

2016 – 2017 PARENT HANDBOOK OF MONTESSORI WORLD



Founded 2000

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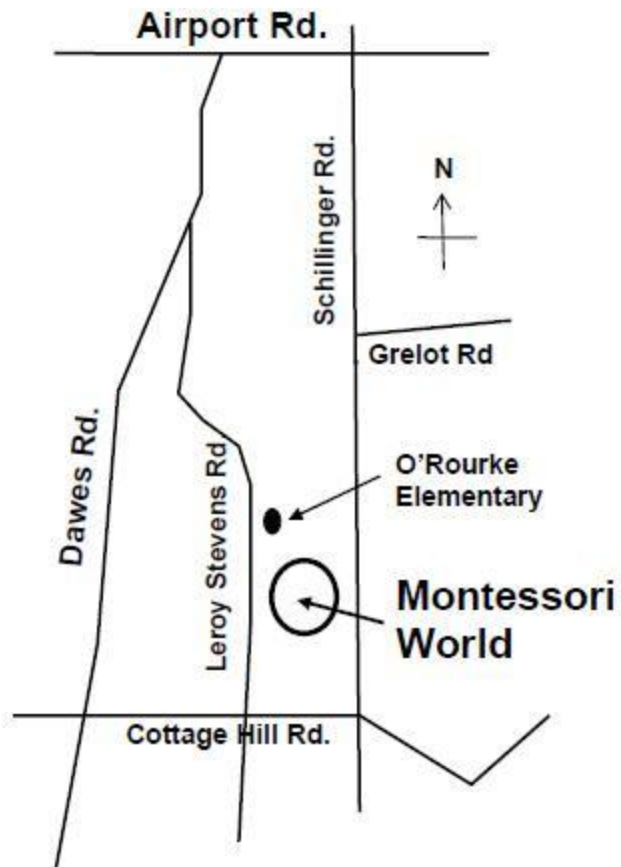
Mission Statement

Montessori World School's mission is to provide a loving, nurturing, and homelike environment where children will feel love, security, and comfort, and at the same time enjoy a rich humanistic education among individuals of many cultures.

"Our aim is not merely to make the child understand, and still less to force him to memorize, but so to touch his imagination as to enthuse him to his innermost core."

– Dr. Maria Montessori (1870 - 1952)

The School:



Montessori World school is located on 2061 Leroy Stevens Rd., next to O'Rourke Elementary.

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General Information

Philosophy

The philosophy of Montessori World (MW) School is based on the principles of Dr. Maria Montessori, whose holistic vision of education focuses on the cognitive, social, emotional, and physical needs of the child. The basic principle of the Montessori philosophy is that all children carry within themselves the person they will become. The idea is to develop the child's physical, intellectual, and spiritual potential to the fullest. This is achieved through the freedom of the child--a freedom achieved through order and self-discipline.

Goals and Objectives

MW school believes in the child, and believes that the child we educate today will create a better world tomorrow. Our mission is to provide quality early education and training to the young children of the community in a learning environment using the Montessori Method.

The specific objectives of MW school are:

- Create a secure, loving and joyful atmosphere in which each child can learn, grow, and become independent.
- Educate each child to acquire self-esteem, a positive attitude toward learning, and an abiding sense of curiosity.
- Help each child to realize his and her importance in the community through learning respect and consideration for others and their environment.
- Inspire each child to create a peaceful world in which to live.

Programs

MW follows the tenets of Dr. Montessori by offering a truly child-centered and multi-sensory environment. The curriculum, classroom, and teacher's role are carefully designed to honor self-paced growth while encouraging group awareness and social cooperation. Each Montessori class operates on the principle of freedom within limits. Every program has its own set of ground rules that differs from age to age, but is always based on the core Montessori beliefs, that is, respect for each other and for the environment. The Montessori materials allow concrete manipulation of objects that are multi-sensory, sequential and self-correcting in nature, and hence facilitate the learning of skills as well as abstract ideas. They offer a built-in "control of error," which provides the learner with information as to the accuracy of his response and enables him to correct himself. The teacher demonstrates the lesson initially and is available if needed. The students are free to work at their own pace with material they have chosen, either alone or with others. All classrooms have multi-age groupings. This encourages a family-like atmosphere where learning takes place naturally. The aim is to encourage active, self-directed learning and to strike a balance between individual mastery and small group collaboration within the whole group/community.

Primary programs offered during the academic year are: Half Day (8:30-11:30), Full Day (8:30-2:30) and Extended Day (7:00-6:00) on 5 day a week schedule for students ages 2.5 years to 6 years*. Primary class is taught by a Montessori certified teacher, Montessori interns and/or assistants. Class has mixed-age groupings, allowing younger students to learn from the

activities of older students, and providing the older children the opportunity to teach and nurture younger children.

