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## **MISSION STATEMENT**

“The mission of Montessori Academy is to nurture and guide our students in the development of character, compassion, respect, curiosity and the means to learn, to invent, and participate fully and joyfully in life - independently and in collaboration with others.

**We pursue our mission by maintaining the highest standards of facility and instruction as set out by the Association Montessori Internationale.”**

## **HISTORY, AFFILIATION AND CERTIFICATION**

The Infanta Montessori School, AKA Montessori Academy was established in 1965. From its very enthusiastic if modest beginning, the school has grown from the original one Primary class in shared facilities to now include three Primary classes, including an All Day Montessori Program, a Toddler class, an Elementary Program, an Adolescent Program. Montessori Academy’s campus is on 12 wooded acres with organic gardens, farm animals, playgrounds, fitness trail and nature trails. Since its founding, the Montessori Academy has been recognized by the Association Montessori Internationale, USA as an Accredited Montessori School. To be eligible for this Certificate of Recognition, a school must have:

- One teacher holding an AMI diploma for each class.
- Assistants, if present, are non-teaching aides.
- Children of mixed ages (18 mos-3), (3 - 6), (6 -12), (13 -15).
- A set of Montessori materials for each class .
- A philosophical approach consistent with what is presented in AMI training courses.
- A consultation by an A.M.I. trained consultant at least once every three years.

Consultation is a part of the formal recognition process for Montessori Schools. It benefits the schools by providing a standard to which they must adhere and also serves as a vehicle for continuing education for teachers. It is pedagogical in nature and safeguards and enhances compliance with AMI standards. The guiding directive for consultation is support and assistance to all adults who work within the sphere of the child and ultimately provides a method of:

- Accreditation by AMI.
- Assisting the teacher in implementing the Montessori pedagogy.
- Assisting the administration in supporting the teachers.
- Assisting the parents in understanding their child.
- Ensuring a prepared environment suitable for the activity of a child of a particular age.

Montessori Academy is a member of North American Montessori Teachers Association (NAMTA), Montessori School Heads Council U.S.A., Montessori Teachers Association of Pennsylvania, and New Jersey Montessori School Heads Council.

**Montessori Academy is a 501c3 non-profit educational institution incorporated under the New Jersey Department of State. Copies of the annually filed 990 can be viewed upon written request.**

All salaries and operating costs come from tuition only; {the school receives no state or federal funds}. Outside of salaries for teaching, administration and services rendered, no profit accrues to any individual. All monies received are used to provide a highly qualified staff, a well-equipped and maintained learning environment and an effective program of learning.

## **STATEMENT OF PHILOSOPHY**

Dr. Maria Montessori realized that young children are not miniature adults, nor imperfect beings because they are small. She saw them as developing beings, growing into men and women who will largely reflect their upbringing. Dr. Montessori felt that an atmosphere which enables a child to develop into a mature adult, realizing his full potential each step of the way, is best for the child. She created a “prepared environment,” where there is an atmosphere which answers the particular needs of small children as they strive for independence and intellectual growth. Montessori Academy is such a place. It is furnished with child-sized furniture and the famous “didactic apparatus.” Today’s educators call learning tools “hardware,” but they know, as did Maria Montessori . one hundred years ago, that children must have real things to see, touch, hear and smell. Dr. Montessori recognized the importance of providing for structure in a learning situation if it is to be meaningful to children. Her materials are designed to allow each child, in his own time, to advance logically from one concept to the next. Because much of the Montessori material is self-correcting, the very young child has the satisfaction of “getting it right” by himself. In this setting, children have a maximum opportunity to develop their independence, self-reliance, self-esteem and confidence. Their sense of order, dexterity, and sensory motor development are also enhanced when they are free to move the furnishings and materials, as well as themselves, freely about their own “house.”

This is the freedom Dr. Montessori considered essential to learning. The other side of her “liberty within limits” coin is self-discipline. Each child follows her own bent provided she does not disturb others or abuse the material. Children are free to form groups spontaneously, but a child happily engaged in a private project is left alone.

Montessori education does not end with the preschool experience. It continues into the child’s elementary and adolescent years, constantly building upon itself to the changing developmental needs of the child. Maria Montessori wrote, “The successive levels of education must conform to the successive personalities of the child.” As the elementary-aged child gradually moves from the concrete learning pathways of preschool to the more abstract ones of the elementary, and on to the adolescent age which is characterized by great social development, critical thinking, re-evaluation, self concern and self assessment, Montessori meets developmental needs each step of the way.

The teachers at Montessori Academy are trained and experienced in the Montessori Method. Their primary responsibility is to ensure the continuing development of each child; they set the stage, provide the correct props and leave the child free to learn.

*“ Not in the service of any political or social creed should the teacher work, but in the service of the complete human being, able to exercise in freedom a self disciplined will and judgment, unperturbed by prejudice and undistorted by fear.”*

Dr. Maria Montessori

## **OBJECTIVES**

- To provide an environment that enables a child to develop into a mature adult and realize his full potential.
- To provide an environment that will assist the child's endeavors toward independence and intellectual growth.
- To provide the opportunity for the child to develop self-reliance, self-esteem and confidence, as well as her sense of order, dexterity and sensory motor skills.
- To provide an atmosphere of freedom within limits so that a child can develop self-discipline.
- To provide an atmosphere that will aid the child's development of respect for himself, others, his environment and the whole world.
- To help the child involved in the Childcare Program to know a consistency of development between the classroom environment and the Childcare environment.

## **CODE OF ETHICS**

As a recognized member of the Association Montessori Internationale, we have a commitment to maintain exceptional standards. We must conduct ourselves at all times, both professionally and personally, to reflect our respect for each other and for the children and families we serve. To that end, we have adopted the following Code of Ethics.

### Our Commitment to the Students:

- Encourage independent action in the pursuit of learning.
- Protect the opportunity to provide for participation in educational programs without regard to race, sex, color, creed or national origin.
- Protect the health and safety of students.
- Honor professional commitments; maintain obligations and contracts, while never soliciting, nor involving students or their parents in schemes for commercial gain.
- Keep confidential all information secured in the course of professional service, unless disclosure serves professional purposes or is required by law.

### Our Commitment to the Public:

- Support our professional societies and accurately represent their policies in public discussions. When speaking or writing about policies, we will be careful to distinguish our private views from the official position of the organization.
- Not interfere with, or exploit the right and responsibilities of colleagues within the teaching profession.

### Our Commitment to the Profession:

- Demonstrate just and equitable treatment to all members of the Montessori education profession.
- Represent our own professional qualifications with clarity and true intent.
- Apply for, accept, offer, recommend, and assign professional positions and responsibilities on the basis of professional preparation and legal qualification.
- Use honest and effective methods of administering our duties, use of time and conduct in business.

## **STATEMENT OF POLICY**

Montessori Academy does not discriminate on the basis of race, color, creed, sex, ancestry, marital or civil union or domestic partnership status, gender expression, disability or atypical or hereditary cellular or blood trait or liability for service in the US Armed Forces in the acceptance of students or employment of personnel.

## **MONTESSORI PROGRAMS**

### **TODDLER COMMUNITY**

Montessori Academy offers a developmentally appropriate learning program with warm, nurturing and responsive care to children between the ages of 18 months and 3 years. The hours for this program are 8:30am – 12:00pm. An extended hour program is available with drop-off as early as 7:30am and pick-up as late as 5:30pm. (The hours of this program may not be appropriate for all children. Montessori Academy reserves the right to limit the hours for an individual child if the school determines it to be in the best interest of that child.)

### **PRIMARY MONTESSORI PROGRAM**

Children between the age of 2 years 9 months and 3 years 9 months are eligible for registration for this program. Children 4 years of age or over are considered on an individual basis along with parental commitment to having child complete the Elementary Program. Children with special needs are also considered on an individual basis. The hours for this program are 8:30am to 12:00 noon for children 3 and 4 years of age and 8:30am to 3:00pm for students five years and older. See below for extended hours options.

The Fall entrance of students new to the school may be staggered over a six week period, up to and possibly including, the middle of October. Students entering during this period are subject to full tuition.

### **ALL DAY MONTESSORI PROGRAM**

Children between the age of 2 years 9 months and 3 years 9 months are eligible for registration for this program. Children 4 years of age or over are considered on an individual basis along with parental commitment to having child complete the Elementary Program. Children with special needs are also considered on an individual basis. Children may be dropped off as early as 7:30am and picked up as late as 5:30pm. This program continues through winter- and spring break.

### **PHASING IN**

An adjustment period is expected for all new students whether they start in September or mid-year. Since experience has shown that children need short increments of time to establish procedures and ground rules, **all new students attend for one hour for their first five days.**

### **ELEMENTARY PROGRAM**

This program was established to provide an opportunity for students to continue in a Montessori environment with a strong academic program from 1<sup>st</sup> through 6<sup>th</sup> grade (6 years through 12 years). Children 6 years through 9 years of age will be considered for registration. Children are admitted to this program with the understanding that it is the parents' intention that they will continue to graduation. The hours for this program are 8:30am to 4:00pm. Children needing care after 4:00pm will join the All Day Montessori class at that time.

### **ADOLESCENT PROGRAM**

Typically, the Adolescent Program includes students in grades 7 and 8 who are entering the third plane of development. Based on principles laid out by Maria Montessori in her *Erdkinder* (Earth children) essays, Montessori Academy's Adolescent Program meets the developmental needs of young adolescents ages 12 to 15, preparing them for higher education and adulthood. The hours for this program are 8:30 am to 4:00pm. Children needing care after 4:00pm will join the All Day Montessori class at that time.

### **SUMMER MONTESSORI CLASSROOM**

Montessori Academy offers a traditional Montessori classroom during the summer. Nature study, arts and crafts, baking, gardening, music, creative dramatics, water play, animal care and other activities are incorporated; swimming is offered if there is sufficient interest. Participation in the preparation and serving of lunch is an integral part of the children's day. Complete information is available in the Spring.

### **SPECIAL NEEDS STUDENTS**

Students with special needs are subject to individual approval by the school head. Additional fees may be required.

