environment and individual needs of the child, to help overcome the behaviour. It is important for all adults to be aware of their language, the tone of their voice and the manner of speech they use when working with young children. Providing each child with choices, foreseeing problems and responding to their needs immediately, enables us to help and guide the child in a positive way.

**DISCIPLINE IS TO GUIDE AND TEACH IN A POSITIVE WAY.**

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### **SETTLING IN**

The "settling in" process may be quite traumatic for both parent and child. New surroundings, new routines and a profusion of playmates may confuse your child. It is difficult to accept new care givers after the close contact with loving parents and family.

However, children are very adaptable, and though it may take from one day to over a month for them to accept this change in their lives, it is rare to find a child who does not "settle in". Parents often take longer to accept leaving a child in the care of others. It is not unusual to see a child happily settling down to the morning's activities, whilst the parent leaves the school feeling apprehensive.

Establishing a good relationship with your child's primary caregivers is essential to "settling in". Discuss your worries; everyday things your child does/does not like, his/her behaviour and sleeping patterns, and your child's day at school.

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Stay and watch them at play only after they have learnt how to settle themselves down to help put your mind at ease.

From time to time, children may show some reluctance to come to school in the mornings. This can happen for a wide variety of reasons, much as it can happen for adults going to work - a greater attraction at home, lots of changes going on in their lives, not feeling well or feeling rather tired, not wanting to leave what you were doing at home and difficulty with peers.

If any changes should surface please talk to the teachers and they can often give you pointers as to what may be going on in school. It is not uncommon for children to exhibit a different character at school and at home. Often children's ways of protesting are very dramatic, leaving parents feeling emotionally drained when they leave school. In most instances, the protests are short lived and have often ceased by the time the parents are out of sight, so please take heart. Ring later in the day to check on your child, if you remain concerned.

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### **CLOTHING**

- Parents are asked to dress their children in appropriate clothes to enable uninhibited play. Young children enjoy and need "messy" play with paint, clay, sand, water and mud. Teachers will take care to see that children wear aprons, where appropriate. However, they cannot guarantee clothes will remain unsoiled at all times.
- Please supply several complete sets of spare clothes, in case of accidents. Ensure that they can easily change into and out of them.
- Clearly mark all clothing and shoes belonging to your child and replace their name when it fades in the wash.
- Parents are asked to provide a hat (named) to be left at school. The most suitable hat is one that shades the ears and neck, as research shows a high incidence of cancer on people's ears. Hats will be worn at all times during outside play. Our rule is NO HAT, NO OUTSIDE PLAY. This is for your child's protection.

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### **TOYS AND SPECIAL POSSESSIONS**

Sufficient toys and equipment are provided by the school for your child to play with. It is difficult if children bring their own special toys to school, as within school, all toys are shared with the group, and conflict situations can arise. No child wants to share his/her own special toy. Please leave your child's toys at home. We can accept no responsibility for their loss or breakage.

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## **NUTRITION**

There is no need to bring in snacks as fruits are provided. Your child/ren will be shown the snack routine, should they wish to eat anytime during the day.

We encourage the parents to bring in nutritious food for their child/ren who wish to stay for lunch. Parents also have the option of signing them up for catered lunch.

The meal and playtime after are planned to be enjoyable, social events.

A teacher will sit with the children to encourage positive interactions and promote socially acceptable behaviour (e.g. manners, sharing, waiting turns, social etiquette and basic proper use of cutlery).

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## **HEALTH**

On admission, you will be required to give us details of your child's medical record, allergies and any special needs. It is vital that we have accurate information and that staff are notified of any changes.

We encourage all parents to contact us when their child has been kept home from school for any illness. We will be better able to watch for signs in any other children.

Should a child be kept home from school, it is to the discretion of the teachers to allow the child to return. If symptoms persist, then the teachers will take steps to get parents to pick their child up. It is easier to prevent the hassle of having to pick your child up in the middle of a morning at work. We would prefer to be on the safe side and have him/her stay home for an extra day.

Children in group care have a higher risk of contracting an infectious disease; gastroenteritis,

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diarrhoea, measles, chicken pox, mumps, flu, etc. Socialising allows your child to be exposed to disease early. In some cases this is beneficial.

Refer to 'Recommended Minimum Periods of Exclusion from School, Pre-school and Childcare centres for cases of and contact with infectious diseases' appended.

You may be asked to provide a Doctor's clearance before your child is able to return to school.

IT IS SUGGESTED THAT PARENTS HAVE  
ALTERNATE CARE ARRANGEMENTS TO COVER  
THE TIMES WHEN A CHILD IS ILL.

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## **DISPENSING MEDICATION**

Medications including Nebulisers will only be given if ALL of the following conditions are met.

1. A Doctor's letter is to be left at the school stating the child's name, the medicine and dosage, route of administration and times to be given, date and illness.
2. The medication to be written up DAILY in a medication book and the medicine given to a staff person. **MEDICINES MUST NOT BE LEFT IN YOUR CHILD'S BAG.**
3. Prescribed medication must show the child's name, a recent date, doctor's name and instructions. Medications belonging to other children will not be given.
4. No medication will be given unless ALL the above conditions are met.
5. No herbal or non-prescription drugs will be given without 1, 2 & 3 being adhered to.

If nebulisers are being used, parents **MUST** instruct staff in their usage.

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In the event of a child requiring medication by injection, we request that the parent or guardian come to supervise and administer this.

If a child is known to have severe asthmatic attacks or severe allergic reactions, parents will be requested to fill in "The Emergency Medication - Plan of Action" form and supply a Doctor's letter stating emergency medication to be given. These will be filed with the child's personal data forms.

ALL CARE WILL BE TAKEN WITH ALL  
MEDICATIONS. NO RESPONSIBILITY WILL BE  
ACCEPTED FOR REACTIONS THAT MAY OCCUR.

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## **ACCIDENTS**

While every care is taken to ensure that serious injury does not occur, from time to time children do have accidents. We will endeavour to contact people in the following order,

1. mother
2. father
3. person left to after school care
4. in cases of emergency that is not life threatening, and if none of the above can be contacted, we will take the child to the hospital for care without prior consent.

IT IS A MATTER OF EXTREME IMPORTANCE that we have an up to date contact phone number at all times.

Please inform us if you are going to be out stationed. Then we save precious time going on to the next contact person.

We will seek emergency medical attention, if necessary.

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The school does not have ambulance cover.  
Parents are encouraged to have this type of  
cover.

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### **CONCERNS AND QUERIES**

We are constantly updating and improving our routines and procedures in school and greatly appreciate any input from parents. If you have any concerns, queries or suggestions, we would like you to voice them, so that we can adapt/change situations to meet all needs.

If you have queries to the running of the classroom, please speak to the one of the teachers.

If you feel you are unable to speak to the team members, please see the Head Directress. All concerns, queries and suggestions are noted and passed onto the Head Directress.

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### **A WORD FROM YOUR CHILD**

Please plan the beginning of the day so that I do not have to be rushed there, or I get confused or worried.

Do not push me in the door and run - it makes me feel unhappy, as if you want to get rid of me.

Please do not slip away without saying goodbye or I will be afraid that you may leave me for good.

Please praise my work efforts. It is the process, not the product, which is important.

Please do not talk about me when I am in earshot. I do not miss much, and worry about what I hear. If you do talk about me tell me about all the wonderful things you see me do. Praise me for my good behaviour

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When you come for me, please do not ask the teacher if I have been good. I try to, but sometimes things go wrong and I do not want to be reminded of my mistakes.

What makes me feel good is if you show that you are pleased to see me and ask me about my day.

### **BUT**

Be my parent and tell me when I am unwittingly mean, or rude. I look to you to tell me what is right and what is wrong. From you I learn how to be gentle, strong, honest and trustworthy.

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### Clinical and epidemiological features and prevention and control of selected infectious diseases of importance in child care centres/kindergarten/pre-school

Infectious disease	Signs and symptoms	Incubation period	Mode of transmission	infectious period	Prevention and control	Authority to be notified	Remarks
Chickenpox	Fever 1-2 days, followed by skin eruption and appearance of vesicles on the body (scalp, face, limbs, trunk, conjunctiva, mouth, seldom involving the palms and soles)	10-21 days.	Respiratory, direct contact.	1-2 days before onset of rash and not more than 6 days after appearance of the first crop of Vesicles	Chickenpox vaccine is available for children >1 year of age. Isolate all contacts with fever and rash at home.	Yes	Immune after one attack.
Rubella (German measles)	Fever, headache, cough, sore throat, enlarged and tender glands at back of neck and behind ears for 1-5 days, followed by rash that starts on face and lasting for 3 days. Symptoms subside rapidly with onset of rash	2-3 weeks, usually 16-18 days.	Respiratory, direct contact.	1 week before to 4 days after onset of rash.	Vaccination given together with measles and mumps (MMR) at 1 year of age. Second dose at 11+ years. Isolate all contacts with fever and rash at home, and advise them to stay away from pregnant women.	Yes	Immune after one attack. A history of measles does not protect against rubella.
Measles	High fever, cough, running nose and conjunctivitis 3-4 days before onset of rash. Rash starts at hair line and spreads down in blotches, fades after 5 days, leaving a stain on the skin for clays-weeks. Small red spots with white centre appear in mouth before the rash. With onset of rash, fever becomes higher and child appears more ill.	8-14 days.	Respiratory, direct contact with secretions.	From just before onset of symptoms to 4 days after onset of rash.	Vaccination using the trivalent (measles, mumps and rubella) vaccine recommended at one year of age. Second dose at 11+ years	Yes	Can be a serious disease because of its complications. Measles vaccination is compulsory.

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Mumps	Fever, malaise, headache for 2-3days, followed by painful swelling of salivary glands and glands behind the ears for 1 week.	12-25 days, usually 18 days.	Respiratory.	1 week before to 10 days after onset of swelling,	Vaccination using the trivalent MMR (measles, mumps and rubella) vaccine recommended at 1 year of age. Isolate every contact with fever at home.	Yes	
Hand, foot and mouth disease	Fever, painful, small ulcers in the mouth, reddish pimple-like rash or small blisters on the hands and feet. Other symptoms include fever, running nose, cough, sore throat, refusal to eat, increased salivation, vomiting and diarrhoea,	2-5 days.	Direct contact, indirectly by articles contaminated by secretions,	Throughout duration of illness.	Isolate every child with symptoms at home. Practise good personal hygiene; disinfect contaminated toys, feeding bottles, teats and other personal items handled by an infected child.	Yes	Serious complications of heart and brain are rare.

\* Incubation period is the interval between exposure to the disease and onset of the first symptoms. For example, if a child has come into contact with someone with chickenpox, he does not develop any symptoms until 10-21 days later. The child should be closely observed during this period and isolated as soon as symptoms develop.

+ All notifiable diseases have to be diagnosed and confirmed by registered medical practitioners or persons in charge of clinics and laboratories, it is their responsibility to inform the relevant authorities. Child care centres are advised to notify Ministry of Community Development and Sports of outbreaks so that other centres may be alerted to watch out for similar symptoms,