The main Montessori curriculum areas around which the classroom is organized are:

- Practical Life exercises
- Sensorial exercises
- Mathematics
- Language
- Physical geography
- History & Cultural study
- Science & Nature
- Arts & Music

MW also offers introductory foreign language, library experience, physical education, field trips and outdoor play as part of the primary program.

Kindergarten program is for 5 to 6 year old students. This program provides the students with focused time to reinforce and refine their skills. Advanced studies and projects are planned for each week. The students move through the major curricular themes from concrete presentations towards a greater depth, detail, and abstract understanding. Self-directed learning and fostering of a positive self-esteem are elements of MW's program that impact the child's future learning and adaptation to other educational environments.

* The last Friday of every month is a teacher workday. Dismissal will be at 11:30 for all students except those enrolled in the extended-day program. On Parent-Teacher meeting days, Astronomy night, and Kindergarten sleepover, extended-care will end at 5:30.

Acceptance and Admission Procedure

Montessori World admits students regardless of race, religion, color, political belief, national, or ethnic origin to all programs, activities, rights, and privileges available at the school.

The beginning of the acceptance procedure is based on availability of space. An interactive observation of the program by the parents and child is necessary before the admission procedure can commence. The purpose of the observation is to establish assurance for the parents and the teaching staff that the program is suitable for the child. Moreover, it provides an early opportunity for us to discover how the child interacts with the environment. The teacher will observe the child's abilities with selected Montessori material. Parents can also be scheduled to attend the classroom at additional times to enhance their understanding of the Montessori structure and method. The classroom observation is an ideal time for parents to ask any questions not covered in the printed information. Parents will be notified of a child's acceptance as soon as possible.

We sometimes have a waiting list for admission. In order to be added to our waiting list, parent(s) must tour the school, complete a waiting list application, and submit a \$25 Waiting List fee. This nonrefundable \$25 will be credited towards your registration fee once placement is made.

The admission procedure begins with an application that is completed and returned with a \$125 non-refundable registration fee. **All forms are to be filled out and returned to the school within three days of enrollment.** Forms will include: **DHR Pre-Admission Record, Enrollment Agreement, and an updated Blue Immunization Record.** If these forms are not returned to the school within three days, the Alabama Department of Human Resources requires that your child not be allowed to attend school.

Pre-Registration for the following school year takes place during February for currently enrolled families (including siblings). Registration opens up to the public in March.

Tuition and Fees

You will receive an invoice prior to the first of each month. This invoice will include your current monthly tuition, and any extended care hours accrued during the previous month.

Registration fee: \$125 (non-refundable)

Annual supplies fee: \$75 (payable once per year in August)

Sibling tuition discounts: 10% for 2nd child, 15% for 3rd child

Extra Care is available at \$10 per hour for emergencies only; not available on Teacher Workdays.

Please refer to our current “Tuition and Fees” schedule for a listing of our monthly tuition costs.

Payment Plan

Timely tuition payment is the responsibility of the parent/guardian. **Tuition payments are due on the 1st of each month, and a 10% late fee will be assessed if not paid by the 5th.** If making a late payment, please include the late fee with your tuition payment. Payment is accepted by check or money order only--no cash please. The returned check fee is \$40. The tuition plus the returned check fee must be paid with a cashier's check, money order, or certified check. If a check is returned a second time, all future tuition payments must be paid with a cashier's check, money order, or cash. Stopped payments on checks already submitted to the school (with no lost check affidavit) will result in a \$50 fee and your child will not be permitted to attend until all fees/tuition are paid in cash. Asking us to “hold a check” beyond the 5th of the month will result in a late fee.

Tuition payments are non-refundable and non-transferable. Tuition fees are computed on an annual basis and broken down into monthly payments, thus monthly payments are not reduced for student absences or school closings. Your tuition covers only the sessions in which your child is enrolled; other hours of the day cannot be substituted. Childcare will be provided on all instructional days, with the exception of cancellation or early closing of the school due to inclement weather or other acts of nature.

Failure to pay the balance in full (including late fees and insufficient fund fees) within ten days from the due date (10th of the month) will result in the child not being permitted into the school.

Taxes

If you require tuition records for your tax purposes, please keep your invoices or receipts throughout the year. Annual tax statement can be provided upon request; please allow several days for processing.

Extra Hours of Extended Care

If you require regularly scheduled extended care, you will be charged the **entire extended care program rate** (see the current “Tuition and Fees” schedule). Extra hours may be arranged for emergency purposes at a rate of \$10 per hour. These hours require advance notice and are subject to staff availability. Extra hours are not available on teacher workdays. This extra rate will *automatically* be assessed when a child is placed under our supervision 15 minutes earlier than their scheduled arrival time, or remains in the school 15 minutes after their scheduled dismissal time. For example, if a child scheduled to leave at 2:30 is here past 2:45, you will be charged \$10 for extra care. Any extra care charges will be added to your invoice for the following month, while scheduled extended care rates are figured in with your monthly tuition. Also, there is a late fee of \$1 per minute (minimum of \$15) charged after six o'clock (or closing time). This late fee is payable in cash directly to the teacher staying after closing time. The time on the school clock in the entryway will be used for all times.

