



2019-20

MONTESSORI RADMOOR SCHOOL HANDBOOK

*Children will discover their unique potential by living the Montessori lifestyle
hand in hand with parents and staff.*

**2745 Mt. Hope Rd., Okemos, MI 48864
(517) 351-3655**

Website: montessoriradmoor.org

Montessori Radmoor School respects the inherent dignity, worth, and uniqueness of each individual and does not discriminate in the administration of any of its programs or policies on any basis including but not limited to ethnicity, family structure, gender identity, geographic origins, race, religion, and sexual orientation.

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OUR COMMUNITY OF RESPECT

Through many activities we honor the special gifts that each family brings to our International community. We foster an appreciation and awareness of all cultures, not only through the materials in the classroom, but by our families sharing their traditions and by coming together as a community on an on-going basis.

Culture influences every aspect of a child's development and is the framework for which decisions about raising children are practiced. In the classroom, the geography materials and books help the child explore the fundamental needs of human beings throughout the world. The staff researches aspects of various cultures, and their religious lifestyles.

We involve the families by inviting them to bring their cultural celebrations into the classroom as an opportunity to learn about one another. Cultures are explored through pictures, music, books, stories, and activities. Families share food and traditions that are part of their culture.

Our staff is committed to assisting children in developing the language of the room along with respecting the native language of the family. Yearly training is provided to gain understanding and insight and continue in the educational process of promoting respect and understanding, valuing and appreciating human differences and upholding social justice. Staff will take part in language training for basic vocabulary words to assist the child when transitioning into the environment.

We strive to not make assumptions about families, their beliefs or cultural practices and work to learn from these families. Our goal is to invite families to share with the staff any special circumstances that will help integrate their family into the culture of the school through trainings or presentations. We hope this opportunity will support the patchwork of diversity that together makes up a beautiful quilt.

THE MONTESSORI APPROACH

The Montessori system is based on profound respect for the child and his individual personality. Within the Montessori classroom the child is allowed a large measure of liberty - not license. This is the basis of real discipline.

Frequently Montessori refers to the "prepared environment". This simply means an environment specially prepared to meet the needs of the child, including materials suited to his learning level, with which he may work. He is allowed to move spontaneously into activities that interest him. Each child is given the opportunity to experiment and experience the worlds of the five senses: mathematics, language, reading, science, art and music. The materials are designed to develop the whole personality; physical coordination and skills; intellectual faculties; powers of deliberation, initiative and independent choice; inner discipline and motivation to fulfill one's own potential. The child's social and emotional development unfolds along with the rest of his personality.

Tasks available in the Montessori classroom are graduated from the simple to the complex. The child is free to progress at his own rate. The child is not rushed but builds the self-confidence so necessary to increasing competence.

Dr. Maria Montessori believed and demonstrated that children prefer work to play, order to disorder, silence to noise, self-mastery to dependence on others, and mutual aid to competition.

Within the Montessori system the child learns naturally and easily, responding to a personal desire to gain knowledge, not because he is forced. Hopefully, within the preschool years, the seeds will be planted and the joy of learning will flourish throughout his life.

BACKGROUND OF SCHOOL

Michigan Montessori Internationale, Inc. was established in 1968, the first Montessori School in the Lansing area. It began modestly with 18 children in a rented facility.

As the school grew, it sought a permanent home. With the generous support of the Board of Directors, staff, parents, and the community-at-large, a modern building on 8.9 acres of wooded land opened its doors to students on January 6, 1976.

In 1980, the school was enlarged to include elementary students with the addition of the Radmoor School. The school was enlarged once again in 1990 to include a toddler classroom and a gymnasium.

In 2003 a second toddler room and new front entrance was added to the building. After many years of planning and fundraising, our school constructed a greenhouse in 2010. The greenhouse is entitled, "Serra Calda" and is incorporated into the curriculum of all our classrooms. In 2012, we acquired adjoining property to the southwest corner of our property to further expand our precious green space.

Today, approximately 145 children are enrolled in the school's various programs.

