



PARENT HANDBOOK

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NIDO LEVEL

AGES 12 MONTHS-24 MONTHS

Our Nido Program (Italian for nest) serves children from 12 months of age to 24 months. Our Nido program specializes in meeting family's unique needs and offers parents information on how to give your child the best education. Children begin their path toward independence in our Montessori Nido Community. The adults are responsible to guide children along this path and every moment is a learning opportunity. At each stage in development, we must meet children's needs to maximize their developmental interests and potential. Children in our Nido program are given freedom to move, eat, sleep, and communicate at will, guided by special materials and furniture to facilitate this development. Each family works with the Head Teacher to formulate an individual plan for feeding, rest, toileting, and activities. As infants' interest in communication and movement grows, they begin to seek a broader environment for stimulation and become ready to join our toddler community.

TRANSITION LEVEL

AGES 24 MONTHS TO 3 YEARS

Following the guidelines set by Maria Montessori; the focus of this program is on the children attaining "inner peace through self- love" The children learn to interact with peers and socialize outside their family circle. They learn to work in a prepared environment that addresses the need for sensory experiences, practical life skills, motor refinement and oral language development. Through movement and manipulative materials, the children are given the opportunity to develop into well-balanced, more independent and self-motivated individuals.

PRIMARY LEVEL

AGES 3 TO 6 YEARS

Our Montessori Classroom is a prepared environment offering children activities in Practical Life Skills, Mathematics, Language, Sensorial, Art and Cultural Areas. These activities use developmentally appropriate, hands-on materials that the children will use with the guidance and direction of the teachers. The prepared environment has child-sized furniture and equipment. The child works at his/her own developmental level and pace, in a group of children of mixed ages. This provides the more advanced child the opportunity to repeat an acquired skill when helping another, who in turn experiences cooperation, patience and acceptance of other's achievements.

Our program at all levels exposes children to Music, Motor Skills, and Spanish every week.

****Please note that classroom placement and transitions between classrooms are the result of a careful observation of the child. Montessori Schoolhouse does not limit criteria to chronological ages.***

Absences & Attendance

Attendance every day is vital to your child's success at Montessori Schoolhouse. Consistency is key for the child development, so it is important to attend school every day when possible and be on time. For our Nido and Transition Classes, the school day begins promptly at 9: 00 AM and for our Primary Class the school day begins promptly at 8:30 am. However, we know there are times when your child must miss school. Please call the school office at 210-341-0731 or email at info@mymontessorischoolhouse.com to let us know that your child will not be attending for whatever reason. If your child is sick, please be sure to let us know of the illness so we can be aware. Please see Illness; Arrival and Morning Drop Off; and Arriving Late in the Morning for more information.

Admissions Policy

Montessori Schoolhouse does not discriminate in admissions or placement based on race, color, religion, national or ethnic origin, ancestry, or handicap. Acceptance is based on space availability, a family's commitment to Montessori education for their child, and the child's likely long-term attendance at Montessori Schoolhouse. All rights, privileges, programs and activities of the school are made available to all students of the school.

Admissions Process

- School Tour

Prospective families are required to have a school tour with the prospective student and are encouraged to observe in a classroom before enrolling their child. Appointment for tours can be made through the main office. Please call the school office at 210-3410731 or email at info@mymontessorischoolhouse.com

- Application

If possible, parents are encouraged to speak with the Head of School and tour the classroom before submitting an application. All applications will be processed upon receipt of a completed application form.

- Waiting List

If there are no openings available in the program selected, your application will be placed on a waiting list. You will be contacted as soon as space becomes available and will then have two weeks in which to enroll your child by signing a contract and paying the initial registration fee. (non- refundable).

- Provisional Acceptance

All children enrolled are accepted into the program with the understanding that if after a period, the teacher and/or school director feels the program cannot meet the child's needs, the staff and parents will explore alternatives together.

- Enrollment Agreement

A child is officially enrolled in the program when the school has received the signed enrollment agreement / contract and the initial registration fee. Enrollment in all programs is binding. Parents are responsible for tuition each month regardless of the amount of time the child attends the school.

- Enrollment Forms

Families are required to complete all the enrollment forms by the Students first day of school. See: **Forms** for detailed information on required admission forms.

Enrollment preference is given to returning students, siblings of current students, siblings of former students, and students transferring from other Montessori schools.

Animals

The presence of classroom pets or visitor animals is an important component of our program. Especially if a child has no experience at home with pets, exposure to a wide range of animal life in the classroom can benefit a child: from touching, observing, caring for, and making connections to the natural world, to understanding the delicacy and uniqueness of all life.

For example, Studies have shown that watching fish swim in an aquarium has actual health benefits, including a reduction in blood pressure and heart rate. Additional studies have shown a reduction in anxiety and stress when people gaze at fish swimming in a tank. This information has the potential to help a young child who may feel anxious about separating from his parents to be in school during the day

We will Notify parents when visitor animals are or will be present. It is our commitment to ensure the animals do not create unsafe or unsanitary conditions; and the children do not handle any animal that shows signs of illness, such as lethargy or diarrhea. We also make sure that the interactions are always under adult supervision, ensuring that caregivers and children practice good hygiene and hand washing after handling or coming in to contact with an animal and items used by an animal, such as water bowls, food bowls, and cages.

Arrival & Morning Drop-Off

Nido and Transition

Our school day starts at 9:00 am. Make sure your child is signed- in. The teacher will welcome your child by the gate or classroom front door. **No child is to be brought to school more than 15 minutes before class begins, nor picked up more than 15 minutes after class is over unless you plan to leave your child in our Extended Day program. If you are dropping off after 9:15 am please stop by the office before, so we can take your child to the classroom.**

Feel free to park your car in our designated parking area (by the school main entrance in the right side), or at any available parking space by our school driveway by the gate or buildings. Please turn off your vehicle and drop off your child and sign his/her in. Make sure the teacher or teacher assistant is aware of the presence of your child.

Parents in the Classroom: We encourage a nice and reassuring “good bye” by the gate. Specially during adjustment periods. If you do take a moment to peek into your child’s world, be respectful of the children’s space. Maria Montessori named it the Children’s House, and it is truly created only for them. Though you may not realize it, whenever you enter the classroom area, your presence has an effect on every child who is working there. Be aware that your presence may cause disruption on other children’s adjustment process.

Primary

Our school day starts at 8:30 am. Make sure your child is signed- in. The teacher will welcome your child by the gate or classroom front door. Some days, Primary class starts the day at the main playground. If that is the case, the teacher will welcome your child by the playground gate. Feel free to park your car in our designated parking area (by the school main entrance on the right side), or at any available parking space by our school driveway by the gate or buildings. Please turn off your vehicle and drop off your child.