If late fees are assessed more than 5 times during a month, your child will automatically be enrolled in the next level of attendance the following month. For example, if your child is enrolled as full day with 2:30 dismissal and you arrive after 2:45 more than 5 times during a month, your child will be enrolled as extended care the following month. This allows us to have the proper teacher coverage, snacks, etc. for students.

Withdrawal Procedure

The school must receive **30 days written notice** of student withdrawal in order for the next month's tuition to be pro-rated. If 30 days notice is not given, the full month's tuition is required.

General Policies and Procedures

SCHOOL HOURS

5 days a week – Monday to Friday	
Half day	8:30 – 11:30
Full day	8:30 – 2:30
Extended day	7:00 – 6:00

The last Friday of each month is a half-day (8:30-11:30) for the teacher's planning session.

Extended Care students may stay all day on teacher workdays. On Parent-Teacher Meeting days or days with scheduled evening activities (ex. Astronomy night), extended care will end at 5:30.

Students must be present at 8:30 am, the beginning of our school day. No student will be permitted to enter the classroom after 9:00 am unless arrangements have been made with our office at least 24 hours in advance. Because we are an academic environment, our students begin work right away and foreign language classes begin at 9:00 am. We find late arrivals disrupt our students and their learning. Please see “Arrival and Dismissal” section for more details on pick-up and drop-off.

Orientation

All students have orientation the week before school begins. There are appointed times for sessions during this week depending on enrollment type. New students will be introduced to the classroom procedures during this special orientation period. Orientation, with its small class size as well as shortened hours, allows the new students to become comfortable with the classroom, the materials and the teachers, and returning students time to reacquaint themselves with the classroom and rules. Regular attendance is essential for this orientation time to be successful.

Arrival and Dismissal

Daily transportation of the student is the responsibility of the parent/guardian.

Drop-off: Extended day students may arrive as early as 7:00 a.m. Drop-off time for half-day and full-day students is 8:15 to 8:45 a.m. each morning (with the exception of orientation days). During this time there will be a staff person waiting to greet and receive students under the canopy for “carline.” If carline is in progress, you must proceed through carline for the safety of your child and to keep the line going smoothly. Arrival is smooth and less stressful for the child by following this process. **Students must remain buckled in their car seat until the teacher opens the car door.** Parents arriving before or after drop-off time need to escort their children into the school and place them in a staff person’s care.

Pick-up: Dismissal times are 11:30 (half-day) and 2:30 (full day). Carlines for these pick-up times are 11:25 a.m.-11:40 a.m., and 2:25 p.m.-2:45 p.m. During these times a teacher will bring your child to your car. Students need to be picked up promptly at their scheduled time in order for the daily routine to stay on schedule and unstressed. If you know you will be late, please call the school so we can let your child know. When you are late, please come in to get your child and sign out on the time sheet. **Please allow time in your schedule on bad weather days to be prompt, as the students who stay past regular pick-up times start their lunch or snack immediately after dismissal. Please remember your child must be in a car seat/booster seat. We cannot allow a child to leave campus without being in proper car restraints...and it’s the law!**

If you walk your child into the school or pickup your child outside of carline times:

- The car ignition must be turned off (DHR requirement).
- Students need to be escorted by an adult to the entranceway, leaving their personal belongings in the designated area, and then placed under a teacher’s supervision. (This is a good time to check your parent folder!)
- **Please remember to sign in and out.** Not only is this for the safety of your child, but **it is also mandated by the government. Please sign your full name...no initials!**

AT ALL TIMES, PLEASE HOLD YOUR CHILD’S HAND IN THE PARKING LOT!

Students needing to be picked up “early” may be picked up at 11:30 (before lunch), 12:15 (after lunch), or 1:45 (after naptime). Our full-day dismissal begins at 2:25. When making doctor appointments, etc. please adhere to these times for pick-up in order to keep naptime distractions to a minimum. Because teachers are with students waking up from naptime, on playground duty, etc., **absolutely no dismissals are allowed between 2:00 and 2:25.**

Please use your morning drive-time with your child as a time to talk about the day, sing songs, etc. Establish a communication routine with your child. Refrain from watching DVDs in the car. We find the students who share this “talk time” come to school ready to learn.

Authorization to Release

A student will be released only to the persons listed in the DHR Authorization to Release section of the Pre-Admission form. Parents must complete this form and return it to the school, even if it is to indicate that no one else is permitted to transport the student. Parents/guardians are responsible for informing the school if any changes in transportation status are made. The school must have written permission for your child to leave school with anyone other than who is listed in the current Authorization to Release. Emails are fine! Proper identification is also required—a valid driver's license is preferred. Students cannot be released to anyone without proper identification.

Absences

The school should be notified when a student is going to be absent, preferably by the beginning of the school day (8:30). A message can be left on the answering machine before 8:00 a.m., and office staff can be contacted directly after 8:00 a.m. All communicable diseases must be reported promptly so the school can notify the other families.

There will be no reduction in tuition/fees for temporary absence caused by student illness or vacation.

Discipline Policy

In the classroom, students are respected as individuals. The students are generally free to move in the classroom and interact with other children, to work on appropriate materials, and ask for help from the teacher. The student is not free to disturb or hurt other children, abuse the materials, or disrupt the classroom operations. If necessary, the teacher will provide corrective guidance, but the ultimate goal is to place less emphasis on adult control and greater emphasis on the child's development of inner-discipline, and to direct the student to help them become self-disciplined, self-directed and self-motivated. In the event that guidance becomes necessary, the following steps will be taken:

1. Objectively evaluate the situation.
2. Redirect the activities.
3. Provide a quiet time, if needed, for the child.
4. Talk with the child regarding the problem.
5. Re-introduce the child to the activities.
6. Repeat the above procedure if the problem continues.
7. Conference with the parents if the problem escalates.
8. Suggest an outside specialist be consulted if the problem outgrows the classroom.
9. As a last resort, the administrator/teacher may request temporary or permanent withdrawal of the child.

Safety Policy

1. No student is to be left alone or unsupervised.
2. All students will be acknowledged at the classroom door upon arrival and departure so that a staff member is aware of the child's presence at the school at all times. **If you arrive**

before 8:15 am or after 8:45 a.m., you must escort your child into the building making direct contact with a teacher. Parents must hold the child's hand at all times in parking lot.

3. The school staff has immediate access to a working telephone at all times.
4. Fire drills are held monthly at varying times, and the school will maintain a record of these.
5. Tornado drills are held a few times a year, and the school will maintain a record of these.
6. Fire emergency and weather alert plans are posted in the classroom.
7. A formal incident report will be completed when an accident or injury requiring emergency medical treatment occurs.
8. The administrator and each employee are required to immediately notify the local children's agency when they suspect a child has been abused or neglected.
9. All full-time teachers have current CPR/First Aid training.

Field Trips

During the school year, the class will plan field trips to enrich the learning experience. All students must have a signed permission form on file at the school before participating. If you know of special events that you would like the school to participate in, please feel free to make these suggestions.

We strongly encourage parental participation so that all trips will be well chaperoned by parents and teachers. Parents will be notified of all trips well in advance, and may sign up to chaperone. Trips are limited to only parents and enrolled students; no siblings, please. Because space on the bus will be limited, parents may ride first come/first serve. Otherwise, parents may need to follow in their own vehicle. *Parents need to notify us in advance if the child will not participate in the field trips. MW school will be closed during field trip hours and care will not be provided to students not participating in field trips.* For most trips, a bus will be rented for transportation, and the cost is divided evenly among all participating students. **The cost of field trips is payable in cash only.**

There is a mandatory seat belt law in the state of Alabama. No child or adult is permitted to go on any trip unless the seat belt/child safety restraint law is enforced. All parents and staff drivers are required to have proof of insurance on file in the office before driving on field trips.

Snacks will be provided for the students by MW school on all field trips, thus we ask that you **please do not bring individual snacks for you or your child.** Likewise, since field trips are school functions, the school's nutrition policy is still required of all participating students and chaperones. In addition, as patrons of the bus rental service, we are required to follow their rules regarding their bus, which includes no food or drinks on the bus. Bag lunches (all disposable containers) will be required for most fieldtrips. MW school t-shirts are available for purchase for both students and adults. For the safety of your child, it is required that students wear school t-shirts on all field trips.

Holidays

Holidays are discussed and sometimes celebrated in the classroom as a part of cultural awareness. Minor holidays, such as St. Valentine's Day, St. Patrick's Day, etc., are discussed as to their origins and history, and may be celebrated with a special art project. We do not exchange Valentines. Major holidays of different countries such as Thanksgiving, Hanukkah, Diwali, Kwanzaa, Christmas, etc., are presented with stories and experiences that embody the true spirit of giving and sharing.

Books

MW school wants to teach students what the world is really like. For this reason, we read books about real things in the class. We suggest not bringing books with fantasy or cartoon pictures, such as Disney characters, to share with the class. Students are welcome to share a book about real things with the class. Students may bring any book (including fantasy books) to read during naptime. Since this is a quiet rest time, please do not bring any “noisemaker” books or books with wheels, etc. for naptime. **Please send no more than 3 books in your nap items each week; lightweight, paperback books are preferred.**

Show and Tell

Books and other educational material that might be of interest to all students are welcome, as well as items that students make or find in nature. Please bring items that can be *worked* with in the classroom. **No toys are allowed for show and tell.** These items can be shared during show-and-tell time, which will be on the first Thursday of each month beginning in September.

Every day, our observation table is available to our students. Anything found in nature (tadpoles, cool bugs, leaves, rocks, etc.) may be brought at any time for the observation table.

Personal Items

This is a time of growth for your child, and it is important for him/her to develop a sense of security and independence without depending on personal items. Toys, jewelry, and other personal items should not be brought into the classroom as they distract students from their school environment, create conflicts, and may become lost or broken. **No Chap Stick, sunscreen or sunglasses may be brought to school.**

Clothing

To help foster independence and self-discipline in the student, please note the following guidelines:

1. Clothing should be comfortable and easy to put on and take off. For example, pants with elastic waistbands, zippers, and snaps are appropriate. Belts with buckles may not be worn unless the child has learned how to fasten the buckle himself. Pants with buttons are very difficult to fasten/unfasten. Slippers for the classroom should also be easily managed by the child.
2. **Clothing with TV, movie, video, or cartoon characters is not appropriate for school.** When these items are worn, it is difficult for students to concentrate in the classroom. Children wearing these items to school will be required to wear one from their “extra box.”
3. **No boots** (including rain boots, cowboy boots, fashion boots) **or shoes without backings** (such as flip-flops) may be worn to school for safety reasons.
4. Shoes that light up excessively or on toes (such as Sketchers or Hot Wheels) are not allowed at school.
5. **No jewelry (boys or girls)** except post earrings.
6. **No hats are allowed in the classroom.** If you would like your child to wear a sunhat on the playground, you are welcome to send one that will be kept on your child’s “hook.” Only baseball caps or floppy sunhats, please. Remember, a teacher cannot “force” a child to

keep a hat or jacket on while on the playground. Scarves are considered a choking hazard and therefore not allowed.

- 7. No student may wear wristwatches at school.** We find they are distracting to the student and get caught easily on work and playground equipment.

Extra Clothing

At the start of the school year, parents need to bring *two* complete changes of clothing to keep at school. These include pants, shirts, underwear, and socks, and should all be **marked with the child's name on the tag. Also, please label jackets, sweaters, gloves, coats, etc. If your item is not labeled, a teacher will label it with a Sharpie. Unlabeled, loose items will be placed in the lost and found basket or hung on the entrance door.** When cold weather comes, please remember that we have up to 40 children hanging coats, etc. Please only send items necessary for them to wear at outside playtime (11:00 and 2:00 most days).

When the students use some of their extra clothes, the wet/soiled clothes will be placed in a plastic bag and hung on their hooks. Please bring in replacements as soon as possible. If your child does not have extra clothes, MW will provide what is needed. It is very important that these clothes be cleaned and returned as soon as possible for the use of all students. Also, when the weather changes, please remember to exchange your child's extra clothes with weather appropriate clothes.

Nap/Rest Time

By Alabama state law, a minimum 45 minute rest time is mandatory for all children enrolled in the pre-school program (not Kindergarten). MW provides a cot for each student, and the parent/guardian must provide a fitted crib sheet, blanket and pillow, accompanied by a book (all labeled with the child's name), to put on the cot. No roll-up mats, please; these do not work well with our cots. Nap items should be brought to school at the beginning of the child's school week, and are sent home every Friday to be laundered. Students who do not sleep may look at their book quietly, and the Kindergarten class goes to the small classroom for a small group lesson during this time. Please make sure all books have your child's name, 3 books maximum; lightweight paperbacks are preferred.

Birthdays

We enjoy celebrating each child's birthday at school. Please talk to a teacher ahead of time, and an information sheet about the birthday celebration will be given to the parent/guardian shortly before the celebration. Families and friends are welcome to join the celebration to honor the student. During the group celebration (normally 9:00 am), the child participates in a special ceremony and the other students join in to offer their wishes. The parent, or teacher if parents are unavailable, tells their life story as they hold a globe and "orbit the sun." An appropriate celebratory snack may be sent with the student that morning. Snacks should be in keeping with the nutrition policy, thus please do not send a cake, cupcakes, cookies, etc. **Birthday napkins, plates, and cups are acceptable, but no party favors or birthday hats please.** We are unable to accommodate party-type activities at school. **Outside party invitations may be given out at school only if the entire class is invited. If you are inviting a portion of the class, please e-mail, mail or telephone your invitations; a parent directory may be obtained from the school upon request.**

Celebrations

MW school will have several celebrations during the year. Parental participation is *greatly* needed to accomplish this.

Lost and Found

Students often leave their clothing and belongings at school. Parents need to check the lost-and-found basket in the entryway periodically. Items that are not claimed by the end of the school year will become the property of MW and may be donated to a local charity.

Food

Breakfast: MW school does not provide breakfast in the morning. Extended care students may bring breakfast with them if needed, but not later than 8:00 a.m. Breakfast foods must still follow our nutrition policy; no doughnuts, sugary cereals, etc.

Snack: A child's desire for a snack is based on both social and physical needs. The snack the child eats at school can easily be a part of the total daily plan. Snack should complement, not substitute, regular meals. **The school provides snack at around 9:00 a.m. and 3:00 p.m.** The following is a sample list of snacks provided by MW:

Bread/grains group

Crackers with cheese
Cheese crackers
Cereal snack mix
Cereal
Pretzels
Goldfish crackers

Beverages

Water or 100% fruit juice - *please read your fruit juice labels carefully*

Dairy group

Milk with cereal
Cheese cubes/cheese slices with crackers
Cream cheese with crackers

Fruits and vegetables group

Raw vegetables cut into small pieces
Fresh fruits in season, e.g. banana, apple, orange, grapes
Dried fruits (raisins)

Protein group

Peanut butter for spreading on crackers and bread

Lunch: When a student stays for lunch, he/she needs to bring the food in a lunch box (characters are fine!) or a bag that does not require refrigeration, packed in containers the child can manage independently. Please make sure the child's name is clearly marked on the outside of the lunch box/bag (we often have several students with the same lunchbox.) Parents should pack a well-balanced nutritious meal with portions suitable for the child's age and appetite, as too much food is too overwhelming to eat and clean up. Please refer to our current nutrition policy for lunch suggestions.

If your lunch requires refrigeration (milk, etc.), please inform a teacher at drop-off. The entire lunchbox will be placed in the refrigerator. Please only pack water, white milk (no flavored milk), or 100% fruit juice as a drink; **no Kool-Aid, Crystal Light, etc.** No Sippy cups. Thermos-type bottles, water bottles, sports bottles with straws are fine. The school provides small cups for the children to get water from the water fountain if they do not pack a drink.

At lunchtime, students take turns washing their hands, getting their lunch boxes, and choosing their seat. The school supplies placemats and napkins, forks and spoons. Students are shown how to take their food out of the containers and place it on the placemat. Use of napkins, quiet conversation with tablemates, and eating with forks and spoons are table manners we practice at lunchtime.

MW highly recommends reusable containers, and stresses recycling and not being wasteful. Whatever the student does not eat will be returned to the lunch box. This helps the parents get a realistic understanding of how much the child can eat and what he prefers to eat. Please practice with your child opening/closing the containers in their lunchbox. Also, allow your child to help make their lunch.

Pizza Day: Pizza Day is every Wednesday, unless canceled by field trips, celebrations, etc. Students can order slices of cheese pizza at \$1/slice. Orders and money will be taken each Tuesday. If you order pizza on Tuesday and your child is absent on Wednesday, please understand that pizza is already ordered and paid for (the money is non-refundable).

The students need their lunch box on pizza days packed with a drink and any other foods they need for their lunch. Fresh fruit, fresh vegetables, applesauce, and yogurt are great accompaniments to pizza!

Nutrition Policy

MW school maintains a nutrition policy for all items consumed at school or at school functions, including celebrations and field trips. This policy aids the child in developing a real life understanding of what nutritious foods are and how to enjoy them. **This policy excludes all dessert type foods (including sugar-free) and other highly sugared foods or beverages with large quantities of additives and preservatives.** Read labels and look for 100% juice. MW will also provide the parents with nutritious lunch ideas.

Dental research has shown a clear relationship between dental cavities and excessive consumption of sweets. Studies also indicate that a high amount of refined sugar in the diet tends to make the child hyperactive. To minimize the risk of choking, the American Academy of Pediatrics recommends that the following food should not be served to children under 4 years of age: hot dogs (unless sliced lengthwise, then across), nuts (especially peanuts), grapes (unless sliced lengthwise), spoonfuls of peanut butter, and cherries with pits. Jell-O/gelatin is not allowed on campus.

Please avoid yogurt with high amounts of food dye or ingredients that suggest high sugar content (such as yogurts with caramel or chocolate flavorings, etc.). Yogurt must be able to be eaten with a spoon; **no “Gogurt”** in straw type or squeeze containers.

If your child is restricted to a certain diet (gluten-free, vegetarian, etc.) we must be informed in writing. Please complete an allergy form and indicate food restrictions. Depending on the restrictions, we may ask that you bring a supply of snacks to keep on hand in case our daily snack does not meet the restrictions.

Health Policies

Health

Every student must have on file: **1)** A current blue Alabama immunization card, and **2)** Emergency medical release. MW school is concerned about the students’ health and safety, therefore minimizing unnecessary exposure of healthy children to disease agents.

Communicable Disease Policy: All communicable diseases must be reported immediately so that the school can notify the other families. **If the students are exposed to a communicable disease, the parents will be notified at drop-off or pick-up time with a written notice. We will send an email to all parents as soon as we are notified. No names will be mentioned in the communication, however we usually must include which days the child was present while contagious.** MW follows these guidelines:

1. Ill children should not be brought to school for their own good, as well as for the good of the other students. *The student may be readmitted 24 hours after the fever (without the aid of medication) and other symptoms of illness have abated.*
2. If a student is suspected of communicable disease, parents will be notified. Please try to pick up the child within one hour of being notified of illness.
3. If the child has a contagious illness, notify the school. When the child returns, bring a note from the physician that the student is no longer contagious and may return to school.
4. If the child is too sick to go outside, he/she is probably too sick to be in school.

The school obeys the following guidelines in determining how to proceed with specific symptoms:

Send home

Diarrhea (more than one time)
Severe coughing (whooping, red-blue face)
Difficult or rapid breathing
Yellow skin or eyes
Conjunctivitis (pink eye)
Vomiting
Lice, scabies or other parasites
Infected skin patches
Dark urine, gray or white stool
Stiff neck
100+ degrees F temperature

Observe

Unusual spots or rashes
Sore throat, difficulty in swallowing
Elevated temperature (below 100F)
Minor cold symptoms
Stomachache
Not feeling well enough to participate

If we send your child home with a 100+ fever or with vomiting, they may not return to school the following day. (Example: if child is sent home at 9:00 on Monday, they may not return until Wednesday.)

Emergencies

In the event of an accident or a sudden onset of illness, the school will not hesitate to seek proper care for a child. The teacher or the director may notify 911 and follow their instructions. The child's individual emergency instructions on file in the school office are consulted immediately and the parents/guardians are called. A medical emergency form is to be completed for each student enrolling in the school. The form indicates the address, telephone number, doctor and contact person in the event of an emergency. If necessary, the child will be transported to the nearest hospital by ambulance or police. The consent statement that the parent signs will accompany the child so that treatment can be given immediately in the absence of a parent. **It is imperative that parents keep the emergency contact information in the office up-to-date.** Please remember to make these changes known for the sake of the child's wellbeing.

Medication

It is preferable that all medication be given at home by the parent/guardian. Please plan your child's medication schedule accordingly.

- Our teachers will only administer allergic reaction treatment/medication (epipen, etc.) with parental permission accompanied by doctor's prescription in original container.
- Other medication should be administered by parent at home. If medication is required during the day, parent should bring and administer themselves on lunch hour or appropriate time.

Allergies

If your child has any allergies (especially food allergies), please complete and return an Allergy Notification Form. It is your responsibility to keep us updated!

Evacuation Point of Contact

If Montessori World must evacuate the premises due to weather or unforeseen circumstances, we will transport the students to O'Rourke Elementary School Gymnasium. You will be notified of the evacuation and may pick up your child at the designated point.

If the area is evacuated for any reason (chemical leak, etc.), we will transport to Dayspring Baptist Church on Cody Road and you may pick up your child there.

Parental Involvement

Parents are the child's first and foremost educators. We are a parent-cooperative institution and consider parental involvement and participation extremely important for the child's total wellbeing. At MW, the parent, the teacher, and the student are truly members of one big family. We request that parents fill out the Volunteer Form so we know your areas of interest and/or expertise. Likewise, each parent should feel free to contact the school whenever assistance is needed with problems or concerns related to the program.

Classroom Participation/Open Door Policy

Parents are always welcome to visit. Moreover, parents who have a talent, expertise, career, or hobby that might be interesting to the students are encouraged to make arrangements to share them with the class. In general, please come forward to share anything that may enhance the different curricula. Your participation in the classroom (workshops, holiday celebrations, field trips, volunteering, etc.) is a necessary adjunct to the child's education. We do ask that no parent visit/remain with child inside the classroom for the first 6 weeks of school. This allows students to overcome separation anxiety. You may proceed through carline, park, then come watch through the observation window in the office.

Parent Orientation/Education

There is a required orientation meeting for parents at the beginning of each year to explain the student's day, review school policies, and discuss any concerns parents may have. Additional parent/teacher meetings are held throughout the year to keep parents informed. Also, MW schedules parent education workshops throughout the year. They familiarize the parents with curricular areas as well as keep them abreast of issues in parenting, such as fostering independence, discipline techniques, and basic nutrition. Plus, we are always looking for new ideas and speakers.

Parent Bulletin Board

The Parent Bulletin Board is located in the entryway near the Office. Please check the board for announcements and articles of interest.

Parent Folders

Direct communication is the best way for the school to bring all the necessary information to the parents. Weekly reminders pertaining to happenings in the school are provided on Monday via email ("Monday Notes"). If the parents are late or absent, they may miss this or other important handouts. All handouts that are not personally delivered will be placed in the parent folder. These folders are located in the entryway near the Office. Financial statements, receipts, and requested copies of items will also be placed in the parent folder. **It is the parent's responsibility to check the folder for information.**

Email

Montessori World utilizes email for parent communication when at all possible. Please check your email daily and keep a current email address on file with the school. If you require a hardcopy, please let us know, but help us conserve paper and help our environment! **We check email several times a day at info@montessori-world.org.**

Parents who are divorced are encouraged to submit both parties' email addresses so that each parent is aware of school happenings. Unless we have a copy of a divorce agreement or court order (signed by judge) or a QDRO stating otherwise, both parents have rights to full access to their student's school activities.

Conferences

Individual conferences are scheduled two times a year. Kindergarten parents will have 3 conferences. If necessary, an additional conference may be arranged at any time by either the

parents or teachers. The first conference takes place after the first six weeks of school, and covers the child's transition into the classroom and socialization, not academics. It is required for all new parents and kindergarten students' parents. It is optional for all other returning parents. The second conference takes place at the end of January (halfway point), is required for everyone, and focuses on the student's academic progress, parent/teacher goals, and any concerns. *Parents are required to observe their children at least once before the second conference in order to have a better understanding of the child's activities and behaviors.* The third conference takes place in May and is mandatory for kindergarten, optional for other students.

Anyone who has questions or concerns they would like to address may schedule this conference. All conferences are confidential conversations between the parent and the teacher. Both parents should attend the conference whenever possible. *Divorced/separated parents are encouraged to attend the conference together, if at all possible, since only one conference is scheduled per student.*

Telephone Calls

If you need to speak with a teacher directly, please call before 8:00 a.m. or after 3:00 p.m. Otherwise, office staff can be reached during school hours. Please leave a message with office staff or on the answering machine, and a teacher will get back to you as soon as possible.

Directory

A school directory with the students' names, addresses, telephone numbers, birth dates, and parent/guardian names is prepared annually, and updated as needed. Each family receives a copy upon request. It will not include the name of any parent/guardian who requests his/her name be omitted. Please fill out the Directory Form and return it to the school.

Fundraising and Donations

MW school's only source of income is tuition. To help supplement this, we order Scholastic books, sell school t-shirts, and have a weekly pizza lunch. All proceeds go directly to the classroom for pet supplies, general maintenance/replacement of classroom materials, special crafts, etc. Occasionally, we may have a fundraiser for a specific purpose, such as purchase of new playground or classroom equipment. Supporting these fundraisers is optional.

As well, we welcome donations of books, school and office supplies, furniture, and equipment that may enhance our learning environment. We may occasionally ask for donations of specific items, such as small pumpkins for decorating during the fall. Please let us know in advance if you have items you wish to donate.

Concern and Conflict Resolution

Personal relationships are often affected because people fail to communicate with one another. If a problem exists, it can best be resolved by open and prompt discussion. By following the procedure outline below, parents provide the opportunity to resolve misunderstandings.

1. Talk with the person.
2. Talk with the head teacher.
3. If the parents feel there has been no resolution, arrange a meeting by calling the school office.

School Pictures

Individual school pictures are taken in the fall and the spring, and the class picture is taken in the spring. Parents have the opportunity to purchase both if they wish. We regularly take photographs of our students at work and in the classroom. These pictures are displayed on our photo board in the school lobby, and sometimes our website and/or social media sites. Some may be emailed to you, as well as, part of the weekly newsletter.

Social Media Sites

Some students at our school cannot have their photos taken (even for our photo board) because of custody or protection issues. And, some parents do not feel comfortable with their children's pictures being posted on the internet. Because of this, we have established the following policy.

Parent Responsibility: Montessori World parents understand they will not post any pictures taken on campus at any celebrations, etc. on any social internet site (Facebook, MySpace, Twitter, etc.) unless they can tag every student in the picture. The parents of each child must be your "friend" and tagged. This way, if they feel uncomfortable, they can ask you directly to remove the shot. And, they are aware that there are pictures/video of their child on the web. Do not post any videos made at Montessori World on YouTube since they cannot be controlled.

Anyone found not abiding by our policy may not photograph/video at our school. This policy is in place to protect our students and their privacy.

School Media Sites: The school maintains a **Facebook** page for the purpose of making announcements about events, sharing classroom activities, and sharing information/articles that may be of interest to parents. The school will occasionally post photos of the children working or playing at school. No photos will be posted without the parent's consent, and the students are never tagged in a photo on our page. Each parent must complete a Facebook Permission form upon enrollment.

The school also maintains a **Shutterfly** photo-sharing site for the purpose of sharing photos taken at school and among parents. This is a private photo-sharing page viewable only by parents who join. Each parent will receive an e-mail invitation to join the Shutterfly page after enrollment in the school. The school also maintains a school calendar on the Shutterfly page, which allows parents who join to receive optional texts or e-mail reminders about upcoming events/activities. Participation in Shutterfly is optional.

Cell Phones

Please refrain from talking on your cell phone while picking up/dropping off your child at school. Your child is excited to see you, and the teacher needs to communicate with you as well.

Also, please refrain from allowing your child to watch DVDs during drop-off/pick-up times so that teachers can effectively communicate with your child.