The school is a private, non-profit educational corporation. It is governed by a Board of Directors which is responsible for the school's business and financial operation. The Board serves in a voluntary capacity and always welcomes input.

MONTESSORI PRINCIPLES

Montessori Radmoor School upholds the principles of Dr. Montessori established through Association Montessori Internationale, an organization created to reinforce establish Montessori principles and pedagogy and continue to evaluate and improve with our developing society.

Our school provides, in accordance with Montessori principles:

- A trained Montessori teacher for the appropriate ages group (18 months -3, 3-6, 6-9, 9-12 or 6-12)
- Classes with children of mixed ages to provide an optimum learning environment where children learn from one another learn at their own pace, work to gain more independence and work cooperatively in the environment.
- Primary classes of 26-30 children compromised of a well-balanced division of ages to ensure social development.
- Consistent uninterrupted work cycle for children to develop their skills of concentration, independence and self-assurance.
- Classes with appropriate adult/child ratios:

Toddler – 1 Teacher, 2 Assistants
Preschool – 1 Teacher, 2 Assistants
Elementary 1 – 2 Co-Teachers (2019-20)
Elementary 2 – 1 Teacher – 1 assistant

These ratios are specific to provide opportunities for children to develop at their own pace, to foster peer learning, and to support independence in a respectful environment.

These ratios meet State of Michigan guidelines for Adult/Student ratios.

PROGRAMS

Regular School Times

HOURS

Toddler - 18 months - 3 yrs.

5 days per week

8:45 a.m. - 12:00 noon

Primary - 3 - 6 yrs.

5 days per week

8:45 a.m. - 12:00 noon

Kindergarten Year* - 5 - 6 yrs.

5 days per week

8:45 a.m. - 3:15 p.m.

Lower & Upper Elementary* - 6 - 12 yrs.

5 days per week

8:45 a.m. - 3:15 p.m.

* The Montessori Primary program runs as a full Montessori cycle and includes Kindergarten Year - a three-year age span from 3-6 years of age. When a child starts the Primary program before age 3, the full Montessori cycle may be four (4) years long. Enrollment for the full Primary Montessori cycle is required.

* Lower and Upper Elementary runs in full Montessori cycles – Lower Elementary for grade 1 through 3 and Upper Elementary for grades 4 through 6. Enrollment for the full Elementary cycle is required.

Toddler & Primary Full Day Montessori Options**

Toddler & Primary children have the option of afternoon care in the Montessori environment. Children will nap and then return to their morning room and non-nappers will stay in the Montessori environment.

5 days per week

Early Morning Component

7:30 - 8:45 a.m.

Afternoon – Component 1

12:00 - 3:15 p.m.

Afternoon – Component 2

12:00 – 4:30 p.m.

Afternoon – Component 3

12:00 – 6:00 p.m.

Kindergarten & Elementary Montessori Options**

Morning and the afternoon options available.

5 days per week

Early Morning Component

7:30 - 8:45 a.m.

After School – Component 1

3:15 – 4:30 p.m.

After School Component 2

3:15 – 6:00 p.m.

**The school gives priority to children attending the extended afternoon components 5 days per week. Although we do not recommend less than 5 days per week for our toddlers and young primary students, an alternate schedule may be considered if space allows. Please check with the office.

GENERAL INFORMATION

ADMISSIONS

All children shall be considered for admission without regard to race, religion, sex, national origin or political belief.

Children with emotional or physical handicaps will be considered for admission on an individual basis. Specific medical information will be required. Admission will depend on the ability of the child to benefit from the program, and the effect of the child on the classroom community.

A copy of the child's birth certificate is required at enrollment time.

PROBATIONARY PERIOD

Upon acceptance, the first 30 days of the child's attendance will be a probationary period. During that time, the classroom Directress and/or Head of School shall have contact with the parents regarding the child's adjustment and progress. Should behavior occur which is disruptive to school activities during this period, every attempt will be made to work with the child and the parents. If this is not successful, a request for withdrawal may be made by the child's classroom Directress or Head of School.