Once Inside, Your Child's 1st Work: As you arrive, remember that you are entering the Children's House, an environment created with love and respect for your child. When dropping off, please keep your voice low and cell phone off. Your responsibility is to deliver your child safely. Once inside, they will learn to work independently at hanging up their coat and backpack, take their lunchboxes to assigned areas and start their work routine. Remember that children often need more time and space to complete these tasks than you may have at that moment. It is their first work of the day and they will work at it until it is done. Therefore, take those moments instead to enjoy your child and say goodbye. Since the classroom is not teacher-driven, the children's day only begins once you have said goodbye, because only then are the children able to turn toward their environment, begin making their own choices, and seek out what they want to learn that day.

Parents in the Classroom: If you do take a moment to peek into your child's world, be respectful of the children's space. Maria Montessori named it the Children's House, and it is truly created only for them. Though you may not realize it, whenever you enter the classroom area, your presence has an effect on every child who is working there. If you want to pick-on his world, please make it sweet and short and before 8:45 am. However, parents should not ever take work from the shelves, attempt to direct their child in choosing a work, or manipulate any of the materials. You are an observer of their world: enter quietly, move slowly, and please do not interrupt any children who are working (including your own!). (See Observing in the Classroom)

Arriving Early – AM Extended Day Care

If you need to drop your child off before his/her school day starts, we offer an AM Extended Day Program for an additional monthly fee. With Extended Day AM, you may bring your child to school starting at 7:30 AM each morning. Program is subject to availability. Upon arrival, please take your child to the EXTENDED DAY ROOM. Please make sure your sign your child in.

"Drop- off" / "as needed" option may be requested ahead of time and it is subject to availability based on student –teacher ratios. Please contact the school office to request it.

Unless you are enrolled in our AM Extended day program, please arrive at school at 8:30 am for Primary and at 9:00 am for Nido and Transition.

Birthdays

Birthdays at Montessori Schoolhouse are very special days, please check with us in advance so we can coordinate a celebration.

- Bring a poster board with a picture of your child at each age and a picture of the child's family to share with his/her classmates.
- Bring a special treat to share with the class. Please keep the treats simple and healthy. This is not meant to replace a birthday party that you may have at home, only to enhance your child's day. Some suggestions for this snack could be: small muffins, fruits and cheese, etc. Candies, big cakes or sugar icing cupcakes are not recommended.
- If you plan to invite your child's classmates to a birthday party, we ask you to include the whole class, this saves the feelings of children not invited. If you are not planning to invite all the classmates, we encourage you to send the invitations via mail or other methods.
- If your child's birthday falls on a holiday or non-school day, we will coordinate with you to celebrate it before or afterwards.

Biting Policy

Perspective on Biting

Biting is a very common behavior among children birth to three years of age. Biting is a form of communication and is almost always a response to the child's needs not being met or coping with a challenge or stressor. At Montessori Schoolhouse we believe by understanding the developmental stages of the children in our care and their individual needs, we can proactively prevent many biting behaviors by the environment which we create for the children.

We understand that children biting other children, is one of the most common and most difficult behaviors to deal with in group child care settings. It can occur without warning, can be difficult to defend against, and provokes strong emotional responses in the biter, the victim, the families, and the caregivers involved.

For many toddlers, the biting stage is just a passing problem. Toddlers try it out as a way to get what they want from another toddler. They are in the process of learning what is socially acceptable and what is not. They discover that biting is a sure-fire way to cause the other child to drop what they are holding so the biter can pick it up. However, they experience the disapproval of the adults nearby and eventually learn other ways of gaining possession of objects or expressing difficult feelings.

For other children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power.

In order to alleviate some of triggers for biting, Montessori Schoolhouse has many practices in place that are known to help prevent incidences of biting in small children.

- **Quality relationships:** Staff develops nurturing relationships with the children and gets to know each child individually. Staff is given many opportunities for professional development to help he/she learn ways to build quality relationships with the children.
- **Environmental influences on child's behaviors:** Children are given opportunities to work in both small and large groups; the environment in a Montessori classroom is often quiet and productive which is very soothing to children; and staff are very aware of and willing to help a child that is feeling overwhelmed.

- Targeted social-emotional supports: Children have a daily routine that they follow which consists of circle time, time to pursue own work, and snack time. Children learn early how to navigate classroom transitions in a way that helps them build confidence and alleviate stress. Staff talks about emotions/feelings through books and other work and teaches strategies such as motor skills exercises to help children learn to calm themselves.

No matter what the cause, it is important to be aware of the potential problem before it happens. Therefore, Montessori Schoolhouse, after consulting child care experts and manuals, has developed the following plan of action to be used if and when biting occurs in our school.

Response to Biting - Action Plan

When a child is bitten:

For the biter:

1. The biter is immediately removed with no emotion, using words such as “biting is not okay – it hurts.” We will avoid any immediate response that reinforces the biting or calls attention to the biter. Caring attention will be focused on the child who was bitten.
2. The biter will not be allowed to return to work/play and will be talked to on a level which he/she can understand. “I can see that you want that truck, but I can’t let you hurt him. We don’t put our teeth on people.”
3. The child will be redirected to other work/play.
4. Staff will complete an ouch report* and notify the family of the biter when the child is picked up for the day.

For the victim:

1. Staff will separate the child who was bitten from the biter.
2. Special attention will be given to comfort the child.
3. Staff will administer appropriate first aid as follows:
 1. Assess the wound and if it is bleeding, apply pressure directly to the wound, using a clean, dry cloth, until the bleeding stops.
 2. Clean the bite wound with a mild soap and warm running water for approximately 3 - 5 minutes.
 3. Rinse thoroughly, and pat dry with a clean, dry cloth.
 4. Cover the wound with a clean, dry dressing.
5. Should the wound require immediate medical attention; appropriate action will be taken, and parents will be notified immediately.
4. Staff will then complete an ouch incident report* to notify family of the victim that the child has been bitten.
5. Classroom staff will confer with the director to review the context of the biting incident, whether adequate supervision was present and whether the environment contributed to the biting incident. If changes in supervision and/or environment are warranted, then those changes will be implemented.

*Please note that the ouch report is a confidential, standardized form that all staff uses to document incidents that happen at school such as first aid notification, child wellness reports, etc. in which pertinent information must be recorded for school records as well as a way to communicate with parents.

