



上海静安区安柏蒙特梭利進修學校
Amber Montessori School of Shanghai



上海静安区安柏蒙特梭利进修学校
AMBER MONTESSORI SCHOOL OF SHANGHAI

PARENT'S DIARY



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Amber Montessori School of Shanghai

Welcome

This Parent pamphlet can help you to fully understand our school, we sincerely hope that it will solve all the doubts you have. If you have any further questions or advice, please contact our responsible teachers directly.

"Children are human beings to whom respect is due, superior to us by reason of their innocence and of the greater possibilities of their future."

Dr. Maria Montessori



School Profile

Amber Montessori School of Shanghai is a professional Montessori Institution for preschool education that mainly recruits preschoolers from 0-6 years old. As a certified member of the American Montessori Society, the school will be in accordance with the international standards developed by the American Montessori Society. We strictly follow the Montessori teaching method, creating a high-quality educational environment for the children. We also do our best to provide every family the most professional of parental guidance and advice.

Teachers and Administration

1. Teaching Staff and Responsibilities

1) Elephant class

Class teacher: 1
Assistant teacher: 2
Nurse teacher: 2

2) Dolphin class

Class teacher: 2
Assistant teacher: 2
Nurse teacher: 1

3) Bear class

Class teacher: 1
Assistant teacher: 2
Nurse teacher: 1

Teacher Responsibilities:

Class teacher: Responsible for the day-to-day teaching plan and classroom management.

Assistant teacher: Responsible for the completion of the day-to-day teaching work with the class teacher.

Nurse teacher: Responsible for the daily care of the children.

2. Administration and Responsibilities

Principal: Responsible for the administrative matters;

Vice principal: Responsible for admissions and personnel recruitment;

Program Director: Responsible for school's program and teaching.

Front Desk: Responsible for external and internal liaison;

Financial: Responsible for the tuition payment;

Guard: Responsible for the safety of the school.



Class Setup and Daily Schedule

1. Elephant class

Elephant Class's Daily Routine

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:00	Entry				
9:00-9:20	Group Activities				
9:20-10:40	Montessori Work Time (Including Dessert)				
10:40-11:00	Group Activities				
11:00-11:30	Activity Time				
11:30-12:15	Lunch				
12:15-14:00	Napping				
14:00-14:30	English Group Activities				
14:30-15:30	Montessori Work Time (Including Dessert)				
15:30-16:00	Sensory Integration Course				

Elephant class is a full-day class that recruits toddlers from 18-24 months old.

The most important thing for this age is to establish a fixed schedule and a regular routine as it helps for them to build a stable internal sense of order. In order to meet the developmental characteristics of the children at this age and help them with early childhood development, we need to prepare an environment that is suitable for them. Purposeful guidance will be conducted for each child's individual development. The children will gain confidence while repeating the works. Our children are able to establish the most basic self-management skills under a relaxed environment and lay a solid foundation for their future through this kind of guidance and training methodology.



2. Dolphin class

Dolphin Class's Daily Routine

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:00	Entry				
9:00-9:15	Group Activities				
9:15-10:30	Montessori Work Time (Including Dessert)				
10:30-11:00	Group Activities				
11:00-11:30	Activity Time				
11:30-12:00	Lunch				
12:00-14:00	Napping				
14:00-14:30	Dessert				
14:30-15:00	Theme Education	Music	English	English	Cooking
15:00-15:30		Sensory Integration Course			
15:30-15:45	Group Activities (Reading)				
15:45-16:00	Preparation for Home				

Dolphin class is a full-day class that recruits children from 24-48 months old. At two years old it is often the first period of a rebellious time in children's early life and is sometimes referred to as the "terrible twos". The goal here is to help them build an internal sense of order through a Montessori environment. Children continuously learn and accumulate successful experience by repeatedly exploring their outer world. They will also build confidence and normalized behavior through this special period.



3. Bear class

Bear Class's Daily Routine

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:00	Entering				
9:00-11:00	Montessori working time (including dessert)				
11:00-11:30	Group Activities				
11:30-12:15	Lunch/Preparing for napping				
12:15-14:00	Napping				
14:15-15:00	Martial Art	Sensory Integration Course			Martial Art
15:00-15:20	Dessert				
15:20-16:00	Culture	Music	Art	Art	Science Time

Bear class is a full-day class that recruits children from 3-6 years old. We inspire and guide the children to explore in each area including Practical life, Sensorial, Language, Mathematics, Culture and Physics in a prepared environment based on the Montessori theory of "children's absorbent mind". We will spot children's sensitive periods based on a scientific observation of each child and communicate it to the parents to provide efficient and reliable advice for children's continued learning.



