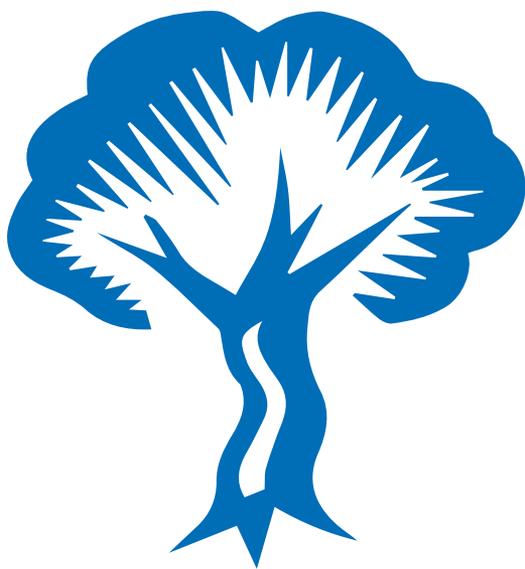


# Santa Cruz Montessori

*Educating for Peace*



**Parent Handbook**

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# Welcome

**Welcome to Santa Cruz Montessori School.** This handbook will help you get better acquainted with our school and its policies and goals. You can help your child get more from his or her Montessori experience by taking a few minutes to read this handbook. **Montessori is different;** we expect many questions about Montessori teaching and practices. We hope you will freely ask them; everyone gains from your interest and participation.

Santa Cruz Montessori School was founded in 1964 as a non-profit educational organization with a Board of Trustees consisting of parents, faculty, and community members. We offer programs for children from 18 months through adolescence. **We admit students and employ faculty & staff without regard to race, color, religion or national origins.**

The educational principles of Santa Cruz Montessori School are based on the pedagogy of **Dr. Maria Montessori**, an Italian physician and educator. Dr. Montessori developed a program designed to foster in each child the growth of a self-disciplined and confident individual who is able to contribute significantly to society by fulfilling his or her highest potential.

Our school is staffed by specially trained Montessori teachers. They prepare a carefully arranged environment that is scaled physically and conceptually for children and is sensitive to their needs for order and meaning. In the prepared environment, children may choose activities according to their diverse needs and desires. The self-correcting materials integrate children's motor and sensory skills to lengthen concentration span, discover problem-solving techniques, learn to care for themselves, and work with others. The teacher's role in the Montessori classroom is to guide children by introducing them to new materials and activities as they gain greater levels of mastery. Cooperative projects help children bring together individual talents to accomplish common goals. Our school program incorporates the studies of art, music, foreign language, drama, and movement.

## Our Mission

As a Montessori learning community, we inspire life-long learning and a peaceful world by nurturing the natural development of the whole child.

# Simply Stated

**Students' consistent attendance is very important for their academic growth.** Students are expected to be in school every day unless they are ill. Please schedule vacations and appointments outside of school time.

If your student will be late or absent please call the office to notify us.

Please make every effort to be on time when dropping off or picking up your child. Tardiness is disruptive to the group and may cause your child to miss an important lesson; a late pick up is unsettling to your child and puts a burden on the staff.

After the first 5 tardies in a month, parents will be contacted by their child's teacher to discuss ways to improve their situation. After a second 5 tardies in a month, parents will be contacted by the Head of School to evaluate a family's situation and find a workable solution.

YCC and Primary children must be signed in and out each day that they are in attendance.

The school must be notified in advance if anyone other than yourself or those on your emergency form are to pick up your child.

Do not allow children to cross the parking lot unattended. Exercise caution in our parking lots, never exceeding a speed of 5 mph. See our separate handout for full details on our Parking Lot Procedures

Each class has its own way of recognizing a child's birthday. Please contact your child's teacher for more information

Please do not allow your child to bring toys, gum, candy, cosmetics, or medicine to school.

Please read the updates from the office & all class communications, as well as the communication boards outside the office & classrooms.

Coordinate with other parents to set up carpools to save you time and ease congestion in the parking lot.

# Corporate Structure

**As a non-profit corporation, Santa Cruz Montessori School operates under an established set of bylaws.** Each family with one or more children enrolled is a member of the corporation and is entitled to one vote in corporation matters. Each family may request a copy of the SCM bylaws and is encouraged to familiarize themselves with them.