When biting continues:

1. Classroom staff will meet with the director on a routine basis for advice, support and strategy planning.
2. Staff will chart every occurrence, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.
3. Staff will “shadow” children who indicate a tendency to bite, to: Head off biting situations before they occur. Teach non-biting responses to situations and reinforce appropriate behavior. Adapt the program to better fit the individual child’s needs. Teach responses to potential biting situations: “Stop” or “That hurts!”
4. Staff will work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
5. Teachers will hold a conference with the parents of the biting child to develop a written plan of action. Schedule follow-up meetings or telephone conversations as needed.
6. Teachers will consider early transition of a child “stuck” in a biting behavior pattern for a change of environment, if developmentally appropriate.
7. Prepare the parents of the biting child for the possibility that the child may have to be removed from the Center and help them to make contingency plans.
8. If it is deemed in the best interest of the child, center, and other children, terminate the child from Montessori Schoolhouse for the duration of the biting stage. Written warning will be given to the families before this action will be taken. Biting Confidentiality:

In compliance with our confidentiality guidelines, Montessori Schoolhouse staff will maintain complete confidentiality of all children involved when notifying parents that their child has been bitten or bit another child.

Breastfeeding policy

Montessori Schoolhouse is committed to providing a breastfeeding friendly environment for our enrolled children and staff.

In Montessori Schoolhouse we believe that breastfeeding mothers shall be provided a place to breastfeed or express their milk. Breastfeeding mothers, including employees, shall be provided a private and sanitary place (other than a bathroom) to breastfeed their babies or express milk. We are glad to provide an area with an electric outlet, comfortable chair, and nearby access to running water. Mothers are also welcome to breastfeed in front of others if they wish. A refrigerator will be made available for storage of expressed breast milk. Breastfeeding mothers and employees may store their expressed breast milk in the center’s refrigerator clearly labeled with name and date.

Mothers should provide their own containers, clearly labeled with name and date.

Sensitivity will be shown to breastfeeding mothers and their babies. The center is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby at school times, and holding off giving a bottle, if possible, when mom is due to arrive.

Babies will be held closely when feeding and gradually transitioned to drinking independently.

Staff shall be trained in handling breast milk.

All Montessori Schoolhouse staff will be trained in the proper storage and handling of breast milk, as well as ways to support breastfeeding mothers.

The center will follow human milk storage guidelines from the American Academy of Pediatrics and Centers for Disease Control and Prevention to avoid waste and prevent food borne illness. Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression.

Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breast milk for their children. The time allowed would not exceed the normal time allowed to other employees for lunch and breaks. For time above and beyond normal lunch and breaks, sick/annual leave may be used, or the employee can come in earlier or leave later to make up the time. In addition, positive promotion of breastfeeding will be on display in the school.

Calendar

Montessori Schoolhouse loosely follows the public school's calendar (North East ISD) and emergency closing procedures. If public school is dismissed early due to weather conditions, our school will close at the same time. Listen to the local radio station and check our website for early closing information.

A School Year Calendar will be provided to all our students. Please note that a digital version is available in our website. www.mymontessorischoolhouse.com

Child Abuse and Neglect Reporting

As required by Texas State Law, incidences of child abuse and neglect will be reported to the Texas Department of Family and Protective Services. Hotline Number: No unfounded or malicious reports will be made. All staff members are trained through child abuse classes as required for licensing.

Our staff is trained to call the Texas Abuse Hotline when the situation is urgent. Urgent means someone faces an immediate risk of abuse or neglect that could result in death or serious harm. Call the Texas Abuse Hotline at 1-800-252-5400 for situations including but not limited to:

- Serious injuries
- Any injury to a child 5 years or younger
- Immediate need for medical treatment (including suicidal thoughts)
- Sexual abuse where the abuser has or will have access to the victim within the next 24 hours
- Children age five and under are alone or are likely to be left alone within the next 24 hours

- Anytime we believe your situation requires action in less than 24 hours

Communication and Conferences

Communication between home and school is a high priority at Montessori Schoolhouse. With clear, easy communication between teachers and parents, we are all able to show consistency and follow-through at home and at school. This in turn creates a harmony that helps children feel more secure, calm and confident. Anytime you have a question or concern please contact the school office or your child's teacher.

General Communications via Remind System: This is our general form of communication by the school office and director. You will receive text notifications with announcements, dates to remember, illness alerts, weather days information and other important activities or volunteer opportunities.

Daily Reports: Nido and Transition Parents will receive a daily report notification on the child's backpack, with basic information about eating, diaper change, toilet use progress and other remarkable notes.

Teachers: You will have direct communication with your child's teacher and the ability to check in briefly from time to time on your child's progress. She/he will contact you any time she feels there is something you need to be aware of or if she would like to partner with you to help your child. Remember to honor the classroom work time and schedule an appointment with your teacher if needed.

Online: Our website (www.mymontessorischoolhouse) has the school calendar, announcements, forms to download, and links to other helpful sites.

Conferences: Parent Teacher Conferences are held once a year. Everyone should attend the yearly conference. This is an opportunity to have an uninterrupted discussion about the progress and development of your child. Conferences are for parents only. Childcare may be available for your child during the conference time. A sign-up sheet with available times will be posted for you to select your preferable date and time.

Confidentiality

All personal information regarding you and your child is protected and respected at Montessori Schoolhouse. See also *Photography & Video*.

Contagion Notice

So that we can communicate accurately and in a timely manner about health issues affecting the school, Montessori Schoolhouse asks parents to provide information about their child's illness when calling in an absence. This is most important when your child has been exposed to or diagnosed with a communicable illness. Once we have been informed about the condition, if necessary, we will notify via Remind all families a Contagion Notice. This notice will be sent when a child has been diagnosed with chicken pox, croup, Fifth disease, hand foot and mouth disease, head lice, impetigo, influenza, mono-nucleosyls, pink eye, or strep infections. If your child has been diagnosed with any of these or another communicable condition, please let

us know as soon as possible. Be assured that the name of the child is never identified in any communication about a contagious condition. The Contagion Notice will indicate symptoms and incubation times. For the safety of all the children, including your, please keep your child home for the required time.

Deposits

All Re-Enrollment applications (for returning students) must be accompanied by a re-enrollment deposit fee, which will be applied toward the student's first month's tuition. This deposit is not reimbursable in the event of re-enrollment cancellation. In some cases, the deposit may be allocated or applied towards an account balance such as outstanding tuition or sibling tuition or registration upon agreement with the school director.

Discipline

"Freedom with Responsibility" is a core principal of Montessori education. Self-discipline and self-control of the will are developed at Montessori Schoolhouse. Children are free to choose their own work if they are respectful of others and the classroom environment. Usually redirection is all that is necessary. If needed, a child will be asked to sit and observe another child working for a short time before being invited to join when ready.

As the teachers support conflict resolution between the children, the children learn to communicate with each other and solve their own problems. Teachers use firm but loving, direct communication with children to convey their expectations. Corporal punishment is never used.

