



2021/22

Parent's Guide

Elementary



Mezinárodní
Montessori
škola
Olomouc

Mezinárodní Montessori škola Olomouc

- mateřská škola a základní škola, z.ú.

+420 736 238 630 | www.montessoriolomouc.cz | Grégrova 302/9, Olomouc

Obsah

| | | |
|-----|---|----|
| 1. | About the school | 4 |
| 2. | School team..... | 6 |
| 3. | School and family collaboration..... | 8 |
| 4. | Tuition | 9 |
| 5. | Attendance and Punctuality..... | 9 |
| 6. | Daily schedule | 11 |
| 7. | Birthday celebrations | 11 |
| 8. | What to bring to school..... | 12 |
| 9. | Communication between parents and the school..... | 12 |
| 10. | Competences of school management..... | 13 |
| 11. | Classroom observations | 13 |
| 12. | Individual consultations..... | 13 |
| 13. | Workshops for parents | 14 |
| 14. | Events for children and parents | 14 |
| 15. | Field trips | 14 |
| 16. | Theater performance | 14 |
| 17. | Bringing objects from home to school | 15 |
| 18. | Food | 15 |
| 19. | Contacts:..... | 16 |

Welcome,

We are honored that you have decided to become a member of the International Montessori school community in Olomouc. This booklet will guide you through your child's attendance at the school. It outlines the rules, principles, and procedures both for families with children, and the school staff. If you have any questions about this part of the booklet, do not hesitate to contact Lukrécia Lachmanová, the founder of the school.

1. About the school

History and organisation

Mezinárodní Montessori mateřská škola Olomouc, z.ú. was established in 2014. We discovered the Montessori method of education and believed it to be a quite logical and common sense approach to education. We wished there would be a school in Olomouc which would provide high quality Montessori education and decided to create one. After two years of running the Primary level school at Vídeňská street, EU funds allowed us to expand to a second class at an address at Grégrova street where the school now includes a classroom for children aged 1,5–3 years (toddler classroom), a second Primary level classroom for children aged 3–6 years, and a lower Elementary group school for children aged 6–9 and an upper Elementary class for children 9-12 years of age. Since 2017, the entire institution has been called The International Montessori School in Olomouc. It was established as a non-profit organisation, managed by a board of directors. Its operation is funded by school fees, donations, subsidies from the Ministry of Education, Youth, and Sports of the Czech Republic, and EU subsidies, provided via the Ministry of Labour and Social Affairs.

Mission

We are convinced that children naturally desire to learn and can easily absorb all aspects of their culture and civilization.

We also believe that if children have the freedom to explore and make decisions, they are motivated to learn. A desire to learn by exploration will be with them for the rest of their lives.

Our Primary and Elementary schools offer a curriculum based on our trust in the child's ability to develop their potential by engaging in activities which promote physical, mental, and emotional growth. We respect the child's needs, and support a community of children, parents, and school staff.

The school offers a carefully prepared environment which meets the academic, social, and spiritual needs of children. The children should follow their own internal rhythm by engaging in purposeful activities, and thus increase their ability to explore and learn. Thanks to this educational experience, children grow into adults who are responsible, caring, and respectful.

Key values

Our elementary school has three key values which help us fulfil our vision: holistic development of the child, a prepared environment, and a caring community.

Holistic development of the child

The school emphasizes the child's holistic development – development of the body, mind, and spirit.

We cultivate habits which promote healthy eating and physical activity, with the aim to facilitate a good development of the child's organism.

To ensure that the child will grow into a successful adult citizen of the global community, we promote positive self-esteem and personal responsibility for oneself, others, and the environment.

We want children to be independent, responsible, intrinsically motivated, and possess intellectual skills.

Prepared environment

Our school carefully cultivates an educational environment which promotes the child's holistic development. The prepared environment includes not only school premises, but most importantly educators who strive to continue their personal development and apply the Montessori principles.

Our premises are conceived as functional, beautiful, and sustainable aspects of the educational environment. By promoting our staff's continuous education, the school aims to achieve the highest possible level of authentic Montessori education.

Community

By organising meetings and educating parents, the school strives to create a strong community of families and school staff. Parents and teachers work together to make sure that the children can develop as global citizens. From the first contact and throughout the child's educational voyage, parents take care to help them understand the school's key values, participate in their education and healthy development, and thus contribute to the school's sustainability. Together, the school's management and staff create a safe and stimulating environment to promote physical, intellectual, and spiritual development.

School Education programme

School education programme is based on Montessori education programme AMI for ages 6 - 12 and on Framework Education programme for Elementary Education in the Czech Republic.

