



MONTESSORI
School of Bucharest

MONTESSORI SCHOOL OF BUCHAREST (MSB)
PARENTS' GUIDE
2023-2024

The joy of discovery. The willingness to learn.

Dear Parents,

Welcome to MSB-MKB Montessori Primary School!

We established the MSB-MKB Montessori Primary School out of the desire to provide children with an environment in which they can develop harmoniously, discover their potential and build themselves based on this potential.

Through the children's attitude towards themselves, towards teachers and colleagues, towards learning, they lay the foundations of the Man they will become. This is a process that becomes conscious during the school years. In kindergarten, the child does not have the ability to discern what helps him grow up nicely and absorbs everything from the environment in which he works, whether good or harmful. That's why our motto for the kindergarten is the Joy of learning, because we strive to offer the child only the elements that grow him with joy, for joy.

At school, however, the child enters another stage of development: that in which the rational mind takes the place of the absorbing mind. That is why it is the conscious attitude that leads him to assume the role he has in his growth, in knowing and reaching his potential.

It is not an easy process. Responsibility is learned step by step, starting in kindergarten, just as arithmetic and calligraphy are learned. That's why we follow the child's rhythm and try to help the child to know, from one moment to the next, his limits, needs and strengths. The more the child becomes aware of himself and others, the more freedom he can grasp and manage.

"To let the child do as he likes, when he has not yet developed any power of control, it means betraying the idea of freedom. (...) Free choice is one of the most complex mental processes. Only about the child who is really aware of his need of practicing and developing his spiritual life, it can be said that he chooses freely. It is not possible to talk about choice when all kinds of external stimuli attract the child at the same time and without having developed the will power, the child responds to every call, constantly moving from one thing to another". (Maria Montessori, in The Absorbing Mind)

In this great mission, of conquering freedom, the child embarks holding the hands of parents and teachers. The two arms - parents and teachers - can support him only from the same position. A significant gap between the two benchmarks blocks the child's progress and the assumption of freedom, diverting him towards falsity, impotence and insecurity.

"True freedom is a consequence of development", therefore we emphasize the harmonious development of the child, under all its aspects: emotional, interpersonal, moral and academic. I have found that freedom comes from the balance between all of these. And because in all these aspects we all learn – children, teachers, and parents – by all consciously assuming our role, we believe that will is an important element that trains all the others: assumption, conscious presence, and sustained effort. Therefore, the slogan of our school is **Willingness to learn**.

We want to develop in children the perception of balance between freedom and firm limits, between independence and respect for others, between fairness and tolerance, between group membership and the courage of one's own opinion. At kindergarten, we want the miracle of discovery to instill in children the joy of learning. At school, in addition to lessons in the didactic sense of the word, we want children to keep the will to learn and to learn life lessons that will be useful to them anywhere and anytime. We want to deepen the concept of Mindful Learning with all of us, children, teachers, and parents. It is about the attitude in front of the moment, in front of others, in front of learning. Mindful presence as a lifestyle is a useful gift at any age.

Thank you for joining us! We wish you a good year, at the end of which you will have beautiful memories and renewed enthusiasm.

Ana-Maria Brezniceanu,

Founder Montessori Primary School MSB-MKB

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I. COMMUNITY

School

The MSB-MKB Montessori Primary School was established in 2007 and is authorized by OM no. 4707/01.10.2014 for the 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 MSB-MKB Montessori Primary School operates with:

- ✓ 2 groups of 2-3-year-old children;
- ✓ 3 groups of children aged 3-6;
- ✓ 2 primary classes
- ✓ 1 middle school class - 5th grade (starting with the school year 2024-2025)

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 classroom assistants, teachers-collaborators for complementary activities, and school psychologist.

The administrative department is organized into: the secretary-accounting department, the person in charge of communication, school doctor, nurse, building administrator, housekeeping team.

Decisions are made within the Board of Directors, the The teachers' Council and the specialized committees organized at the beginning of the school year.

Parents nominate one member/class for the Parents' Committee.



School history

2007 – I founded the Montessori Kindergarten of Bucharest (MKB), which operated with 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 and a Montessori group for children between 2 and 3 years old.

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

2014 – We opened the next level of school, the Montessori Primary 2 class (students 9-12 years old).

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

Our community is thus made up of enrolled **children**, supported on the one hand by the school **team** and on the other hand by **the families** of the children.

Each member of the community has an important role in building and maintaining harmony. By this Guide, and therefore by contract, each of us assumes this responsibility. The responsibilities of each party are detailed below.

The MSB-MKB Montessori Primary School has been considered a **landmark in Montessori education in Bucharest for 15 years** through its concept, through the Montessori environment organized in the school, but especially through the community formed by the team, children, and parents.

The MSB-MKB concept is built on quality Montessori education. It involves several pillars:

- ✓ compliance with international Montessori standards;
- ✓ covering the objectives of the national curriculum at the primary level and **the IBO standards adapted to the national curriculum at the secondary school level;**
- ✓ tracking executive functions;
- ✓ assuming common values as a community;

- ✓ strengthening the state of consciousness through mindfulness.

Montessori standards

Our school follows the standards for Montessori education. Teachers are trained in Montessori pedagogy under the auspices of the Association Montessori Internationale, an association founded by Maria Montessori herself in 1929, following the idea of education based on observations about the child and childhood.

The children work in **communities** of mixed age (6-10/11 years), for uninterrupted periods of 3 hours daily. Each child's path is followed through the portfolio of works, through individual meetings with the teacher, and through teamwork with other colleagues of different ages. Children have **Montessori materials** in all age-specific curricular areas at hand, but they can go whenever necessary to the National Library, museums, or shops to procure other materials or to gather information needed for a project. Children are actively involved in caring for the working environment. Within the community, they make decisions, vote, and reflect on group dynamics.