Our Board of Trustees ensures that our school's mission will be carried out now and in the future. The Board of Trustees is composed of eight parent members elected by the corporation members, an honorary Board Member appointed for historical perspective, two appointed community members, the administrator, and 3 faculty representatives. Board members serve staggered three-year terms. The Board of Trustees coordinates Standing Committees that are comprised of interested parents, faculty and others. These committees are: *Board Resources, Communication, Development, Diversity, Community Support & Social Events, Finance, Strategic Planning and Personnel.*

**The Board meets the fourth Thursday of most months at 7:00 P.M. at the Winston Campus.** A meeting schedule and agenda is distributed in advance of each meeting and minutes are available following each meeting. **The annual corporation meeting is held on the fourth Thursday in October** to present the newly elected board members. Parents and staff are invited to attend all meetings.

More information about the board of trustees and committees can be found at [SCMS.org/parents](http://SCMS.org/parents)

“Never do for a child what he can do for himself, as every useless aid hinders the growth of the child.”

- *Maria Montessori*

# Parent Information

The successful operation of our school depends on the efforts of parents like you. Contributions such as attending outings, helping in the classroom, working on fundraising events, or lending a hand with maintenance are always appreciated!

The Community Support & Social Events Committee was established to bring together parents and build community; it serves as a social network for parents. The purpose of the Social Events committee is to build community among parents, staff, and students in accordance with Montessori principles. Each classroom has an ambassador who welcomes new families and facilitates communication among the parents.

[SCMS.org/parents](https://www.scms.org/parents)

For more information and to see all important documents and forms, visit:

## Parent Participation Points

We have an established Parent Participation Program that requires each family to contribute their time to the school. Each single-parent family must contribute at least **10 hours** and two-parent families must contribute at least **20 hours** per year.

The school office oversees the program. To find opportunities to participate read the school newsletter and check with your class guide. Hours can be submitted online at the link below or you can pick up a paper form in the office. **Unfulfilled hours will be billed in May at \$20.00 per hour.** Reading this handbook is worth 1 participation point, once you have finished, be sure to submit your hours.

[SCMS.org/participate](https://www.scms.org/participate)

For more information and to submit hours

# Parent Education

Several times during the school year we provide parent education events. Parent education happens within each class and on a school-wide basis. Topics include: *Back To School Night, Open House, New Parent Orientation, What Is Montessori?, and Journey and Discovery.*

These are intended as an opportunity to discuss child development and Montessori principles, and to get to know the staff and other parents better. Free childcare is provided. **You are encouraged to attend and give us suggestions on topics and formats.**

[SCMS.org/calendar](http://SCMS.org/calendar)

For more information and too  
see a current schedule

## Journey and Discovery

The Journey and Discovery Workshop has been held annually at Santa Cruz Montessori School since 1993 with great success. **It is a required course for all new parents, to be completed within 18 months of enrollment.** The workshop has been designed so that the participants can discover answers to their questions about the Montessori program through their own experience. Participants in Journey and Discovery come away with a deeper understanding of Montessori education and its focus on meeting the developmental needs of children. It is presented in October and March.

## Essential Reading

**The Secret of Childhood**

- Maria Montessori -

**Montessori, A Modern Approach  
and Montessori Today**

- Paula Lillard -

**Positive Discipline**

- Jane Nelson -

# Enrollment

After an interview process and completion of all required forms, **new students entering Santa Cruz Montessori School are accepted on an initial six-week trial basis. Final acceptance and continuing enrollment of all children are based on their ability to benefit from our program.** The School reserves the right to terminate the enrollment contract after conferences with the parents and upon notification of the parents by the School Director.

In addition to the application, we need to have the following forms on file before a child begins: **Emergency Form, Parents' and Personal Rights Forms, Child's Pre-admission Health History, and a signed enrollment contract.** The law also requires that each child have a Physician's Report on file at school and conform to immunization standards. Please notify the school's office whenever your child is given additional vaccinations so that the form can be kept up to date.

