SANTA CRUZ MONTESSORI

ESTABLISHED 1964

# WELCOME, SANTA CRUZ MONTESSORI FAMILIES!

**Santa Cruz Montessori**

6230 Soquel Drive, Aptos CA 95003

info@scms.org | https://scms.org | (831) 476-1646

# Santa Cruz Montessori
# Mission & Values

## OUR MISSION

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

## OUR PHILOSOPHY

Santa Cruz Montessori is founded on the methods and philosophy developed by Dr. Maria Montessori. She recognized the potential of each child to become a force for good in creating a better world for all.

## OUR VALUES

### DEVELOPMENT OF THE WHOLE PERSON

We support the development of the **whole child** and foster an environment of **respect** and **compassion** for self, others, and our environment.

### FREEDOM WITH RESPONSIBILITY

We guide children to **independence** in their learning, encouraging them to identify their interests, passions, and strengths, fostering a **lifelong love of learning and discovery**.

### DIVERSITY & BELONGING

The SCM community creates a culture of **belonging** where the richness and complexity of **each individual is honored**. We recognize **the interdependence** of all beings and systems of our world.

### COMMUNITY

All members of the Santa Cruz Montessori **community** are committed to working together to create a quality Montessori environment. We embrace **collaboration** in order to achieve our mission-driven goals.

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Dear Parents,

Welcome to the 2026–2027 school year at Santa Cruz Montessori! We are excited to begin another joyful year together and are grateful to welcome both our returning families and those joining our community for the very first time. To our new families, we extend a special welcome and look forward to getting to know you as you become part of the SCM family.

At Santa Cruz Montessori, we remain deeply committed to our mission of providing an exceptional Montessori education. One that fosters independence, compassion, belonging, and a lifelong love of learning. Our roots in this community run deep, and our work continues to be guided by the same core values that have shaped our school for decades. The strength of our program lies in the relationships we build: with children, with families, with one another, and through the unwavering dedication of our incredible staff.

As we enter this new year, we are excited for the experiences and moments of growth that await our children. Whether students are returning to familiar classrooms or beginning a new journey at SCM, every child brings unique gifts that strengthen our community and contribute to the vibrant environment that makes our school so special.

We also look forward to continuing the events and traditions that connect our community throughout the year. Join us for our Harvest Festival on October 3rd, a joyful celebration filled with children's activities and community spirit. Be sure to save the date for our Arts Auction on February 27th, a treasured event that brings us together while supporting the continued growth of our art programs.

As we prepare for the year ahead, we invite you to join us for our Community Work Day on Saturday, August 15th, from 9:00 a.m.–12:00 p.m. Community Work Day is one of our favorite traditions and a wonderful opportunity for our community to come together in preparation for the new school year. We'll spend the morning caring for our campus through gardening, painting, organizing, and special projects, followed by a community lunch together. This is a fantastic opportunity for our new families to experience the spirit of community that makes SCM such a special place.

Thank you for your continued partnership and trust. Your involvement helps create the caring, collaborative environment that allows children to thrive. We are honored to walk alongside your family this year and look forward to all that we will accomplish together.

With warmth and appreciation,

Kim Saxton

Kim Saxton
Head of School

# Getting Ready for the 2026-2027 School Year

In order for us to be prepared for your child's first day and to meet State Licensing requirements, all paperwork must be turned in before school starts. Missing paperwork could delay your start date. The office is open throughout the summer to assist you and to receive your paperwork.

## All forms must be turned in by August 7, 2026

**Required Paper Forms** – Please turn in to the main office:

- ☐ Emergency Form
- ☐ Report of Health Examination (for **students entering first grade only**)
- ☐ Going Out Form (for **Elementary and Wavecrest** students only)

**Required Online Forms** - Please visit scms.org/resources and fill out the following forms:

- ☐ Welcome to 2026–2027 Form (Fill out one per household)
- ☐ School Census (Fill out one per student family)
- ☐ Friends of SCM (Refer family and friends for fundraising)

**Email Addresses:** The office sends a school wide email newsletter every Monday. If you are not receiving emails from the office, please notify us.

**Billing:** All enrollment fees and summer balances must be paid in full prior to the start of school.

**Parent Chaperone & Driving Forms:** If you plan to chaperone students or volunteer in the classrooms you must:

- Complete **Chaperone Guidelines** (each year)
- Complete Mandated Reporting and Child Abuse Prevention training (each year)
- Complete **LiveScan fingerprinting** (one time)
- Provide the office with a **current driving record** from the DMV and **proof of vehicle insurance** (each year) – not needed for volunteering in classrooms

**First Days of School:**

- **Monday, August 24th**: First **half day** for new students, students moving levels, and Wavecrest
- **Tuesday, August 25th**: First **full** day for all students

# Mandated Reporter Training

In accordance with new California licensing requirements, all parent volunteers — whether helping in the classroom or chaperoning a field trip — **must** complete Mandated Reporter and Child Abuse Prevention training **annually**.

