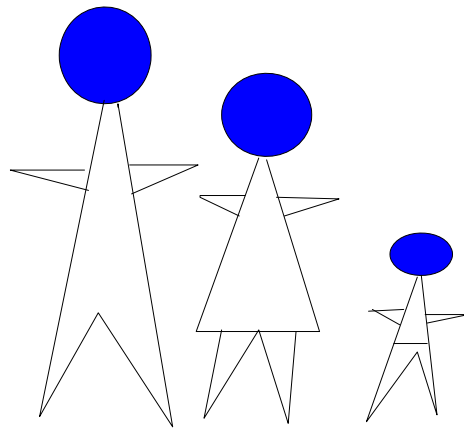


Montessori Family School Parent Handbook



Montessori Family School Policy Handbook for Parents

Welcome to Montessori Family School. My staff and I would like to extend our appreciation for your selection of this learning center. We are proud to serve you and hope this handbook will provide the necessary guidelines for a successful communications process.

Our mutual goal is to provide the best possible education for the children. In order to do this, the rules and regulations in this handbook will be strictly enforced. All parents agree to abide by the stated rules and regulations in this handbook.

Montessori Family School accepts children between the ages of two and a half to twelve years of age. We accept children regardless of race, religion or ethnic background. All parents and children will be interviewed before acceptance into the program.

REGISTRATION AND TUITION PAYMENT

All parents agree to abide by the tuition payment policy as described below:

- a. The registration fee and tuition rates for the current year are included in the enrollment agreement, of which this Parent Handbook is a part of.
- b. Annual Tuition - The school operates on an annual budget. Our financial commitments require that we charge an annual tuition. For your convenience, a **Tuition Understanding** form has been implemented to facilitate your payment. These installment payments are not in payment of a monthly service. **Your financial commitment is for the full tuition amount.** Montessori Family School will not reimburse any tuition monies paid in the event of an early withdrawal. If you wish to withdraw your child, we require thirty days notice. Tuition will be due until the end of the thirty days.
- c. Payment must be made on the month due by the first of month. **A late fee of \$30.00** will be charged for payment after the fifth of the month. The only exception is if the fifth day of the month falls on a weekend day: tuition may be paid on the following Monday.
- d. A fee of \$25.00 will be required for parents of half-day children who during the course of the year would like to use the child care service (before or after school). See heading under **“Before & After School Hours”**.
- e. Tuition checks can be given to the school teachers All checks are to be placed in an envelope.

Checks will not be accepted after the fifth without the appropriate late payment fee.

Before & After School Hours

Children enrolled in the half day sessions may benefit from before and after school service if they have applied for such service. An application form is available from the school office for those parents requesting this service. There is a \$25 service charge for enrollment in this program. The prearranged extended day hours will be paid at the end of each month. Such service will be at the rate of \$5.00/hr payable at the end of the **month. THERE WILL BE A CHARGE OF \$10.00 PER MINUTE PAST 6:00 P.M.**

ATTENDANCE

1. All primary and elementary children attending the school must attend on a five days a week basis. The school does not accept children for less than five days a week. The school does not accept children on a monthly, weekly or part-time basis. Due to safety & insurance requirements, no visitors (children) will be allowed in the school.
2. Children will be accepted at school not earlier than 8:00 A.M. Children enrolled in the half day Montessori program will be accepted at school no earlier than 9:00AM; afternoon Montessori program students will be received no earlier than 12:00 M. Any parent needing an early drop-off will be required to pay the \$25.00 service fee for the year.
3. Class work begins at 9:15 A.M. for the morning session and 12:10 P.M. for the afternoon session. Dismissal for the morning program will begin at 11:45 A.M. Please be aware that parents will be dropping off the P.M. session children at 12:00. Your promptness will be appreciated. A teacher will be at the door to hand your child to you.
4. The parent must bring a written note in advance if someone other than the parent will be picking up your child. Names of those relatives or friends who can pick up the child can be posted in the classroom, however, a note is still required. If you arrange a car pool with other parents, you must send a note, dated and signed, listing the names of persons authorized to pick up your child.

MEDICATION AND SICK CHILD POLICY

1. A child will be admitted to school if his health records are current and on file in the office. It is the parent's responsibility to make sure that immunization records are up to date. Yearly physicals must be brought to school.
2. A child will not be allowed in school if a fever reducing medication has been administered that morning. A child may not come to school if the child has had a fever at any time during the previous 24 hours. A child may not come to school if there is mucous discharge from the nose.
3. All children will keep stored personal protective equipment in a small Ziplock bag containing the following items: plastic gloves, and a child size mask.

4. All parents are encouraged to have a back up plan for the pick up of sick children. The school will require a pick up no later than one hour after notification. A staff member will be present with an isolated child.
5. Children attending the toddler program will not be allowed to make up days due to illness.
6. Please notify any change in circumstances at home. Common causes for childhood distress are parents away from home, separation of parents or divorce, illness, moving, death of a pet or death in family, hospitalization of a family member or an accident involving a family member.