**LATE ENROLLMENT**

Students entering after age 3 years 9 months are subject to individual approval by the school head. In addition, a higher security deposit and elementary commitment will be required.

**OTHER PROGRAMS****EXTENDED CARE PROGRAMS (ECP)**

On days that school closes at 12 noon, i.e. conference days, occasional Extended Care may be available for a half-day minimum, if a sufficient number of students are interested. Occasional use is billed monthly.

**Early, Early Arrival \*\***

7:00 am arrival

**Late, Late Departure \*\***

6:00pm departure

**Morning extension**

Noon to 1:00 p.m. – children bring lunch and stay in their class

\*\* These programs may be offered with a minimum of 5 families enrolling.

**ENRICHMENT PROGRAMS**

Montessori Academy offers several supplemental programs--primarily after school--to enrich your child's experiences and knowledge. We are excited to introduce a new program for Fall 2011--M.A.N.J. Golf Academy in addition to our existing programs: Piano lessons, Yoga instruction and Drama class. Note that some programs have a minimum age requirement and the cost of each is in addition to your child's current tuition. Contact the office at (856) 461-2121 for information about fees and scheduling.

**TUTORING**

The teachers may be available for private tutoring. Parents interested in this service may contact the individual teacher.

**POLICIES****ADVANCEMENT**

Advancement or movement into a new program is a gradual transition made on an individual basis; children are not advanced automatically. A child will be considered for the next level only after both teacher and parents agree he has reached a stage in his development where he will benefit from the next level. Typically, toddlers are ready at about age three to progress to Primary; Primaries can be ready at about age five for a full day program and students approaching their seventh birthday are often ready for the Elementary Program.

**DISCIPLINE**

The development of self-discipline and a positive self image is fostered in many ways in a Montessori classroom. An environment with clear boundaries will make a child feel secure. Therefore, the basic rules of the school have been established to aid the child develop self respect and respect for others.

- No child may hurt or threaten another in any way.
- No child may disturb the work of another.
- No child may destroy or abuse classroom furniture or equipment.
- No adult shall strike a child or use abusive language, ridicule, or use harsh, humiliating or frightening treatment.

The school enforces a “zero tolerance” policy regarding any situation in which a child purposely hurts another child. When this occurs, we have found that to merely chastise the offending child and have him sit out for five or ten minutes doesn't impress upon him the seriousness of the offense. Instead, the child will be brought to the office to wait until her parent(s) pick her up. The child cannot come back to school until we have had a conversation with the parents about the incident. We have to impress upon the children the



seriousness of this behavior and that we will not allow children to hurt others. As inconvenient as this may be for the parent, this is imperative for both the classroom community as a whole and the child who is struggling to understand and accept appropriate boundaries. Where school rules are different than those at home, we expect that parents will encourage their children to respect the school rules and help their children understand that group situations sometimes call for different rules.

When a problem or misunderstanding arises, we use the following procedure:

1. The staff will work within the classroom using Montessori's guidelines on freedom and discipline.
2. If the problem continues, the teacher will discuss the situation with the Administrator.
3. The parents will be called for a classroom observation and/or a special conference with the teacher and/or Administrator. The aim of the conference will be to exchange ideas to help the child. If there is a serious question of whether the child can function productively in this school, the school may set a limited "probationary" period of two to four weeks to attempt to work out the difficulties.
4. At the end of the "probationary" period, the parents and the Administrator will hold a personal or telephone conference to determine what further action should be taken to best meet the needs of the child and the class.

## **TERMINATION OF ENROLLMENT**

### **Dismissal due to Students' Behavior**

We are committed to creating a positive learning environment for all our students. Respect for each other and the environment is a fundamental Montessori principle. A child, who is consistently disruptive, interferes with the work and learning process in the class, or whose behavior can potentially result in serious injury to himself or others, is subject to dismissal. This decision is never easy and will occur only as a last resort, **unless the behavior warrants immediate action.**

### **Dismissal due to Parents' Behavior**

The school believes that a positive and constructive working relationship between the School and a student's parents or guardian is essential to the fulfillment of the School's mission. The School will not tolerate any conduct by parents or other adults that could potentially adversely affect our students. Our School is a place where the staff, parents, and children should always feel safe and secure. Any form of confrontation, profanity and/or profane gestures by anyone on school grounds is unacceptable behavior. Any conduct on school property which could be viewed as detrimental to our mission, the staff, parents, or children, will result in action by the School. Therefore, the School reserves the right to discontinue enrollment or to refuse to re-enroll a student and/or bar that (those) person(s) from coming on the School's property, if the School concludes that the actions of a parent or guardian interfere with the constructive and positive relationship or with the School's ability to accomplish its education goals.

### **EARLY PICK UP**

There may be occasions when you have to take your child out of school early for a doctor's appointment or similar obligation. To ensure your child will be ready, please **send a note** to your child's teacher letting him/her know the time you will be picking up your child. When you arrive at school, sign the "Early Pick Up Log" located on the table immediately outside the office, and let the office staff know you are there to pick up your child. The Office Staff will notify the teacher of your arrival, who will then dismiss your child to you. Please note that children may re-join their class after an appointment only if they present a doctor's note upon returning to school.

### **ENROLLMENT**

Parents should enroll their child only if they are prepared to have their child remain until the cycle of the program for which they are applying is completed e.g., Toddler Community, 18 months to 3 years; Children's House (Primary) 3 through 6 years; Academy (Elementary) 6 through 12 years; Adolescent 12 through 15 years of age.

- continued

Commitment to the development cycles of children is fundamental. In order for a child to receive the maximum possible benefit from a Montessori program, the child must complete the entire cycle. For children to discover themselves and maximize their potential, it is essential that their growth and development not be disrupted and fragmented. As children's advocates, Montessorians believe it is a disservice to children to interrupt the continuity of their growth and development by unnecessarily changing the people and environment in their lives. Additionally, there is an interaction of teaching-learning process between children of different ages in a Montessori class. When a child is withdrawn from one of the cycles prematurely it leaves the multi-age classes out of balance, disrupting for each individual child the continuity of the class as a whole.

Students are enrolled for the entire school year<sup>1</sup> and the parent or patron is responsible for the full annual tuition. The obligation to pay full tuition may not be cancelled, either through withdrawal by the parents or dismissal by the school for any reason, at any time throughout the year. In keeping with the purpose and spirit of the Montessori Method of education, students will not be dismissed without substantial cause. Dismissal will be at the discretion of the school.

### **TUITION REFUND PLAN**

We realize that sometimes because of circumstances beyond the family's control, it is necessary to withdraw a child before the completion of the school year. To help families in these circumstances, the school offers the Tuition Refund Plan which will pay benefits (subject to its terms, conditions and limitations and based on the amount insured) to the school to meet the families' financial obligation. Enrollment in this plan or a similar plan is required of families who opt to pay tuition in two installments or in monthly payments. The plan is optional for families paying tuition in full by July 1<sup>st</sup> of the upcoming school year.

### **FINANCIAL**

The school depends solely on the revenues from tuition to meet expenses. There are three options for tuition payment.

- Plan A is a single payment plan due on or before July 1<sup>st</sup> or three weeks after the date of acceptance letter or prior to student's start date if enrolling after July 1<sup>st</sup> and offers a 2% discount if payment is made prior to July 1<sup>st</sup>. Payment by credit card may be available if payment is made in full before July 1<sup>st</sup>. Discount is not available for credit card payment. Inquire at office for details.
- Plan B is a two payment plan (60% due on July 1<sup>st</sup> or three weeks after acceptance letter and prior to the student's entrance if enrolling after July 1<sup>st</sup> and the balance due on December 1<sup>st</sup>.)
- Plan C is an automatic withdrawal system (SMART) in which payment is automatically deducted from your bank account in equal payments over the course of ten months from June 10<sup>th</sup> to March 10<sup>th</sup> of each year. There is a \$12 per payment charge on Plan B and Plan C.

It is imperative that tuition payments be timely. Due to the extra bookkeeping required to handle overdue accounts, payments received after due date will result in a **\$35.00 late fee** charged to the parent/patron. Payments may be mailed to the school or placed in the "Check Depository" located in the solarium to the left of the office door. **There is also a \$35.00 charge for returned checks and parent initiated program/schedule changes.**

### **SECURITY DEPOSIT**

A non-interest bearing security deposit of 10% of the total annual fees for the program(s) you select is required to complete enrollment. A new student's deposit is due within two weeks of the date of the acceptance letter or prior to the student's entrance date, whichever comes first, and is non-refundable except as described below. The security deposit will automatically roll over to the following year's deposit. *It will be refunded at the end of the students' final year of attendance upon written request before February 15 of that year.* However, in lieu of requesting a refund, **many parents, in appreciation, opt to donate the security**

<sup>1</sup> The "entire school year" for students entering after mid-October will commence on the entrance date of such students.

**deposit to the school.** With this in mind, without the written request, the security deposit will be deemed a tax deductible donation and a letter to that effect will be mailed to you for your tax records. Students entering after age 3 years 9 months are subject to individual approval by the school head. In addition, a higher security deposit and elementary commitment will be required.

***Notice of intent to withdraw after February 15, or withdrawal prior to the completion of a cycle, will forfeit the entire security deposit. Security Deposits will not be returned if a student is subject to dismissal for any reason. The decision to dismiss is made only as a last resort.***

### **LATE PICKUP**

The All Day Montessori Program and Toddler ECP close at 5:30pm and parents of children picked up later than 5:30pm are assessed a late pick up fee of \$20.00 for each 15 minutes or any part thereof (our clock wins). **There will be no exceptions for any reason.** We do not wish to assess this fee any more than you wish to pay it. Our intent is to ensure that the staff can leave on time at the close of their day. Students not picked up on time at noon, 3:00pm or 4:00pm are assessed the Extended Hours Occasional Use charge.

### **EXTRAORDINARY INCIDENT REPORTS**

If an extraordinary incident occurs with your primary or toddler child during the school day, a staff member will complete a form describing the nature of the incident and actions taken. The form is goldenrod in color and will be sent home with the child on the day the incident occurs. Elementary students may not receive this form unless a serious incident occurs.