TUITION

The Board of Directors shall determine tuition for the school. This tuition rate shall be determined after consideration of the proposed budget by the school's Treasurer. Parents will be notified in the spring of each year regarding tuition for the upcoming year.

TUITION PAYMENTS

Tuition payments are due on the first day of the month. Statements are provided monthly to parents in their family mailbox at the school. **Any payment not made by the 10th of the month is considered late and subject to a processing fee of \$25.00.** Children can be refused entry to class until payment is made in full. If a family is in need of payment arrangement, they must contact Irina Jamison, 517-351-3655, ext. 12.

SCHOLARSHIP

The Lila Radway Scholarship provides monies toward tuition reduction for a school age student whose family demonstrates financial need. Information on scholarship application process is available on our website – under “Current Parents”, “All School communication” menu option.

RE-ENROLLMENT OF CURRENT STUDENTS

Re-enrollment begins in February for the upcoming year and requires submitting several forms. Many forms are required of Montessori Radmoor School by the state and/or federal agencies. Parents are asked to give all re-enrollment forms their closest attention. All materials must be on file before a child can attend class.

Currently enrolled students and their siblings are given first consideration for re-enrollment through February 1.

CHILDREN AND SPECIAL NEEDS

Montessori Radmoor School is committed to providing a program that meets the individual needs of the children in a physically safe environment. The staff and families work together to assess and meet the needs of the child; working within the framework of the Montessori curriculum. On-going communication between staff and families provides the opportunity to support the child in both the home and school environment.

Staff members receive ongoing training in areas of development to learn strategies in meeting the varying needs of our students. Including children with learning differences provides a richer and more inclusive community at Montessori Radmoor School.

Because Montessori Radmoor School is located in Okemos, the Okemos Public Schools are required to provide screening for any students over the age of three years who may need an evaluation for learning or emotional difficulties. Children under the age of three are eligible for evaluation through the Intermediate School District. Parents and/or staff may recommend students for screening. The Okemos Public Schools or Intermediate School District's evaluating personnel will give recommendations for follow-up treatment or counseling.

CLASS PLACEMENTS AND REQUESTS

Class placements for the upcoming fall begin in June and are completed in July. Families will receive a welcome letter from your child's teacher at the beginning of August. The final decision regarding the placement of your child is determined by the school administrator.

If your child is a returning student, your child will automatically return to the same classroom to complete the Montessori cycle in the toddler, primary or elementary classroom.

As a staff we consider the children's social, emotional and cognitive development along with the dynamics of each of the classrooms. If you would like to share your request for class placement, please share your first and second request for your child's class placement. The final decision is made after all factors are taken into consideration.

HEALTH INFORMATION AND SAFETY

IMMUNIZATIONS/HEALTH FORMS

Current immunization records must be on file by the first day of school (as required by the Department of Health). Subsequent immunizations must also be reported to the office. If you do not have your child immunized you are required to make an appointment with the Ingham County Health Department at which time they will sign a waiver form for you to present to the school.

CHILD INFORMATION CARDS

One Child Information Card must be COMPLETED and on file in the office by the first day of school (as required by the Department of Social Services). The school must be informed of any change of address or telephone numbers for home and work in case of an emergency. Anyone who is to pick up your child **MUST** be listed on this card.

MEDICATION

Medication will only be administered to your child upon receipt of a signed medication form. This form must be signed by the parent and state the name of the medicine, dosage, and time to be taken. All medication **must** be in its original container with the child's name on the label. Medication forms are available in the office.

ILLNESS

If your child has any serious allergies or requires medication or treatments during the day, we must have written authorization of this on file in the office.

We ask that children remain home if they are not feeling well (see Healthy Child Policy on page 8). This is in the best interest of the children and their classmates. All children well enough to come to school will go outside for recess. We do not have facilities to accommodate sick children.

ACCIDENT/INCIDENT POLICY

Accidents and incidents that occur during school hours will be documented and handled accordingly. Parents will be notified when necessary.