Behavioral problems or other concerns will be discussed with the parents during a conference.

Dress Code

Dress your child in clothing that is comfortable and allows your child to run and play freely. Learning can be messy, so please don't send your child in his or her "best" clothes. Send an extra set of clothes in your child's backpack in case of an accident. Also, keep your child's independence in mind when selecting clothes. How is his or her independence facilitated through these clothes? Certain accessories such as jewelry, purses, sunglasses, toys, and money can be a distraction so are not allowed. Excessive branding or costumes can also be distracting. These items should not be brought to school. Make sure that your child has shoes that can be taken on and off all by himself or herself.

Emergency Preparedness Plan

In Montessori Schoolhouse, the safety of our children is a priority. We prepare an Emergency Preparedness Plan to ensure that you know what our procedures are in the event of a crisis or disaster.

If such an event should occur, you can rest assured that we will do everything we can to protect your child. The detailed Preparedness Plan is available for your review at the School Office and cover events such as: fire, natural disasters, other outside emergencies, immediate threat/ lock down building due to suspicious or violent intruders. Part of the plan is the practice of drills.

Enrollment Contract

The Enrollment Contract defines our commitment to you and your child, the details of our program, and your commitment to Montessori Schoolhouse. If you have specific questions or concerns about our contract, please feel free to contact our school office.

Fees

Our Enrollment, Tuition, Extended Day and Yearly Material Fees may be updated every school year and are available at the school office or through our website: [www. Mymontessorischoolhouse.com](http://www.Mymontessorischoolhouse.com)

Prospective parents may receive a form during the initial school tour.

Financial Obligation

The parent(s) or legal guardian(s) of the child referred to in the Enrollment Contract assume(s) the financial obligation for the child's enrollment in and tuition payments to Montessori Schoolhouse.

Field Trips & Cultural Experiences

There will be one going-out field trip each year and several in-house field trips. Please share your culture, special talents, educational or professional training, or life experiences with us!

Let us know if you would be willing to do a short presentation on a topic you specialize in.

Bring in photos from a recent vacation or special objects relevant to your country of origin. Cultural studies are an integral part of the Montessori curriculum and we welcome your contributions. We love to have your suggestions for field trips of any kind! You will be required to complete our Field Trip authorization form. If you wish to participate as a volunteer, we invite you to see: **Volunteer** section.

Forms

After your initial tour, you will receive an application package with different forms to be completed.

All forms are due on or before the first day of school. These include:

Enrollment Package:

- 1.-Application for enrollment
- 2.- Enrollment Contract
- 3.-Child Emergency Contact (Child Information Card)
- 4.- Admission Information form (Texas Dept of Family and Protective Services Form No.2935 which includes: Authorization for Emergency Medical Attention and Most recent Health Screen.

- 5.- Immunization Records (updated version)
- 6.- Authorization for Dispensing Medication form (if applicable)
- 7.- Picture and Video authorization form
- 8.- Parent Handbook Acknowledgement form (parents are required to sign and return to school office the acknowledgement portion of the parent handbook located at the last page)
- 9.- Academic School Year Tuition and Fee Schedule
- 10.- School Year Calendar

Gang-Free Zone:

Under Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty

Half Day vs. Full Day Program

Half Day program for Primary: 8:30 am to 11:30 am.

Half Day program for Nido and Transition: 9:00 am – 11:30 am

Full Day is determined by a child's readiness and approval by the teacher and program director. Children age 4 through kindergarten age are encouraged to enroll in the Full Day program.

Health Screenings

Parents are also required to complete the ADMISION INFORMATION FORM No.2935 from the Texas Dept. of Family and Protective services, which certifies that the student has been examined by a health care professional within the past 12 months, and indicates that the child is up to date on his/her immunization schedule.

Health Records

Your child's records are available to you anytime upon request. Your child's health records will be returned to you upon request when your child is no longer enrolled in the school. Attendance/Sign in-out records are available kept 3 months and available upon request.

Holidays

Holidays are very important to children. At Montessori Schoolhouse, we celebrate holidays in a low-key way. For example, on Halloween we incorporate the celebration into the normal morning work-cycle. Songs are sung, a pumpkin is carved, seeds are roasted, and a special snack is served. We encourage children from all cultural backgrounds to share their holidays and festivities with us as a learning experience.

Hours of Operation

We offer an option of three consecutive days or a five- day program to children younger than four years of age. Half day (8:30 to 11:30 – Primary & 9:00 to 11:30 – Nido and Transition) and full day (8:30 to 3:00 – Primary & 9:00 to 3:00 – Nido and Transition) programs are available.

A calendar of dates for the coming school year will be made available to parents before the beginning of the session in August.

Montessori Schoolhouse loosely follows the public school's calendar (North East ISD) and emergency closing procedures. If public school is dismissed early due to weather conditions, our school will close at the same time. Listen to the local radio station and check our website for early closing information.

Illness

Children will be sent home if they:

- have a fever of 100 degrees or above
- are vomiting
- have diarrhea
- have unusual rashes
- have red or draining eyes
- are lethargic
- are crying excessively for 2 or more hours

A child who is sent home with any illness will not be able to return to school for 24 hours. Your child must be fever-free without medication and/or have not vomited for 24 hours before returning to school. The only exceptions are vomiting episodes due to car-sickness or choking or gagging in the absence of other infectious symptoms. If your child is sick, keep him or her at home. If your child becomes sick at school, we will notify you or call someone on your contact list to come pick up your child. You will be notified by a general text message if your child is exposed to communicable diseases (see Contagion Notice). Common sense parenting will promote health. **Keep children home until they are fever-free without medications for 24 hours.** This reduces the spreading of germs, and it gives your child extra time to rest and fight off the illness. Keep children home if they have had vomiting or diarrhea. Usually, they feel physically drained if they have had these symptoms. **They may return to school when they are symptom-free for 24 hours.** For other illnesses, please consider keeping your child home to be able to rest regain strength. Keeping your child home for an extra day can be a healthy investment in your child and your family.

The following illnesses will require your child to stay home sick as instructed by the Health Department:

Appearance/Behavior: Unusually tired, pale, lack of appetite, difficult to wake, confused, excessive crying or irritable for 4 or more hours.

Diarrhea: 3 or more watery stools in a 24-hour period, especially if child acts or looks ill.

Eyes: Thick mucus or pus draining from the eye, or pink eye. The child can return to school after using antibiotic eyedrops for 24 hours, if the pus is minimal.