### **LAUNDRY**

The Toddler and Primary children use towels, wash cloths and aprons during their Practical Life exercises in the classroom. The children who eat lunch use tablecloths and cloth napkins. These items are sent home to be laundered with a different child each Friday. You will receive advance notice of your turn. Should the date assigned to you not be convenient, notify the classroom teacher ASAP so that other arrangements can be made. Many of the children are delighted when it is their turn; they enjoy assisting with washing, drying and folding the laundry.

### **OPEN DOOR POLICY**

School Head, Ellen Fox, makes every effort to be available to discuss any question or concern that parents may have. Please feel free to contact her at any time. Additionally monthly Chats with Mrs. Fox are scheduled throughout the year to voice your concerns and/or compliments. Please refer to the School Calendar and News Bulletin for monthly dates and times. **See Parental Concerns.**

### **POLICY ON THE RELEASE OF CHILDREN**

- Children will be released only to the child's custodial parent(s), or person(s) authorized by the custodial parent(s).
- In an emergency, if the custodial parent[s] cannot be reached, the authorized person[s] are to assume responsibility for the child.

A child shall not be released to, or visited by, a non-custodial parent unless the **custodial parent has, in writing, specifically authorized the school** to allow release or visits. If a non-custodial parent has been denied access to a child by a court order, the school shall secure documentation to that effect and maintain a copy on file.

### **24-HOUR CHILD ABUSE HOTLINE**

If the custodial parent[s] or authorized person(s), as specified above, fails to pick up a child at the time of the school's daily closing:

- The child will be supervised at all times.
- Staff members will attempt to contact the parent(s) or authorized person[s].

If a child is not picked up within an hour after closing time, provided that other arrangements for releasing the child to his parent(s) or authorized person(s) have failed and the staff member(s) cannot continue to supervise the child at the School, the staff member will call the **24 hour Child Abuse Hotline (1-800-792-8610)** to seek assistance in caring for the child until the parent[s] or authorized person(s) is able to pick up the child.

If the parent or authorized person appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk if released to this individual:

- The child will not be released to an impaired individual.
- Staff members will attempt to contact the child's custodial parent or other authorized person.
- If the school is unable to make alternative arrangements, as noted below, a staff member will call the **24 hour Child Abuse Hotline (1-800-792-8610)** to seek assistance in caring for the child.

### **EMERGENCY PROCEDURE REGARDING UNAUTHORIZED CHILD RELEASE**

**We cannot release a child without written authorization.** Parents must provide written authorization, naming and describing the person who will pick up their child, well in advance for irregular pick up. The attending staff member will obtain proper identification or documentation before dismissing a child to an adult.

If an unauthorized person arrives to pick up a child, we will:

- Contact the parent[s]. Tell them who is there and ask if that person has the right to take the child. If the parent[s] doesn't want the child to be released to this person, the parent[s] should come to the school immediately.
- Advise the non-custodial parent or unauthorized adult that we have a binding agreement with the parent who enrolled the child not to release the child without prior authorization. We may ask the unauthorized person to leave immediately, or we will call the police.
- We may use the degree of force necessary, within reasonable limits, to regain custody of a child, because the school and staff have been entrusted with the care of the child.

### **PARENTAL CONCERNS**

Parental issues must be handled at the level at which they arise, typically at the classroom level. It is most appropriate and productive for parents to work directly with their child's teachers or with the School Head, to get things ironed out. (It is not the function of the Parent Association to be involved in parent, teacher or Administrative issues.) **See Open Door Policy.**

### **PERSISTANT COMPLAINT AND HARASSMENT POLICY**

Our teachers and administration are committed to the improvement of our school. We welcome feedback from parents and will always try to resolve any concerns as quickly as possible. Sometimes, however, parents pursuing complaints or other issues treat staff in a way that is unacceptable. Whilst we recognize that some complaints may relate to serious and distressing incidents, teachers and governing bodies will not accept threatening or harassing behavior.

#### **What do we mean by a 'persistent complainant'?**

A persistent complainant may be anyone who engages in unreasonable behavior when making a complaint. This will include parents and caregivers who pursue complaints in an unreasonable manner.

#### **Unreasonable behavior may include:**

- Actions which are out of proportion to the nature of the complaint, persistent, personally harassing, unjustifiably repetitious
- An insistence on pursuing unjustified complaints and/or unrealistic outcomes to justified complaints

- An insistence on pursuing justifiable complaints in an unreasonable manner (e.g. using abusive or threatening language; making complaints in public; refusing to attend appointments to discuss the complaint).

#### **What is 'harassment'?**

We regard harassment as the unreasonable pursuit of issues or complaints, particularly if the matter appears to be pursued in a way intended to cause personal distress rather than seek a resolution.

#### **Behavior will fall within the scope of this policy if:**

- It appears to be deliberately targeted over a significant period of time at one or more members of school staff;
- The way in which a complaint or other issues is pursued (as opposed to the complaint itself) causes ongoing distress to school staff;
- It has a significant and disproportionate adverse effect on the school community.

#### **What can you expect of the school?**

##### **Anyone who raises issues or complaints regarding the school can expect the school to:**

- Respond within a reasonable time
- Be available for consultation within a reasonable time limit, bearing in mind the needs of pupils at the school
- Respond with courtesy and respect; attempt to resolve problems using reasonable means in line with the school's procedures
- Keep those involved informed of progress.

#### **What the school expects of you:**

The staff of Montessori Academy School expects anyone who wishes to raise concerns with the school to:

- Treat all school staff with courtesy and respect;
- Respect the needs of pupils and staff within the school; avoid the use of violence (including threats of violence) towards people or property; recognize the time constraints under which members of staff in schools work and allow the school a reasonable time to respond to a complaint; recognize that resolving a specific problem can sometimes take some time.

#### **SHARING (SHOW & TELL)**

Children may bring items of educational interest. Books and appropriate records, clearly marked with the child's name, are welcome, as are special discoveries or things of interest to the class, e.g., artifacts or objects from another state/country or materials and tools with which you work. Do not send in items too precious to be held by the children, nor toys, money, jewelry, trophies and other items that may be a distraction.

Please help your child understand that the treasure brought to school may not be shared with the whole class on that particular day. The child may be invited to set up a display of the item(s) for other children to view individually.

#### **The school cannot be responsible for money, toys or jewelry and expensive hair adornments brought or worn to school.**

#### **UMBRELLAS**

On the advice of our insurance carrier, we must prohibit children from bringing umbrellas to school. We are aware that many youth umbrellas offer safety features to minimize accidents. However, with the large number of children for whom we are responsible, it is best that even these umbrellas be used outside of the school environment. Rain hats or ponchos serve well and also leave both hands free to carry items or open doors.

## **MISCELLANEOUS INFORMATION**

### **CHILDREN'S CLOTHING**

All students (primary through elementary) are required to wear uniforms. Toddlers must adhere to a modified dress code. Montessori philosophy encourages children to care for themselves; **please provide clothing that is easily managed:** pull-over shirts, slacks with elastic waists, a minimum of small buttons, **no clothes with snaps, zippers or hooks (e.g., bibbed overalls).** Clothing that fosters independence, i.e. large buttons and buttonholes, easy zippers, helps the child become independent and paves the road to success. If you have not purchased that winter coat yet, take into consideration that buttons on a bulky coat are difficult for little fingers, and insure that the zipper on the coat or jacket is easy for your child to manipulate. Pull-on boots seem to be easier for children. Clothes too special to risk staining or those which restrict movement should not be worn at school.

Primary and Elementary children must have closed inside shoes, with non-mar soles, to keep the classes quiet and clean. Canvas slip-on shoes or low-top light canvas sneakers (e.g. Keds) are ideal. Sturdier sneakers or other sturdy shoes are more appropriate for outside play because they provide the foot safety children need for climbing on the gym and playing actively on the sand, grass and macadam. For the three and four year old children who cannot yet tie their shoes, *Velcro* closures – which help foster the child's quest for independence – are preferred.

Shoes that **are not appropriate** for school either for inside or outside wear include:

- Bedroom slippers — They do not hold up to constant use and tend to cause the child to shuffle rather than walk.
- Soft soled moccasins — for the same reason as the bedroom slippers.
- Sling back, open-backed, open toed sandals, or clogs (including Crocs) —They do not provide sure footed support necessary to climb the stairs.
- Shoes that do not have non marking soles

Pants that hang over the feet and drag the floor, and shoes with hanging laces are a safety hazard and are not appropriate for school.

Children enrolled in the **Toddler and Primary** programs need an extra set of clothes, including socks to be kept in school at all times. Accidents do happen! We ask that you purchase a clear plastic shoe box with cover (size approximately 6" wide x 12" long x 4" high) to hold these extra clothes. Please do not send any box bigger than the above listed dimensions. Two of these boxes are better than one large box. We simply can not accommodate larger boxes in the storage space we have. **Label box and clothes with child's name. Also all hats, gloves, sweaters, boots, etc. must be labeled with your child's name. In an emergency, adhesive tape will serve the purpose.**

Children may not wear clothing that depicts political slogans, characters or other logos or messages that could be offensive or which attract too much negative attention. This includes characters such as *Barbie®*, *Spiderman®*, *Superman®*, *Star Wars®*, *Bob the Builder®*, *Dora®* etc. This rule also applies to any paraphernalia children bring to school such as: lunch boxes, backpacks, inside shoes, etc. Help us keep our classrooms free from as much media influence as possible. Children should not wear jewelry or watches since they quickly become "toys" or get lost or broken.

### **UNIFORM EXCHANGE PROGRAM**

The uniform exchange program is a service to parents. Uniform items which your child has outgrown, but which are free of tears, stains and in wearable condition may be turned in and exchanged for another size item (if available). Requests will be filled on a first come, first serve basis. If a requested size is not available, the request will be placed in the wait-pool and filled as soon as possible. If you do not have any items to exchange, a handling fee of \$2.00 per item will be assessed. If you do not wish to take out clothing, a receipt will be issued upon request. Please see the form at the back of the Parent Handbook. Additional information and copies can be found on our website at [www.manj.org](http://www.manj.org) under the "Parent" tab.