HEALTHY CHILD POLICY

Goals of Policy

To establish clear and specific guidelines for parents and staff to enable both parties to determine whether a child can come to school, remain at and/or return to school.

To decrease illness among children due to exposure to illness when peers attend school ill; thus increasing the quality of educational services to the group.

To decrease staff absenteeism due to exposure to illness; thus increasing the quality and consistency of care the children receive.

General Guidelines:

Children will not be allowed to attend school, remain at school and/or return to school if they are experiencing the following symptoms:

- contagious childhood disease
- diarrhea
- vomiting
- yellow or green discharge from the nose
- persistent cough
- temperature of 100 degrees or higher
- significant changes in child's usual behavior or temperament to the extent the child is unable to participate in regular classroom activities and/or requires constant attention of one staff person.

Children may return to school 24 hours after diarrhea, vomiting, and temperature have returned to normal without prescription and/or over the counter medications.

The school reserves the right to request written notification from your child's pediatrician stating that your child is in good health, can resume normal group activities and is not contagious.

The Five E's

Establishing practices and procedures for a risk reduction plan...

- | | |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Educate | staff, parents, and children about food allergies. The goal is to elevate awareness and be prepared in the event of an emergency. |
| Encourage | cooperation/risk reduction from parents and children as they pack and bring lunches, snack and special treats into the building. |
| Exceptions | create a safe procedure for handling exceptions. Items containing nuts need to be clearly labeled, and easily identified by everyone. |
| Emergency | action plans must be in place. These include a Food Allergy Action Plan, to be filled out by the child's doctor, AND emergency care procedures specified with the school administrator and the parents. Parents must allow the administrator to speak with the child's allergist. |

The following practices will constitute our allergy plan:

- 1) Our entire facility, all of our classrooms and our after-school programs (including clubs) will make every reasonable effort to remain nut free. *This means that our school and aftercare staff will not provide any refreshments/snacks/treats that contain nuts.* A sign is posted on our doors stating that we have serious nut allergies in our community.
- 2) We respectfully request that when packing your child(ren)'s lunches or special treats that you avoid nut butters, and other nut products. We encourage all parents to help us reduce the risks by following this request. If a child has a nut product in his/her lunch, they will be asked to wash their hands, wipe their face and brush their teeth before leaving the lunchroom. This reduces the risk of common areas, such as the water fountain, playground, etc. Likewise, we request that if your child has consumed a nut product before arriving at school that they brush their teeth and wash their hands to be rid of any residue before they enter the building.
- 3) We will maintain nut-free tables in common eating areas for lunch time. Children will not be permitted to trade or share foods and utensils at lunch time.
- 4) We request that parents of allergic children keep a supply of safe, individually packages "treats" for their child in our freezer or cupboard, so that these children are not left out during special treat occasions.
- 5) Food Allergy Action Plans will now be filled out and signed by a doctor for each child with a life threatening allergy. Parents of allergic children will be asked to allow the school administrator to speak with the doctor/allergist regarding the plan. These plans must be updated annually.
- 6) Parents of allergic children must meet with the administrator to review their child's Allergy Action Plan (created by the doctor), and to create an additional Emergency Plan for their child if necessary. At this time, the parents will be asked to sign a document stating that they have completed this review.
- 7) Two epi-pens are required for each environment that the child attends (classroom, child care, after school) plus 2 for the office. It is the parent's responsibility to ensure that these are replaced when outdated. these epi-pens, a copy of the child's Food Allergy Action Plan will follow the child to each activity throughout the day, i.e. gym, music, recess, etc.
- 8) Parents of severely allergic children will be asked to drive on all field trips, unless alternative Arrangements are made with the teacher.
- 9) Staff will participate in ongoing staff trainings in First Aid, CPR, and allergy response, including The use of epi-pens.
- 10) Lastly, the goal of our efforts is to **REDUCE** the risk of exposure to allergic children. It is important that no child feels ashamed of what they bring to eat for lunch at school. Therefore, we ask that you **clearly label or notify staff** of any nut product that comes into the school. Easy identification is critical for safety.