Fever: Has a fever at present or within the last 24 hours. Your child must be fever-free with no fever reducing medication for 24 hours. At Montessori Schoolhouse, temperatures are taken with a thermo scan (ear) thermometer. **A child will be sent home if his or her temperature is at or above 100 degrees. If other symptoms exist such as sore throat, rash, vomiting, diarrhea, earache, irritability or confusion, your child may be sent home with a lower temperature than stated above.** Please understand these policies are in place to protect your child and all the other children at school.

Impetigo: Bacterial skin infection causing 1 or more coin-shaped sores. The child may return to school 24 hours after treatment is initiated.

Lice: Children who have lice may not return to school until they are louse and nit (egg) free.

Rash: Body rash not associated with diapering, heat, or allergic reactions, especially with fever or itching.

Sore Throat: Especially if associated with fever or swollen glands in the neck.

Vomiting: Vomiting on 2 or more occasions within the past 24 hours. If your child is vomiting, please keep him or her home.

Immunizations

Please keep your child's immunization records up to date and inform the school when your child has had additional immunizations. Up to date Immunization records, are required for enrollment.

Insect Repellent

Specially during the summer months, we encourage the use of insect repellent and adequate clothing to protect children from insect bites. Please apply repellent to your child before arriving to school. If you want repellent to be re-applied to your child during school hours before outdoor activities. Please send the repellent of your choice, clearly labeled with permanent marker and complete the authorization form provided by the school office. (also available through our website)

Tips for Using Repellents Safely (per American Academy of Pediatrics)

Dos:

- Read the label and follow all directions and precautions.
- Only apply insect repellents on the outside of your child's clothing and on exposed skin. Note: Permethrin-containing products should not be applied to skin.
- Spray repellents in open areas to avoid breathing them in.
- Use just enough repellent to cover your child's clothing and exposed skin. Using more doesn't make the repellent more effective. Avoid reapplying unless needed.
- Help apply insect repellent on young children. Supervise older children when using these products.
- Wash your children's skin with soap and water to remove any repellent when they return indoors and wash their clothing before they wear it again.

Dont's:

- Never apply insect repellent to children younger than 2 months.
- Never spray insect repellent directly onto your child's face. Instead, spray a little on your hands first and then rub it on your child's face. Avoid the eyes and mouth.
- Do not spray insect repellent on cuts, wounds, or irritated skin.

- Do not use products that combine DEET with sunscreen. The DEET may make the sun protection factor (SPF) less effective. These products can overexpose your child to DEET because the sunscreen needs to be reapplied often.

Lice Policy

A child will not be allowed to return to school until after proper treatment and all adult lice as well as nits are removed. Teachers will check children's heads upon arrival at school. If lice- and nit-free, the child may stay. Resting mats and other personal items may be sent home to avoid spread. Our policy is different from public elementary schools because the American Academy of Pediatrics states: "Little information is available on the incidence and control of head lice outside of the school-aged population and outside of school. Because head lice are most readily transmitted by direct head-to-head contact, child care programs, and camps where children share sleeping quarters may allow for easier spread. Therefore, it may be prudent to establish stricter criteria than in the school-based setting for identifying and treating others in these special settings once an index case is identified." Children must be nit free to return to school for several reasons.

- Nit removal guarantees the child has been fully treated.
- Nit removal may decrease future diagnostic confusion.
- Nit removal may decrease the possibility of unnecessary re-treatment.

Recommendations from the CDC Head lice survive 1–2 days if they fall off a person and cannot feed; nits (eggs) cannot hatch and usually die within a week if they are not kept at the same temperature as that found close to the scalp. If your child does have lice, the cycle of reinfestation can be broken using some simple steps at home:

- Avoid head-to-head (hair-to-hair) contact during play and other activities at home, school, and elsewhere (sports activities, playground, slumber parties, camp).
- Do not share clothing such as hats, scarves, coats, sports uniforms, hair ribbons, or barrettes.
- Do not share combs, brushes, or towels. Disinfest combs and brushes used by an infested person by soaking them in hot water (at least 130°F) for 5–10 minutes.
- Do not sit or lie on beds, couches, pillows, car seats, carpets, or stuffed animals that have recently been in contact with an infested person. Consider placing items in a trash bag to avoid contact.
- Machine wash and dry clothing, bed linens, and other items that an infested person wore or used during the 2 days before treatment using the hot water (130°F) laundry cycle and the high heat drying cycle. This can kill both head lice and nits. Items that have been in contact with the head of the infested person in the 48 hours before treatment should be considered for cleaning. This includes clothes, bed linens, pillows, stuffed animals, blankets, rugs, jackets, car seat covers, etc. Clothing and items that are not washable can be dry-cleaned or sealed in a plastic bag and stored for 2 weeks.
- Vacuum the floor and furniture, particularly where the infested person sat or lay. However, spending much time and money on housecleaning activities is not necessary to avoid reinfestation by lice or nits that may have fallen off the head or crawled onto furniture or clothes.
- Do not use fumigant sprays or fogs; they are not necessary to control head lice and can be toxic if inhaled or absorbed through the skin.

Suggestions for Prevention

- If your child has long hair, wear it up in a bun, braids or ponytail.
- Use tea tree mint shampoo.
- Use a tea tree rosemary peppermint spray or just hair spray on your child's hair.

Location and contact information

10711 Dreamland Dr. San Antonio, TX 78230. Phone and Fax: (210)341-0731

info@mymontessorischoolhouse.com

Lunch

If your child stays at school until 3:00, she/he will need a lunch box or food container. As with all other activities, we want lunch to be a pleasant and educational experience, so please take this opportunity to offer your child healthy, well-balanced and varied foods excluding candy and other highly sugared foods with excessive quantities of additives and preservatives. No drinks please. Everyone drinks water at our school.

We have a microwave and will heat lunch items that require less than 1 minute in the microwave.

They set the tables, pour the water (Primary), and help with clean up. Lunch is a time for practicing manners and engaging in polite conversation. Keeping with the Montessori cornerstones of independence and care of self, make sure that you are sending packages that your child can open independently as well as things that are easily manageable and not too messy. Make the lunch well balanced and limit or eliminate sugary foods. We do not recommend Lunchable or Frozen dinner type meals. They do not promote independence, contain excessive packaging, and are lower in protein in relation to fat and sodium.

Tips for Packing Lunch Every day your child's lunch should include:

1. A Protein: turkey, chicken, ham, roast beef, cheese, Greek yogurt, edamame, hummus, cottage cheese, black beans, quinoa, etc.
2. A Fruit: berries, apple, pear, melon, orange, banana, peach, grapes, etc.
3. A Vegetable: carrot, cucumber, tomato, salad, peppers, beans, peas, corn, broccoli, etc.
4. A Grain: whole grain bread, tortilla, pasta, crackers, pretzels, bagel, muffin, pita bread, etc.