## Withdrawal

**We request 30 days notice if a parent plans to withdraw their child from school.** The school's overhead expenses do not diminish with the departure of a student during the course of the year, and parents' obligation to pay the fees for the full academic year is unconditional. Tuition insurance is required to cover these costs.

Santa Cruz Montessori School considers the records of all students to be confidential information available to a student's parents or guardian upon request. Records will be released to schools or other agencies only with the written permission of the parent or guardian and after all accounts are paid in full.

# Payment Schedule & Tuition Due Dates

**Santa Cruz Montessori School is a private non-profit education corporation supported by your tuition payment.** Advance payment of tuition is required in order to provide the necessary operating capital. We need your cooperation; our desire is to provide your child with the best education and highest quality environment possible.

**Tuitions are due on the first of the month**, and payment is overdue after the fifth of that month at which time a \$20.00 late fee will be added to the tuition payment. **No cash payments are accepted.** Unpaid tuitions at the end of the month will subject your child to suspension from the school until your account is brought back in balance, unless prior arrangements are made in writing to the Business Office.

All families enrolled in spring will be given first choice to reserve a class spot for their children for the following school term. **An annual enrollment fee is due at this time to reserve a place for your child.** Once this date has passed, all unreserved spaces will be available to the community at large. **A registration fee is required by July 1st to secure your child's spot for the following school term.** This registration fee is required in advance for new students at the time of admittance to the school.

All families are notified in February of tuition increases for the next school year.

# Communication Lines & Parent Conferences

The Board of Trustees values parent input. In order to assure that parents' voices are heard the following guidelines for communication have been adopted:

**All concerns about your child's classroom should be taken directly to the head teacher of that classroom.** The teachers are available for conferences at any time during the year, not just during fall and spring conferences. If you have a question or a problem about the class room, please get in touch with your head guide. We welcome any questions, comments, complaints or compliments.

Be assured that if a problem should arise in the classroom, your child's teacher will contact you immediately. We may, at a parent or teacher's request, offer referral to an outside resource. The school does not cover these costs.

If you have a concern you would like to discuss with someone on the staff, please call the office and leave a message and the appropriate person will get back to you. You should know that we make it a policy never to discuss your child in front of him or her.

If resolution of a classroom problem is not achieved between teacher and parent, either the parent or the teacher may bring the matter to the Head of School for further discussion. If you have concerns of an administrative nature (i.e. safety, scheduling, etc.) please speak to the Head of School. Questions or concerns regarding the school's budget or policies are the responsibility of the Board of Directors and can be communicated best in writing to the Board (please see Code of Communications available at [SCMS.org/parents](https://www.scms.org/parents))

# Observations & Class Visitations

**Parents should make every effort to observe their child's class.** We consider this an opportunity for you to know more about the way the class works and the kinds of things the children are exploring. Observations can make conversations with your child's teacher more meaningful.

**Appointments will ordinarily start 6 to 8 weeks after the school year begins. The office is in charge of scheduling in-class observations. Plan to observe for 30-45 minutes at a time.** If you like, you may schedule a follow-up conference with the teacher after your observation.

**Please observe quietly; we have found it is best not to use the observation time to have your child show you their work.** This can be accomplished at other times such as open house. Be aware that your child will most likely function very differently in your presence; the first time you observe it may be helpful to discuss with your child the expectations of the observation.

Children love to show parents their classroom and the work they do. **After school is a good time to visit the room with your child. Please check with the teacher in advance to ensure that they will be available.** You will have opportunities at the class parent meetings to see the material, have discussions about curriculum, and ask questions of the teacher.

“The consciousness of knowing how to make oneself useful, how to help mankind in many ways, fills the soul with noble confidence.”

- *Maria Montessori*

# Young Children's Community And Primary Programs

Our Young Children's Community and Primary Programs are licensed by Community Care Licensing within the State Department of Social Services. Program Analysts and other personnel of Community Care Licensing have the right to interview children within these programs about any aspect of their experience here.

According to state codes, all Young Children's Community and Primary children must be signed in and out of school by the parent or adult dropping off or picking up the child. Please wait with your child until the classroom is open. Never leave your child without being certain that teachers are aware of his/her arrival. Parents must authorize in writing any adult (other than parents) signing out their child(ren). Identification will be checked.