Accreditation

Mezinárodní Montessori škola Olomouc, z.ú. (International Montessori school Olomouc) is incorporated in the Register of Schools and School Facilities of the Ministry of Education, Youth, and Sports of the Czech Republic from September, 2020. It is a member of the Montessori Association of the Czech Republic.

2. School team

Lower elementary



Martin Howes- English Montessori teacher

I was born in Johannesburg, South Africa, I grew up in Durban, South Africa. I have been teaching for 20 years, 8 of those years as an elementary teacher. I have taught in Lower Elementary and Upper Elementary classrooms. I love teaching, but not just in the classroom. I believe the outside environment has a lot to offer students. I have a passion for nature, reading, travelling, visiting museums, and learning about and discovering new things. I am excited to join the team at the International Montessori School in Olomouc.



Mgr. Irena Kočí- Czech language teacher

I was study Teacher for first grade fo elementary, and I was in program DVPP Montessori CZ



Radka Mičeva – asistent pedagoga

I have always been interested in working with children but I have come to work with children sort of by accident. At the age of 20, I decided to go to the USA to get some experience from broad. In the end, I stayed for 14 years. Upon my return, me and my family decided to settle down in Olomouc. I started working in Montessori school in 2017, first as a school caretaker. Working with children is a true joy for me. So I decided to get a training as a nanny for children up to the age of 6 and also a training for Montessori assistant for children ages 0-3 and course for assitent teacher.

Upper elementary



Russel- English Montessori Teacher for children ages 6-12

I am a certified AMI Elementary teacher for children ages 6 to 12. I have more than 10 years of experience in education and school administration. I started my career as a Montessori assistant for children ages 6 – 12. I come from the U.S (Michigan) and have thought at throughout the world. I have a great deal of experience working with children in both the Montessori classroom environment as well as having worked in the project and operations managment fields. I have devoted much of my teaching towards working with children in environmental and outdoor projects, including historical reenactment.



Mgr. Lenka Petrová – Czech language teacher

My name is Lenka and I am an assistant teacher. I graduated from the Faculty of Education at the Palacký University Olomouc as the secondary education teacher of English and Czech languages. I completed the AMI 6-12 teaching assistant course. The last 16 years, I lived in London. I worked with children aged 3 months to 11 years, first as a nanny, later on as an educator. I have three children that I raise in the spirit of „respect and be respected“. As a parent of three children, I am constantly working on myself and educating myself which helps me in my teaching job as well. My hobbies are yoga, outdoor sports, camping, studying the English language, going to theatre and watching movies.

3. School and family collaboration

A child's Family plays the first and most essential role in the development of the child. In our school, we can create a safe environment to support the type of upbringing you develop at home. It is therefore crucial that both the parents and the school agree on educational and upbringing principles. Thus, it is important that you choose the type of school for your child that closely corresponds with your values in regards to educational and child rearing principles. The best quality school can not provide a high quality education and support to a child whose parents hold on to different child rearing values. We are ready to be your guides on the path of active parenthood. Our teachers are experts in education and child rearing practices for specific children's age groups. Do not hesitate to turn to them with any questions or doubts you might have when dealing with your child in any specific situation. You will regularly receive information on your child's progress, meaning what they are doing well and what they need to improve or work on. Several times over the year, you will have a chance to attend workshops for parents during which, topics of child education and upbringing will be explored and discussed. You will also have a chance to spend some pleasant time with your children and school community during the school celebrations held throughout the year.

A more detailed set of recommendations and tips can be found in the document: **Homework in Montessori.**

4. Tuition

Parents pay the tuition via invoice on the 20th of the previous month at the latest. During your child's absence, an aliquot amount of tuition is paid back to you given the reason of your child's absence is failure on our part.

Bank account information:

School: Raiffeisenbank 268 266 184/5500

Annual tuition is 72 000,- Kč. It is possible to make the tuition on a monthly basis over a 12- month period at 6000,- Kč per month.

Morning daycare (optional) 1000,- Kč per month

5. Attendance and Punctuality

Regular and punctual attendance is key to child's success at school. A child at any age needs to attend school regularly and be punctual to in order to receive the best possible learning outcome. Our curriculum is quite complex and demanding and we do expect all our children to be present and prompt at school everyday. It is very important that your child comes to school on time in order to have time to prepare for school, be included in all lessons, and to form the right habits of punctuality as well as to develop a good sense of daily routine. If your child is repeatedly late for school or misses a large amount of time/classes, his or her academic, physical and practical skills development becomes compromised along with his or her sense of responsibility and self-discipline.