Cookies, candy, donuts, sweet treats, potato chips and other "fun foods" will be set aside until healthy foods have been eaten, then the child is welcome to eat his or her sweet or chips.

Choices & Portions:

Too many choices of foods in your child's lunch can be overwhelming. Too much of any one food can make it difficult for your child to eat a balanced meal. Be aware of portion size and try to include just enough so that

your child won't be overwhelmed by too much or too many foods. We will have your child bring home the foods that she or he does not finish. This will give you insight into your child's ever-changing lunchtime eating habits.

Learning About Nutrition throughout lunch:

Teachers and children talk to each other about the nutritional value of their lunch items. Our hope is to instill a sensibility about healthy eating and an enjoyment of eating healthy foods.

Reducing Waste and Recycling Montessori Schoolhouse strives to be as environmentally conscious as possible. We will help your child recycle what we can. Please try to send food in reusable containers. Bento boxes, Tupperware, and Gladware containers work well. We want to help the children be aware of the amount of trash each of us produces and to limit it when possible by recycling.

Material Fee

Montessori Schoolhouse will collect a Yearly Material Fee. This fee must be paid at the beginning of the school year and it is not reimbursable.

Medication administration

To administer medication to your child, Montessori Schoolhouse must have the Authorization for Dispensing Medications to Children or Youth form completed and signed by a parent or guardian. Prescription medications must be in their original containers labeled with the child's first and last name, the date the prescription was filled, the name of the licensed physician or nurse practitioner who wrote the prescription, the expiration date of the medication, and specific and legible instructions for administration and storage of the medication. All medication will be administered according to the instructions. Non-prescription medications can be given with permission from the parent or guardian based on general advice received from the child's physician. Non-prescription medication will be administered from the original container labeled with the child's first and last name and according to the instructions on the label. A record of doses will be kept.

Do not send the medication in your child's backpack. Please give the medication and authorization form to the teacher or office staff.

Authorization to dispense medication forms are available @our Website or at the Texas Department of Family and Protective Services website.

If possible, try to schedule or give medications to your child at home.

Medical Emergencies

Response to medical emergencies is part of our Emergency Preparedness Plan. Our staff is CPR/FIRST aid certified and is trained to call 911 in case of a Medical Emergency. Parents are also required to complete the ADMISION INFORMATION FORM No.2935 from the Texas Dept. of Family and Protective services, with includes authorization for emergency medical attention, which provides contact information about the physician and name of the emergency medical care facility of your choice.

Mission Statement

Montessori Schoolhouse provides an authentic Montessori education for children aged 12 months old through kindergarten age in beautifully prepared classrooms surrounded by beautiful trees and nature. We offer a home-away from home approach with highly-trained teachers who are passionate about the education of your individual child.

Non-Discrimination Policy

Montessori Schoolhouse provides an authentic Montessori education to all children regardless of ability, race, creed, religion, national origin, ancestry, physical handicap, socio-economic status. Special needs children will be accepted on the approval of the teacher and Director, if the nature of our program suits the child needs.

Notice of Dismissal

Montessori Schoolhouse may at any time, in its sole discretion, discontinue a student's enrollment if it determines that the student's behavior is detrimental to the well-being of other students or the staff; or the student or any parent or guardian repeatedly fails to follow rules and policies as established for the harmony and safety of all of the children and staff; or tuition is not paid for 30 days. Written notice of a student's dismissal will be mailed or delivered to the parent or guardian and no refund of tuition deposit, application fees, or supply fees will be made.

Order of Admissions

Enrollment preference is given to returning students, siblings of current students, siblings of former students, and students transferring from other Montessori schools.

Open-Door Policy

In Montessori Schoolhouse we have an open-door policy, as a part of our endeavors to maintain a relation of trust with our families. Parents can meet the Director or teacher, with an appointment, to discuss their child's progress, suggest any improvements and share new ideas. Montessori Schoolhouses

offers parents the opportunity to observe the classrooms. See Parent **Observation** section for more details.

Ouch Report

If your child has a small injury at school, an Ouch Report will be filled out and given to you. Our staff is trained in CPR and First Aid. Minor bumps and bruises will be treated accordingly and given TLC. Any nose bleed, bump to the head or otherwise will be reported to the parents. If there is a major medical emergency, 911 will be called, First Aid will be administered, and the parent (or second emergency contact) will be notified.

Outside Play

Fresh air and outdoor play are very important for children. We try to go outside every day of the year. If weather conditions are unsafe, we will not go outside.

With appropriate dress, children can play outside even in cold temperatures. Plan on your child's going outside every day and dress your child accordingly.

Parent Observation

Observation is an excellent way to gain a better understanding of the Montessori Method, parents will be invited to a formal observation once a year (Primary Classroom only). Parents who come to the school to observe children at work are given guidelines for observation and are asked to be seated during the observation. The purpose of observation is to view the environment and the children's interaction with the materials, other children, and the teachers. Observation available times will be posted outside your child classroom. Usually towards the end of the school year.

Personal Belongings

NIDO GROUP

Please provide the following for your child on his/her first day of school:

- Two identical cloth napkins with child's name embroidered or written in permanent marker and one napkin ring with name in permanent marker.
- A tea spoon and salad fork to add to our classroom supply. (These will not be returned.)
- A large box of wipes, per semester.
- Four diapers to put in your child's individual diaper drawer. We will keep this separate and replenish our source as needed from your child's backpack.
- A picture of your child with your family that we can use to mark their cubby.
- A picture of your child
- Waterproof nap mat

- Nap roll (may be purchased from Montessori Schoolhouse for \$55 or made at home).

Please ensure your child brings the following **daily, labeled with your child's name:**

- A small backpack containing: a hairbrush and/or comb, a complete change of clothes (underwear, socks and clothes appropriate to the season), **and four diapers or pull-ups with Velcro re-closable option.**
- A large diaper pin attached to the outside of the backpack. Correspondence between parents and school can easily be seen if hung from the outside of the backpack.
- If applicable, a lunch box that can be easily carried and opened. An ice pack in the lunch box will keep everything at a safe temperature.
- Make sure the lunchbox and containers are not too heavy or breakable. Please note that we warm the food in regular plates or bowls, so feel free to send the food in plastic containers.
- Breastmilk or Formula in your containers clearly labeled.

Note: When you start toilet-teaching your child, make sure to communicate it to us so that together we can plan a smooth experience for her/him.

TRANSITION GROUP

Please provide the following for your child on his/her first day of school:

- Two identical cloth napkins and one napkin ring with name in permanent marker.
- A tea spoon and salad fork to add to our classroom supply. (These will not be returned.)
- A box of wipes, per semester. Once you have supplied one box, you do not need to supply wipes daily for your child.
- Four diapers to put in your child's individual diaper drawer. We will keep this separate and replenish our source as needed from your child's backpack. **If you opt to send pull-ups, please send them with Velcro re-closable option.**
- A picture of your child with your family that we can use to mark his cubby.