DRESS CODE

Montessori Family School has established a uniform code for all primary and elementary students. Pale yellow tops and blue trousers/shorts for boys; pale yellow tops and/or blue dress, jumper, shorts or patterned skirt/dress for girls.

The school crest should be displayed in the top left side of the outer garment. The school crest should be visible. A closed-toe black shoe is required.

Uniforms can be purchased through <http://www.frenchtoast.com/>

A pair of soft closed-toe slipper is suggested for inside the classroom. They should be slippers and should not have distracting features such as lights, animal heads or bells. The teacher will return any attire that does not meet this standard.

A change of clothing should be brought in a labeled Ziplock bag. Bag content: a wash cloth, pair of underwear, socks, pale yellow top, blue sweat pants/pants/shorts.

HALF DAY MORNING & AFTERNOON PROGRAM

Please bring a Ziplock bag labeled with your child's name with the following items: a wash cloth, extra pair of underwear, socks, shirt & pants. These should be blue pants and yellow top, but not necessarily a school uniform.

EXTENDED DAY PROGRAM

All children who stay after 12:00 noon are considered "extended day" children and all rules, regulations and procedures related to the extended day program must be observed.

1. Parents who have children attending the extended day program must make certain that the following items are always available for your child's use:

<u>Group I</u>	<u>Toddler Program</u>
1 pair of underpants	1 wash cloth & hand towel
1 pair of socks	1 blanket
1 pair of long pants	1 crib sheet
1 shirt or blouse	all items in group I

1 pair inside shoes

Place all Group I items in a Zip-Lock bag labeled with your child's name. Group II items are to be placed in a duffle bag and taken home Friday to be laundered.

2. If a child does not have the necessary articles of clothing when they are needed, the parent will be called to come to the school to bring the needed items.

3. Parents who have children in the Extended Day program are responsible for keeping the above items clean and in good condition. The school is not responsible for replacing an item that is lost or misplaced.

4. A pillow, blanket and a stuffed toy are optional for those children who nap. If you allow your child to bring these items to school, please make sure they are kept clean. A child who abuses the use of these items will lose the privilege of using them.

5. ALL ITEMS MUST BE CLEARLY LABELED. This includes all clothing items; shoes, socks hats, underpants, etc. as well as umbrellas, jackets, cot bedding, etc.

6. On rainy days or wet days please select clothing and shoes that are appropriate - children get dirty!

SCHOOL POLICY REGARDING SUBPOENAS

Parents may not subpoena teachers or the Director in cases of divorce or determination of custody. Teachers are needed in the classroom, and they cannot be with their students if they must spend one or more days waiting to be called into court. Parents must notify the Director if they need a written statement from the school regarding their child.

INCLEMENT WEATHER EMERGENCY SCHOOL CLOSINGS

In the event of inclement weather conditions, listen to message left in the school voice mail system. Parents will also be notified of closings or delays via e-mail. School closings due to inclement weather are an act of nature. The center will not make up any days for these. The school calendar will continue as such.

SHARING TIME

Books or other educational materials are encouraged. The children are not permitted to bring toys, jewelry, money, etc. to school. These objects are a constant source of distraction to the children.

COMPLIANCE WITH STATE AND LOCAL POLICIES

Montessori Family School complies with all state and local governing bodies, following the Civil Defense Emergency Plan; the State Fire Marshall ordinances; and Millstone Township Health Department standards.

CONTACTING TEACHERS

The teachers will schedule two parent-teacher conferences per year. Parents may request additional conferences by contacting the school secretary. **Parents may not enter the classroom and talk to the teacher while he/she is working with the children.** Parents may briefly talk to the teacher after class or make an appointment for a conference at another time. Parents may schedule an appointment with teacher via e-mail.

PARENT TEACHER CONFERENCES

1. Parents must attend a minimum of two parent-teacher conferences each school year. The teacher will notify you of your appointment date.
2. Parent-teacher conferences are designed to stimulate a close working relationship between parent and teacher in order to best help the child reach his or her potential in all areas of development.
3. If at all possible, both parents should attend.
4. Parents should make other arrangements for their children's supervision during conference times.

GRIEVANCES

From time to time a situation may arise that must be handled by the administrator. To better serve your need, please adhere to this process:

1. Contact the school: (609) 371-9300
2. Speak to the administrator. Leave voice mail if direct contact is not possible.
3. Make an appointment.
4. Discuss matter with appropriate parties involved.
5. Develop a plan.

Parents are not allowed to take up matters individually with any child at the school that is not their own.

Parents are responsible to comply with disciplinary action required with their own child to ensure the peace and safety of all children. See expulsion policy.

ENTERING AND LEAVING SCHOOL GROUNDS

We have implemented this procedure to allow for a smooth drop-off & pick-up of your children.

1. Drive up to the second road (past Mecco drive) and turn right. Go around the school building and turn right. Stop at the front door where a teacher will greet you and your child at your car. Please turn the engine of your car off.

2. The teacher will enter and exit your child from your car.

Please do not park and hand deliver your child to us. This is extremely dangerous during arrival and departure time.

The first week of school and until your child's separation anxiety ceases we discourage parents from entering the school with the child.

A written notice is required if you wish to have an alternate person to pick-up your child. No exceptions will be made to this policy.

LATE PARENTS

From time to time parents do arrive late. We are conscious of this. Please observe the following procedure when dropping-off your child:

1. Notify the school of your tardiness.
2. Park your car.
3. Bring your child to the lobby. Wait with your child.
4. Bring your child to the class at 9:30 A.M.

For late pick-up:

1. Notify school.
2. Park your vehicle.
3. Sign late notebook.
4. Pay late fee: past 12:00 AM \$20.00; past 3:00PM \$20.00

Evening Pick-up:

1. Sign late notebook.
2. Pay late fee: \$10 per minute

Due to a growing incidence of tardiness our school policy has been modified. Children become extremely impatient and upset when parents are delayed. Our concern is your child. Habitual tardiness will not be allowed in our school. We will reserve the right to change your dismissal time up to half hour before the school's dismissal time to ensure your child's comfort.

OPEN DOOR POLICY

The center has an open door policy. Parents are encouraged to come in and observe your child through the one way mirror provided in a designated area. Please call in advance to make sure we do not have overcrowding.

HOLIDAYS / BIRTHDAY CELEBRATIONS

Part of the learning experience of children include holidays and celebrations accepted in his culture. However, very young children do not always understand these and at times become even frightened. The teaching of religious holidays should come from the home where the moral value of these can be established according to tradition. In addition, not all children subscribe to the same beliefs due to different heritage and customs. As a school policy, Montessori Family School will not engage in active holiday celebrations of any sort. Our activities will be limited to the recognition of these.

All dates of birth will be recognized at school. A parent may bring a special snack that will be placed at the snack table for the day. Please make the snack manageable. Avoid all birthday cakes. No birthday invitations will be handed out at school. A list of names and addresses will be provided for this purpose.

Montessori Family School will not be responsible for the delivery of birthday gifts.

PARENT LOG

A parent log will be prepared by the school. Name, addresses and telephone numbers will be supplied. If you wish to be excluded from such list please notify the school office.

GROUND RULES FOR STUDENTS

The purpose of these rules is to aid your child in the development of self-respect and respect for others. The ground rules for preschool children are:

1. Children are welcome to bring a pair of slippers to use in the classroom for comfort.
2. All children will walk inside the classroom.
3. All children will use a normal tone of voice when inside the classroom.
4. All children must observe classroom and playground rules and all directions provided by their teachers in order to protect the safety of all children.
5. All children must demonstrate respect for themselves, teachers and peers in the classroom and on the playground.
6. All children must demonstrate respect for the indoor and outdoor environments including all classroom materials, library books, animals and plant life both inside and outside. The

parent is responsible for reimbursing the school for replacement and shipping charges if a child damages, loses or breaks a material, a piece of a material, or a book.

7. All children will respect the right of each child to work in the environment undisturbed.

8. All children will refrain from activities that are harmful or dangerous, both inside and outside. **Any children who persist in intentionally hurting other children and whose parents do not cooperate with the school, will be dismissed permanently from the school. No refunds will be available.**

9. All children should bring an extra set of clothes in a labeled shoe box to be used in the event of an accident.

10. The teachers will work with each child in a gentle but firm and consistent manner so that he will learn and assimilate the rules of good behavior.

DISCIPLINE POLICY

The foundation for proper behavior is carefully and strategically incorporated in the classroom during the period of orientation. This process requires time for each child to internalize. Careful and respectful guidance shall be provided to guarantee the best environment for all children attending Montessori Family School.

DISCIPLINE CODE

1. Speak softly to the child.
2. Remove the child from frustrating situation calmly.
3. Invite the child to another area where he/she can observe children working.
4. Help the child understand what is required of him.
5. Invite him/her to air his/her difference with the child who has upset him/her. Provide the words he needs to be successful.
6. When a child has been hurt, involve both children in the healing process.
7. Invite the child to observe other's proper behavior. Invite the child to return when behavior is appropriate for him and others.
8. Accentuate positive behavior.
9. Address difficulties immediately - avoid threatening with parental interference.

Cut - Off Dates

The public school system has a “cut - off” date to limit the age of children that will enter their Kindergarten or first grade programs. Some children miss the cut-off day by as little as one day. Each school district has developed their own policy and enforces it to avoid confusion and favoritism. Please check the current policy in your school district to avoid misunderstandings.

Montessori Family School will not engage in negotiating or arguing on your behalf for the school district to change or make exceptions to their policy. Please refrain from requesting the school from engaging in such discussions.