**TEMPORARY TATOOS**

Visible temporary tatoos have been found to be a distraction to the class and are therefore not appropriate at school.

**HOME EVENTS/CRISIS**

Occasionally situations arise at home such as parents' vacations, arrival of a new baby, a family member's illness or parents' separation/divorce that may temporarily influence and change a child's behavior at school. If there is a stress-inducing situation occurring at home, the teachers must know in order to effectively help your child during school time.

**IN-KIND GIFTS/GIFTS OF APPRECIATION**

Items and funds donated to Montessori Academy are tax deductible and a receipt will be written upon request. If parents wish to thank a teacher, a special picture or card made by your child and a note of appreciation from the parents are always appropriate. Gifts are not expected and the Administration does not sponsor solicitation of gifts for individual teachers.

**LICENSING**

During the Fall of 2000, the State of New Jersey, Department of Human Services, Division of Youth and Family Services, Bureau of Licensing reviewed our program. Based on the results of their review, the Bureau of Licensing determined that our program qualified for an exemption from licensing under provisions of the State licensing law and, as a private educational institute, our school is not required to be licensed by the Bureau. However, because their manual of requirements for child care centers does offer valuable guidelines, we have voluntarily decided to adopt these guidelines to ensure the continued safety and well-being of our students.

Parents may secure a copy of the Manual of Requirements for Child Care Centers, for a nominal fee, by writing to the Bureau of Licensing, Division of Youth and Family Services, DN 717, Trenton, NJ 08625.

**LOST AND FOUND**

Lost and Found items (**that are not labeled with a child's name**) will be placed in the "Lost and Found Basket". If your child is missing an item, please be sure to check there as soon as possible. Periodically, all unclaimed items will be displayed on the fence along the circle after which unclaimed articles will be given to charity.

**GUINEA HENS**

The school is home to a flock of Guinea hens. These birds are doing an excellent job keeping the tick population to a minimum. There is no need to slow down specifically for the Guinea hens. If you see them on Conrow Road, be aware that there are several more flocks in this area; they may not be ours.

**TELEVISION/VIDEO/COMPUTER GAMES**

Current surveys indicate that today, young children are spending too much time passively sitting in front of the TV or playing computer games. The Academy of Pediatrics recommend against TV viewing for children under the age of 3. At this age, children need direct interaction with parents and other significant caregivers for healthy brain growth and the development of appropriate social, emotional and cognitive skills.

If you believe, as Maria Montessori did, that the first six years of our children's development are the years of the *Absorbent Mind*, then it is a matter of common sense that their time can and ought to be better spent in other ways. As parents, we must make deliberate healthy choices for our children. We strongly encourage your participation in "Turn off the TV" week.

**PARENT-TEACHER CONFERENCES**

*Regular parent-teacher conferences are held 2-3 times during the school year in the months of October, January and May/June. The October conference is primarily for students new to the school and the remaining two are for all students. Please note the dates for parent conferences listed on the school calendar so you can make*

*arrangements to be available to meet with the teacher on the days set aside for this purpose. In order to accommodate all parents, conferences are limited to 20 minutes.*

***Progress conferences must be scheduled during the conference weeks as published at the beginning of the school year in the annual calendar. Make up conferences are only available if you missed your scheduled conference due to a medical emergency. Conference week is not an appropriate time to schedule a vacation.***

The purpose of parent-teacher conferences is to discuss your child's general development, what she is learning in the classroom and ways you and the teacher can work cooperatively in the best interest of your child. We ask that you prepare for these conferences before you come by writing down specific questions and concerns you wish to raise with the teacher. This preparation will result in an informative, productive and worthwhile conference.

You are encouraged to request additional conferences any time through the year to discuss individual problems or situations your child is experiencing. Write a note to the teacher expressing your desire for a conference. Usually these conferences are scheduled for 3:15pm as it is difficult for the teacher to arrange time for conferences before school or at the lunch break. **Parents may never enter a class to converse with a teacher, not even for "one little question." Likewise, phone calls will be returned at the end of the day, as teachers are focussing on the students during class hours and may not be disturbed.**

### **CONFERENCE SIGN UP PROCEDURE**

Approximately three weeks before conferences and continuing for two weeks, sign up sheets will be posted in the Solarium. Parents are asked to come into the building to reserve a time slot. A week before conferences, those who did not sign up will be assigned a time and a copy of the completed sign up sheets will be sent home.

If it becomes necessary to change the time you chose or that was chosen for you, **it will be your responsibility** to:

- Contact the person who is signed up for the time slot you need to arrange a "time slot swap."
- Make the necessary change on the master list posted in the Solarium.

**Do not phone the office to schedule a time nor to change your time.** Telephone scheduling by the office staff has proven to be very cumbersome and leads to the possibility of errors.

### **COMMUNICATING BY E-MAIL**

News Bulletins and Invoices may be e-mailed. However, e-mails or instant messaging to discuss a child's academic development or behavior is inappropriate. E-mails may be easily transmitted to others – there is no such thing as a private e-mail.

School E-mail addresses:

- School Policy – [EllenFox@manj.org](mailto:EllenFox@manj.org)
- School Bulletin - [manjoffice@manj.org](mailto:manjoffice@manj.org)
- Your child's teacher - [manjoffice@manj.org](mailto:manjoffice@manj.org) and enter the teacher's name in the subject line
- Billing inquiries - [busmgr@manj.org](mailto:busmgr@manj.org), copy to [dirofdev@manj.org](mailto:dirofdev@manj.org)
- Enrichment Programs--drama, piano, yoga, golf, soccer; parent volunteering fundraising – [dirofdev@manj.org](mailto:dirofdev@manj.org)
- Admission inquiries, contact information updates - [manjoffice@manj.org](mailto:manjoffice@manj.org)

### **OBSERVATION**

Montessori Academy has always had an open door policy regarding parent classroom observations. The State of New Jersey mandates that all visitors must sign in at the school office before visiting classrooms or any areas of the school's property. Classroom observations are strongly encouraged. Once a year is considered a



minimum. Parents with a child in a Primary Class are also encouraged to observe the Elementary Classes. Classes are open for observation from October through May excluding the period immediately preceding vacations, the day before a holiday, and the last week of school. Parents of new students can observe after their first few weeks when the children have settled. Observation dates are arranged through the office. It is best to avoid discussing your intention to observe with your child.

### **Observation Time**

It is important to observe the arrival of the children and how they begin their day; therefore, it is imperative that you arrive by 8:30am.

There are three modes of observations.

- **First**, to observe your particular child and how he or she functions in the class - For this *mode*, it is imperative that you **prearrange your observation** so that your child's teacher can guide your child to work in an area easily visible from the observation window.
- **Second**, to observe a class as a whole - With this *mode* you may observe any day without previously notifying the office, but you must **arrive by 8:30am** and realize that your child may be working in an area of the room that is not visible.
- **Third**, to spot check to assure yourself that everything in your child's class and in the school is copacetic - With this *mode*, you can stop in any time of the day and be escorted through the building to the class(es), area(s) you wish to visit. **Typically, this type of visit shouldn't take more than 5-10 minutes.**

### **Observation Procedure**

Park your car in the parking lot. Come to the school office. Someone will escort you to the appropriate observation area. Please be aware that there may be times when you will need to wait till a staff member is free to walk you through the building per NJ State regulation.

### **SNOW EMERGENCIES**

There are a variety of options for getting snow emergency/school closing information.

- **Access Montessori Academy's website: [www.manj.org](http://www.manj.org) - The website will be updated immediately after determining a closure and should be your first source for information.**
- A "tweet" will be sent out to anyone signed up on Twitter. To receive, please sign up and choose to follow "MontessoriNJ".
- An update will be posted on our FaceBook page. To receive, please sign up and search "Montessori Academy" and "Like" the page.
- Call the school office at (856-461-2121) after 6:00am for a message stating if school will be closed.
- Listen to KYW 1060 AM Radio (school number 3367).
- Watch KYW TV 3, NBC 10, or Action News 6 ABC (in most cases we will be listed as the **Montessori Academy of Delran**) — If it is determined the night before that school must close, information may be available on the 11:00pm broadcasts.
- You can access any of the following websites: [www.kyw1060.com](http://www.kyw1060.com); [www.nbc10.com](http://www.nbc10.com) or [www.wpvi.com](http://www.wpvi.com).

### **INVOLUNTARY CLOSURE**

Should the school find it necessary to temporarily close due to forces beyond its control, the school reserves the right to make adjustments to the school calendar to complete an academic year.

Forces beyond its control include, but are not limited to, pandemic virus in the school or community, destruction of facilities due to fire, weather or other factors, other threats to the safety of students, national emergencies, and other issues that cause the school's Administration to decide that a temporary closure is in the best interests of the school and/or students. Adjustments to the school calendar may include requiring

students to make up missed days on planned breaks from school or by extending the school year into the summer months.

### **TRANSPORTATION AID**

According to law, local public schools must provide transportation for non-public schools if they normally bus their own students for grades K +. However, there are limiting qualifications, i.e. the child must live between 2 and 20 road miles from the private school. The local public school board may choose to pay a parent cash in lieu of busing. Application for transportation aid is made through Montessori Academy in MARCH for the following school year.

### **DAILY ROUTINE**

Toddlers and younger primary students are in the sensitive period for order. Consistency in his daily routine and your attitude toward this routine are vital to his feelings of security. Give your child plenty of time to get ready for school, the same amount every day. Don't rush! We don't want to associate rushing and an accompanying sense of guilt with the school experience.

Essentially, if you establish a happy pattern of beginning each day with regular and predictable events preceding your child's arrival at the school, he will be eager and able to get the most of his day, while at the same time establishing a positive attitude.

### **ATTENDANCE**

All Montessori Academy students, even the youngest, if they are in good health and able to participate in the normal school day, (see Health Issues), are expected to attend school on a daily basis. Montessori Academy considers regular attendance essential for success in school. To attain maximum benefit, a student must be in regular attendance. In addition, the State of New Jersey requires that students attend school each day that school is in session (K+). Consequently, Montessori Academy has adopted a policy which emphasizes school attendance. See: Late Arrivals and Absences.