National Curriculum

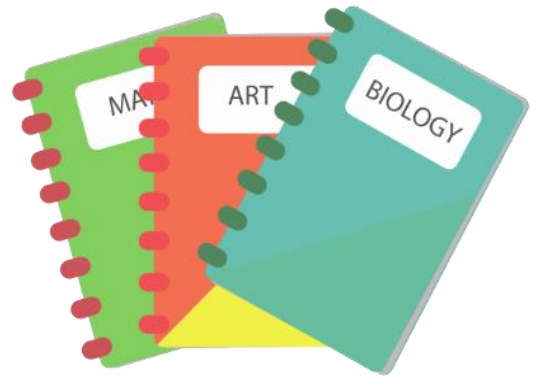
In addition to Montessori materials, children have access to some **traditional didactic aids**, some displayed in the library (collections, workbooks, etc.), others presented as material on the shelf.

It is important for us that our students **have the experience of the requirements of traditional education**, to know the vocabulary used there (words such as perform, correlate, construct statements, etc.). However, we do not follow the contents but **follow the objectives and competencies of the national curriculum** – most of which are otherwise common with those of Montessori pedagogy.

As in all Romanian schools, our children take the National Assessment in the 2nd grade and the 4th grade. Throughout the school year, children are assessed narratively based on their

progress. At the end of the school year, a transcript is issued which, however, is not presented to the children. Depending on children's progress and pace of work, some children may receive homework for a set period.

The structure of the school year is the one indicated annually by the Ministry of Education.



Executive functions

Teachers aim to develop in children the ability to organize and set priorities, to focus on tasks, to sustain effort, to manage frustrations and emotions, to resist distracting factors, to complete a task.

All of these represent what neuroscience calls **executive functions** and are considered important factors in professional and personal success.

Stock

One of the reasons why parents choose our school is **the harmonious emotional and social environment**. This environment is a living organism and every member of our community – child, parent, grandparent, teacher or non-teacher – influences it. The three golden rules that maintain a safe environment for a child's healthy emotional development are: **self-respect, respect for others, 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 no matter how hard we try to instill certain values in the children, the family values will prevail in their attitude. Thus, parents are the ones who primarily teach children to say *Hello, Please, Excuse me, Thank you*. Children also learn from them to be honest, to be punctual, to be empathetic towards other children and respectful towards adults, to be clean and orderly and to maintain cleanliness around them, to respect other people's property.



As a school, it is our duty to reinforce these attitudes and create a harmonious environment together. At the same time, in school they are part of the community, so they can practice values that they don't practice at home:

- ✓ collaborating with older or younger children by sharing well-mastered knowledge;
- ✓ interest in community and understanding that some decisions are made democratically while others are made by well-meaning adults;
- ✓ assuming that adults provide them with a scaffold but learning can only be a personal process;
- ✓ understanding the impact that each of us has on the world as each of the personalities studied, from the sciences and art, have had on the world we live in today;
- ✓ a level of commitment, discipline, resilience and perseverance, combined with the joy of discovery, passion for certain subjects, interest in what surrounds us.



Mindfulness

The concept of *mindful learning* comes to strengthen the principles of Montessori pedagogy, the development of executive functions and the assumption of values. The child is guided to train his focused attention, concentration and authentic presence, to reflect on his place in the community, to practice empathy consciously.

What matters is the present moment . The attention we pay to the present moment connects us to ourselves, on all levels: physical, mental, emotional, spiritual. Children practice directing conscious and honest attention to themselves. A permanent training of self-connection begins with the Montessori presentation made by the teacher and continues with the child's process remaining, then, face to face with the material. Self-connection training takes place in the child's individual sessions with the teacher, where the adult guides the attention through carefully chosen questions: "*What attracted your attention to the material? What did you notice about yourself while you*



were working? What bothered you and what did you enjoy when working in a team? What have you most often heard yourself say to others? What thought came to you when you no longer knew how to continue working? What did you do when you finished work? What options did you have? Which one did you choose? At what point did you feel bored? When did you realize you were hungry? What is happening around you that is distracting you right now? What do you need to accomplish your task?" and so on.

Self-reliance training takes place in the community, in the interactions between children, where they learn, on a daily basis, to ask these kinds of questions and give this kind of honest attention to themselves and to each other.

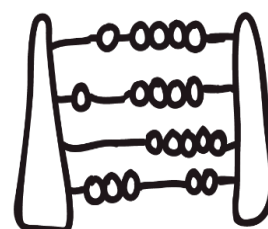


All these questions are steps the child takes to consciously and permanently take responsibility for his work, choices, actions and their consequences.

Our teachers are constantly engaged in this training of connection and assumption, both individually and in constant interview sessions and psychological counseling sessions within the school. We continue to offer this kind of conscious training to children and respectfully request it from parents as a basis and condition for cooperation.

The prepared environment

The environment prepared according to Montessori standards and specially arranged for the development stage of children aged 6-11 years offers opportunities for individual or collaborative learning, intellectual, physical and emotional development. In addition to the Montessori materials placed within reach of the children, there are dishwashers and kitchen utensils for self-catering in each classroom.



There is a library - lending center in the school, but each class has its own library and reading corner. A foreign language office, a gym, and an authorized medical office are also set up in the school. At the same time it is a safe and kept clean environment.



In the classroom there are **over 500 materials** within reach of the children, each with a specific place on the shelf, so that the children can easily find themselves in the environment.

Team

The MSB-MKB Montessori Primary School team includes teachers (class leaders) trained in the Montessori method through 900-hour courses, organized in the country or abroad. But it's not the Montessori courses – essential for this type of education – that define us as a team, but the spirit that we believe Maria Montessori wanted in those who continue her work.

Our teachers are people who ask themselves questions for each individual child and try to find suitable answers as a team, they are people who research how to reach the goals of the individualized curriculum for each individual child, they are people who receive in pedagogical practice and classroom observation of other Montessori teachers from the country and abroad, master's students from the Faculty of Educational Sciences, teachers from other Bucharest schools. They are people who, in addition to continuous professional development, are constantly concerned with their personal development.

Associate teachers and assistants enrich the Montessori curriculum with their professional and teaching experience. And the administrative team ensures the logistic structure in harmonious cooperation with the educational team.

All team members have a duty to be **role models for the children** and to provide them with an environment suitable for their school-age needs. Teachers show respect and empathy by encouraging children to behave this way and by setting consistent limits when a child is not behaving socially acceptable.