Please ensure your child brings the following **daily, with everything labeled with your child's name:**

- A small backpack containing: a hairbrush and/or comb, a complete change of clothes (underwear, socks and clothes appropriate to the season), and two diapers or pull-ups.
- A large diaper pin attached to the outside of the backpack. Correspondence between parents and school can easily be seen if hung from the outside of the backpack.
- If applicable, a lunch box that can be easily carried and opened. An ice pack in the lunch box will keep everything at a safe temperature. Make sure the lunchbox and containers are not too heavy or

breakable. Please note that we warm the food in regular plates or bowls, so feel free to send the food in plastic containers.

Note: When you start toilet-teaching your child, make sure to communicate it to us so that together we can plan a smooth experience for her/him.

PRIMARY GROUP

- Please provide the following for your child on his/her first day of school:
- Two identical cloth napkins and one napkin ring with name in permanent marker.
- A normal-sized spoon and fork to add to our classroom supply. (These will not be returned.)

Please ensure your child brings the following daily, with everything labeled with your child's name:

- A backpack containing: a hairbrush and/or comb and a complete change of clothes (underwear, socks and clothes appropriate to the season).
- A large diaper pin attached to the outside of the backpack. Correspondence between parents and school can easily be seen if hung from the outside of the backpack.
- If applicable, a lunch box that can be easily carried and opened. An ice pack in the lunch box will keep everything at a safe temperature.

Photography & Video

Throughout the school year, we take photos of your child working and playing at school. Because Montessori work is done mainly with the materials themselves, often there is little "paperwork" sent home to show the work your child is doing each day. These photos show your child happily learning and growing, and we use them in gifts. In addition, we like to document our field trips and other special events. We like to post photos on our website and Facebook page so that other families can see our school and get a feel for the work that the children do. In addition, our website is a place where you can send family and friends to see photos of your child at school. However, the safety and privacy of your child is of great importance to us. The Photo Consent Form gives you the opportunity to decide if you give consent regarding photography and videography to Montessori Schoolhouse.

Pick-Up Procedure

Half-day students are released to parents at 11:30 AM. Full-day students are released to parents between 2:45 PM- 3:00 PM. Picking up a child after 3:15 PM will be considered late and extended day charges will apply. (Drop-off extended day fee: \$10 for the first hour or \$25 After the first hour, until 5:30 pm)

If someone other than you or your authorized pick-up person is picking up your child, please leave notice w

Classroom: Please wait by your child's class gate and your child will be brought out to you.

Playground: Please wait at the playground gate for your child.

- Please don't hold up traffic at arrival and dismissal. If you need to speak to teachers or friends, park your car first or call for a conference.
- Please remember that it is mandatory to sign your children in and out using our sign in/out classroom sheet.

Picking Up Your Child Late from the half day program

Dismissal for our half day program is at 11:30 AM. If you are consistently late picking up your child from extended day, you will be given notice that, in the future, a Late Pick Up Penalty will apply. If you are late picking up your child on any subsequent days, we will apply a penalty of \$1 per minute for each minute that you are late. The penalty will be calculated based on time kept on the school clock. Please note that teachers are committed to continue their job with the rest of the classroom. The tolerance window for half day program dismissal is 11:45 AM. If the child is not picked up by that time, the child will wait at the school office. Any pick up time after 11:45 AM will be considered late.

Upon arrival for pick up, please sign out your child

Picking Up Your Child Late from Extended day PM

Extended Day closes at 5:30 PM. One dollar per minute will be charged for each additional minute past this time. **Late fees are to be paid directly to the caregiver when you pick up your child.**

Please do not bring toys.

Playground

- For safety and supervision reasons, the playground is not available for after school play for children not participating in the Extended Day program.

PM Care – Extended Day Program

Montessori Schoolhouse offers extended day services to students for an additional fee. We have two price points for PM Care: either 3:15 to 4:15 PM, or 3:15 to 5:30 PM. Upon arrival for pick up, please sign out your child. Parents arriving after either 4 or 5:30 respectively will be charged \$1 per minute for each minute that they are late. The late fee will appear on the next month's tuition invoice. Students must qualify for the Full Day program to participate in PM Care. A Drop-In program for PM Care is available. The cost is \$10/day until 4:15 or \$25/day until 5:30. Space is limited. Contact the school office to check availability and make a reservation. We request that drop-in reservations be made as early as possible.

Refunds

Enrollment Fees and supply fees are non-refundable. All re-enrollment deposits are non-refundable.

Rest Time (Nap time)

After lunch the children have a rest time.

If your child is under the age of 4, he/she is required by the State of Texas to have a period rest or nap. Please provide a red and blue NAP MAT (please choose a thin one, which is about 1.5 inch. thick) You can find it online for an affordable price. Please write your child's name in permanent marker on the RED side of the mat. Also send a NAP ROLL, labeled with his/her name. We do have nap rolls that are hand made by one of our teachers, that are available for purchase or you can make your own to fill these requirements. We recommend 100% cotton material. Ask the office for purchase information.

Please note that the NAP ROLL will be sent home on Friday to be washed. (or Wednesday for students with Mon-Wed schedule). Please return the NAP ROLL washed to school every Monday.

Separation

Some children have a hard time separating from their parents when transitioning to school. Just relax. You've made the decision to send your child to Montessori school, and you are both ready! Make it exciting and say goodbye quickly and lovingly to show your child that you trust the new environment and new teachers. Keeping goodbyes short and sweet once you're inside the classroom is a good way to diminishes separation anxiety. You should not help your child find his or her first work because all lessons are presented by the teacher. It's the children's classroom and they will make their own way. We are here to support you and your child. We are available to discuss any concerns you may have during this transition. If you or your child is upset at your leaving, just ask for a phone call. We will give you a call on your cell phone as soon as your child has settled into the day's work. If for any reason your child is struggling, we will call you to share his or her emotional state. You'll be surprised! In most of the cases, the cry after arrival lasts a few minutes, and your child will soon be busy with his or her first work of the day.

Show and tell

Primary classroom will have one or more days a week designated for "show and tell". This is a very popular activity in our school. It allows students to bring interesting items they have selected to class and describe them to their classmates.

Items that are not allowed: jewelry, non-replaceable with high sentimental value, very fragile or expensive items, sports equipment, or weapons of any kind (including toy weapons).