### **ARRIVAL**

Students not enrolled in All Day Montessori can enter the building between 8:05am and 8:25am. **WE MUST EMPHASIZE THE IMPORTANCE OF THE CHILD'S TIMELY ARRIVAL IN THE CLASSROOM. Classes begin promptly at 8:30am.** It is essential your child be IN the classroom and READY for work at 8:30am.

### **ARRIVAL TIPS**

We have an efficient drop-off procedure in place if you drop your child(ren) off at the circle between 8:05am and 8:25am. A staff member will help them out of the car, direct them to the appropriate entrance, and accept written messages for delivery to the office or teacher. The adult's attention is directed to greeting the children and ensuring their safety so **no verbal messages please.**

There is also a staff member located inside who will assist the children in opening the door and getting to class safely. Once inside, the process is very simple — they collect their inside shoes and go into class where their teacher will greet them and assist them as necessary. Parents are not to proceed beyond the entrance door. However, if a situation arises where you **must** walk in with your child, please allow him to follow the same routine without your assistance.

If your child becomes upset upon arrival at school, please know that our staff is well experienced in comforting even the most fretful child. Children adjust to separation more readily once the parent is out of sight. To avoid separation difficulties we suggest the following:

- Give goodbye hugs and kisses as you leave home or while waiting in the drop-off line.
- Leave quickly. The longer you stay, the more upset your child is apt to become.

Our experience has shown that your child will be relaxed, involved and over his anxiety by the time you reach the end of our driveway. We realize it is disconcerting for you as the parent to leave your child crying or upset. Feel free to call us (856-461-2121) and we will be happy to give you an update.

**Elementary children** can be left off in the parking lot and then proceed along the walkway to the school building.

**Please note**, when delivering children before 8:05a.m:

- Escort them into the building, **and**
- Wait for an acknowledgment from a staff member. We can only assume responsibility for children from the time we're aware they have arrived.

### **ARRIVAL - LATE**

We depend on each family's full support in this area since late arrival is disruptive and inconsiderate to the rest of the class. Habitual tardiness may send a message to your child that school is not important, or that his need to arrive on time is not important, at least, not as important as whatever caused the late arrivals, i.e. sleeping late, another cup of coffee. Children don't like arriving late and are, in fact, uncomfortable when late, that is, until the pattern is set and arriving late becomes routine. On the other hand, if consistent lateness is caused by the child, we would be happy to arrange a meeting during which we may be able to offer suggestions to work out a solution to your particular problem.

*Dr. Montessori stated that work has a beginning, middle and an end. It is not exaggerating to say that a child, deprived of the proper beginning by too late an arrival in the classroom, is psychologically and objectively deprived of the most important part of her school day. Too late an arrival tends to make a child feel like an "outsider" because work has started before she arrives.*

*Although individualized, our program still depends upon consistency and continuous progress. Children arriving after 8:25am must be escorted to the office by their parent/guardian and complete a "Late Arrival Slip" filling in their name, day, time of arrival, and reason for the lateness. We will NOT admit any late child to enter the school without a parent/guardian present. A member of the office staff will escort the children to the classrooms. Children arriving late will NOT be admitted to class without the "Late Arrival Slip". If your child arrives late more than three times in a semester, you will be asked to meet with the School Head to work out a solution. Children arriving at 10:30am or later without previous arrangements will be considered absent and not admitted to class. Repeated late arrivals will be addressed individually by the head of school. These procedures have been adopted to minimize class disruptions and to ensure that the school adheres to AMI's regulation, which require that every child is assured of a three (3) hour uninterrupted work period.*

### **ABSENCES**

Each absence requires a period of readjustment as the child attempts to return to the routine of her work. Prolonged absence or frequent intermittent absences are detrimental to the child's educational development. Therefore, a child should be kept home only for illness. Vacations should not be scheduled when classes are in session. Also, interrupting the school day with early pickup should likewise be kept to a minimum. If your child's absence is pre-planned, please notify the office and teacher by sending a note. Otherwise, phone the office as early in the day as possible the day of the absence. To comply with health regulations, we must know if the absence is due to a personal reason or to an illness, and if the illness is contagious.

### **DISMISSAL**

Dismissal is 12 noon for the Toddler and Primary morning children; 1:00 pm for the Morning Extension-Lunch Group; 3:00pm for the Full Day Class children and 4:00pm for Elementary/Adolescent children. Children who have not been picked up at their normal time will wait in the office. You must go to the office to sign the late pickup log before picking up your child. At the end of the month you will be billed a late charge payable on receipt. (See also section: Policy on the Release of Children, and Visiting After Hours).

### **TRAFFIC PATTERN AND PARKING**

In order to ensure safety and maintain an orderly flow of traffic, anyone delivering children to school, including grandparents and caregivers, must adhere to the following procedures:

**DROP OFF**

1. Proceed into the circle and stop in front of the staff member who is ready to greet your child.  
**Note: car seats must be unfastened.**
2. All children must leave the cars from the passenger side and proceed directly to their classroom.  
**Do not allow children to leave your car from the driver's side or walk between cars.**
3. Do **not park in the circle for any reason even momentarily.** The circle is a designated fire lane and parking is prohibited by order of the Fire Marshal. If you must exit your car for any reason, pull over into the parking area and turn off your motor.

**PICK UP**

1. You must be in line at 12:00 noon or 3:00pm respectively for the circle pick up. Proceed into the circle and stop in front of the staff member who is escorting your child. Note: we will not allow children to enter the car from the driver's side or enter without the necessary safety equipment, such as booster seats, or if the driver is using a handheld cellphone.
2. **Elementary students** are dismissed at 4:00pm. Parents are expected to be in carline at 4:00pm. Alternately, you may park in the parking lot and await your child in your car, or may walk up to the bench under the tree to retrieve your child.
3. **The placard provided for your child must be prominently displayed in the middle of the windshield of the passenger side.** Placards placed on the dashboard cannot be read by the staff members doing dismissal. Do not assume that a staff member will recognize your car.
4. Stay in the circle. A staff member will escort your child to the rear passenger seat of your car. If your child needs to be buckled in, pull up out of the pick up zone to allow the flow of traffic to continue.
5. If you arrive to the circle pick up point and your child is not yet outside, please go around the circle again so that the line can keep moving.

*Please know that NJ Passenger Safety Law states that: "**Children under 8 years of age who weigh less than 80 pounds are required to ride properly secured in a child safety seat or booster seat in the rear seat of the vehicle. If there is no rear seat, the child may sit in the front seat, but s/he must be secured by a child safety seat or booster seat.**" For the complete verbiage, please review the official State of NJ website at:*

[http://www.state.nj.us/oag/hts/childseats/childseats\\_newlaw.html](http://www.state.nj.us/oag/hts/childseats/childseats_newlaw.html)

*We have been advised that MANJ could be held negligent, if we place a child in a car in contradiction of this law. **Therefore, MANJ staff has been instructed to not place children in cars which do not have car/booster seats available.** If you are currently not using a car/booster seat, please pull into our parking lot and walk up to retrieve your child. It is the parents' responsibility to pull over in the wider area of the driveway to properly secure their child. Please note: DO NOT leave the drivers' side doors open, as it restricts traffic flow.*

**The rope across the driveway is a reminder of children at play. Use the parking lot when the rope is in place. Do not lower, drive over or remove the rope!**

### **Maintain a speed limit of 5 mph on the driveway.**

Speedbumps have been put in place to ensure the safety of our children. Please note that crossing speed bumps at accelerated speeds may damage your vehicle's suspension system.

**PLACARDS**

Every family has been provided a placard with the child's name and, as a courtesy, a second placard will be provided upon request. There will be a charge of \$3.00 per placard for additional requests beyond the two provided. You may also **print your own placard on colored paper using a large bold font.** Do not use

white paper which glares and is difficult to read from a distance. Caregivers who pick up your child must also display a name placard.

Should you not have a placard displayed on your windshield, or your placard is not easily read, you will be asked to proceed to the parking lot and walk up to receive your child- rain or shine.

When picking up a child other than your own, you must also have a name placard for that child on display.

### **VISITING AFTER HOURS**

It is important that parents leave the school property promptly when their child has been dismissed for the day. The child understands he has been dismissed and is ready to begin his at-home time with mom or dad. To linger only causes confusion for the child. Few children function well when they have to deal with more than one authority figure at a time and they may take advantage of the blending of roles and initiate power plays between the parent and teacher. If you would like a little playtime with your child before going home, the Township Park next door is a wonderful choice.

We are pleased that our parents and children feel so warmly toward the school and its outdoor areas that they sometimes wish to visit after school hours or on weekends. It is gratifying when children come to show off their school to a grandparent.

If you wish to visit the grounds during evening hours or on weekends we ask that you observe the following guidelines:

- (1) Please *call ahead to say you are coming*. It is important for us to know when there are people on the grounds and that they are from our school community. In addition to the school, this campus is also home to Mrs. Fox's family.
- (2) For the safety of your children and the animals, *it is important that visitors not enter the animal pens or open the gates*. If an animal were to get loose it might be hours before it is noticed.
- (3) Please keep in mind there are no bathroom facilities available after classes are dismissed.

We are happy to have created an environment so appealing to our families that they do want to visit. The above guidelines will help to ensure such visits may occur without intruding unduly on the privacy and time of Mrs. Fox and the other families who live there.

### **RECESS**

In accordance with advice from health professionals, our students go out to recess every day, except during thunderstorms, blizzards or major downpours. The length of recess may be adjusted according to the actual weather conditions. As a parent, it is your responsibility to ensure that your child is appropriately dressed. This may include wearing rain- or snow boots, rain coat, snow pants, mittens, hat, scarf, and whatever other item is necessary to ensure the child's wellbeing during recess. If your child is well enough to be in class, he will be considered well enough to go outside for a brief recess

### **HEALTH ISSUES**

While regular attendance is vital for the continuity of the child's development, there are times when a child must be kept home. Parents must keep their children home for a rash, discharge from eyes, ears or nose, vomiting, diarrhea, severe pain, head lice until treated and nits removed or any other signs of illness (See Contagious Diseases below and on the next page.) **To protect all children attending school**, state law requires any child with visible symptoms of what appears to be a contagious disease be sent home.