THANK YOU FOR TAKING THE TIME TO READ THIS CAREFULLY

Adopted from Montessori Children's House allergy plan, 2007.

Montessori Radmoor School

DISCIPLINE POLICY

The School's approach toward discipline is to provide a setting in which children can develop the ability to responsibly guide their own behavior. The staff facilitates and supports the development of socially appropriate interaction. Children are guided and expected to behave respectfully toward themselves, each other, and their physical environment, thereby ensuring a safe and secure learning environment for all.

Montessori Radmoor School believes self-discipline is a necessary life skill that is acquired through appropriate guidance and individual effort. We expect children to experiment with behavior (as appropriate to their age). Logical consequences provide guidance and establish boundaries for future behavior. Montessori Radmoor School views discipline as the capacity to exist in harmony with one's surroundings, the children, adults and environment, thus securing each and every student's safety.

The adults at Montessori Radmoor School base expectations for behavior, methods for handling conflict, and guidelines for setting limits on an understanding of the developmental continuum. These guidelines are different with each program. For example, it is understood that toddlers (under three) express themselves physically more than verbally. In the toddler room, teachers stop undesirable behavior, re-direct the child to alternative activities, and model the use of words as an alternative to physical behavior.

Children gradually develop skills of self-evaluation. They also acquire the ability to acknowledge and take responsibility for their actions and the ability to learn from mistakes by formulating a plan for change. When behavior is inappropriate and a child is unable to independently recognize this and correct himself, staff intervenes to help the child develop self-assessment and problem-solving skills.

Discipline Policy in the Elementary School

When children reach the elementary level, they have the capacity to resolve conflicts without physical aggression. Therefore, the staff facilitates the development of socially appropriate problem-solving skills in the elementary program. As part of the process, they provide clear expectations and logical consequences.

The staff model's appropriate behavior in all interactions with children and adults. We treat children with the same respect that we ask them to exhibit. Montessori Radmoor staff does not use corporal punishment.

The prepared environment at Montessori Radmoor School is designed to minimize frustration and maximize success. Therefore, a careful balance between freedom of choice and responsibility for behavior is taught. This creates an environment in which the children exercise a great deal of independence, while functioning with respect for one another and for the classroom guidelines. If a child does not respond and cooperate with these techniques for learning discipline, the parent (s) will be notified and included in a planning process for the child. The administrator may enforce an in-school suspension and/or ask a child to leave the program if these efforts do not succeed.

The above rules pertain to any student, teacher, parent or visitor in the school.

STUDENT CONDUCT

The Montessori Radmoor School aims

- to balance freedom and responsibilities of the individual with the need for cooperation, order and goodwill within the group
- to provide an environment where the child will experience encouragement, affirmation, and community
- to ensure the physical and psychological safety of every student

- to enable each student to develop a high standard of moral integrity gained through growth in self-discipline
- to aid the child in their process of developing into responsible adults
- to maintain a high standard for student behavior that reflects positively on self, family, school, and community
- to nurture each student with respect and fairness

Montessori Radmoor Schools expects each student:

- to treat others with dignity and respect;
- to treat him/herself with the same respect;
- to respect both the work and property of others, and to bring only necessary materials to school;
- to have consistent attendance and punctual arrival.

In the event that a student fails to respect the expectations above, the following notes describe the usual approach and procedures for working with the student. The school reserves the right to modify these procedures as it sees fit.

- In the event of **minor misbehavior**, the student and teacher discuss and work cooperatively to resolve the problem. At times, an individual's minor misbehavior may be considered by the classroom community because of its impact on the life of the class.
- **Chronic misbehavior** is reported and discussed with parents and the Head of School where strategies to aid the child in correcting the behavior are agreed upon.
- **Major misbehavior**, especially that involving injurious behavior, is further discussed with the Head of School. The head, parents, teacher and, where appropriate, the student, meet to resolve the issue

In the event of major or chronic misbehavior, a student may be excluded from school, suspended, or expelled.

The school expects full parental cooperation in all aspects of the student's life at Montessori Radmoor School. All rules apply before, during, and after school, and on all school outings.