To ensure the safety and well-being of all children in our care, all parent volunteers and field trip drivers must complete Mandated Reporter and Child Abuse Prevention Training before participating. Please note that none of these can be waived, and volunteers will **not** be able to assist in the classroom or on field trips until all required items are complete. We strongly encourage you to complete this list of tasks and email or bring in all necessary documents to our office manager, Natalie, by Tuesday, August 25th, 2026.

**How to Complete Mandated Reporter and Child Abuse Prevention Training**

To complete this training for the 2026-2027 school year, follow the steps below:

1. Go to https://mandatedreportertraining.com/california/
2. Register and create an account
3. Upon completion of registration, you will be taken to a dashboard and asked to add a new training. Scroll down until you see the "Volunteers" training. It should look like the image below. Once you have selected the volunteers training, there should be a little green bar that pops up on the bottom of the screen. Click "add training" on the green bar to add the training to your dashboard.

4. Once you have added the 'Volunteers' training, work through the modules at your own pace — you don't need to finish in one sitting. Simply log back in at any time and it will pick up where you left off.
5. Upon completion of the training, you will need to purchase a certificate of completion. Once you have paid and obtained the certificate, please email a copy to our office manager, Natalie (nataliemahan@scms.org).

# School Communications

We share regular communications regarding campus-wide updates, classroom updates, community-wide events and parent development programs via the channels below!

### Parent Resource Page

scms.org/resources
Here, you'll find important school resources, forms and information.

### Community Events Page

scms.org/community-events
Visit this page to hear about school and community events throughout the year.

### Weekly SCM Community Newsletter

We send out a community-wide email newsletter every week on Monday to keep you and your family informed for the upcoming week. You'll find important event information, volunteer opportunities and SCM happenings!

### Weekly Classroom Newsletter

Each classroom sends a weekly email newsletter recapping the week and sharing information as needed per classroom activities and events. Emails include photos as well.

### Social

Follow us on social - we're on Instagram & Facebook!
https://www.facebook.com/santacruzmont
https://www.instagram.com/montessorisantacruz

### Additional Links

scms.org/calendar - School calendar
scms.org/giving - Info about donations and our Development Department

# SCM Office Staff

## Kim Saxton - Head of School

kimsaxton@scms.org

Kim is responsible for the educational program and school operations. She maintains an open-door policy, and parents are invited to discuss questions and concerns with her.

## Molly DiPiero- Enrollment Director /Abbi Saxton-Associate Enrollment Director

enrollment@scms.org

Molly and Abbi are in charge of the student enrollment process. They can answer your questions about admissions and tuition assistance.

## Stacy Craig - Office Manager

stacycraig@scms.org

Stacy manages the front office and day-to-day activities at the school. She can help you with calendars, event information, school forms, and many other things.

## Natalie Mahan - Office Manager

nataliemahan@scms.org.

Natalie manages the front office and day-to-day activities at the school. She can help you with calendars, event information, school forms, and many other things.

## Patty Stone - Accounting Manager

pattystone@scms.org

Patty handles all financial matters. She can help you with billing, payments, tuition assistance distribution, and other financial questions.

## Chris Nestlerode - Tech and Office Staff

chris@scms.org

Chris can help you with any of the technical needs for staff and parents, including Transparent Classroom, Google Accounts, and digital communication.

## Dave Bunton - Facility Manager

davebunton@scms.org

Dave manages all of our facilities, parent workdays, and all maintenance and upkeep on both of our campuses.

## Caroline Montgomery and Tarah Amarante- Development Team

dev@scms.org

The Development Team can assist you with our giving program, fundraising campaigns, and volunteer opportunities.

# SCM Childcare Availability 2026-2027

We offer extended hours of care as well as extracurricular activities to ensure a safe place for your children before and after school. Extended care is billed hourly at $17 per hour and added to your invoice each month.

## YCC Care

Extended care at the Young Children's Community is limited. Please contact the Enrollment Director to inquire about space in this program. Before school care is available from 7:30–8:45am and after school care is available from 3–5:30pm.

## Primary Care

Please contact the Enrollment Director or visit the office to reserve regular or part time space in extended care. All charges for care will be billed to your account. Before school care is available from 7:30–8:45am and after school care is available from 3–5:30pm.

## Elementary Care

Elementary care is available on a regular or drop-in basis. In addition to care, we provide a variety of activities for elementary students including sports, games, art, music, and science. Read the school newsletter for after school offerings. Free before school care is available from 7:30–8:30am. After school care is available from 3–5:30pm.

## Half Days & Conference Days

There is no after school care on half days. Care is available for your child during your conference time only.