**Plan ahead for alternate care** in the event your child needs to be kept home or be sent home because of illness. In case of a chronic ailment, it is necessary to obtain a doctor's statement establishing the non-

contagious nature of the ailment. Any other important information regarding the child's health, special needs, allergies, etc. should also be submitted to the office in writing.

If your child is ill with a **communicable disease such as chicken pox, or strep**, the school should be **informed immediately** so that, per NJ state regulations, all other families can be notified. A note will be prepared to go home with the children in school explaining the communicable disease reported along with a list of symptoms. No mention of the infected child's name will be made.

### **CONTAGIOUS DISEASES**

We urge sound parental judgment in determining whether your child is healthy enough to attend school and take part in classroom activities. **This is essential not only for the child's well-being, but also to help reduce the rate of illness at Montessori Academy.** Your child should be well enough to participate in a full day of normal daily activities including going outside at recess time.

Please realize that if your child is well enough to be in class, he will be considered well enough to go outside for a brief recess.

To protect the other children attending school, state law requires that A CHILD BE KEPT HOME and school be notified immediately if she has any of the following:

#### **Bronchitis (viral or bacterial)**

Frequent coughing, fever and general tiredness.

Keep home until: **Child has a normal temperature for a full 24 hours**, coughing has subsided and a full day of school can be tolerated, usually 2-3 days.

#### **Chicken Pox**

Keep home until: Six (6) days after the onset of the rash or **until all sores have dried and crusted.**

#### **Cold**

Runny nose (green or yellow discharge), frequent coughing, possible low-grade fever of 99°.

Keep home until: Runny nose, loose uncontrollable cough and fever are gone.

#### **Cold Sores**

Child is contagious **until the sore is dry**, usually 4-5 days.

Keep home until: Sore is dry.

#### **Diarrhea**

Defined as an increased number of stools compared with the child's normal pattern, with increased stool water and/or decreased form. Contagious until stool is formed.

Keep home until: **A full 24 hours after bowels are normal.**

#### **Fever (Elevated Temperature)**

Temperature 100 degrees and above, especially when accompanied by behavior changes or other sign/symptoms of illness.

Keep home until: **Child has a normal temperature for a full 24 hours.**

#### **Fifth's Disease**

A viral infection characterized by mild fever and a distinctive rash. The rose-red rash on the face resembles a "slapped cheek" appearance. A lace-like rash can also be found on the arms, trunk, buttocks and thighs. The rash can recur and fluctuate in intensity. By the time the rash appears, the child is no longer contagious.

Keep home until: **Child has a normal temperature for a full 24 hours.**

**Flu (Influenza)**

A viral infection causing fever, body aches, cough, vomiting, general tiredness and loss of appetite.

Keep home until: **Child has a normal temperature for a full 24 hours and can tolerate a full day of school.**

**Hand, Foot and Mouth Disease**

A virus causing sudden onset of fever with painful ulcers inside the mouth (cheeks, gums and sides of tongue) and on palms, fingers and soles.

Keep home until: Mouth **ulcers are gone** and child has a **normal temperature for a full 24 hours.**

**Hepatitis A**

A viral infection.

Keep home until: Two (2) weeks after onset of illness. **Needs doctor's note to return to school.**

**Impetigo (strep or staph)**

Bacterial skin infection that produces weeping blister-type sores usually around the face, mouth, elbows, legs and knees.

Keep home until: **Child has been on antibiotic treatment for 2-3 days and sores are completely dried.**

**Lice**

Contagious from onset of itching until one (1) treatment. Treatment must be repeated in 7-10 days. Hair must be checked daily for one (1) month.

Keep home until: One (1) treatment has been done and hair is nit-free. **Must be checked by school nurse before returning to the classroom.**

**Mononucleosis**

Viral infection caused by Epstein-Barr virus. Fever, swollen lymph glands in the neck, sore throat and tonsils and profound tiredness. Saliva is contagious.

Keep home until: **Doctor gives written permission for child to return to school.**

**Pink Eye with DISCHARGE**

A bacterial infection. Child is contagious from the onset of pus until a full 24 hours (usually 4 doses) on antibiotic eye drops.

Keep home until: Child has been on antibiotic eye drops for a full 24 hours. **For viral conjunctivitis, keep home until tearing and redness disappear.**

**Pinworms**

Keep home until: 24 hours after one (1) treatment. **Must have doctor's note stating child has been treated and may return to school.**

**Ringworm**

Tinea capitis, tinea corporis, tinea cruris and tinea pedis.

Keep home until: A **full 24 hours after treatment was begun.**

**Roseola**

Sudden fever, sometimes as high as 106°. A rash appears on the chest, abdomen and face.

Keep home until: Rash disappears and **child has a normal temperature for a full 24 hours.**

**Rotavirus**

Sporadic, severe diarrhea and vomiting with dehydration. Keep home until: **Child is symptom-free.**

**Shingles**

Contagious from onset of rash until all sores have crusts.

Keep home until: **All sores have crusted** and the child can participate in a full day of school.

**Scabies**

Contagious from onset of rash until one (1) treatment.

Keep home until: **One (1) treatment has been completed.**

**Skin Eruptions or Rash**

Rashes of unknown origin are to be considered contagious. Parents will be notified and the student will be sent home.

Keep home until: **Child must have a doctor's note (with diagnosis) to return to school.**

**Sore Throat, Strep Throat or Scarlet Fever**

Sore throat, fever, possible swollen glands under the jaw, difficulty swallowing and general tiredness. (Scarlet fever is strep with rash and fever.)

Keep home until: Child has been on antibiotics for 24–48 hours, **has a normal temperature for a full 24 hours and can tolerate a full day of school.**

**Vomiting**

Nausea or vomiting.

Keep home until: **Nausea and vomiting have stopped for a full 24 hours.**

**Poison ivy, poison sumac, etc.**

Keep home until: **Lesions are dry** to decrease the risk of bacterial infection through the open skin and until **child can tolerate a full day of school.**

**PHYSICIAN CERTIFICATE**

The Montessori Academy of NJ follows New Jersey guidelines regarding physical exams and immunizations of all students. A physician's certificate and medical report, complete with immunization history, allergies and medical conditions requiring emergency intervention (asthma, bee sting reaction) and any other important information regarding the child's health, and signed by the physician, must be on file upon enrollment and must be kept up-to-date.

**EMERGENCY CARD**

*Parents must complete an Emergency Form listing names and phone numbers of persons to notify in case of emergency, illness or injury. This Form must be on file before the start of school. The form can be downloaded and submitted online at [www.manj.org/parents/forms](http://www.manj.org/parents/forms). List allergies along with any health conditions of which the staff should be aware. **It is most important that our record of your address and telephone numbers, home and business, be kept current. A child who needs to be sent home because of illness or any other reason must be picked up within 30 min. of being notified. It is not appropriate to list somebody who lives or works over ½ hour away from school or does not drive.** It is the parents responsibility to keep this form updated with the latest information and submit it to school.*

**INJURIES/ACCIDENTS**

In the event of an injury or illness during the school day, if necessary, the child will be given standard first aid that may involve washing the affected area with antibacterial soap, applying antibacterial cream, band aid and ice pack. In case of serious injuries the parent will be notified immediately and, if necessary, the child's physician will also be notified. In some cases, the local emergency squad ambulance may be called. Please note that to be treated in a hospital emergency room, the permission of the child's parent is required. Reports of minor injuries and accidents will be sent home as an "accident report" at the end of the day for Toddler and Primary children. Elementary children will receive a report at the request of a parent; typically children that age are able to tell you what happened.

*Any time a child requires administration of an EPI-pen, the local emergency squad must be called and the child must be transported to the nearest emergency room.*



**IMMUNIZATIONS**

The Montessori Academy must abide by the immunization requirements and regulations set forth by the State of New Jersey. (See Appendix for Immunization Table).

**INSURANCE**

Children are covered by school insurance from the time they arrive at school until they return home each day.

**MEDICATION AT SCHOOL**

Employees of Montessori Academy will not administer any **prescription or non-prescription** drugs, medications or solutions via ear, eye, nose or throat without written consent of the family physician and the student's parent or guardian. (See Appendix for Medication Release Form). We suggest you leave several of the forms in your child's health record with her doctor so they can fax the completed and signed form to the school office as necessary. **Prescriptions prescribed by a licensed doctor will be administered only if it is in its original container labeled by the pharmacy and all the necessary consents have been signed.**

If a medication, prescription or non-prescription must be administered during school hours, the parent must:

1. Fill out a Medication Release Form. This form must be filled out yearly for students with an Epi-Pen, asthma inhaler, etc.
2. Have the physician fill out the Medication Request Form stating the name of the medication to be administered, the time the medication is to be given, etc. This form must be filled out yearly for students with an Epi-Pen, asthma inhaler, etc.
3. Bring to the Office the needed supply of the medication in its original container appropriately labeled by the pharmacy. To avoid having to bring the medication back and forth between home and school every day, ask the pharmacist to put half of the medication in another prescription bottle properly labeled to be left at school.
4. **Do not send medication in your child's lunch box** - as we do not want it to fall into the hands of the other children.
5. Indicate if the medication is to be refrigerated and if it will be picked up each day.

**SELF-ADMINISTRATION OF MEDICATION**

For life threatening illnesses, self-administration of medication is permitted with the following criteria::

1. Parent or guardian must provide written permission for student to self-administer the medication.
2. Physician must provide written orders for the medication as well as certifying the student has a life threatening illness. The physician must acknowledge that the student is capable of self-administration and has been properly trained in proper administration procedures.
3. Parent or guardian must sign a statement acknowledging that if procedures are followed, the school, employees and agents shall incur no liability as a result of any injury arising from the self-administration of the medication.
4. Parent or guardian shall indemnify and hold harmless the school, employees and agents against claims arising out of the self-administration of the medication.
5. Permission is valid for one (1) school year and must be renewed annually.
6. All medication must be brought to school in the original container with a prescription label attached by the pharmacy.