## CARE Program

CARE is available before school, beginning at 7:30 AM, and after school until 5:30 PM. Elementary CARE is available on a regular or drop in basis, but **primary care must be pre-arranged** with the classroom head guide.

Our main concern in the After School CARE Program is for the safety and happiness of your child. We provide a wide variety of activities including sports, games, art, music, and science. Watch for flyers and read the school newsletter for current offerings. All school guidelines are in effect during CARE.

## Care During School Breaks

During school breaks limited care is available for elementary and primary students; spots are available on a first-come first-served basis and CARE can fill up quickly. If you need care over a school break be sure to sign up early. You will be provided with a school calendar listing all closures and early dismissals for holidays.

# Preventative Health Policies

We take great care to prevent the spread of communicable diseases. You will receive an exposure notice via email in the event of any exposure to disease in the classroom. **If your child becomes ill be sure to notify the office so we can be informed.**

**Report any communicable disease such as strep throat, pink eye, head lice and pinworms, to our office as soon as possible and ask a doctor for guidelines on when you can safely return your child to school without infecting others.**

**Inform our office and your child's teacher of any special health problems such as allergies or dietary restrictions.**

**If you notice any sign of illness, please do not send your child to school.** (See *"Physician's Recommendations"* on page 14) Home is the best place for a sick child. If your child should become ill at school, we will do our best to make them comfortable until you are able to pick them up.

We can administer prescription medicines or non-prescription medicines only when accompanied by a written statement. **All medicines must be accompanied by signed specific written instructions as to time and dosage. Our staff cannot administer medicine at their own discretion or "as needed."** You may fill out the green medicine dispensing form in the office

## Let us Know

We find it important for our teachers to be aware of changes, that occur at home. Because serious problems such as separation, illness or death affect the child's behavior, the teachers can be sensitive to those problems if they are so informed. We believe that school should be a joyful and positive experience for each child. To achieve this end, we wish to emphasize the importance of sound communication between parent and teacher.

# Emergencies

In the event of a medical emergency, every effort will be made to reach the parents. However, when the parents cannot be reached, the child will be taken to the nearest medical facility for treatment. Parents are therefore required to fill out and sign the *Emergency Treatment Authorization Form*.

Because children do have accidents and/or become ill while at school, it is essential that the office have on file the names of at least two local persons who can be contacted in the parents' absence. This information should be included on our Emergency Form. Contact the office immediately when there are changes in emergency information. This information is also used for earthquakes and other disasters.

# Immunizations

**State law requires all children entering school be immunized against:**

- Diphtheria
- Pertussis (*Whooping Cough*)
- Tetanus
- Varicella (*Chickenpox*)
- Hepatitis B
- Measles, Mumps, Rubella
- Poliomyelitis
- Hib Meningitis

It is school policy and state law that a record of immunizations be on file with the school before a child begins attending. Parents are required to submit updates of immunizations.

The intent of the law is to protect California children from the dangers of diseases, which are preventable by immunization. State law does permit those with a medical exemption to file a waiver in lieu of proof of immunization.

Should we experience an outbreak of one of the above communicable diseases during the school year, we must ask parents of children who are not immunized to quarantine their children until the danger period has passed.

# Physicians' Recommendations

## Children should be excluded for the following illnesses:

- Illness that prevents the child from **participating comfortably in program activities** or if it results in a greater need for care than the staff can provide.
- The child has any of the **following conditions**: fever, lethargy, irritability, persistent crying, difficulty breathing, and/or other manifestations of possible severe illness.
- **Diarrhea** or stools that contain blood or mucus.
- **E. Coli** 0157:H7, until diarrhea resolves and two stool cultures are negative.
- **Vomiting** two or more times in the previous 24 hours, unless the vomiting is determined to be caused by a non communicable condition and the child is not in danger of dehydration.
- **Mouth sores** associated with drooling, unless the child's physician or local health department authority states that the child is noninfectious.
- **Rash with fever** or behavior change, until a physician has determined the illness not to be a communicable disease.
- **Purulent conjunctivitis** (defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eye), until examined by a physician and approved for readmission, with treatment.
- **Tuberculosis**, until the child's physician or local health department authority states that the child is noninfectious.
- **Impetigo**, until 24 hours after treatment has been initiated.
- **Streptococcal pharyngitis**, until 24 hours after treatment has been initiated, and until the child has been without fever for 24 hours.
- **Head lice** (pediculosis), until after the first treatment.
- **Scabies**, until after treatment has been completed.
- **Varicella**, until the sixth day after onset of rash or sooner if all lesions have dried and crusted.
- **Pertussis**, until 5 days of the appropriate antibiotic therapy which is to be given for a total of 14 days has been completed.
- **Mumps**, until 9 days after onset of parotid gland swelling.
- **Measles**, until 6 days after onset of rash
- **Hepatitis A virus infection**, until 1 week after onset of illness or jaundice (if symptoms are mild).