## YCC and Primary Sign In

**As required by state licensing, all YCC and Primary students must be signed in and out through Transparent Classroom everyday.**

| Scan the code<br>bit.ly/scmsignin | We recommend saving this link on your phone. You can look up your PIN by logging in to your account in Transparent Classroom and clicking on your profile on the top right/menu. We will also email your PIN to you the week before school starts. If you have any trouble with accessing your Transparent Classroom account please email Chris (chris@scms.org) |
|---|---|

## Reporting Absences and Tardies

If your child is sick or you know they will be absent or tardy, please email attendance@scms.org and your child's teacher.

# School Portraits and Yearbooks 2026-2027

## School Portrait Dates

Our school photographer is Danieka Erasmus,

**Elementary**: September 8th

**Young Children's Community**: TBD

**Wavecrest Junior High**: September 9th

**Primary**: September 10th

*Photos begin at 9:30am. More information to come.*

## Make Up Dates

**Main Campus** – Elementary & Primary: March 10th

**Winston Campus** – YCC & Wavecrest: Spring—TBD

## Yearbooks

### Join the Yearbook Committee!

Volunteer on the yearbook committee! As a parent-run project, we appreciate your help in making our yearbooks look amazing. Reach out at chris@scms.org if you'd like to be a part of this project!

Available year-round, order your yearbook here: https://bit.ly/scmyearbook.

# Parking Procedures on Main Campus

## Keep the parking lot safe by following these rules

1. **The speed limit is 5 miles per hour at all times.**
2. **Pull as far forward as possible when in the loading zone.**
3. **No parking in the loading zone – it is for drop off and pick-up only.**
4. **Escort your children across the parking lot at all times, using the marked crosswalk.**
5. **Additional parking is available on Atherton Drive or Willowbrook Lane.**
6. **Do not use the Willowbrook parking lot for parking or drop off.**
7. **Do not cross Soquel Drive on foot.**

## Primary Students

**Drop Off** – Guides will assist in the loading zone from 8:40 to 9:00am. Students arriving outside of this time must be walked to class by a parent, and checked into the office first.

**Pick Up** – Guides will wait with the children from 2:40 to 3:00pm on the benches near the loading area. Students being picked up outside of this time must be picked up directly from the classroom.

**Half Day Pick up for all primary students is from 11:40 to 12:00 – No aftercare on half days.**

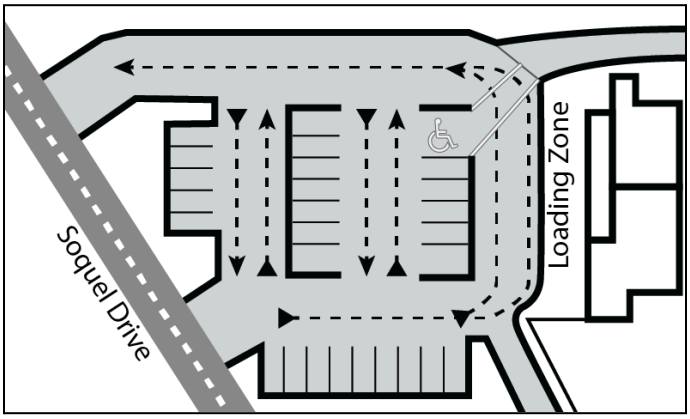
## Elementary Students

**Drop off** – Elementary students can be dropped off between 7:30 and 8:30am for early care. Class starts at 8:30am. Students arriving outside of this time should check in at the office before going to class.

**Pick-up for elementary students is from 3:00 to 3:15pm**
Elementary students will wait with teachers near the loading area until 3:15pm.

**Half Day Pick-up for elementary students is from 12:00 to 12:15 – No aftercare on half days.**

## Parking Lot Flow: Main Campus



# SCM Emergency Guidelines for Parents

In the case of an emergency such as an earthquake, fire, or other natural disaster, we will evacuate our buildings if necessary and keep the children safe with us until they can be picked up. Please follow these guidelines:

- Come directly to the school if directed to do so by the administration as quickly as possible.
- Have a plan in place for who will pick up your child from school in the event of an emergency.
- Only people designated on your emergency form will be allowed to pick up your child.
- Do not call the school. We will need to keep our phone lines open for emergency services (if the phones are operating).
- We will notify you through our Emergency System with any important details. The notification will be sent via text and/or email if these systems are available.
- When you arrive at SCM, school personnel will meet you and bring your child to you. You will need to sign your child out.
- If you are able to stay and help, school personnel can give you instructions on how your support is needed.
- If it is unsafe to remain at the school, the staff will walk with the children to a safer location. We will leave a sign stating our alternate location.
- Staff will remain with our students until all of the children have been picked up. We have the resources to feed children and to stay overnight if necessary.

In the event of a lockdown, all doors and gates are locked and nobody is allowed to enter or leave until the danger has passed. A lockdown is a situation where an outside threat is present in the area of the school. Please follow these guidelines:

- Do not come to school until instructed. We cannot allow anyone in or out of the school until the lockdown is over.
- Staff will follow all protocols necessary to ensure a safe campus.
- Communications will be sent by text and email to keep all parents updated.

Thank you for helping us keep SCM safe for all!