**FOOD AND FOOD SUPPLIES****MONTESSORI ACADEMY is a TREE NUT/PEANUT/ALLERGY AWARE SCHOOL.**

Since some children have tree nut and/or peanut allergies, which are life threatening, the School will provide a peanut and/or other allergy free table in each classroom. When providing snacks for the class it is imperative that you advise the classroom teacher and assistant if the item(s) contain tree nuts, peanuts, dairy or wheat, or if it may have been contaminated by nuts, i.e. if packages note that item was made or packaged in a facility where nuts are processed.

## **LUNCH**

As part of our “grace and courtesy” exercises we practice table manners at lunchtime. This includes carefully setting the table, laying out the food, giving thanks and, after an enjoyable meal together, cleaning the dishes and tables.

Montessori philosophy recognizes all the needs of the young child. As a Montessori school, Montessori Academy has a commitment to good nutrition. **If your child brings a lunch from home**, we ask that **NO SWEETS, including chocolate items, or EMPTY FOODS** be included as it is difficult for the staff to control the eating habits of the children and many of them would eat the cookie, sweet or potato chips first thus ruining their appetite for the nutritious foods. Fruits make a nice dessert for children and also help clean their teeth. If you wish to put something special in your child’s lunch, a nice note or picture is enjoyed as much as a sweet. Please don’t send in juice boxes, as we use cups for beverages and juice boxes have to be cut open and poured out. A thermos or other drink container is easier to handle and allows your child the independence he craves.

**Allow your child to help choose** and prepare his/her lunch. The night before, you might ask, “Do you want egg salad or cheese for your protein?” “Carrots or cucumber for your vegetable?” Continue in each of the other food group areas (grain and fruit) giving only two choices.

- If you put the protein in a small container and include a little spreading knife, your child may make his own sandwich at school.
- We will not let children to throw food away. All uneaten food will be put back into the lunch box.

## **SPECIAL DIETS**

Reasonable adjustments can be made to the All Day Montessori and Toddler Extended Care menu to meet the needs of special diets. Parents must provide individual lunch and snack if their child has extensive limited diets or multiple allergies.

## **FRESH SNACK FOODS**

Approximately once every 6 weeks **Toddler & Primary** parents will be requested to supply the snack for their child’s class. Please keep in mind that with the current findings of nutritionists we are trying to avoid foods with artificial flavors, coloring or additives. Some snacks you could send are: raisins or other fruits, crackers, popcorn, pretzels, natural cheese and homemade cookies. The school provides water that accompanies the snack (non-applicable to Toddler Community). Sometimes the snack may not be served on the exact day the child brings it due to leftovers from the previous day, but precautions are taken to make sure homemade goodies do not lose their freshness. **To keep our commitment to all our families regarding good nutrition, cupcakes with icing and chocolate items will not be served and will be returned.**  
Note tree nut/peanut caution above.

## **PRACTICAL LIFE SUPPLIES**

One of the unique features of a Montessori School is the Practical Life experience. To facilitate this, your **Toddler or Primary** child may be requested to supply carrots, apples, flour, etc. You will be asked to help supply only those items your child uses. It is gratifying to observe how eagerly a child participates in a practical life exercise he has helped provide.

## **SPECIAL OCCASIONS**

### **BACK TO SCHOOL EVENT**

This event is held on a Saturday during September or October. It is requested that each family be represented. In addition to meeting your child’s teacher and his classmate’s parents, this is a time when important information about the upcoming school year is shared and questions will be answered.

### **BACK TO SCHOOL PICNIC**

A covered dish picnic for the entire family is a great way to meet other parents, students and Montessori Academy staff. The picnic is held on the school grounds, usually on the first or second Sunday after school reopens, weather permitting. Everyone is invited: siblings, grandparents — the whole family. There is fun galore with outdoor games for group participation such as softball, croquet, races and basketball. The Parent Association provides beverages and paper products and each family brings enough food for their family, and one more.

### **BIRTHDAYS**

The moment of birth which is the beginning of your child's own personal timeline is of great importance. Let the teacher know which day your child will celebrate the birthday at school. It seems that in our rushed and hurried world we spend less and less time on moments of celebration. It is an important part of the human spirit to share joyful moments with one another. You may be requested to send in a picture of your child for each year of his life to be used for a special ceremony on his birthday.

On your child's birthday she may be showered with gifts. This attention tends to turn many children inward. One way for your child to express love and thankfulness on this special day is to bring a gift for the class. Ideas for a birthday gift to the classroom are: a book, or a small, beautiful, useful item such as a vase, dish, pitcher, tray, saucer, butter plate, spoon, box, jar or even a basket which may be made of glass, metal, wicker, wood, silver or brass. These can be easily and inexpensively discovered at a dollar store, garage sale, or flea market. If the gift is marked with the country of origin, so much the better for our geography study.

Invitations to birthday celebrations cannot be distributed through the school unless the entire class is invited. It is acceptable for the children to bring an extra special snack to school as a way of celebrating their birthday. Please review guidelines for snacks above. Sugary cookies or chocolate items **will not** be served and cupcakes will have excess icing removed.

### **CAMP OCKANICKON**

The elementary classes run a pizza fundraiser throughout the year, which benefits their annual 3 day/2 night stay at Camp Ockanickon, located in Medford, NJ. The event is held from Wednesday – Friday during the week preceding Memorial Day. The children are housed in a log cabin. During their stay, students participate in a variety of activities under the supervision of YMCA counseling staff and at least one MANJ staff. The program varies from year to year, but past offerings have included shelter building, orienteering, challenge courses, fire building, swimming, canoeing, tie-dyeing, and candle-making. A meeting to present the finalized program and answer any questions is typically held 4 weeks prior to the trip. The Camp experience is designed to allow these older students a maximum of independence within the safe parameters of an established camp. Depending on the size of the group, parent volunteers may be necessary. We will try to accommodate individual requests within reason, however, parents may decline the child's participation if they don't feel comfortable in having their child spend time away from home. Participation in Camp is a privilege; children who are exhibiting difficulty in controlling their emotions or behaviors in class may be excluded to ensure the child's and the group's safety.

### **CLASS PARTIES**

We do not generally have class parties. On special days the teacher may share the story of origin from which certain celebrations evolved. On these special occasions, if you would like to send in a special snack to share with the class, we ask that you follow the guidelines under "Food and Food Supplies" (page 25). Unsweetened juice is preferred to juice drinks with sweeteners.

### **ELEMENTARY FIELD TRIPS (GOING OUT)**

Because no classroom can answer all of the elementary students' questions, "going out" is a response to the need to explore beyond the classroom. In contrast to the traditional field trip, where the adult usually plans the activity for the whole class, "going out" for Montessori elementary children is based on individual or small-group interest as extensions of classroom study. Whether it be a walk to the public library for more specific books on earthworms and butterflies, or a trip to the art museum to see Japanese paintings, elementary children "going out" plan their own excursions, call the institutions to be visited and work out their

transportation needs. The experiences of learning from new resources and meeting different people offers the elementary child a glimpse of social cooperation and the role of community services. Another part of “going out” can be service projects, such as visiting the elderly, cleaning up the environment, or holding a food drive for the hungry. At a psychological level, these projects build a child’s sense of social purpose and moral responsibility.

### **END OF YEAR FESTIVITIES**

Toward the end of the year, the Primary afternoon and Elementary children will perform songs and dances. This will take place in the early evening in the rear of the school. Classroom items, made by all children, will be auctioned off during this time and refreshments are served.

### **FIELD DAY**

One morning, during the last weeks of school, is reserved as a “Field Day”. The teachers will set up games, races and other activities which are age appropriate for each group. Parents may be asked to help as the teachers see the need. If you volunteer to supervise activities, however, be sure to make alternate arrangements for siblings so you are able to focus your attention entirely on our students.

### **FIELD TRIPS**

*Primary field trip possibilities for the morning children are limited somewhat due to their age, attention span and the difficulty of getting to and from a trip destination by 12:00 noon. The Primary afternoon children and elementary children are involved in more trips. Suggestions for trips and help in this area are always welcome. For each trip planned, the teachers will provide a handout with suggestions, including directions and a list of children being transported. The teachers determine participation in field trips. Their first priority must be the safety of the group. Children who are exhibiting difficulty in controlling their emotions or behaviors in class may be excluded from an excursion to ensure the child’s and group’s safety.*

**Volunteer field trip drivers** must have a current valid driver’s license with no moving violation points, an up to date inspection sticker and automobile insurance. If parents volunteer to drive, they must plan to stay with the group during the field trip unless the teachers confirm they are not also needed to chaperone. To ensure that your attention is focused on our students, siblings **cannot** be brought along on a field trip.

In the event parents assist as chaperones but not as drivers, they should ride in the car to which they are assigned. We do not allow students to switch cars to sit with friends and we ask the parents to model the rule.

**Children younger than 4 years of age and/or under 40 pounds must travel in a car seat, 8 years and/or under 80 pounds in a booster seat and any child 12 and under must ride in the back seat wearing properly adjusted seatbelts.**

### **GRANDPARENTS DAY**

Grandparents are welcome to visit the child’s class at any time during the school year. If their grandchild eats lunch in school, they may also join the class for lunch. As a courtesy to the class, prior approval by the teacher is required. Please contact the teacher/office as early as possible if you wish to schedule a visit. A special “Grandparents Day” will be held every three years – the next one is scheduled for the 2012/2013 school year.

### **HOLIDAY CELEBRATIONS**

Throughout the year, classes observe a variety of special days. These experiences help children value cultural, ethnic and religious differences. Holidays are discussed as cultural and seasonal celebrations. We strongly encourage parents to make presentations about ethnic or less widely known holidays and to make arrangements with their child’s teacher. Parents may explain the origin and significance of a holiday, bring in or help the children to prepare traditional food, teach a song or dance, or demonstrate a family custom. The holidays studied during the year usually depend in part on the classroom curriculum and on the parents who are available to share cultural activities.