Special reminder:

1. Absence:

If your child is going to be absent for any period of time please inform the school in advance. If the child is absent without notice, we will contact parents.

Please try not to be absent if it's not absolutely necessary. If a child is absent for too long or too often, it might affect his or her learning process and the establishment of routine.

2. About communication and commute:

Meetings with parents are not arranged during the class under most circumstances so that teachers can concentrate on teaching and the children aren't distracted. Parents can leave messages to the administrative staff at the front desk; you can also call or talk to the teachers in person after school.

Our classes finish at four in the afternoon, please come and pick up your children on time. Please inform the administrative staff at the front desk if you need to come early or if you can not come in person. The class teacher needs to be informed if someone else is sent to pick up your child.



Registration Process, Tuition and Refund System

1. Registration Process

Fill out the official form for admission. Registration fees and tuition must be paid before entry. Entry into a particular class depends upon class vacancy and the date of application.

2. Tuition

Full-day class

Registration fee: 30,000rmb/semester

Monthly fee: 6,000rmb/month

Dessert: 10rmb/day (Twice a day)

3. Refund Policy

1) Refunds and Annul fees

- ◎ Registration after admission for less than 6 months enrollment. Application dropout fee can be refund by half year.
- ◎ Registration after admission for over 6 months but less than one year enrollment. Fee will not be refund.
- ◎ Registration after admission for less than 1 month enrollment. We can only refund from deducting one month's tuition fee of the registration.

2) Monthly fee refund policy

- ◎ We can refund half of the monthly tuition if a child has attended less than or equal to 11 working days.
- ◎ No refunds if a child has attended more than 11 working days.

Remarks:

- Monthly tuition fee should be paid from 1st–5th of each month. Payment will be collecting from the cashier at the front desk. (Any refunds from the previous month will be returned at the same time).
- Monthly absent days cannot be accumulated or carried over to the next month.
- Full day:
There are two classes in the morning and two lessons in the afternoon.



Preparation for Entry

【For Reception】

Dear parents:

We are so glad that you chose Amber Montessori school for your children. Please provide the documents of your children below. The documents will only be kept with Trillium Montessori internally for the purpose of Governments checks. The photos will be kept safely in application form and the closet .Thank you very much!

Child's name :_____If there is attached file, please fill it in and send to the Reception.

- ☐Two photos of your children: One is 4×6 horizontal, One is 2×2 for his or her personal profile.
- ☐The latest copy of your children's vaccination record.
- ☐A copy of ID or passport of child.

【For Class】

1. blanket
2. sheet (130cm*55cm)
3. pillow
4. change of clothes (underwear, socks) at least two of each
5. toothbrush, toothpaste, cup(Bear class)
6. swimsuit (summer holiday)
7. diapers (Elephant class)
8. training pants (Elephant class)
- 9.lunch for your child



Parent-child Interaction and Family Communication Activities

1. Parents' Workshop

We will invite domestic and international experts on preschoolers' education to co-operate with our school. We will design a series of parent's workshops focused on children's development.

2. Parents' Conferences

We hold one parent's conferences per semester. The class teacher will explain the children's recent developmental stage in every aspect, and set up goals and plans for the next stage. Every conference will be based on the results of our day-to-day observations and detailed preparation; in the meantime we will provide family educational advice based children's behavior at the school.

3. Birthday Celebrations

Birthdays are special days to everyone. They're even more unique to a child. In our school, a Montessori birthday celebration is going to be a wonderful experience. If you would like to have your child celebrate a birthday at our school, please inform the front desk in advance so that our class teacher will have time to prepare. Usually our birthday celebrations take place in the afternoon, we will invite parents to come and bring photos of the child of each year that has passed. Parents can order a big cake or bring some snacks and cupcakes to share with everyone.



Parents' Co-operation Required

1. Access Policy

For the safety of the children, our school has a very strict access control policy, we appreciate the entire parent and school staff co-operation.

The school gate is open from 8:30-9:00 in the morning; it is open again from 4:00 in the afternoon. The guards will be at the gate while parents may wait outside. We ask that you do not enter without permission.

Please do not enter the school outside of these specified hours. If there is an emergency please call the front desk.

2. Parents visiting system

A visiting day is arranged for every semester. Parents then will have a chance to observe the children's working process. There is also an open house event every semester. Parents can go into the classroom, interact with their child face to face and experience our children's working environment.

Please follow the regulations below:

- 1) If parents would like to visit the classroom to observe their child they must apply in advanced.
- 2) Please complete the observation request form that is available at the front desk or by email. Explain your reason for requesting an observation and the desired date to observe. The receptionist will inform you when a time has been approved.
- 3) Each observation will last for 30 minutes. The request for an observation, the date and the time of an observation slot will have to be confirmed by the lead teacher of the class.
- 4) Parents should attend the observation on the agreed upon time, if you cannot make it please inform the school and reapply and reschedule the observation for another time.
- 5) Inform the front desk after getting in. Our staff will guide you to the observing room.
- 6) Parents can only observe in the designated area. Please do not stay or roam free in the school without permission.
- 7) Do not enter the classroom without permission when observing from outside.



- 8) Do not talk loud or tap on the window when observing outside.
- 9) Observe from the seat arranged by the class teacher, do not walk around when observing in the classroom.
- 10) Turn off the cell phone or put it on silent mode when observing in the classroom.
- 11) Do not use electronics such as computer.
- 12) Do not take photos or video of the child without permission when observing in the classroom.
- 13) Parents should be prepared for the observation.
- 14) Parents may make an appointment with the class teacher after the observation.

3. Children's Health related Issues

1) Illness

Home rest is recommended if the child has a fever over 37.5 degrees.

Home rest is required if the child has an infectious disease.

2) Allergies

If the child is allergic to food or anything else, please note it in the child's profile form and inform the front desk staff and class teacher immediately.

3) Medication Policy

If any medication needs to be given to the child, please seal it in a bag and print the child's name on it. All medication must be prescribed by professionals. The class teacher should be informed with the medication name, usage and dosage.

4. Others:

- 1) Please do not smoke in the school.
- 2) Please do not offer gifts or bribes to our staff.
- 3) No pets are allowed in the school.
- 4) In order to maintain the ability for the school to communicate with parents, please inform the school if there are any changes in personal information so that we may contact parents at any time if it is necessary.



Thank you for trusting us with your children. Amber Montessori School will do our best to guide your child's future development. We take Dr. Maria Montessori's wisdom as our educational compass; working hand in hand with you for the greater possibilities of their future!

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Calendar year for 2012-2013

School activities throughout the year and holidays are all listed on the calendar. We will also remind you of the special activities by e-mail every month.

Please see attachment 1 for detailed schedule.

Attachment 1

Sep. 2012~Aug.2013 School Calendar

The first day back to work

School activities

Holiday

The last day of the semester

SEPTEMBER 2012

SUN	MON	TUE	WED	THU	FRI	SAT
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

9/3 The first day of school

9/10 Teacher's Day

9/30 Mid Autumn Festival

OCTOBER 2012

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

10/1-10/5 National Day

10/24 United Nations Day

10/31 Halloween

NOVEMBER 2012

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

11/5-11/9 Observation week

11/12-11/16 Parent's conferences

11/28 Thanksgiving Day

DECEMBER 2012

SUN	MON	TUE	WED	THU	FRI	SAT
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

12/ 17-12/21;12/24-12/28;12/31 Christmas Holiday

12/14 Christmas Party

JANUARY 2013

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1/1 New Year's Day

1/2 The first day back to work

FEBRUARY 2013

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

2/9-2/15 Chinese New Year's holiday

2/18 First day of work

MARCH 2013

SUN	MON	TUE	WED	THU	FRI	SAT
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

3/12 Arbor Day

APRIL 2013

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

4/4 Ching Ming Festival

4/5 Easter

4/22 Earth Day

4/29、4/30 Clean up Day /Training

MAY 2013

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

5/1 Labor Day

5/6-5/9 Observation week

5/13-5/17 Parent's conferences

5/10 Mother's Day Activity

JUNE 2013

SUN	MON	TUE	WED	THU	FRI	SAT
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

6/1 Children's Day

6/12 Dragon Boat Festival

6/14 Father's Day Activity

6/28 The last day of the semester

JULY 2013

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

7/1-7/5 Clean up Week/Training

7/8 The first day of summer classes

AUGUST 2013

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

8/23 The last day of summer classes

8/26-8/30 Clean up Week/Training

Preparation for school



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家长手册签收

Parent Handbook Acknowledgment Form

我 _____, _____ 的家长已收到,阅读和
家长姓名 孩子姓名

了解早教中心的家长手册.

I, _____, parent of _____ have
received, read and understood Trillium's parent handbook.

家长签名/ Signature

Date: _____/_____/_____