Coming to school

Students come to school between 8:20 and 8:30 a.m. We receive your child at the front door of the school. Elementary aged school children may come to school on their own. Parents, please, do not enter the school building. School premises are designated for students and school staff only (unless you have a prior appointment).

Leaving school

Children leave school at 3:00 p.m. Please, wait for your child outside the school, do not enter the school building. Unfortunately, at that time, there is a lot of movement of students from different classes and the front becomes very crowded.

During field trips, for the security reasons to picking up your child during the actual field trip, is not allowed. Please wait at the school for your child to return from any trips.

Authorization to pick up child

Persons who will be authorized to pick up your child must be recorded in the form called, “*Authorization to pick up child.*” In case you plan to have your child picked up by someone other than those previously authorized in the form, please provide a written consent to your respective teacher and/ or send an email to the school office, including the name of the person and their date of birth. During the time of pick up, that person needs to present his or her identification card (if we do not know the person).

Morning daycare

Morning daycare takes place between 6:30 and 8:30 a.m. (a minimum of 5 children need to be signed up in order to open). If you are interested in reserving a spot, please contact the school office for more details.

Absence and illnesses

If you know that your child will not be attending school for any reason, **please, send an e-mail to:**

Your child’s teacher, and:

zuzana.priadkova@montessoriolomouc.cz

lukrecia@montessoriolomouc.cz

Please, report the **length of your child’s absence** and the reason. If the **original period of absence becomes longer** than originally anticipated, please **let us know**.

Don’t forget to cancel meals on webooker!

Children are automatically registered for a full board. If you have any trouble logging into the system, contact the school office.

As a matter of priority, please try to schedule your vacation during school and bank holidays. If you wish to take the child out of school for more than three days, please make a request to the head of school; you can ask the class teacher for permission for your child’s absence for 1 to 2 days. If you are planning a long-term period of absence, please inform us well in advance so that the teacher can adjust the child’s individual educational plan. The maximum number of absences where the child’s progress is not significantly affected is 2 weeks per term. If you have plans for longer absences throughout the year, you may wish to consider a free form style of schooling rather than the Montessori method of education.

We do not refund any fees for the period of time of your child is absent as we are unable to accept another child to fill their vacancy during the absence.

We strive to protect the health of all pupils. Therefore, we request that if your child suffers from a high fever, strong persistent cough, inflamed eyes, diarrhea and vomiting, or a cold (yellow mucus), they should remain at home. If the child has a fever, it is recommended that they re-join the group a day after their condition subsides; in case of smallpox, after all scabs have fallen off; and if they have lice, 2 days after the

relevant measures were adopted to rid them of the lice. In the case of lice, regardless if your child has had the lice and they are then removed, we ask you to inform the teacher and to avoid bringing your child into the group for the sake of the other students until they have been cleared of the problem. The recommended period of time when they should stay at home is 2 days at least, ideally a whole week.

6. Daily schedule

| | |
|----------------------|--|
| 8:00-8:15 | Coming to school |
| 8:30 | Beginig of education |
| 8:30-11:30 | Morning working cycle – Individual and group acitvities according to the educational plan |
| 11:30-11:45 | Cleaning, cyrcle |
| 11:45 – 13:30 | Lunch, outdoor play time |
| 13:30 – 15:00 | Afternoon working cycle, cleaning |
| 15:00-17:00 | afternoon activities (optional) |

Other activities with external teachers that are part of the educational program:

Monday afternoon: Music

Wednesday afternoon: Swimming

Friday afternoon: Chess

7. Birthday celebrations

Birthday celebrations are normally held after the morning working cycle ends, i.e. before lunch.

You are invited to attend your child's special day and we ask that you bring some words about a highlight of each of their years since birth, along with a photo. We will sing a song and celebrate by counting off the years they are here on the planet with us so far. An appropriate gift, should you decide to have one, is a book or plant for the classroom to share. We do not wish to share any food items with the other children while at school. Should your child decide to provide some small snack, please have them do so after school outside the school.

Some children do not like to celebrate their birthday collectively. Respecting this, we merely wish them happy birthday.

8. What to bring to school

- school backpack
- water bottle
- **closed heel** slippers with anti-slippery soles (they stay in school)
- PE clothes (fall and spring season – PE class in the park, winter time – PE held at the gym, start of the gym will be announced in advance); swimsuit, towel, goggles and hair brush for swimming lessons.
- Weatherproof clothes and shoes for outdoors based on season
- Apron for arts (an old men's shirt is ideal)
- Small pencil case and writing accessories for field trips outside the school.
- Raincoat
- **Public transportation season ticket or one- way tickets for public transportation.**

Please, write your child's name on all the personal belongings. You can use a permanent marker or personalized name tags.

9. Communication between parents and the school

It is very important to communicate to our teachers regarding any unusual situations in your child's life outside of school, including: bad nights sleep, grandparents visit, family illness, or deaths in the family, etc), as well as late arrival to school, doctor visit, early school pick up, and so on.

You may send this information through email to your child's teacher at their class email. We will read the information during the lunch break or in the afternoon. If you need to communicate anything urgent during the day, please contact the school office.

-information from the school office is sent via class email or to the administration email.

- information from teachers to parents is sent to your classroom email or administration email.

- photos and documents are uploaded into a closed Facebook group of parents of Montessori children called:

Mezinárodní Montessori škola Olomouc – rodiče (International Montessori school of Olomouc – parents)

10. Competences of school management

Ing.arch. Lukrécia Lachmanová, founder of the school– suggestions, comments, and anything you need to discuss with the school :)

e-mail: lukrecia@montessoriolomouc.cz

phone: 603 446 097

Bc. Zuzana Priadková – head of the school office – contracts, school organisation, operational matters

e-mail: zuzana.priadkova@montessoriolomouc.cz; office@montessoriolomouc.cz

phone: 736 238 630

Classroom issues and issues concerning your child's learning and development, or information regarding your child's classroom activities should be directed to your child's teacher.

11. Classroom observations

Parents can come and observe the morning program at the school. Observations take place at the beginning of the 2nd term. You'll be notified well in advance, and able to choose a preferred date. Two family members can attend the observation which usually lasts for 30 minutes.

12. Individual consultations

The aim of individual consultations is to pass on the information about the child's educational progress and social behavior, and receive feedback from the parents. The consultations are held twice a year throughout a day. Twenty minutes are allocated to each family. Dates will be posted well in advance on the information board.

If you'd like another individual consultation, please arrange a date with your child's teacher.

13. Meetings for parents

The purpose of these meetings is to give information about the school's educational program, and provide a space where questions can be asked and individual topics discussed. Workshops are held at least four times a year.

14. Events for children and parents

Throughout the year, we hold social events for the school's pupils and their relatives. They take place at the school and always start at 3:00 p.m.

- Autumn celebration
 - Autumn-themed crafts, a lantern procession
- Christmas celebrations
 - Christmas themed performance and crafts
- Easter Fair
 - A fair involving crafts created by children
- School celebration
 - Ending the school year, declaring formerly pre-school children school children. (small graduation ceremony for pre-school children moving to the elementary classroom.)

15. Field trips

Field trips outside the school are part of the Montessori educational program. Children choose, plan and organize their trip independently, depending on the topics they currently work on. During the field trip, they are always accompanied by a Czech guide who is to secure their safety.

If we organize an all-day field trip or a longer trip, it will always take place on Thursday afternoon. Please, get your child a junior season public transportation ticket or one-way tickets.

16. Theater performance

We usually visit theater four times a year. The theater performance for schools takes place in the morning. We usually walk to theater and come back at a lunch time. We collect admission fee of about 80 Kč based on the performance.

17. Bringing objects from home to school

Please do not let your child bring to school any candy, chewing gum, soft drinks, toys or any dangerous objects. If your child has a mobile phone, it needs to be turned off in the locker for the school time.

18. Food

Children are provided with snack and lunch. Childrens whoose stays at afternoon program (after 15:00) brings afternoon snacks from home.

Childrens are birnging botle of water from home.

Parents pay a monthly invoice for the school lunch that is sent by the school after the end of the month. Children are signed up for the school lunch automatically. Parents can unsubscribe or cancel the lunch through an electronic attendance system. Please do not ask the teacher to cancel your child's lunch because (s)he does not have an access to the system. You can cancel the lunch before 10 a.m. on the previous working day.

Please, do not give your children sweets, candy or chocolate to school as it must be returned home.

We follow any allergies or possible diet restrictions for your child. You just need to record them in the child registration sheet. In case of any changes in diet, please notify the school.

Thank you for your cooperation

19. Contacts:

School office phone: +420 736 238 630, 605 531 691

Head of School Office: Bc. Zuzana Priadková
zuzana.priadkova@montessoriolomouc.cz

Ing.arch. Lukrécia Lachmanová – founder of the school, teacher for
children ages 6-12. Phone: +420 603 446 097
lukrecia@montessoriolomouc.cz

Mgr. et Mgr. Jana Glueck – head of school

tel: 605 735 304
e-mail: janaglueck@montessoriolomouc.cz