The teachers make attractive presentations, observe the children constantly and inform the parents about their academic, emotional and behavioral evolution in individual sessions, offering recommendations when they ask for the parents' collaboration on a certain aspect.

With adults who are responsible, focused and good observers, with a vision, with a desire to grow and the awareness of the contribution to the common good of the class, the team, the community of parents, humanity in general, our school team dedicates itself to each individual child.

However, success comes from the harmonious and responsible cooperation of all three parties. The child has his share.

The children

In the Montessori environment, children have the opportunity to explore, initiate projects, collaborate with other colleagues, plan their work, contribute to the good running of the community. However, it happens, as in any community, that some children are less keen than others to participate in all these activities. In these situations, the adult redirects the children to their academic or environmental maintenance responsibilities.

Between the ages of 6 and 12, children are in the growth stage in which they pass from the physical, sensory development specific to the preschool period, to the intellectual one. **They want to explore and move around the classroom a lot** in search of information or materials needed to complete their projects (square, compass, glue, tape measure, ribbons, leaves, encyclopedias).



Social life becomes important for them, which is why presentations are usually made to a group of 3-6 children. They are interested in what is just, fair, and often heated discussions arise between them on this topic. Voting is one solution, and as in any democracy, the minority will be dissatisfied with the majority's vote. They may make wrong decisions and come back to realize the displeasure they cause to the whole community.

In all these situations, however, we expect the child to show respect for himself, for peers and adults, and for the environment.

At the beginning of the school year, group meetings are held to decide the rules of the class for the good running of the community. Apart from these, the child also has responsibilities for his own academic development. Please read the responsibilities below with your children and discuss with them the importance of following them:

- ✓ To come to school on time, to leave at the time set for them in the contract;

- ✓ To complete their work, both the one initiated by them and the one proposed by the teacher;
- ✓ To take seriously his role as a pupil, including in the complementary activities, behaving respectfully towards others and conscientiously towards work tasks;
- ✓ To wear the uniform (T-shirt with the Montessori insignia) every day at school. It can be combined with long pants. Girls can wear skirts and boys can also wear shorts in summer;
- ✓ To perform their tasks in the community (wiping dust, washing dishes, arranging materials on the shelf, sharpening pencils, etc.);
- ✓ To respect the rules established by mutual agreement in the class and/or those communicated by the teacher;
- ✓ To write in the diary the activities they did that day;
- ✓ To choose challenging materials or activities daily;
- ✓ To read daily at school and at home;
- ✓ To do their homework at home if it is given to them;
- ✓ To use beautiful words in communication with peers;
- ✓ To help his colleagues, to speak nicely to them;
- ✓ To wait his turn when asked;
- ✓ To participate in celebrations;
- ✓ To descend the stairs quietly and safely;
- ✓ Pay attention to your own safety;



The family

The family and the school are partners in the child's education . That is why it is important that they trust each other so that the child sees and feels their working relationship for his good.

Parents' respect for school staff, for other parents and children, for the environment, and for school rules is a model for children.

The child's academic success and emotional well-being sometimes require close collaboration between teachers and parents, and if necessary, specialists (psychologist, speech therapist, etc.).

Communication is extremely important for a good understanding of what is happening with the child at school. Communication between educational staff and parents is essential for the harmonious development of



the child. The school informs you about your child's progress in the community, provides the necessary information and answers your questions.

Effective communication helps create an environment where both your child and the teaching staff enjoy their time together. Parents have a duty to liaise with the MSB team as follows:

- ✓ direct communication with the teacher in relation to aspects strictly related to your child;
- ✓ the participation of at least one parent in the meetings at the beginning of the school year and those requested during the year by the teacher. Lack of participation leads to insufficient information or misinformation about essential school-related issues. In case of non-participation, the parent assumes the lack of information;
- ✓ the participation of both parents in your child's evaluation meeting at the end of the school year;
- ✓ collaboration with the teacher so that home education does not contradict but reinforces the principles of the school;
- ✓ applying at home the academic recommendations made by the teacher for your child;
- ✓ announcing absences at least one day before they take place by filling in the absence form (the request for permission can be downloaded from [here](#)) and sending it by e-mail to the teacher and the secretary;
- ✓ announcing delays via a short SMS when you realize they are happening;
- ✓ limiting absences and lateness to 10 days per year (the equivalent of 60 working hours), both situations fall within the 10 days.

Communicate directly with your child's teacher. Oftentimes, child development can pose challenges for the parent and teacher. Working directly with the teacher in a collaborative spirit is the most effective way to resolve any situation and build a strong partnership between school and family for the benefit of your child. Talking to anyone else about that topic may be tempting, but it's not in the best interests of the child, the teacher, and the community your child is from.

If you have questions or concerns on the educational side, please schedule an audience with the teacher on the day of the week dedicated to meetings with parents, according to the announcement on the notice board. Meetings last max. 30 minutes. You can streamline the audience schedule by sending an email to the teacher in advance, stating the topics that need to be discussed. Parents can request a maximum of 2 hearings per semester.

II. COMMUNICATION

Email and phone

For educational topics , use the following addresses to which your teachers will respond:

- ✓ Community 6-11 years A - [school .a@montessoribucuresti.ro](mailto:school.a@montessoribucuresti.ro)
- ✓ Community 6-11 years B - [school .b@montessoribucuresti.ro](mailto:school.b@montessoribucuresti.ro)

For topics of interest to the whole school (camps, extracurriculars, behavior in the yard and school grounds, clothing, forms of address between children and adults, School after School, complementary, school visits), use the address scoala@montessoribucuresti.ro , which can be answered by your teachers or the director of studies.

For administrative topics and important announcements, you can contact the person in charge of the communication department at the number 0754.054.402 or at the e-mail address comunicare@montessoribucuresti.ro .

For the afterschool program, you will receive organizational and communication details at the beginning of the year.

For medical emergencies, you can call the nurse. If your child has an appointment with a doctor outside our institution, please also write to the school's address

(scoala@montessoribucuresti.ro) the reason for the visit outside the school, at the latest that morning, by at 8.00.