Major Misbehavior

The school considers the following to be major misbehavior:

- Interference with the rights of others, including physical abuse (such as punching, biting, kicking, or hitting), verbal abuse (such as teasing, taunts, threats or intimidation), and bullying (whether by physical aggression, social alienation, or verbal aggression and intimidation)
- damage to, abuse of, or stealing any school or personal property
- use of obscene, profane, suggestive, or intimidating written or verbal language
- repeated disruptive or uncooperative behavior

The school is committed to working together with the student and the family on issues of conduct. At the same time, Montessori Radmoor School reserves the right to dismiss any student at any time if, in its sole judgment, the student's continued presence at the school is detrimental to themselves, to others, or to the community as a whole.

The school DOES NOT engage in corporal punishment of any kind.

SUGGESTIONS FOR DEALING WITH INAPPROPRIATE BEHAVIOR

Expectations for Behavior:

Children will act respectfully towards

1. themselves.
2. others.
3. and the physical environment.

We adults need to intervene when this is violated.

Steps to remember when intervening

1. Stop the behavior and state the rule:
Hitting is not allowed.
We don't use that word at school.
I can't let you throw sand.

 2. Then state the expectation for behavior:
I expect you to be gentle with Sam.
Please use a kind word when you speak to her.
You may dig in the sand and fill up the bucket with sand.
Older children: Ask them to develop a plan for changing their behavior. (What will you do instead?)

 3. Take additional action if necessary:
Remove the child away from the area where there was a problem. The office is the suggested location or right outside the room in view of other adults.
Keep the child with you for a while.
Re-direct the child to another activity.
- If behavior is extreme or habitual:
Remove the child from the room.

Involve the Head of the School in the discussion.

Develop a plan for change with the parents. (This may involve an arrangement for the parent to come pick up the child.)

PARENT CONDUCT POLICY

Montessori Radmoor School is responsible for protecting the children in our care, and for providing a safe workplace for staff members. Therefore, it is imperative that parents conduct themselves in a professional and rational manner on school property, at school functions, or while communicating with school staff.

Montessori Radmoor School reserves the right to dismiss a child or children from school if the parent behaves inappropriately. Behaviors that are grounds for dismissal include, but are not limited to, the following:

- Acts of violence, including assault and battery
- Verbal abuse, harassment of, or threats against the staff, other parents or children
- Possession of illegal substances or firearms
- Verbal or physical abuse of any child
- Profanity
- Indecent exposure

SCHEDULES

ARRIVAL/DISMISSAL

The arrival time is between 8:45 a.m. and 8:55 a.m. for Toddler and Primary; and 8:35 to 8:45 for Elementary students/parents please enter through the front double doors and proceed to your child's classroom. **Primary students & parents please drop off and pick up your child at the outside classroom door (off playground).** During this arrival time a staff member is available to assist your child at the classroom door. If you arrive at school after 9:00 a.m., please check in with the office and a staff member will escort your child to the classroom.

It is very important to be on time for classes especially at the elementary level.

You must notify the school in writing if someone else is going to pick up your child from school, even if they are listed on the Child Information Card. We will ask for identification.

During arrival and dismissal, please do not engage the staff members in lengthy conversation. Send a note or call the office if you wish to notify the Directress of any special instructions.

If an emergency should occur and you are going to be late picking up your child, please call the office. This will help to keep your child from being anxious.

LATE CHARGE

If you are late in picking up your child please notify the office. A late charge will be applied at the rate of \$1.00 per minute.

SCHOOL CLOSINGS & COLD WEATHER POLICY

In case of emergency school closings due to inclement weather, please listen to WLNS (Channel 6) television or radio station 99.1. Montessori Radmoor School will be closed when Okemos Public Schools close due to weather conditions except when Okemos closes for cold days that are not related to road conditions.

Parents will be notified no later than 6:40 a.m. as follows:

You will receive a telephone call from our automated system. You will also receive an email through constant contact and the closing will be noted on the Montessori Radmoor face book page.