# “Going Out” Program

An important part of the children’s experience during the elementary and secondary years is “Going Out.” They have an inherent need to relate to a broader environment beyond the school, and it is there that they apply the keys to discovery that were learned in the classroom. They also gain much from the experience of planning the outing. Children will learn to use the phone for appointments, write letters of inquiry, and use transportation schedules in relation to these outings. Outings can range from several children going to a nearby store, library, or park to the entire class attending a special concert, making a field trip, or having a camping experience.

**Our policy is that no child will ever leave the school premises without written permission from the parent.** Parents will be asked to sign a permission slip covering specific activities which will occur more than once (e.g. symphony trips, weekly walks), allowing their child to join a parent or staff member on errands or local trips. The advantage of this going out permission slip is that the need for a trip often arises spontaneously from the child’s work, without much advance notice.

Private vehicles will be driven by parents or staff, and children will be required to wear an individual seat belt at all times.

**Parents need to submit an original DMV report and proof of insurance before they will be able to drive for class outings**

**On many outings, parent volunteers will be sought to help supervise and transport the children.** It has proven to be in the children’s best interest to have the minimum number of adults necessary for the trip, and thus additional parents will not ordinarily accompany the class. Many times, however, the children are eager to return to the same site with their family soon after and share the experience with them, which is very satisfying to the children themselves.

Most often, rather than field trips for YCC and Primary children, Montessori “brings the world to the child” by inviting special guest speakers, performers, artists, etc. to come into the classroom. We feel this best meets the developmental needs of young children.

# Celebrations & Other Sharings

Learning about and sharing celebrations can be a joyful way to understand more about other cultures and foster human unity. Out of respect for the variety of religious and cultural backgrounds within our school, we do not emphasize any particular tradition. Children like to celebrate together, and by developing their own special celebrations based on their study of the historic, cultural, and religious context of the holiday, they often enjoy the experience in a way that is low-key and comfortable for all.

We ask for parental assistance in helping your child exercise appropriate choice in what she brings to school. We appreciate children's desires to share with their classmates their personal treasures and experiences as it enriches the classroom class significantly.

Try to select items from which the entire class might benefit. Such items often spark a far-reaching discussion or investigation. This could include:

- Natural Specimens, (Rocks, Shells, Flowers)
- Interesting Books
- Items From Other Cultures
- Something The Child Has Made
- A Photo Or Newspaper Article of Particular Interest
- An Item Which Relates To An Important Story From The Child's Personal Life

The verbal sharing of an experience is valued as highly as an object. You might discuss with your child any interesting experiences which could be shared with the class.

There is not enough time for everyone who wishes to share everyday; thus, your child's teacher may notify the children and parents of certain days of the week when sharing times will be scheduled. After objects have been shown, they may be displayed in a small class "museum" for a short time, if the child wishes. **Please give much consideration before bringing special personal treasures, as there are possibilities of them getting lost or damaged in a large group setting.**

# Our Discipline Policy

**Santa Cruz Montessori School believes in a non-punitive approach to discipline, accompanied by creative and context-specific approaches to resolving conflict.** Ideally children and teachers cooperate in creating an environment conducive to work and growth. Within each class, there is frequent discussion of appropriate behavior. As much as possible, we try to have natural consequences for inappropriate behavior. Corporal or unusual punishment falls outside Montessori methods and is not permitted.