At the beginning of the school year, you receive the list of contacts for each department, along with contact details, time availability and issues to discuss with each one. The Internal Medical Guide is part of the Parents' Guide.

Ads and the visor

The bulletin board contains announcements for the current week, as well as other useful information and news. You can also find the announcements in the Kinderpedia platform, which we ask you to follow constantly.



Meetings with the director

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

Individual teacher-parent meetings

During these meetings, we will discuss aspects related to your child's **academic, social and strictly emotional progress**.

Evaluating the child's development is a daily task for teachers. Children are never compared to each other nor graded traditionally or arbitrarily. The evaluation is based on the individual development of each child.

A. Initial evaluation - At the beginning of the school year, meetings are held with the parents of the children who have just arrived in the class, with the aim of getting to know the child better.

B. Formative assessment - For formative assessment, approximately 2 counseling sessions / family are organized during the year.



Formative evaluation reports will be made in accordance with the structure of the school year communicated by the Ministry of Education (semesters/ work modules).

C. Final evaluation - final written report . This assessment is intended to provide parents with feedback on the child's progress throughout the school year - meeting with parents.

Nota bene: Attendance at the autumn and summer meeting sessions is mandatory for both parents, given the importance of collaboration between parents and the school. It is recommended by the teacher, equally, and for meetings requested during the year.

Weekly Hearings: Each teacher will have a weekly time slot for hearings with parents, according to a schedule that each teacher will establish and communicate to parents at the beginning of each school year. Appointments will be made by appointment. Parents may request 1-2 hearings per calendar year. Teachers can also request individual meetings from parents as needed.

The duration of a meeting is 30 minutes. To make the most of your time, send an e-mail to the teacher in advance, mentioning the topics that need to be discussed. If there are any topics not discussed, a new meeting will be established together with the teacher according to the remaining available intervals.

Each meeting will be followed by the writing of minutes in which the information discussed during the meeting is noted. The minutes will be signed by all the people participating in the meeting and one copy will remain in the institution and one for the family.

Group meetings

In September, in the week before the start of the school year, a meeting is organized with all the parents of a class, to clarify the administrative details. The exact date is communicated to parents in advance, by email.

At least one parent is required to attend group meetings. Lack of participation leads to insufficient information or misinformation about essential school-related issues. In case of non-participation, the parent assumes the lack of information.

Parents' Friday

The involvement of parents is also encouraged in the workshops on Fridays - "Parents' Friday", where parents are invited to support various activities with their children, based on their profession or occupation.

In exceptional cases such as periods with pandemic restrictions in which the Ministry of Education forbids parents' access to the school premises, classroom observation sessions or other events that involve the physical presence of parents are not held.

Parents' Club

It is organized periodically and aims, firstly, to help parents better understand the Montessori method and, secondly, to answer your questions and provide you with **support in educating your children** . These meetings will be held by school teachers and other guests. The first two Parents' Clubs of the school year are compulsory for both parents and are free. One is on educational topics, related to how to work with the child, the other has as its theme behavior, social and emotional development within the group, freedom within responsible limits.

Parents/Grandparents Day

On a Saturday in the second part of the school year, schoolchildren become teachers and present class materials to their parents or grandparents. Two members from each family are invited: it can be two parents, two grandparents or one parent and one grandparent.



Website, Facebook and blog

On the school website www.montessoribucuresti.ro you will find useful links, articles, information about our school and Montessori education. On Facebook (Montessori School of Bucharest - Școala Montessori București) we publish class photos, activities, current information to the extent that parents have given their consent for this. At the beginning of the school year, parents receive a document called "Consent", in which they can give their consent, among other things, for public materials (e.g. flyers, Facebook, Instagram, website, etc.)

III. TIME SCHEDULE

Timetable

The school is open from Monday to Friday from 08.00 to 16.00. In this interval, after receiving the children between 8.00 and 8.15, during which the snack is also taken, the children have:

- ✓ 3 hours of uninterrupted Montessori cycle in the morning;
- ✓ time for group activity and classroom tasks;
- ✓ an hour and a half for lunch and going outside (when weather conditions permit);
- ✓ afternoon Montessori activity hour/individual or group reading hour;
- ✓ 2-3 sessions of 45 minutes each for complementary activities;
- ✓ moment of reflection / conclusions / order at the end of the day.

At 4:00 p.m., the children with the normal schedule go home and the children stay at afterschool until 6:00 p.m., when the doors close. During the afterschool program, children can participate in optional courses, for a fee. Children may remain at the afterschool program while waiting for the 5:00 p.m. optional by paying a parent supervision fee. Likewise, delays in picking up children from the optional (if they are not enrolled in afterschool) and delays after 6:00 p.m. are charged as stipulated in the contract annex.

Complementary activities are included in the annual fee and the school program and include classes in music education, art education, physical education, English, French and, optionally, spiritual education. In the time slot dedicated to complementary courses, the institution can organize optional/extracurricular activities about which parents will be informed in advance.

English is also included in the morning program, to consolidate information, with a specialized teacher, depending on everyone's progress and the need for individual consolidation.

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



Holidays calendar

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



Annual camps

The school organizes only one annual camp, in July. Camp is optional, but once the deposit is paid, there are no refunds if you change your mind. During the Different Week, we will organize other activities, not a camp.

Unplanned school closings

In the event of extreme weather conditions or unexpected situations requiring it, the decision to close the school will be made by the Principal and everyone will be notified as soon as possible. In extreme emergencies, the Principal will try to notify parents and school staff before 8:00 a.m. of the institution's closure. These are considered cases of force majeure and there will be no recalculation of tuition fees.

IV. POLICIES AND PROCEDURES

General consequences

All three parts of the community, the school members, the children and their families, accept their responsibilities within the community and the consequences of not meeting them.

A. For teachers, it is discussed in the Board of Directors and legal measures are taken.

B. For children, the steps are as follows:

- ✓ it is discussed with the child/children involved
- ✓ decisions are made in the community
- ✓ an individual education/education plan is made

- ✓ the family is invited and together we discuss (with the child) the objectives, the deadlines, the tasks for each
- ✓ regularly returns to the deadlines, on the progress
- ✓ in case of academic failure, the family receives a report
- ✓ in case of behavioral failure - after 1 year, the child is expelled

C. Failure to comply with the parents' obligations leads to the termination of the contract. Compliance with the policies listed below is the responsibility of parents.



Repeated absences/tardiness policy

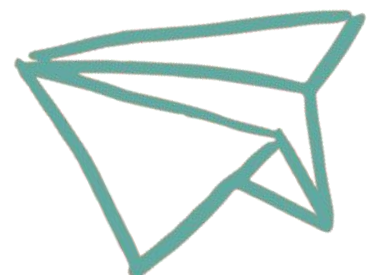
Absences

- ✓ announcing absences at least one day before they take place by filling in the absence form (the request for permission can be downloaded from [here](#)) and sending it by e-mail to the teacher and the secretary.
- ✓ announcing delays via a short text the moment you realize they are happening.
- ✓ limiting absences and lateness to 10 days per year (the equivalent of 60 working hours), both situations fall within the 10 days.

For more than 10 days of absence per year (calculated according to tardies, early departures and total medical absences or not) the child will not be re-enrolled in the following school year. The calculation will be made proportionally at the time of the decision to accept the re-enrollment request, in February (5 days of absence out of the 10 are accepted).

The exception is the situation where all absences are due to medical reasons, in which case the study year in which the child will be re-enrolled is analyzed.

Parents will notify by e-mail to scoala@montessoribucuresti.ro the reason and duration of the absence, attaching the signed absence form. The form will be sent to the school no later than the day of the absence.



The form will be sent in digital format by email at the beginning of the school year. If parents do not have a printer, they can request a physical form from the secretariat. If you fill in the form on the day of absence, just before picking up the child, absences will not be justified.

The delays

The parents must bring their children to school on time, i.e. between 8:00-8:15 in the morning. Tardiness does a great disservice to both the tardy child and the group, and therefore every parent and child must be aware of the consequences of tardiness.

Here are some of our conclusions regarding the phenomenon of delays:

- ✓ children who are late have difficulty concentrating and it is more difficult for them to choose the first activity and organize themselves;
- ✓ most of the time they find their favorite work colleague in another activity, with another colleague, and this makes them upset;
- ✓ the children who arrive the earliest have the most progress in everything they do, have time to organize themselves, and spend time with their subject of study, while those who are late are in full swing when it's time to meal and resent being interrupted;
- ✓ the teacher plans her presentations for the children based on the principle that all the children are present in the class at the start of the program and that they are ready to enter the working atmosphere;
- ✓ children of this age want to work in groups. If, due to delays, a child misses a presentation, he will receive this presentation later, individually. At this age, individual presentations are no longer desired by children and thus the work it's not so attractive anymore. For this reason, it is possible that that child to lose inner motivation and fall behind.



One of the goals of Montessori education is for each child to feel a positive part of the whole, of the community. To someone outside the class, it might seem hard to understand, but being on time helps children feel a positive part of the class group. For children, their morning talks,

greetings, the atmosphere they build together and starting a day's journey are important. Delays do nothing but hinder all these aspects.

It happens that lateness to school occurs from time to time, in isolated cases. Monthly exceptions are tolerated. Habitual lateness is not accepted at MSB. MSB is a community where we rely heavily on the responsibility of everyone, especially the responsibility of adults. Each of us is responsible and can contribute to the balance and harmony of the community of children and adults.

That's why we count on parents to give their children time to get to school at 8:15. Upon entering the school, children/parents will check-in in the Kinderpedia application

Based on these records, monthly attendances and tardiness will be calculated. In case of large number of delays you will receive a report indicating the percentage of delays.



Tardies will be converted to absences (example - 4 tardies of 15 minutes each is a one hour absence) and the absence policy described above applies.

Taking the child from school

Children will only be picked up from school by their parents or the persons mentioned on the registration form. If the children will be picked up from school by someone other than the people mentioned in the registration form (even when they are people the school staff knows, for example, other parents in the school), parents will inform the secretary by phone or using the app Kinderpedia and they will send a written request with the contact details of the person who will take the child.

Also by written request to the secretariat and waiting for approval, the possibility of leaving a child alone from school (not earlier than the 4th grade) is taken into account.

The parent must inform the school one day in advance if they intend to take the child early from school the next day also using the same absence form (request for permission). The child will not be removed from an hour of complementary activities. If they do not notify in time, the parents will wait for it to end before they can pick up the child.

Parents will not enter the space intended for children in the yard or school and will wait for the children in the space set up for this purpose.

THEMES

When a child does not complete the work set with the classroom teachers or co-curricular activities by the end of the day, they will be given home the remaining work in progress to complete by the next day. The child will thus learn that an unfinished task does not disappear, it is only postponed.

Conduct

Preservation of the environment

Children who damage school property pay for all repair work or bear all costs for replacing damaged property. If it is not known who caused the damage, the material liability becomes collective, belonging to the entire class. Expenses are borne, as appropriate, by the parents or by the children through involvement in activities necessary for the entire collective.

Conflicts between children

Aggression, and physical or verbal violence is not accepted. Of course, there are nuances. Children learn during this period to manage their emotions, negotiate roles in the community, accept the consequences of their actions, try solutions, make mistakes, to return to previous decisions.

We count on parents for coordination between family and school in instilling the right attitudes. However, in the history of the school, there are situations where a child's behavior is repeatedly aggressive to the point of bullying, and the parents do not consider it a problem, refusing to consult specialists or challenging the consequences applied within the school. In such situations, the school will decide to lower the child's behavior grade. This leads to the refusal of the application for re-enrollment in the following school year or even expulsion in the current year.

Conflicts between adults

We believe that open communication and a mutually supportive relationship between family and school are of utmost importance in the child's development. However, we must not forget that we are human beings and therefore things are not always as simple as we would like.

- ✓ If you have any questions or concerns about the children's activity in the classroom, please contact the teachers.
- ✓ If your concern is about the school's management policy, please contact the school's management.
- ✓ If it is about educational aspects related to the application of the method and its specifics, please contact the educational director.
- ✓ If parents have complaints about other children or other parents, they will address the educational staff of the school and they will act to resolve the complaint.
- ✓ If the parent notices a conflict between the children or considers some of the children's behavior inappropriate in the school, he will address only the adult who accompanies them in the school premises and will not intervene in any way between the children. Any discussions and clarifications regarding how things happened will take place in particular with the teacher/nurse who was with the children and, if applicable, with the school management.
- ✓ Inside the school, parents are not allowed to scold, apostrophize other children, other parents or school employees, regardless of the nature of the conflict or dissatisfaction. Loudness and disrespect lead to termination of the contract on the spot or refusal to re-enroll the child in the following school year, depending on the severity of the behavior.



Additional hours outside the institution

In the situation where a teacher of the school offers extra hours outside the institution to children enrolled at our school, the contract with the child's parents will be terminated at the end of the semester/module and the contract with the teacher will be terminated at the end of the current school year.

Uniform

The uniform is mandatory and consists of the t-shirt with the school's name on it and plain trousers or skirt without prints. Indoor shoes and sports equipment are also mandatory. Students who do not have the sports equipment in physical education classes will attend the classes but will not participate in the activities and will receive an absence for that class.

Since the classroom activity does not exclude clothes getting dirty or wet, we recommend keeping a set of spare clothes in the child's personal locker in the changing room. If they have no uniform shirt left in their wardrobe, the replacement shirt will follow the color code: green/varnish, blue/blue or white, without prints.

The jackets, jackets, accessories (caps, gloves, scarves, etc.) and especially the uniform shirts (which are identical) **will have the children's names written on the labels.** If students happen to lose items of clothing, they can check the lost item bin. In Montessori pedagogy we prepare children to be autonomous in their own care. You can help them by labeling the many clothing items so that the child can easily recognize them.

In the Montessori classroom it is important that students can move freely. Many of the activities are done on mats or require students to sit cross-legged in a circle. That's why we recommend using comfortable indoor shoes, which schoolchildren can also use during indoor sports classes.

Certain clothing accessories distract children. That is why children are not allowed to school with jewellery, purses, hats, nail polish and other accessories.

Legal aspects

Non-discrimination statement

The MSB-MKB Montessori Primary School welcomes children regardless of race, color, sex, religion, nationality or ethnicity. They will have equal rights and privileges in carrying out activities related to the MSB-MKB Montessori Primary School. With regard to children with special needs, each situation will be analyzed to see if the experience and knowledge of the teaching staff is able to bring a benefit to the child and if the Montessori environment is beneficial.



Parental consent

Parents will sign a form giving MSB-MKB Montessori Primary School the right to apply internal regulations regarding medical treatment, observation of the child, outings outside the school (museums, science or art centers, library, various facilities), camps, photos and videos in which your children appear.

There is no need for parents' express written consent for situations where children decide ad hoc to go to the store near the school together with an adult or other similar situations.

If parents do not agree for their son/daughter to travel with the group organized by the school, the only alternative is for that child not to participate in the group activity. Children may not be accompanied by their parents unless explicitly requested by the educational staff.

Divorce of parents

MSB-MKB Montessori Primary School deals with the individual development of each child. We believe that all children need a loving family to support them morally. When parents separate, children suffer a lot. Their spirit of loyalty is betrayed, because they love and need both parents. MSB-MKB Montessori Primary School will not intervene in matters of this type.

In the case of divorced parents, the child's legal guardian provides the school with a written statement specifying the period during which the child is taken from school by the other parent. It will be submitted to the child's file and the court decision. In the case of joint custody, both parents will sign the contracts and agreements required by the school.

Change of address and emergency contact details

Notify the school office immediately if you change your address, phone number or any other information useful for emergency contact.

V. MEDICAL POLICY

Medical documents at the beginning of the school year

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

- ✓ An epidemiological opinion certifying that the student does not have a disease contagious and is apt to enter the collectivity;
- ✓ Medical certificate for enrollment in the community, which includes the child's medical history;
- ✓ Vaccination sheet completed by the pediatrician.



Parents agree to the following:

- ✓ To complete a medical form in which to provide the school with as many details as possible in relation to the child's state of health;
- ✓ Discuss the child's previous health problems with the staff;
- ✓ Provide the school with the phone number of the child's doctor, as well as two other emergency contact numbers;
- ✓ To periodically inform the teacher about the health status of the child.
- ✓ Parents will notify the medical team and class teachers/educators of any allergies or other medical conditions (chronic diseases such as epilepsy, asthma, etc.) by bringing supporting medical documents.

Administration of drugs

Prescription drugs can only be administered by medical staff if the parent has completed and signed a treatment form and sent the original/copy of the prescription. The medicine will be labeled with the child's name and kept in the doctor's office. 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 the 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.

Sickness

If a child feels sick during classes or breaks, 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 picked up earlier from school if the situation requires it. The school nurse will inform the teachers about the child's condition.

If a student arrives at school and is sleepy, has a low appetite, or complains of feeling sick even though he is 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 to be involved in the activities of the class.

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

- ✓ pain without a clear diagnosis
- ✓ low fever (temperature of 37.3° - 38° or higher)
- ✓ diarrhea (3 or more watery stools in 24 hours)
- ✓ vomiting
- ✓ rashes or systemic itching
- ✓ mucopurulent rhinorrhea
- ✓ cough with sputum / persistent / labored breathing
- ✓ sore throat (accompanied by fever or inflamed tonsils)
- ✓ vision problems or conjunctivitis
- ✓ any other symptoms that indicate illness

Please notify the teacher or nurse by email when the student will be absent due to any of the above symptoms.

If the onset of these symptoms occurs during school hours, students will be isolated at the medical office and parents will be called to determine further conduct. If parents cannot be

reached, emergency contacts will be called. The MSB-MKB Montessori Primary School will not assume responsibility for the cancellation of parents' vacation plans due to children's illness. Therefore, the institution will not make material compensation related to vacation expenses.

If the child is absent from school because he is sick (for example he has a fever) the parents are obliged to inform the medical office as soon as possible.

After 3 days of absence, for medical reasons, it is mandatory to bring a medical certificate to return to the community. Please ensure that the certificate is issued no later than 24 hours before returning to school.

If a child cannot sit outdoors it means they are not healthy enough to come to school and need to stay at home. Please send your child suitable clothes to be able to spend about an hour/day outdoors. Montessori students will spend time outside daily, except on days when the educational team determines that it is not appropriate for the children to go outside.

Minor accidents

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

In case of a strong blow to the head, the medical team (or, in the absence of the medical team, the teacher/principal or service staff) will inform the parents by phone. Because contusions can occur later, any hard blow to the head will be reported to the parents. In the case of minor accidents, parents will be informed by the teacher / afterschool assistant, depending on the time interval in which the incident occurred.



Emergencies

In case of emergency, first aid will be provided on the spot. Members of the MKB educational team who interact directly with students have taken a First Aid course.

Parents will be the first to be notified in such situations, and if they cannot be contacted, staff will act in accordance with the parents' signed emergency agreement, whereby the parents

must give the school permission to handle the child's treatment. Parents will bear the related expenses.

Other situations

In emergencies such as the emergence and spread of the COVID-19 virus, MSB-MKB, and parents will undertake to comply with the actions regarding the prevention and control of the virus in schools and the measures established at the national level. The medical policy 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. Parents will be notified of all confirmed cases. Immediately after being detected, parents are asked to take the child from kindergarten as soon as possible for treatment. Parents of children in the whole group will be asked to check on the children daily.



Chickenpox and other diseases of childhood

Parents whose children have such diseases will bring a medical certificate.

If such a case is reported at the morning triage, the medical team will check all the children in the unit.

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

Scarlet fever – group A streptococcus

Parents of children with scarlet fever must bring a medical certificate to confirm 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 affected groups with a description of the symptoms of scarlet fever.

All children in the affected group should have a pharyngeal exudate performed, and depending on the epidemiological impact, a pharyngeal exudate may be requested for other

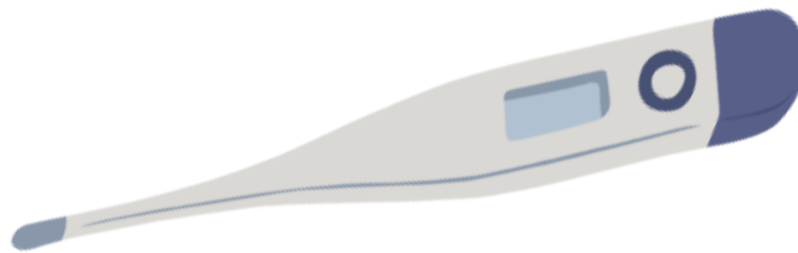
groups/classes as well. Diagnosed children will be able to return to kindergarten only after they are treated and bring a medical certificate certifying that they are fit to return to kindergarten.

In such a situation, MSB-MKB will perform additional disinfection. In case of an outbreak, at least 3 cases in a class/group at the same time, there is the possibility of closing the group/class for the next day.



The return to collectivity

When children return after absences for medical reasons, it is necessary to present the medical certificate issued by the doctor (medical certificate, medical letter, prescription, epidemiological opinion), which mentions: the child's name, the diagnosis, the period of isolation and the doctor's consent for re-entering the community. Please ensure that the certificate is issued no later than 24 hours before returning to school.



VI. OTHER INTERNAL RULES

Food

Lunch and afternoon snack are provided by a catering company. Occasionally children prepare their snacks.

The portions are in accordance with the age of the children. The morning snack will be available to the children every day from 8:00 am to 10:30 am.

The sweet snacks provided by the catering company contain honey, not refined sugar. However, some products that parents bring to celebrate children's birthdays at kindergarten may contain sugar. The ingredients of the products received from abroad will be accompanied by a certificate of conformity.

Cleaning

It is part of the Montessori principles that the care of the classroom environment is the responsibility of the students under the guidance of the classroom staff.

The school is cleaned daily. Please help us keep it clean and use the shoe protectors placed at the entrance to the school as often as you wish to enter the classroom. Teaching materials and tables are cleaned daily with antibacterial, antiseptic solutions.

We have a contract with a sanitation company (disinsection, disinfection, deratization) according to the rules in force. In epidemic situations, the school closes temporarily for such professional sanitization and we notify you in good time.

The classrooms have an air purifier used daily, which ensures the destruction of microorganisms such as bacteria, viruses or allergens in proportion to 99%, and once a week we use a disinfection device with UV-C ultraviolet light.

Birthdays - the joy of life

The moment of birth represents the beginning of your child's life and it is a very important moment. Children who have birthdays during the school holidays can choose a day to celebrate their new age at school with their peers.



For birthdays, only cakes with a certificate of conformity or fresh fruit can be brought. If you want to bring prepared sweets home, they must be accompanied by the list of ingredients used, thus the parents guarantee that they are fresh. Please talk to the teacher if you want to bring snacks. If you are having a party for the birthday child, please do not send invitations to the school until all the children in the class have been invited. From experience so far, these situations can cause inconvenience. Please avoid scheduling children's birthday parties during the week to prevent the child from having difficulty concentrating the next day at school.

Special days at MSB

Christmas and year-end parties, Mother's Day, Father's Day, and Parents' Day are considered special days at MSB. Parents' Day means the child coming to class with parents or grandparents on a Saturday. The child can be accompanied by a maximum of two adults from the family (two parents, one parent and one grandparent, two grandparents). The child

is the teacher, and the parents become the schoolchildren to whom their child shows them how the classroom and the materials work. This day is a special day for the child and it is important that the parents or grandparents are present and their attention is entirely on the child who is in the school class. To protect these special moments, we ask that on Parents' Day the child comes with two adults from the family, without other companions (siblings, friends).

These special days are established and communicated at the beginning of the school year in the annual calendar and cannot be changed at the request of parents.

From the student's work

Parents can access work from their children's portfolios during teacher meetings. The portfolio remains at the school in the archive until you leave the school, but can be temporarily taken home on signature at the end of the school year, after the completion of the assessment and the transcript.

Children with recurrent counterproductive behaviors

When children go through periods marked by behaviors counterproductive for the community, or especially counterproductive for his own physical, cognitive, psycho-emotional development, parents will be informed and asked for their support. Collaboration between attachment figures (parents and teachers) has proven over time to be more useful for children than unidirectional strategies applied only at school.

Also, depending on the situation, the teacher can ask the parents for 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 indicated by the specialist and at least until the child's behaviors in the community balance out,
- ✓ the communication between the specialist and the school is done by means of a letter from him or, at the request of the school, by establishing a meeting/s, in which the child's parents can also take part,
- ✓ 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 involved in this endeavor will be borne entirely by the parents.

If the parents choose not to consult a specialist at the MSB request, given that the child's behaviors that affect the community or his own development persist, then we cannot renew the contract in the following year.

Children with special needs

If a particular child has special needs, MSB agrees to communicate with an approved person (speech therapist, psychologist, etc.) to help the child learn and progress to his or her potential. The costs related to the specialized help that the child needs will be borne entirely by the parents.

If parents refuse to see a specialist at MSB's recommendation, and behavioral or cognitive development problems persist, MSB will not renew the contract for the following school year.

Personal effects and electronic items

Children are not allowed to bring personal items to school, other than those necessary for the educational activity or daily change of clothes. They also do not need supplies, personal pencils because the school provides all the necessary supplies. They may come with a pen, under the guidance of the teacher. Educational games are welcome. We encourage the child to bring to school objects with educational value such as: plants, flowers, objects related to nature, science, books, photographs.

Please check with the teachers before bringing a certain object into the classroom. Children are not allowed at school with mobile phones, smart watches or any other electronic items. Exceptions are the cases of children who leave school unaccompanied, at the written request of their parents.

Lost and found section

Children are not allowed to school with money, gold chains or other valuables. We take no responsibility for their loss. Educational or auxiliary staff are not obliged to look for children's lost belongings on the spot, unless they are essential items, without which the child cannot go home: winter jacket, shoes.



Please check the lost and found section regularly and do not let the pile of clothes in this area grow excessively. Periodically (2-3 times a year) you will be invited to claim your children's clothes / items. Unclaimed lost items will be donated.

Loss of Montessori teaching materials

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

ENROLLMENT-RE-ENROLLMENT-TRANSFER

MSB-MKB Montessori Primary School has an open admissions policy. The school accepts children regardless of gender, race or religion.

The selection criteria will be communicated to parents when the annual offer is launched. An important criterion is the adherence to the school's values and the continuation at home of principles such as autonomy, concentration, collaboration, respect for oneself, others and the environment. Parents do not have the possibility to preferentially choose the class/teacher.

Re-enrollment

For the following school year, re-enrollment in the higher classes of the preparatory class is done in the period before the one established by the School Inspectorate of the Municipality of Bucharest for the preparatory class in order to be able to offer an exact number of places to the latter. Our school calendar will be made known to parents at the launch meeting of the school offer.



Children who repeatedly behave disrespectfully or aggressively towards themselves, towards colleagues or adults, towards the working environment and whose parents have not respected their contractual obligations in the current school year, especially in the meaning of supporting the team in improving the child's behavior.

The transition from one Montessori cycle to another

Following the re-enrollment of the children from the current school year, the school will have an exact number of places available for the preparatory class, which it will communicate to the parents of the Montessori Kindergarten of Bucharest. There will be a presentation of the characteristics of the child's development stage in the primary cycle and how the Montessori pedagogy and our school meet the needs of the child of this age. Parents interested in continuing with us will complete an enrollment application form.

The child's educator and a Montessori teacher from the next cycle have the final say in the decision related to the reception of the child in the next cycle in the current year or the following year, a decision based on the child's progress from a physiological, socio-emotional and intellectual point of view. All this contributes to the good adaptation and harmonious development of the child in the future.

Montessori School of Bucharest does not take into account the distribution of children by age as established by the Ministry of Education, but the development criteria listed above, for each child.

The completion of the enrollment process for the preparatory class takes place during the period established by the Ministry of Education in this regard.

Enrollment

Enrollment of new children at the school, coming from other kindergartens, begins with a meeting with the parents at the *Opened Doors Day* which takes place periodically throughout the school year, to familiarize you with the Montessori method. Enrollments take place in the spring, after the re-enrollment of schoolchildren from the current year and children from the MKB kindergarten. After the parents are notified about the places left available after these stages, the child meets the teacher, to get to know us better and to determine if the Montessori School of Bucharest meets the needs of all parties involved: the child, his family, and the school.

The next step for re-registration / internal registration / external registration is to complete the registration file, which will contain:



Mandatory administrative documents:

1. registration form
2. partnership contract, which includes the clause of compliance with the school's internal rules, presented in this guide
3. copy of birth certificate
4. copy of CI of the parents/legal guardians
5. registration fee
6. tuition fee

Mandatory educational documents:

7. the evaluation sheet from the kindergarten/school previously attended
8. copy of the transcript from the previously attended school
9. characterization of the child by the educator/teacher from the kindergarten/school previously attended
10. in a situation where the child comes from another Montessori kindergarten/school, a detailed characterization and a list of the presentations received by the child in that kindergarten/school is mandatory. Based on this detailed information, the teacher will observe the child during the first weeks of school and provide feedback related to your child's acquisitions in the first one-on-one session.

Mandatory medical documents:

11. the medical consultation form completed by the parents
12. analysis report requested by the medical office (pharyngeal exudate)
13. epidemiological notice for (re)entry into the community
14. medical certificate for enrollment in the community
15. vaccination record
16. documents that were issued by the specialists for special needs that the child attended: speech therapist, psychologist, psychiatrist, neurologist, etc. These are vital so that the school can meet the real needs of the child. In the absence of these documents, when they are necessary, the school cannot assume the child's progress.