### **Halloween**

Many of the younger children become frightened by masks, costumes, makeup, etc. Therefore, only Elementary students may bring costumes for a Halloween presentation. We suggest home made costumes (with which the children assist), representing a historical figure or real object. Some past examples have been an Isosceles triangle, an astronaut and George Washington.

### **Valentine's Day**

If you wish to send cards in with your Toddler and Primary child, have your child sign the cards, but do not address the cards with classmates names. Your child can then easily distribute the cards, even if he/she can't read. **Elementary students** may choose to address their cards for their classmates.

### **SING-ALONG**

This is a celebration for the entire school body. It takes place at the closure of Field Day. All students, parents and other family members are invited to join in the back of the school for some good old sing-along fun from 11:30am – 12:00pm on the last day of school.

### **PARENT ACTIVITIES**

#### **ROOM PARENTS**

Each class has 1 or 2 room parents who help the teachers in various ways such as seeking the cooperation of other parents in providing special activities for the children, or making arrangements for any field trips. Much of a room parent's task involves telephoning other parents, and therefore, can be handled by a working mother who would like to help.

#### **PARENT MEETINGS**

The Parent Association (PA) monthly meetings are open to all parents. In addition the Parent Association offers 3 programs called Montessori Education Training (MET) scheduled throughout the year. The format of the MET meeting varies from a guest lecturer to individual classroom teacher presentations. Each gives you an opportunity to share in your child's life at school. It is expected that each family will be represented at each MET meeting. (See the School Calendar or subsequent notices for specific dates and times).

#### **PAJAMA PARTY**

Child care "Pajama Party" available during the length of PA monthly meetings only. We encourage you to bring your Primary and Elementary children in their PJ's so they are ready for bed upon arriving home. During the "Pajama Party" stories, quiet games and a light snack are provided. There is no cost for the pajama party as the Parent Association picks up the tab... *your fund-raising dollars at work!*

#### **FUNDRAISING**

Fundraising is an endeavor of almost all institutions and an absolute necessity for private schools. The Parent Association has instituted an "activities fee" in lieu of major fundraising. See: Activities Fee in the Parent Association section of the manual.

The following fundraisers will still be offered at Montessori Academy:

- Classroom Projects:
  - Elementary Pizza Sale – run by the elementary students. Proceeds pay for the annual 3 day trip to Camp Ockanickon
- School Initiated Projects:
  - Brick Campaign – see below
  - Tile Painting
- Parent Association Projects:
  - Auctions Back to School and Year End

The proceeds of the Parent Association activities go directly to the classes for enrichment materials, or to supply a larger need beneficial to the entire school, such as the new playgrounds. All parents are expected to become involved in this very important and necessary function of the Parent Association.

### **BRICK CAMPAIGN**

Commemorative bricks are sold to support the “Playground Project” and our Outdoor Environment.

### **CAMPBELL LABELS**

Montessori Academy Parent Association participates in the “Campbell’s Labels for Education” program. Children can deposit labels in our large Campbell Box on the table outside the office. The Parent Association takes care of counting them, surveying the teachers’ needs and ordering appropriate school equipment.

### **PARENT EDUCATION BOOKLETS**

In order to acquaint parents with the basic apparatus of the Montessori classroom, the school has a booklet entitled “*A Parents’ Guide to the Montessori Classroom*,” available through the Parent Association. It describes in detail the Montessori program for children between the ages of three and six.

### **STUDY GROUP**

When there is enough parental interest, the school may offer a series of Parent Education sessions. These nine evening sessions center around E.M. Standing’s book, *The Life and Work of Maria Montessori* and explore the ways the Montessori classroom meets the needs of the child. A few of the subjects covered are: Maria Montessori and Her Method, Practical Life Exercises, Independence and the Prepared Environment, the Sensorial Apparatus and The Development of Language in a Montessori Class. There may be a nominal fee for this program.

### **LENDING LIBRARY**

Parents are encouraged to read at least one book a year that will enrich their understanding of the educational methods of The Montessori Academy. The following books are available for purchase or loan through the school office. Most are also available at the public library or as paperbacks at local bookstores.

Standing, E. M.	<i>The Life and Work of Maria Montessori</i>
Montessori, Maria	<i>The Secret of Childhood</i>
	<i>The Discovery of the Child</i>
	<i>The Absorbent Mind</i>
	<i>The Advanced Montessori Method</i>
	<i>From Childhood to Adolescence</i>
Lillard, Angeline	<i>Montessori: The Science Behind the Genius</i>

### **PARENT SHARE**

The teachers are interested in knowing any special abilities or talents you may have which you could share with the children. For example, a mother demonstrated sand sculpture and another presented a program on India; a Grandfather shared his knowledge of his homeland, Turkey, complete with snacks; an uncle entertained us by offering a solo concert on his harp, guitar and violin. Perhaps you have been on a vacation trip and have a power point presentation of interest to our students, or have knowledge and artifacts from another country, or are willing to share your knowledge of the significance of a particular culture or religious holiday.

### **PARENT ASSOCIATION**

The Montessori Academy began when a small group of parents became interested in Maria Montessori’s methods for educating children. Since that time the parents have had an important role in the school. They have worked together to make classroom materials, and raise funds to help purchase needed equipment. Every parent whose child attends The Montessori Academy is a member of the Parent Association. All parents, new and returning, are encouraged to become involved in the work of this organization.

**PARENT ASSOCIATION MISSION STATEMENT**

- To support all functions and curriculum of Montessori Academy, the Montessori Academy Board of Directors, and AMI principles.
- To raise monies, through activities fee and selected fund-raising for the enrichment of the educational opportunities of the students of Montessori Academy.
- Provide parent education to its members.
- To promote and help maintain community connections throughout Montessori Academy and the Parent Association.

**ACTIVITIES FEE**

- Parent Association levies a per-student activity fee, in lieu of most fundraising. The activity fee for the 2011/2012 school year will be \$150.00, payable to the Parent Association upon enrollment of a child. The fee is non-refundable.
- Proceeds of the activity fee are used for classroom enrichments benefiting all students, field trips, playground payoff, in-house presentations, etc.

**THE PARENT ASSOCIATION EXECUTIVE COMMITTEE**

The Parent Association Executive Committee is made up of the officers of the Association: Chair, Co-Chair, Secretary, and Treasurer.

**Chair** — Sets agenda and runs monthly Association meetings, follows up on progression of goals with other positions, chairpersons and committees. Coordinates delegation of responsibilities to executive committee and Association members. Works with School Representative. Creates calendar of events.

**Co-Chair** — Assists Chair with duties, ensures meetings/presentations stay on timeline, works on committees and communicates regularly with members and executive board.

**Secretary** — Records minutes at monthly Association Meetings, submits minutes for posting on website and e-mails minutes to Parent group list. Corresponds with families and/or staff for special occasions.

**Treasurer** — In consultation with goals, creates budget and establishes procedure for making disbursements. Maintains checkbook. Posts monthly balance sheet and financial statements on website and in solarium at the school. Attends events that collect receipts.

**PARENT COMMITTEES AND FUNCTIONS**

Committees are organized on a voluntary basis. Each parent is encouraged to be active on at least one committee. The chair of the committee is filled by a volunteer or can be selected by the committee itself. These smaller groups can meet with the School Representative/School Head between general Parent Meetings if it is helpful in facilitating some decision.

**Newsletter** — Carry on periodic intra school communication: class news, Parent Association committee information, information of interest to the school from parents and the administration.

**Room Parents** — Help teachers with any materials or supplies needed, organize class fundraiser, arrange and, if possible, accompany classes on field trips.

**Welcome Committee** – Acts as representative at New Parent Orientation, calls new families throughout the school year, develops call tree and is accessible to all families.

**Auction Chairs** – Coordinates Back To School and Year End Auction. Works with the staff in determining projects, acquiring any necessary supplies and coordinating parent volunteers to make items.

**Field Trip Coordinators** – Consults with teachers to create a schedule of field trips and presentations at the school.

**Community Service Coordinators**- Organizes events which will provide community service to children, seniors, animals and the earth. Works with the teachers to incorporate into the curriculum.

**Social Coordinators** – Plans social events for families to participate in to build relationships among the parents and children.

**Photographer** – Takes photos in classrooms on invited occasions and at any Association event. Makes photos available on website to share with families.

### **PARENT ASSOCIATION ELECTION PROCEDURE**

Approximately three weeks before the last meeting of the school year, each family receives a form on which they indicate their willingness to serve on a committee. On this form they may also place in nomination another parent's name (with that individual's permission) for one or more positions. These names are then placed on a ballot for all parents to vote. This ballot is sent home to each family for consideration. Voting takes place at the meeting as each parent places their ballot in a box. A parent who is unable to attend this meeting can send their ballot in an envelope to school that day with their child. Tallying the votes is done by several parent volunteers during the meeting.

### **SCHOLARSHIPS**

Limited financial aid is available to **currently enrolled applicants** who meet the following requirements:

- Completed at least one full year of attendance and are enrolled in the Primary Level Full Day Program, Elementary Program, or Adolescent Program.
- Established financial need (income, size of family, catastrophic circumstances).
- Parental involvement demonstrating commitment to Montessori Academy and to Montessori ideals e.g., attendance at Parents' meetings and support of fundraising events.
- Students who show a cooperative spirit, are supportive of their fellow students and who generally contribute to the atmosphere, concepts and ideals of a Montessori education.

### **AMOUNT OF SCHOLARSHIP**

The amount of financial aid awarded to an individual applicant may be up to but shall not exceed 50% of the applicant's tuition. Aid is toward tuition only and does not include Extended Care fees or outstanding balances.

### **PROCEDURE FOR SCHOLARSHIP APPLICATION**

In order for Montessori Academy to allocate resources wisely and fairly, Montessori Academy has enlisted the help of FAST – Financial Aid for School Tuition – to process financial aid applications. FAST is an online program that works with your computer's web browser. Families can complete the application for financial aid by going to the Financial Aid page on Montessori Academy's web site and clicking on the FAST link. Authorized personnel at Montessori Academy and FAST who need to handle the application are the only ones with access to your records.