Snacks

SNACK CO-OP

Parents are asked to participate in our SNACK CO-OP program, in which each family take turns in providing a healthy snack for the class, for the week. You will be informed of your turn with some weeks in advance. We encourage fruit or vegetables, some kind of protein and/or milk product (cheese, nuts, yogurt, lunch meats, etc.) and a carbohydrate. Please stay away from sweets and processed foods. Please provide a 2.5-gallon container of drinking water when it is your co-op turn.

This is a great opportunity for your child to share his/her favorite snacks, thus practicing grace and courtesy and contributing meaningfully to the classroom community.

Standards

Montessori Schoolhouse is licensed by Texas Department of Family and Protective Services and complies with all the standards put forth by this agency. Parents can view license and inspection certificates in the main office. One has a right to view minimum standards and any licensing reports. One may contact the local Licensing office of the Department of Family and Protective Services at:

210-337-3399

3635 SE Military Dr.

San Antonio, TX 78223

Website: www.txchildcaresearch.org

Summer Program

The Summer Program is intended to avoid the “summer brain-drain” by providing an uninterrupted work period each class morning. Additionally, we plan fun activities such as Themed weeks, splash days, extra outdoor playtime, sing songs, as well as do challenging Montessori work. The children enjoy seeing their friends each day, playing outside together, and continuing to do the work they love. Positions in the Summer Program are available to current Montessori Schoolhouse students and, newly enrolling students, and children who attend other Montessori schools. (Primary Class). No new enrollments are accepted during the summer for NIDO and TRANSITION levels.

Summer Program availability is limited. New Families enrolled in the Summer Program are given the opportunity to enroll first before it is offered to those on the Waiting List.

Suspension and Expulsion (See Dismissal)

Sunscreen

If you opt for the use of sunscreen, we ask you to apply it to your child before arriving to school.

During our summer program / water day activities sunscreen can be re-applied to your child during school hours. Please send the sunscreen of your choice, clearly labeled with permanent marker and complete the authorization form provided by the school office. (also available through our website)

Toys at School

Certain items such as, jewelry, purses, sunglasses, and money can be hazardous and a distraction. These items should not be brought to school.

Transportation

Montessori Schoolhouse does not provide transportation services for the students on a regular basis.

field trips/cultural experiences with prior parent authorization, may be the only occasion when Montessori Schoolhouse Staff Members and /or Volunteers may transport children to and from the field trips only if: authorization for a field trip and transportation is completed, signed and dated by the parent or guardian of the child.

Montessori Schoolhouse Staff Members and/or Volunteers must have 21+years of age, have a valid Driver's License, have a cleared background check, show proof of vehicle insurance liability and participate in the Safety Transportation Training required by Texas Department of Family and Protective Services.

Tuition Payments

Tuition payments are due on the 1st day of school in August, and on the 1st school day of each month from September through May. Because the School must allocate its classroom spots and contract professional teachers on an annual basis, and because in-school days vary month to month, tuition is not considered a monthly charge for monthly services rendered. Upon acceptance of the Enrollment Contract, the following agreements are expressly understood: that parents intend for the child to complete the school year, that tuition is an annual charge, and that the ten monthly payments represent payments upon an annual obligation. **Any payment made after the 10th day of the month will be subject to a \$35 late fee.**

Unless prior arrangement is made using our Automatic Tuition Charge option.

Tuition is not based on the number of attendance days in each month. Full monthly tuition payments are due regardless of the number of days that a student attends school. There are no refunds for missed days, whatever the reason, nor will there be compensatory days for absences.

Volunteers (Parent Participation)

In Montessori Schoolhouse we encourage parent participation, as a very effective way to build our sense of community and enriching the learning experience of our students. The parent participation options are

endless... from preparing a presentation from your country of origin, working in our gardening projects, to reading stories..., we appreciate the time and participation of our volunteers. Please contact the teacher if you are interested in sharing your volunteer ideas.

Waiting List

In general, the majority of our school's students will re-enroll for the following school year. If you have a younger sibling whom you would like to attend Montessori Schoolhouse, complete an enrollment application now and return it to the school office. There is no fee to apply. Being on the waiting list gives you first-right-of-refusal once your child is of age. If your child is placed on the Waiting List, you will be called as soon as a space becomes available. Enrollment preference is given to returning students, siblings of current students, siblings of former students, students enrolled in the Summer Program, students transferring from other Montessori schools, then the general public.

Water Play

On hot, sunny days during the summer program, we often change into swim suits and play in the sprinkler or with other water toys. The protocol is for the older children to change in the restroom and younger children to change on their towel in the classroom. Younger children need assistance changing clothes and are not able to get their swimsuits on by themselves. Some older children feel more comfortable changing in the restroom by themselves. We do our best to keep boys in one area of the classroom and girls in another. We change quickly, get sunscreen on, and go outside to have fun.

Web Site

Our website: www.mymontessorischoolhouse.com is the best place to stay current on all activities, updates, and news about the school. Be sure to check our web site often. For the most current school calendar to download forms and applications; and to view valuable information about Montessori education.

Withdrawal from the School

The School commits to academic year expenses based on enrollment, and since most expenses continue whether or not a given student attends classes, the Enrollment Contract requires the Total Annual Charges to be paid for the full academic year. Refunds or credits will be made based on withdrawals for a medical reason, job transfer, or for dismissal at the school's initiative. If withdrawal occurs for one of the above reasons, parents will be refunded unused Annual Tuition paid in advance on a prorated daily basis.

A statement from a licensed physician attesting to medical disqualification for the balance of the academic year is necessary. For job transfer, a letter from the personnel office is required.

The first tuition payment is due the first day of school of the child, as well as the annual material fee, which is paid by each child regardless of arrangements made for the payment of tuition.

Work

Work is a term lovingly applied to the children's daily activities in a Montessori classroom. They take great pride in their work. From this work, concentration, confidence and true happiness are manifested. A Montessori classroom is a joy to watch because you will find children happily engaged in work. There is a pervasive sense of community as the children learn to take care of themselves, each other, and their environment. Ask your child, "What work did you do today?" Something that may seem inconsequential to the adult, such as water pouring, sweeping or scrubbing, but these activities are important work to the young child. Through this work your child becomes self-confident, independent, focused, calm, and happy.

AKNOWLEDGEMENT PAGE

Return this portion to the office.

The provisions in this handbook are designed to provide parents and students information and guidance as to the procedures and rules of the school. The provisions in this handbook are not a contract and impose no obligation on the school. This handbook is not a part of the tuition agreement. The contents of this handbook may be changed as necessary at the school's discretion and, if changed, written notification of such changes will be provided to parents and students.

I, _____, Parent of, _____

Have read and understand the Montessori Schoolhouse Parent Handbook and comply with its rules.

Signature

Date: