



**MONTESSORI KINDERGARTEN OF BUCHAREST**  
**PARENTS' GUIDE**  
**2022-2023**

*The joy of discovering. The will to learn.*

*"It is not in doing what you like, but in liking what you do that is the secret of happiness."*

*J.M.Barrie*



*Welcome to the Montessori School of Bucharest!*

The Montessori School of Bucharest is set up to provide children with an environment in which they can develop harmoniously, discover their potential and build on that potential. Through the way the child values himself, how he interacts with his teachers and colleagues and his approach to learning, the child lays the basic foundation for the person he will become. This is a process that becomes conscious in the school years.

In the kindergarten the child does not have the ability to discern what helps him to grow skillfully and absorbs everything from the environment in which they work, either good or harmful. That's why our motto for kindergarten is *'The joy of learning'*, because we strive to offer the child the elements necessary to find joy in learning and to continue to learn with joy.

At school, however, the child enters another stage of development: that in which the rational mind takes the place of the absorbent mind. It is this conscious attitude that will lead the child to assume the role for which he was created, through understanding and reaching their potential.

This process is not an easy one. Responsibility is learned step by step, starting from kindergarten, in the same way arithmetic and calligraphy is learned. That is why we follow the rhythm of the child and try to help the child to grasp, at each stage, their limits, their own needs and abilities. The more the child becomes self-aware and aware of others, the more freedom he can enjoy and manage.

*"To let the child do what he likes, when he has not yet developed any self-control, is to betray the very idea of freedom. (...) Free choice is one of the most complex mental processes.*

*Only the child who is truly aware of his or her need for exercise and development of his spiritual life, can say that he chooses freely. It is not possible to talk about choice when all sorts of external stimuli attract the child at the same time, without having developed the power of the will, the child responds to each call, constantly passing by from one thing to another".*

*(Maria Montessori, in the Absorbing Mind)*



In this great mission, that of the conquest of freedom, the child moves forward holding tightly to both the parents and teachers. The two supportive arms - parents and teachers - can only support him from the same position. As a significant gap between the two benchmarks hinders the child's development and his quest for freedom, directing him towards helplessness and lack of confidence.

*"True freedom is a consequence of development"*, therefore we emphasize the harmonious development of the child, in all its aspects: emotional, social, moral and academical. True freedom comes from a balance between all these, and because we all stand to gain from learning balance in these aspects– children, teachers and parents – we consciously assume our role. We believe that the will is an important element that guides these aspects: taking responsibility, conscious presence and supporting the child's efforts. As is the slogan of our school: ***The Will to learn.***

We strive to develop in children the awareness of the balance between freedom and firm boundaries, between independence and respect for others, between fairness and tolerance, between belonging to the group and expressing of one's opinion. At the kindergarten we wish the miracle of discovery to convey the joy of learning. At school, in addition to lessons in the educational sense of the word, we want children to retain the willingness to learn and learn life lessons that will be of use to them anywhere and anytime. This year we introduce the concept of Mindful Learning to the children, teachers and parents alike. It's about your approach to the present moment, your interactions with others and your approach to learning. Mindful Learning as a lifestyle is beneficial for everyone.

Thank you for joining us!

We wish you a good year ahead, at the end of which you have beautiful memories and renewed insight.

Ana-Maria Brezniceanu,  
Founder of Montessori School Bucharest



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## I. COMMUNITY

### THE SCHOOL

The MSB-MKB Montessori Primary School was established in 2007 and is authorized by OM no. 4707/01.10.2014 for preschool level and Montessori Primary 2 level and by OM no. 4681/18.08.2017 for the Montessori Primary 1 level. In the 2022-2023 school year, the Primary School Montessori MSB-MKB works with:

- ✓ 2 groups of 2-3 year old children;
- ✓ 3 groups of children aged 3-6;
- ✓ 2 primary classes

The children will be cared for by a team of approximately 40 adults (permanent employees and collaborators) in **an environment specially prepared for them.**

The educational department consists of Montessori class leaders, Montessori assistants in the classroom, teacher-collaborators for the complementary activities, school psychologist.

The administrative department includes the following subdivisions:  
secretary-accounting, responsible for communication, school doctor, nurse, building administrator, housekeeping staff.

Decisions are made within the Board of Directors, of the Council Teachers and specialized commissions organized at the beginning of the school year. Parents nominate one member/group or class each for the Parents' Committee.





## HISTORY OF THE SCHOOL

**2007** - Montessori Kindergarten of Bucharest was founded and had a group of 8 children. It was the first Montessori kindergarten in Bucharest authorized by the Ministry of Education.

**2009** - We opened the second Montessori group for children between 3 and 6 years old as well as a group for children between 2 and 3 years.

**2011** - As a natural progression and continuity for our children from kindergarten, we opened and authorized the first Montessori School class (for the Primary level 1 students from 6-9 years), under the name - Montessori School of Bucharest.

**2014** - We opened the next level of school, the Primary level 2 (for students aged 9-12).

**2016** - We opened the second Primary level 1 group with children between 6-8 years. At the end of this school year, we closed the gymnasium.

Our school meets the Montessori education standards. The teachers have Montessori courses supported by the Montessori International Association, an association founded by Maria Montessori herself in 1929, following the idea of education based on observations of the child and early childhood.

## MINDFULNESS

The concept of **Mindful Learning** comes to strengthen the principles of Montessori pedagogy, through the repeated experiences in which the child is guided to train his focused attention, focus and authentic presence.

What matters is the present moment and what I do in it. It is the attention we pay to the present moment that connects us to ourselves, on all levels: physical, mental, emotional and spiritual. When we do the exercise of directing conscious and sincere attention to oneself: *What do I do now? Is what I'm doing for myself or another? What are others telling me? What do I hear? What do I think? How much of my thoughts do I express? What is holding me back? What do I really want? What is the purpose of my actions? What do I expect to happen? What*

*do I feel in my body? What emotions do I entertain? What are my needs? What would help me? What wouldn't help me?*

A process of self-training begins with the Montessori teacher's presentation. The process continues with the child himself, then, one on one with the material. A workout of self-awareness takes place with the child's individual meetings with the educator, where the adult guides the child through carefully chosen questions: "What attracted your attention to the material? What did you notice about yourself while you worked? What bothered you and what did you enjoy when working as a team? What have you heard yourself saying often to others? What thoughts did you have when you didn't know how to continue the work? What did you do when you finished the work? What options did you have? Which one did you choose? At what time did you start to feel bored? At what point did you realize that you were hungry? What exactly is happening around you that is distracting your attention? What do you need to accomplish your task?" And so on....

A self-confidence training takes place within the community, through the interactions between the children, in that they learn, daily, to ask themselves these kinds of questions and to give this kind of focused attention to themselves and each other.

All of these questions are steps that the child takes to consciously become responsible for his work, choices, actions and consequences of those actions and choices. In this training of connection and responsibility, our teachers are permanently committed, both individually, as well as in constant interview sessions and in psychological counseling sessions within the school. We offer this kind of conscious training to the children and respectfully ask parents support as a basis and condition for co-operation.

## **VALUES**

One of the reasons parents choose our school is because of the **emotional and socially harmonious environment**. This environment is a living organism and every member of our community -child, parent, grandfather, teacher or non-teacher – influences the environment. The three golden rules that keep the environment safe for the healthy emotional



development of the child are: respect for ones-self, respect for others and respect for the physical environment.

Children come from home with family values and the school needs a constant partnership with the family in this regard because, regardless of our efforts to instill in children certain values, family values will always prevail in their attitude. Thus, parents are the ones who teach children first and foremost to say “*Hello, Please, Excuse me, Thank you*”. They also teach children to be honest, punctual and empathetic with their colleagues and respectful of adults, to be clean and tidy and maintain all around cleanliness and to respect the property of another.

As a school, it is our duty to strengthen these attitudes and create this harmonious environment together.

## **II. COMMUNICATION**

The communication between the educational staff and the parents is essential for the harmonious development of the child. We will strive to provide you with the necessary information and to answer your questions.

Effective communication helps to create an environment in which both your child and the teaching staff enjoy the time spent together.

We ask the parents to contact the MKB-MSB team. If you have questions or concerns regarding your child’s academic abilities, please set an appointment with the teacher on the day of the week reserved for meetings with parents, according to the notice from the bulletin board. Meetings last for max. 30 minutes. Your meeting can run smoothly if you send the teacher an E-mail prior to meeting mentioning the topics that need to be discussed.

We can exchange information in several ways:



### **E-MAIL AND PHONE**

**For educational topics**, use the address of [mkb.a@montessoribucuresti.ro](mailto:mkb.a@montessoribucuresti.ro), [mkb.b@montessoribucuresti.ro](mailto:mkb.b@montessoribucuresti.ro) etc, depending on the group your child is a member of.

**For administrative matters and urgent announcements**, you can contact staff at the communication department 0754.054.402 or online at [comunicare@montessoribucuresti.ro](mailto:comunicare@montessoribucuresti.ro) .

**For medical emergencies**, you can call the nurse. You will receive details at the beginning of the school year regarding the phone number. In case your child has an appointment with a doctor outside our institution, please communicate using ([medical@montessoribucuresti.ro](mailto:medical@montessoribucuresti.ro)) explaining the purpose of the visit to the doctor. Please announce the visit in the morning, at the latest 8.00 am.

### **MEETINGS WITH THE DIRECTOR**

Meetings with the directors of the Montessori School of Bucharest can be scheduled by phone or by e-mail at [comunicare@montessoribucuresti.ro](mailto:comunicare@montessoribucuresti.ro) . You can meet the director only after you have already met those directly involved in your problem (teacher, director of studies, accountant, secretary etc.) and feel that the matter needs to be discussed again.

### **INDIVIDUAL EDUCATIONAL MEETINGS – PARENTS & TEACHERS**

The development of the child is a daily theme for educators. Children are never compared to each other. The observations are based on the development of individual child. We organize these meetings between educators and parents twice a year (according to the Annual Calendar).

In the fall, parents of the newly arrived children are invited for a meeting with the purpose of getting better acquainted. In case you are not new and there are points you want to discuss, you can request a meeting with the educator at the weekly audiences anytime during the year. The individual meeting and the end of the year is meant to provide parents with feedback on the evolution of the child until the end of the school year.



**Note:** Your presence at both fall and summer meetings is required for both parents, given the importance of the relationship between parents and school. The presence of both parents is recommended by the educator, likewise, for the meetings requested during the semester.

### **Weekly Audiences**

Each teacher has a weekly time slot reserved for parent hearings, following a schedule that each educator communicates to parents at the beginning of each school year.

The meetings will be scheduled, parents can request one, maximum two audiences per year. Educators can also ask parents for individual meetings as the need arises.

### **GROUP MEETINGS**

In September, the week before the school year begins, a meeting is organized with all the parents of a class, to clarify the administrative details. Please check the Annual Calendar for the exact date of the meeting.

During the year, please send us by e-mail ( [comunicare@montessoribucuresti.ro](mailto:comunicare@montessoribucuresti.ro) ) the topics you want to discuss at the final group meeting in May.

### **MONTESSORI OBSERVATION SESSIONS** (for groups of 3 - 6 years)

Please check the Annual Calendar and bulletin board for the class observation session. At MSB-MKB, the presence of both parents at class observation is required, especially in the case of the new arrivals in the community.

**Note:** During pandemic periods when the Ministry of Education forbids parents' access to the premises school, no classroom observation sessions are held.

**THE PARENTS' CLUB** - is organized periodically and is dedicated to the parents, in order to give them a better understanding of the Montessori method and, secondly, to answer your questions and to support you in educating your children. These meetings will be held by Montessori teachers and educators, the school counselor or other guests.



The first two Parents' Clubs are required for both parents and are free of charge. The theme of the meeting is based on educational topics related to how to work with your child, as well as behavior, social and emotional development within the group, freedom and responsible boundaries.

### **PARENTS/ GRANDPARENTS DAY** (for groups of 3-6 years)

The children assume the role of educators and present classroom materials to their parents or grandparents. Two members from each family are invited: they can be two parents, two grandparents or one parent and one grandparent. Please check the annual calendar for more details.

### **SOCIAL MEDIA**

On the school website [www.montessoribucuresti.ro](http://www.montessoribucuresti.ro) you will find useful links, articles and information about our school and Montessori education. On Facebook ([Montessori Kindergarten of Bucharest - Kindergarten Montessori Bucharest](#)) we post class photos, activities, themed information. We wish to inform you that the agreement you signed is for public materials, not for Facebook. Photos of the children will be posted on Facebook.

You can also find us on [Instagram](#).

## **III. TIME SCHEDULE**

### **DAILY SCHEDULE**

Montessori Kindergarten of Bucharest is open from Monday to Friday.

#### **Groups of 3-6 years – from 8:30 to 18:00**

08:00 - 08:30 Before School

08:30 - 08:45 Welcoming routine

09:00 - 12:00 Montessori specific program

12:00 - 13:00 Group activities and outdoor games



13:00 - 14:00 Lunch

14:00 - 16: 00 Rest (Sleep or relaxing activities, depending on the needs of the child)

16:00 - 18:00 After-school and optional activities

18:00 - The kindergarten is closed

### **Groups of 2-3 years – have a program from 8:30 to 16:00**

08:30 - 08:45 Welcoming routine

09:00 - 11:00 Montessori program

11:00 - 11:30 Group activity

11:30 - 12:00 Outdoor activities

12:00 - 13:00 Setting the table / Lunch

13:00 - 15:30 Preparing for nap time / Sleeping

15:30 - 16:00 Preparing to go home

English is also included in the morning program, with a specialized teacher, depending on the progress of each and the need for individual consolidation.

The timetable can be changed during the year with prior notification to parents

### **HOLIDAYS**

The school calendar will follow the structure established by the Minister of Education through the Minister's Order and will be announced to the parents as soon as the Ministry publishes it. If the Ministry announces changes to this structure during the school year, our school will also implement them.

### **UNPLANNED CLOSURES OF SCHOOL**

In the case of extreme weather conditions, the decision to close the school will be taken by the Principal and everyone will be notified the day before. In the most urgent situations, the



Principal will try to notify parents and school staff before 8:00 regarding closing the institution. These are in exceptional cases of extreme conditions and there will be no refunding of tuition fees.

## **IV. POLICIES AND PROCEDURES**

### **ADMISSION**

Montessori Kindergarten of Bucharest has an open admission policy. The kindergarten accepts children regardless of gender, race or religion. An important criteria is respect for the school values. A child may be expelled if his behavior is harmful to himself, to another child or to the environment and if the parents do not cooperate with the kindergarten in order to improve the child's behavior.

### **REGISTRATION**

For the following school year, the re-enrollment of the preschool level is done during the period of re-enrollment at the school level by the School Inspector of the Principality of Bucharest.

Children whose parents did not fulfill the contract requirements of the current school year will not be re-enrolled.

Children whose parents do not collaborate with the kindergarten will not be re-enrolled when children repeatedly have a disrespectful or aggressive behavior towards themselves, towards colleagues or adults and towards the work environment.

### **TRANSITION FROM ONE MONTESSORI CYCLE TO ANOTHER**

The Montessori educator from the upcoming class has the final say in the decision regarding the readiness of the child to be integrated in the new class before the end of the work cycle. This decision is based on the child's development from a physiological, socio-emotional and intellectual point of view. All these aspects contribute to the transition and harmonious development of the child.

In the Montessori Kindergarten of Bucharest the child's age is not the determining factor, as established by the Ministry of Education, the school will take in account the development criteria listed above, for each child.

Moreover, the assignment of children to the new groups is done by the teaching staff - the educators of the two cycles in collaboration with the educational director who take the decision based on the temperament of each child, as well as the community of which the child will be a part, in order to be a balanced group in terms of dynamics, age and gender of the members.

The distribution is made following the observation sessions in the classes in which the teachers take part and the decision made will be sent to the parents during the end of the school year meeting.

## REGISTRATION

Enrollment of new children in kindergarten begins with a parent meeting at the **Doors Open Day**, which takes place regularly throughout the school year, to provide greater insight into Montessori Method. Enrollments take place in spring, after re-enrolling preschoolers from the current year. Parents are notified of the places available after the re-enrollment and the child then meets with the educator, to get to know us better and to determine if Montessori Kindergarten of Bucharest meets the needs of all parties involved: the child, his family and the kindergarten.

*The next step is to complete the application file, which will contain:*

### **Administrative documents required:**

- a. the registration form
- b. a partnership agreement
- c. a copy of birth certificate
- d. CI copy of parents / guardians





e. a registration fee

f. a tuition fee

**Educational documents required:**

a. a characterization of the child written by the educator from the kindergarten previously attended, if possible

b. in case the child comes from another Montessori kindergarten, a detailed characterization and a list of the presentations received by the child in that kindergarten is required. Based on this detailed information, the educator will observe the child in the first weeks of school and will provide feedback on your child's achievements in the first individual session.

**Medical documents required:**

a. the medical consultation form completed by the parents

b. analysis bulletin requested by the medical office (pharyngeal exudate)

c. epidemiological form for (re) entry into the community

d. medical certificate for enrollment in the community

e. the vaccination record

f. documents that have been issued by specialists for special needs that the child might have: speech therapist, psychologist, psychiatrist, neurologist, etc. These documents are vital for the kindergarten to receive in order to meet the needs of the child. In the absence of these documents, the school cannot be responsible for the child's progress.

**TERMINATION OF THE CONTRACT**

*When parents want to terminate the contract:*

Parents planning to withdraw their child from MKB must inform MKB in writing at least one month in advance. The payment conditions for withdrawal of the child can be found in the schooling / sponsorship agreement.

*When the kindergarten decides to terminate the contract:*

If the kindergarten unilaterally decides to terminate the contract, all the money will be returned for the remainder of the days when the child is not present at kindergarten.

The Montessori educator will complete, in case of transfer a letter of recommendation, containing the characterization of the child and the stage of development the child is in.

### **CHANGE OF ADDRESS AND CONTACT DATA FOR EMERGENCY CASES**

Notify the school secretary immediately if you change your address, telephone number or any other useful contact information in case of emergency.

### **POLICY IN CASE OF ABSENCE / REPETEAD DELAYS**

The parents will notify by e-mail to [secretariat@montessoribucuresti.ro](mailto:secretariat@montessoribucuresti.ro) and the educator of the group as well as the reason and the duration of the absence.

### **DELAYS**

It is the responsibility of parents to bring their children to school on time, that is between 8:30 am and 8:45 am. Delays are a great disadvantage for both the delayed child and the group to which it belongs, and therefore it is necessary for each parent and child to be aware of the consequences of the delays.

Here are some of our observations regarding the occurrence of delays:

- children who are late find it hard to concentrate and difficult to choose the first activity and to organize themselves;
- most often they find their favorite work colleague engaged in another activity, with another colleague, and this upsets them;
- the children who arrive early have sufficient time to complete all the tasks they set out to do. They have time to organize and to spend time on their projects, while those who are late are in mid cycle when the time is up and are upset that they were interrupted;



- the educator plans her presentations for children based on the principle that all children are present in the classroom at the beginning of the program, and that they are ready to enter the working atmosphere;

One of the goals of Montessori education is to make every child feel like an essential participator of the whole community. To someone outside the group, it might seem difficult to understand, but coming in on time helps children feel like a positive part of the class group. For the children, their discussions in the morning, the morning greeting, the atmosphere, the routine that they build together and the journey through the day are important aspects for their social development. Delays do nothing but prevent all these aspects.

Kindergarten delays may occur from time to time in isolated cases. Medical exceptions are tolerated. Habitual delays are not accepted at MKB. MKB is a community in which we rely very much on the responsibility and reliability of each individual, especially in regards to the responsibility of the adults. Each of us is responsible and can contribute to the balance and harmony of the community of children and adults. In this situation - medical cases - the appropriate form is completed and submitted to the secretary. Access to the Kindergarten is no longer allowed after 8:45 am, and delays beyond this time will be charged as stipulated in the contract annex.

### **PICK UP ROUTINE FROM KINDERGARTEN**

Children will be picked up from kindergarten only by their parents or by the persons mentioned in the registration form. If the children is picked up by someone other than the persons mentioned in the registration form (even when they are people who the kindergarten staff are acquainted with, for example other parents in the school), the parents are required to contact the teacher by telephone or SMS, with the name and contact details of the person who will pick up the child.

### **FOOD**

Lunch and afternoon snacks are provided by a catering company. Occasionally children prepare snacks themselves. The portions are in accordance with the age of the children.



The morning snack will be available to the children every day, from 8:30 to 10:30.

The sweet snacks provided by the catering company contain honey, not refined sugar.

However, some products brought by parents to celebrate children's birthdays in kindergarten may contain sugar. The ingredients of the products received from outside will be accompanied by a certificate of conformity.

## **CLOTHING**

In the entrance hall, you will find the shoe rack, hanger and cabinets for kindergarten groups. Each child will have an individual sticker (animals, fruits, objects), so they know where to put their shoes. The locker room, is for changing their shoes. The closets, are where children will put their backpacks.

In the backpacks the children should find: 2-3 changes of clothes and (where appropriate) 3-4 diapers. A change of clothes consisting of: underwear, socks, pants, t-shirt, blouse - depending on the season. Our program encourages the use easy-to-manage clothes that allow children to dress independently. Please avoid clothes that have hard-to-close clips, straps, ribbons or anything else the child cannot manage yet. Elastic clothes are the most suitable, as well as those with snaps, zippers or easy to use buttons.

The clothes should be clean, comfortable, appropriate for the weather and easy to replace. Clothes should not be a hindrance in the activities and games and should allow children to run, climb, play and paint without problems.

T-shirts with prints that may distract the attention of other children are not allowed: pictures from movies and cartoons, clothes with sparkles and glitter, age-appropriate messages. If a child arrives with these types of clothing, the child will be sent to change into spare shirt. If the replacement clothes also depict inappropriate prints, the child will receive a t-shirt from the school, which the parents will accept to pay for.

All clothing, including jackets, hats, gloves, scarves and footwear must have children's names on them. Quite often the children have almost identical outfits, which is difficult to

distinguish. Check the 'lost and found' basket at least once a week. You might find clothing there you didn't even know was missing.

In the Montessori class it is important that the little ones have the opportunity to move around quietly. Many of the activities take place on the mats or require students to stand cross-legged in a circle. Children will also take part in activities that develop their spirit of coordination. That is why we recommend using rubber soled shoes that are closed at the top instead of sandals or slippers. For children who don't know how to tie laces, footwear with lace or elastic closing is required.

Since the activities are varied throughout the day and children are encouraged to develop their independence (ex; to eat, to dress alone), please consider the possibility of their clothing being lost, stained or damaged. .

Children often need a set of spare clothes. Please check their back packs daily and make sure there is always a complete set of spare clothes available, including underwear and socks.

For nap time, children need pajamas. The pajamas need to be replaced every Monday (Friday you will take the dirty one's home).

Children have towels available.

Accessories that distract the attention of children, such as: jewelry, handbags, hats, sunglasses, nail polish, etc. are not allowed. Children are not allowed in kindergarten with cell phones or any other technical items, or money.



## **CLEANLINESS**

It is part of the Montessori principles that the care of the classroom environment is the responsibility of the schoolchildren with the help of the classroom teachers.

The kindergarten is cleaned daily. Please help us keep it clean and use the shoe protectors placed at the entrance to the school, whenever you want to enter the locker room.



Teaching materials and tables are cleaned daily with antibacterial, antiseptic, non-sodium, phosphate or chlorine solutions.

We have a contract with a sanitation company (disinfection, pest removal, deratization) according to the norms in place. In epidemic situations, the kindergarten is temporarily closed for such professional cleaning and we will inform you in advance. In these cases the monthly fee will not be recalculated, no price reductions will be made.

## **OUTDOOR ACTIVITIES**

The program of the Montessori School Bucharest includes **daily outdoor activities**. The children who stay in the classroom for a few hours need fresh air, exercise, time spent outdoors. Your child will only be brought to school if he or she can participate in all the group activities proposed. During the winter the children go outside (weather permitting) to participate in outdoor activities; during the days when the weather doesn't allow outdoor activities, indoor activities will be organized.

## **RESPONSIBILITIES DURING EXTRACURRICULAR ACTIVITIES**

Parents who participate in extracurricular activities are responsible for their child. Parents are responsible for his / her own child during the extracurricular activities within the school premises even if the educator is present.

If the parents don't agree that their son / daughter should travel with the group organized by the kindergarten / school, the only alternative is that the child will not participate in the group activity. Children cannot be accompanied by parents unless explicitly requested by the educational staff.

## **SLEEP AND QUIET HOURS**

After lunch, the children go to sleep. Older children who cannot sleep will participate in activities that do not disturb the ones resting.

The decision to stop sleeping after lunch is made by the parents and discussed with the educator.

## **ACCOMMODATION PERIOD**

Adaptation to the new environment and separation from parents for a period can be an emotional process. For both the child and the parents. Each child / individual is unique. Each child has its own pace of development, its own personality and its own tolerance for change. During this period your child will need emotional support and time to be able to go through this process of adaptation to the new environment.

The class educators will support this process and will provide you with the information needed after observing the child. To make this process smooth as possible, we will need your help to build a foundation of trust and the start of a new relationship with your child.

During the first approximately 6 weeks, the average period required to adapt to kindergarten, educators and the school counselor will closely observe the psycho-emotional, cognitive and motor skills of the child. Following this observation, we will understand to what extent the Montessori principles are suitable for the child. If the child's adaptation to kindergarten is beneficial to him, then we continue the collaboration. If we notice that it is not, the kindergarten will recommend parents a form of education other than Montessori.

### **Accommodation from the first week**

It is advisable to give your child details regarding the beginning of the school year only a day or two before, in a calm and concise manner, explaining to him what is expected of him. Talk to the children in general terms about the kindergarten activities and the daily routines, according to the program established together with the educator. When the children know what is expected, they will feel safe and the possibility of anticipating the events will give them more time to prepare emotionally.

### **Accommodation period for children from 2 to 3 years**

It is important that the child comes in the first days accompanied by the person from whom he can be separated the most easily. Also, try to control your emotions, so as not to transmit them to him. It helps him see you confident and ready to let him start a new journey.

We will not take the child if it is in your arms. You need to place it with your feet on the ground to be picked up from below. We don't want to give wrong information to the child. When we pick it up from the bottom, he knows you're okay with it, and you're also conveying that you trust him that it will be a positive experience. Also, you will be the ones to turn away from us and not us by you. If the crying is inconsolable, we will contact you.

**On the first day**, the child comes for an hour, to visit and play in the yard, accompanied by parents during outdoor time. Children can see how parents communicate with the educator, which helps establish a relationship of trust and facilitate child-educator closeness.

**On the second day**, the child comes with the parents for an hour and a half and will spend time in the class and outside, in the yard.

**On the third day**, the time spent in class gradually increases and is included with the time spent outside, without the lunch period at this moment.

Depending on the transition from the previous days and on the observations of the educator, the time spent in class increases gradually.

After the first week we will let you know how we will proceed in the following week, as the case. Also, depending on how the adjustment goes from the first week, we will discuss about gradually lengthening the schedule for meals and later for sleep, if you choose this variant. Please consider a flexible schedule for yourself during the adjustment period the child in kindergarten.

### **Accommodation period for children from 3 to 6 years**

On the first day, the child comes to visit accompanied by the parents, only during outside time, in the yard. Parents are waiting at the entrance to the yard or they can be invited into the yard if the child does not manage to detach himself from them. They will wait for him and leave together.

On the second day, the child comes accompanied by parents half an hour before the time outside, for to spend that time in class. Parents remain at the entrance to the classroom.



On the third day, increase the time spent in the classroom and continue with the time spent outside without the meal.

In the days that follow, the child may start to attend the lunch period and then the nap period and afterschool. If you are anxious to know how your child is doing in the early days, you can give call. Make sure you are in time to pick up your child, because at the end of the day your child might be feeling anxious again.

It is very important for your child to feel safe and to not feel forgotten. In the first few days it is recommended to pick him up earlier, to get a better sense of the certainty that you will return to him. A parting routine will help the child feel safe faster.

Before bringing your child to kindergarten, remind them of how the day will be and reassure them that you will come to pick them up soon. When you come to pick them up, avoid asking questions that are based on negative aspects such as: *Did you miss me? Were you sad all day?* Instead you can ask them: *How was your day? Would you like to show me your class?*

Remember that while this experience may be the first of its kind for your family, our staff has years of experience in solving the family separation problem. Many of us have experienced these feelings ourselves and we know firsthand how hard it is. Do not hesitate to talk with the educators or principals about your worries or concerns, especially if things do not improve after the first few days. Keep in mind that some children take more time to accommodate than others.

Do not be discouraged if your child doesn't express in detail what he does at school, because most of the time he participates in many activities throughout the day and cannot remember them all. Another thing you shouldn't forget is that we are especially concerned about the process of learning and not necessarily the final product. Most of the knowledge acquired by the child is still difficult to express. Most of the time it takes patience and confidence from parents to reveal the knowledge and skills acquired by the child in a Montessori environment.



To simplify the integration of children in the classroom in September, our kindergarten proposes a gradual transition of new children every year, as it follows:

- a. On the first day only the children who previously attended the Montessori class will come;
- b. Then, gradually, two or three new children are added daily.

## **CONDUCT**

### **Care of the environment**

Parents of the children who damage kindergarten goods will pay all the necessary costs for repair work or/and replace the damaged goods. If the identity of the offender is unknown, the material liability becomes collective, becoming the whole groups responsibility.

### **Conflicts between children**

Montessori School Bucharest is working hard to maintain and build the relationship between parent and child. A strong, warm and friendly bond helps the child to feel confident in his or her abilities and to feel secure. Educators are a permanent role model for children and mediate any conflicts and problems that arise between children. The children, in turn, are taught how to solve their own problems, how to deal with frustrations, how to express their feelings in a positive way.

Children who disturb the working environment are asked to stay away from the group until they are ready to return to the group. Children are often the ones who decide that they are ready to return to the team, or the educators are the ones who decide this, depending on the situation.

Parents of the children who repeatedly and excessively disturb the others will be called for meeting with the educator and together they will make a working plan to overcome the difficult situation. If, following the implementation of that plan, the problem is not resolved, the educators will make a recommendation for the help of specialized people, usually a psychologist. If the parents do not actively participate in the problem solving activity, the



kindergarten reserves the right to refuse the enrollment of that child in the following school year.

### **Adult conflicts**

We consider open communication and the relationship of mutual support between family and kindergarten of utmost importance in the development of the child. However, we must not forget that we are only human and that situations are not always as simple as we would like.

If you have any questions or concerns about the activity of your child in the classroom, please contact the educators. If your concerns are regarding the school management policy, please contact the school management. If it concerns educational aspects related to the application of the method, please contact the educational director. If the parents have complaints about other children in the class or other parents, they will contact the school's educational staff and they will act to resolve the issue.

If the parent notices a conflict between the children or considers some of the behaviors of the children in the kindergarten to be inappropriate, please report to the adult responsible for the children and do not try to intervene in any way between the children. Possible discussions and explanations regarding the incident will take place with the educator / assistant who was with the children and, if necessary, with the management of the kindergarten.

Inside the kindergarten, parents are not allowed to quarrel or to scold another child, another parent or a kindergarten employee, regardless of the nature of the conflict or dissatisfaction.

A high tone and a lack of respect lead to termination of the contract on the spot or the refusal to re-enroll the child in the following school year, depending on the severity of the behavior.



## **LEGAL ASPECTS**

### **Declaration of non-discrimination**

Montessori Kindergarten of Bucharest receives children regardless of race, color, gender, religion, nationality or ethnicity. They will have equal rights and privileges participating in activities related to the Montessori kindergarten in Bucharest. Regarding children with special needs, each situation will be analyzed to see if the experience and knowledge of the teachers are adequate for the child's requirements and if the Montessori environment is beneficial.

### **Parental agreement**

Parents will sign a form that gives MKB Kindergarten the right to apply the internal regulations regarding medical treatment, child observation, field trips (museums, science or art centers, library, various objectives), summer camps, photographs and films where your children appear.

If the parents don't agree that their son / daughter should travel with the group organized by the kindergarten / school, the only alternative is that the child will not participate in the group activity. Children cannot be accompanied by parents unless explicitly requested by the educational staff.

### **Parent divorce**

MKB deals with the individual development of each child. We believe that all children need a loving and morally supportive family. When parents separate, children suffer a great deal. The spirit of loyalty is betrayed because they love and need both parents. MSB will not intervene in such issues.

In the case of divorced parents, the legal guardian of the child provides the school with a written statement, specifying the period when the child is picked up from school by the other parent. This statement will be signed by both parents.

## V. MEDICAL POLICY

### MANDATORY DOCUMENTS

At the beginning of the school year, it is mandatory for newly enrolled children to bring the following documents from the family doctor:

- a. an epidemiological notice certifying that the student does not have a disease contagious and is apt to enter the community;
- b. the vaccination record completed by the pediatrician
- c. medical certificate for enrollment in the community, which includes the child's medical history;



*Parents will agree with the following:*

- To fill in a medical form giving the school as much details as possible about the child's health condition;
- To discuss with the staff about the child's previous health problems;
- To provide the school with a phone number of the doctor consulting the child, as well as two other contact numbers in case of emergency;
- To periodically notify the child's teacher of the child's physical state and to complete the medical form at the beginning of each school year;

Parents will notify the medical team and classroom teachers/educators of any allergies or other medical conditions (chronic diseases such as epilepsy, asthma, etc.) by bringing medical documents evidence.

### ADMINISTRATION OF MEDICATION

Prescription drugs can only be administered by medical personnel if the parent completed and signed a treatment form and sent the prescription to original/copy. The medicine will be labeled with the child's name and kept in the medical cabinet. This document is kept in the child's file.

In case of emergency, the medication will be provided by the staff, after the consent of the parent. If the parents and emergency contact cannot be reached, staff will provide necessary medical assistance.

## REFUSAL OF THE CHILD TO TAKE THE MEDICINE

If a child refuses to take the medication, the family will be informed immediately

## ILLNESS

If a child feels sick during the hours spent at the kindergarten, he will go to the doctor's office accompanied by a teacher; the school nurse will contact the parents so that the child can be taken earlier from school, if the situation requires it. The school nurse will inform the teachers with regarding the child's condition.

If a child arrives at school and is sleepy, has a low appetite or complains of a condition ill although asymptomatic, he will be sent home with an indication for a pediatric check-up. The child can return to the collective when he has a good state of health, which allows him involvement in group activities.

Below is a list of symptoms that will help you decide whether or not you can send your child to kindergarten. Please do not bring your child to kindergarten if he has any of the following symptoms:

- Pain without a clear diagnosis
- A fever or sub temperature ( $T > 37^{\circ} \text{C}$ )
- Vomiting
- Diarrhea
- Rash or persistent itching
- Nasal discharge that is thick, opaque, and colored
- Coughing with mucous / persistent / heavy breathing
- Sore throat (accompanied by fever or inflamed tonsils)





- Blurred vision or conjunctivitis problems
- Any other symptoms that indicate a disease

Please notify the educator or nurse by e-mail when your child is absent due to any of the above symptoms. If the onset of these symptoms occurs during the kindergarten program, the children will be quarantined at the medical office and the parents will be called to determine the next course of action. If the parents cannot be contacted, the persons listed in emergency cases will be contacted. The MKB will not take responsibility for the cancellation of the parents' holiday plans due to the illness of the children. Therefore, the institution will not compensate the holiday expenses.

If a child cannot stay outdoors this means he is not healthy enough to come to kindergarten and needs to stay home. Please send the appropriate clothing with the child so he can spend time outdoors. Montessori schoolchildren will spend time outside daily, except on days when the educational team will determine that it is inappropriate for children to go out.

### **MINOR ACCIDENTS**

All children with small cuts and bruises will be accompanied to the doctor's office to receive suitable treatment.

In case of a strong blow to the head, the medical team (or, in the absence of the medical team, the teacher/director or service staff) will inform the parents by phone. Because contusions may occur later, any hard head injury will be reported to the parents. In the in case of minor accidents, the parents will be informed by the teachers.

### **EMERGENCIES**

In case of an emergency, first aid will be offered on the spot. All the members of the MKB educational team that interact directly with the students have attended a First Aid course.

The parents will be the first to be notified in such situations, and if they cannot be contacted, the staff will act according to the 'parents' agreement' for emergency cases, by which the parents must give the school permission to treat the child. Parents will accept any related costs.

## **OTHER SITUATIONS**

In emergency situations such as the emergence and spread of the COVID-19 virus, MSB-MKB and the parents will have the obligation to prevent the spreading of the virus in schools and respect the measures instituted at national level. Policy medical in this guide may be changed depending on the requirements of the authorities.

## **CONTAGIOUS DISEASES**

### **Pediculosis**

After confirming a case of pediculosis, the medical team will regularly check all children. The parents will be informed of all confirmed cases. Immediately after being detected, the parents are asked to take the child from the nursery as soon as possible for treatment. Parents of children from the whole group will be asked to check on the children daily.

### **Chickenpox and other childhood diseases**

Parents whose children have such diseases will bring a medical certificate. In the case where such a case was reported at the morning triage, the medical team will check all the children in the unit.

In the event of a confirmed case in the school, the child will be allowed to return to the community only with epidemiological approval.

### **Scarlet fever –streptococcus Group A**

Parents of children with scarlet fever must bring a medical certificate for confirmation of the diagnosis. The certificate is given by an infectious disease doctor. The medical team will check all the children in the unit and send an email to the parents of the children in the groups affected with the description of the symptoms of scarlet fever.

All children in the affected group should have a pharyngeal exudate performed, depending on the epidemiological impact, the pharyngeal exudate can be requested to other groups/classes. The kids diagnosed will be able to return to kindergarten only after they are treated and bring a medical certificate proving that they are fit to return to kindergarten.

In such a situation, MSB-MKB will do an additional disinfection. In case of an outbreak, at least 3 cases, there is the possibility of closing the institution for the next day.

## **RETURNING TO COLLECTIVITY**

When children return after absences for medical reasons, it is necessary to present the medical certificate issued by a doctor or a medical letter, prescription, epidemiological notice, which mentions: the child's name, the diagnosis, the period of isolation and the agreement signed by the doctor for re-entering the community. Please ensure that the certificate is issued

no more than 24 hours before returning to kindergarten.

## VI. OTHER INTERNAL RULES

### BIRTHDAYS – THE JOY OF LIFE

The moment of birth is the beginning of your child's life and is a very important event for us all. The birthday is celebrated with the whole group of children. We celebrate the birthday of each child by telling the story of his life, in short: how he was born, how he grew up, how he learned to sit, crawl, walk, etc. As the story unfolds, we represent year by giving the child a globe - representing the Earth – and invite him to walk around a candle - representing the Sun.



For each year of his life, as the individual story goes, the child circles the candle – Sun- once. On this special day please send the kindergarten photo for each year of your child's life and some photos showing important events in his life (photos will be returned to you), with short descriptions that will be useful to the educator. Also, if you have kept some small clothes from the first years of life that belong to the child, they are very useful in the ceremony to highlight the physical growth of your child.

For birthdays, you can bring fresh fruits or a cake that must have a certificate of conformity. If you want to bring prepared sweets at home, they must be accompanied by the list of ingredients used, parents thus guaranteeing that they are fresh. Please discuss with the teacher if you want to bring snacks. Please contact the teacher a week before the child's birthday, to set the date and time of the ritual Montessori.

### SPECIAL DAYS AT MONTESSORI KINDERGARTEN OF BUCHAREST

Christmas, Mother's Day, Father's Day and graduation celebrations are considered special days at Montessori Kindergarten of Bucharest. Parents' Day is an event only for the



3-6 years groups and on that day (it usually takes place on a Saturday), the parents or grandparents come to visit the child's class. The child can be accompanied by up to two adults in the family (two parents, a parent and a grandparent, two grandparents). The child plays the role of the teacher, and the parents become the pupils to whom their child presents them how the class and materials work. This day is a special day for the child and it's important for the parents or grandparents to be present, and focus entirely on the child in the school class. In order to protect these special moments, please be sure to attend the Parents' Day with both parents present, without other companions (brothers, friends).

Please do not bring your child to kindergarten to important events if you are unable to attend them. The child will feel embarrassed if all the other parents are present.

Please keep in mind that when you're in kindergarten, you represent a higher authority than the teachers, so it is your role to guide the child to appropriate behavior. Educators will deliberately take a step back in these situations.

### **CLASS OBSERVATION (only for groups of 3 to 6 years)**

One of the ways you can understand your child's experiences is through class observation, which will be scheduled and displayed in the annual calendar. Below are some rules that you must follow to keep your children safe when entering the classroom:

- When entering the classroom, children will want to ask you questions. Please avoid long conversations and speak in a whisper. A polite and simple greeting, a short answer is enough; then advise them to return to what they were doing. The children have already been made aware in advance of your visit and will understand your request.
- When your child is behaving differently – crying or completely ignore you - don't be surprised. Children respond very differently when they see their parents in the classroom and they may behave differently than at home. It is up to the teacher's discretion to deal with their reaction and sometimes observing the class together with your child can be the solution when he or she does not feel ready to leave your side. It might help if you turn your attention to the other children as well. During the next class observation you will see that their reaction to your presence will be different.



- The teacher will not have time to discuss with you during the visit or immediately after that. If you have any questions, please write them down and the teacher or principal will be happy to answer you by phone or scheduling a meeting.
- Class visits last between 30 and 40 minutes.
- The parents will quietly enter the classroom and sit down. Do not greet the children when you arrive in class or bid farewell when leaving. We know it's in your best intent but this would disrupt the working atmosphere and concentration.

We hope you take the opportunity to visit the classroom to see how the Montessori program works and how your child responds to it. Your visit is important for both us and the child. We want you to feel included with the educational process.

### **CHILDREN WITH SPECIAL NEEDS**

When children go through periods marked by counterproductive behaviors for community, or particularly counterproductive for their own physical, cognitive, psycho-emotional development, parents will be informed and asked for their support. Cooperation between parents, educator and the school counselor proved more useful to the children than the unidirectional strategies, applied only at school.

Also, depending on the situation, the educator and the school counselor may ask the parents the support of a specialist (psychologist, speech therapist, etc.), which specifically refers to:

- ✓ consultation / counseling of the child / of the child and the parents, as long as it is indicated by the specialist and at least until the child's behaviors in the community is balanced
- ✓ communication between the specialist and the school is done through a letter from him or, at the request of the school, by setting up a meeting with the specialist and the parents
- ✓ the specialist can be invited to observe the child and the environment in the classroom, for a better understanding of the child's experience.

The costs related to the specialized help the child needs will be borne entirely by the parents.

If the parents refuse to consult a specialist on the recommendation of the MKB and the behavioral or cognitive problems persist, the MKB will not renew the contract in the following school year.

## **TOYS**

Toy guns, knives, swords or any kind of toy weapons are forbidden in our institution. Educational, instructional games are welcome. We encourage the child to bring objects of educational value such as plants, flowers, objects of nature, science, books and pictures. Please counsel with the educators before bringing a specific object into the classroom. Children are not allowed to bring stuffed toys for the bedtime routine. In exceptional cases in which the educator notices difficulties in the sleep routine, the teacher will contact the parents to find the best solution together.

Our school assumes no responsibility for lost or damaged toys.

## **PERSONAL ITEMS AND ELECTRONICS**

Children are not allowed to bring personal items to school, other than those required for educational activities or an extra set of clothing. They also do not need stationary supplies. The kindergarten provides all the necessary supplies. Eventually they can come with a pen, at the request of the educator.

Children are not allowed in kindergarten with cell phones and any other electronic items.



## **LOST AND FOUND ITEMS**

### **Lost items**

The educational and administrative staff is not obliged to look for the lost articles, unless they are essential objects, without which the child cannot go home: winter jackets, shoes. Any accessories or other lost items will be returned when found. Please check the lost and found

box and do not allow the pile of clothes in that area to grow excessively. To avoid losing your clothes, it is important to label them.

You will be invited periodically to claim the lost clothes and items. At the end of each semester, unclaimed lost items will be donated.

### **Loss of Montessori teaching materials**

Sometimes children are attracted to certain classroom materials and are tempted to take home pieces with them. When a teaching material is not complete, it must be removed from the shelf until the missing parts are found. If you find classroom objects in your child's backpack or pocket, please return them as soon as possible. The same will be done for clothing items that do not belong to your child.

### **To be brought on the first day of kindergarten**

- The documents required for registration
- Individual form
- Replacement clothes
- Indoor slippers
- Pajamas (for children sleeping in the afternoon)



The rules in this Guide are binding and form an essential part of the contract. This guide can be updated as different situations require new internal rules. In this situation, the new rules will be discussed in the Professional Council and then communicated to the parents for discussion and approved in the Board of Directors.

***Thank you for respecting the community of the Montessori Kindergarten of Bucharest and its rules!***