**The School's policy is to form consequences not only appropriate to the incident, but also to the child.** If the child abuses a material, for example, then he/she may not be able to work with that material for a time. If a child seriously abuses the social environment, as in hurting another child, a natural consequence is removal of the privilege of being in the classroom, and the child may be sent home for the day. In case of discipline problems, the staff will notify parents and set up a meeting during which time the parents, child and staff may work toward a solution.

## Dress Code

**Dress should be simple, comfortable, and appropriate for the activities at school.** To foster independence & self-esteem, clothing that can be managed by the child is necessary. Children should be adequately prepared for outdoor activity, even in cool and wet weather. We try to permit the children to play outdoors, and only on the most severe windy, cold, or rainy days will we stay indoors as a group. Rain gear is particularly important as is some form of warm cap or hat. **Dressing in layers is appropriate almost year-round along this coastal region of Monterey Bay.**

- Shoes must be worn outside at all times.
- Shirts should be free of inappropriate messages or super heroes.
- Hats should not be worn indoors.
- Undergarments should be covered.
- No short shorts or shirts. At least a 2-inch inseam is required.
- No make-up.
- Body piercing should be limited to ears.

**The Wavecrest Parent Handbook contains additional info for specific guidelines on dress code at the junior high.**

We suggest that you mark all clothing items with your child's name and check the classroom lost & found from time to time to pick up any clothing left behind. Unclaimed items left at school may eventually be donated to charitable service organizations.

## Snacks & Lunches

Parents in the Young Children's Community and Primary classrooms take turns in providing nutritious food for class snacks. **Snacks should be free of sugar, high fructose corn syrup, and hydrogenated oils.** If possible, organic ingredients are appreciated. Primary, Elementary and Junior High students bring their lunches to school.

**If your child has dietary restrictions, you must notify the school, even if your child is capable of monitoring him/herself.**

Sometimes a child or parent would like to furnish a class snack, perhaps in conjunction with a birthday, holiday, or garden harvest. This is appreciated. Please plan the snack with your child's teacher. The snack should be the appropriate size for children (small cookie, muffin, small juice popsicles). This is the time when a small bit of sugar may be appropriate but please make the snack as nutritious as possible. Fresh fruits and vegetables are always appreciated.

**We encourage good nutritional habits. Many foods contain additives, preservatives and sugars of varying kinds and some children are adversely affected by these. We ask that parents pay close attention to the food in their child(ren)'s lunches.** An ideal lunch would contain a healthy mix of the different food groups. Candy and gum should not be sent to school. Please avoid packaged foods (such as "Lunchables") that may be convenient, but have little nutritional value and create large amounts of waste. Water and milk are available at school, please do not send drinks in lunches.

**For safety reasons, glass containers should not be brought to school.**

As the children reach the elementary years, they can take increasing responsibility for making their own lunches. Elementary and Junior High students may need to pack extra food for a mid-morning snack.

# Twelve Points Of The Montessori Method

1. It is based on years of patient observation of a child's nature.
2. It has proved itself of universal application. Over several generations it has been tried with complete success with children of almost every nation. Race, color, climate, nationality, social rank, type of civilization - all these make no difference to its successful application.
3. It has revealed the small child as a lover of work, intellectual work, spontaneously chosen and carried out with profound joy.
4. It is based on the child's imperative need to learn by doing. At each stage in the child's mental growth, corresponding occupations are provided by means of which the child develops his/her faculties.
5. While it offers the child a maximum of spontaneity, it nevertheless enables the child to reach the same, or even a higher, level of scholastic attainment as under the traditional systems.
6. Though it does away with the necessity of coercion by means of rewards and punishments, it achieves a higher discipline than formerly. It is an active discipline, which originates within the child.
7. It is based on a profound respect for the child's personality and removes from him/her the preponderating influence of the adult, thus leaving the child room to grow in independence. Hence the child is allowed a large measure of liberty (not license), which forms the basis of real discipline.
8. It enables the teacher to be present with each child individually in each subject, and thus guide him/her according to individual requirements.

9. Each child works at his/her own pace. Hence the child who learns quickly is not held back by the slow, nor the child who takes longer to absorb information allowed to flounder without true understanding. Each stone in the mental edifice is “well and truly laid” before the next is added.
10. It does away with the competitive emphasis in schooling and its baneful results. More than this, at every turn it presents endless opportunities among the children for mutual help - which is joyfully given and gratefully received.
11. Without competition and coercion, the child is freed from danger of overstrain, feelings of inferiority, and other experiences which are apt to be the unconscious cause of problems in later life.
12. Finally, the Montessori method develops the whole personality of the child, not merely his/her intellectual faculties, but also powers of deliberation, initiative and independent choice, with their emotional complements. By living as a free member of a real social community, the child develops those fundamental social qualities, which form the basis of good citizenship.

“Humanity can hope for a solution of its problems, the most urgent of which are those of peace and unity, only by turning its attention and energies to the discovery of the child and the development of the great potentialities of human personality in the course of its construction.”

- *Maria Montessori*

# We're here to help

## **Kim Saxton, Head of School - [kimsaxton@scms.org](mailto:kimsaxton@scms.org)**

Kim has overall responsibility for the educational program and operation of our school. She maintains an “open door policy,” and parents are encouraged to discuss any questions or concerns with her. If you have a safety concern, please let Kim or Luis know.

## **Kathy Rideout, Enrollment Director - [kathyr@scms.org](mailto:kathyr@scms.org)**

Please see Kathy if you have any questions about Santa Cruz Montessori, the admissions process, the financial aid process, or children’s records.

## **Stacy Craig, Office Manager - [stacycraig@scms.org](mailto:stacycraig@scms.org)**

Please see Stacy with questions regarding school day-to-day activities, calendars, and messages for the classrooms.

## **Joe Bonanno, Office Staff & Bus Driver - [joeb@scms.org](mailto:joeb@scms.org)**

Joe provides technical support to staff and parents in addition to driving the school bus. He is responsible for our parent communication systems. Please contact him if you need assistance.

## **Luis Medina, C.A.R.E. & Maintenance - [luis@scms.org](mailto:luis@scms.org)**

Please speak to Luis regarding our after school and summer programs and any facility maintenance items that need to be brought to our attention.

## **Carol Spivey, Bookkeeper - [cspivy@scms.org](mailto:cspivy@scms.org)**

Carol handles all bookkeeping functions and can answer questions about billings, financial aid distribution, and reimbursements.

## **Cathy Conley, Development Director - [dev@scsm.org](mailto:dev@scsm.org)**

Cathy can assist you with any donations to the school, questions regarding fundraising campaigns, Volunteer opportunities, etc. The Development office is located at the Winston Campus.

# Important Links

## [SCMS.org/parents](https://www.scms.org/parents)

Important information for parents.  
View all school document and forms

## [SCMS.org/participate](https://www.scms.org/participate)

Submit participation points online,  
and get information about the parent  
participation points program

## [SCMS.org/calendar](https://www.scms.org/calendar)

View and download school calendar.  
See upcoming events, school breaks,  
parent development nights etc.

## [SCMS.org/giving](https://www.scms.org/giving)

Development department homepage.  
Get information about charitable  
contributions and fundraising

# Days And Hours Of Operation

## Young Children's Community

18 months - 3 years

4-5 half days 8:45-11:45

4-5 full days 8:45-2:45

*Extended Hours Available: 7:30 am - 4:00 pm*

## Primary (Preschool and Kindergarten)

3 - 6 years

5 half days 8:45-12:00

5 full days 8:45-2:45

*Extended Hours Available: 7:30 am - 5:30 pm*

## Lower Elementary (Grades 1 - 3)

6 - 9 years

5 full days 8:30-3:00

*Extended Hours Available: 7:30 am - 5:30 pm*

## Upper Elementary (Grades 4 - 6)

9 -12 year

5 full days 8:30-3:00

*Extended Hours Available: 7:30 am - 5:30 pm*

## Wavecrest (Grades 7 - 9)

12 -15 years

5 full days 8:15-3:15

# Santa Cruz Montessori School

## Main Campus

(831) 476-1646

6230 Soquel Drive

Aptos , CA

## Winston Campus

(831) 465-7681

2446 Cabrillo College Dr.

Soquel, CA 95073

**Main Office is open from 8 to 4 on school days**