RECESS

Children who stay for lunch are expected to go outside at recess time. Only on rainy days and in extremely cold weather will we not have outdoor recess. Please dress your child accordingly, especially in winter weather. All children well enough to come to school will go outside for recess.

PERSONAL

EXTRA CLOTHING FOR PRE-SCHOOLERS & TODDLERS

A labeled Zip lock bag with an extra set of clothing is necessary in case of accidents. Please remember to send clothing appropriate for the time of year.

PERSONAL BELONGINGS

Toys belong safe and secure at home. Please do not send toys to school with your child. Children may occasionally be permitted to bring in very special items which relate to schoolwork, i.e. books, rocks, dinosaurs or special items relation to a particular subject being studied.

The Montessori equipment is very attractive to young children. Occasionally children may put a piece in their pocket. If you notice an unusual item in your child's pocket or among their toys; please avoid a fuss with your

child. Remind your child that it is important to leave school work at school, and allow them to return it to the teacher.

SNACKS

Snacks are provided by the parents. A snack schedule is provided on a monthly basis for both toddler and primary classrooms. If bringing snack conflicts with your schedule, please inform the teacher. Suggested snacks are nutritional and low in sugar and must not contain any nut products.

PICTURES

School pictures are taken in the fall and are returned to us before winter vacation.

LUNCH PROGRAM

Parents have the option to send a lunch with their child or purchase a lunch through our hot lunch program on a monthly or annual basis. Menu items meet required nutritional values established by the Department of Consumer and Industry Services, USDA child care food program. Hot lunches prepared and/or heated on site at Montessori Radmoor School. You will receive a hot lunch form via Constant Contact e-mail. When sending a cold lunch, please send nutritious foods, avoiding foods that are high in sugar. Examples include: candy, cookies, Krispy treats, chocolate chip granola bars and fruit snacks. We will ask your child to put any treat back in their lunch box and send it back home, per our school policy.

PARENT INFORMATION

PARENT STUDY PROGRAM/WELCOME NIGHT

The Parent Study Program begins for new families with Montessori 101 – Is Montessori for My Family and Getting Ready for Montessori. These meetings will be held periodically throughout the school year. The Parent Study program continues with a combination of programs to assist parents in understanding the Montessori philosophy and materials as well as opportunities to observe. Each class is designed to coordinate with your child's stage of development in our Montessori community. The schedule is available on our website and via hard copy at the front the desk. Welcome Night is scheduled at the beginning of each school year to introduce parents to our staff, PGA, board members and an opportunity for your child's teacher to orient you to classroom philosophy and procedures.

NEWSLETTER

Please read your monthly newsletter. It lists important information regarding school activities and functions. All monthly newsletters will come to you via Constant Contact e-mail. There will also be a hard copy posted on the School News bulletin board near the family mailboxes.

CONFERENCES/PROGRESS REPORTS

During the school year, two parent-teacher conferences are scheduled in order to keep parents informed of their child's progress. You will receive two progress reports each year. This is a written evaluation of your child's emotional, social, and academic development. Conference dates are noted on your school calendar. Please sign up through iVolunteer on the school website.

If there are any concerns about your child's work or behavior please do not wait until your conference date. You may make an appointment with the teacher or leave a note in her mailbox.

Teachers and assistants make weekly observations of the Toddler and Primary children and this is placed on a master sheet that parents may see if requested. Only information about your child is available.

Elementary children take the nationally normed test in the spring. This is a snapshot of the child's progress and helps us to monitor their development.

Every parent is concerned about a child's success with school and we are happy to answer parent's questions. If something is on your mind, speak up: that's the way things work best.

PARENT VOLUNTEERS

Parents are able to sign up on line for opportunities to help out at the school and/or in your child's classroom. Parents are needed to help organize special classroom activities, assist with the environment preparation, read with the children, help out with field trips or assist in the office. Volunteers may sign up for various activities and events on iVolunteer, the link is as follows: <http://radmoor.i-volunteeronline.com/>

PARENT GUARDIAN ASSOCIATION (PGA)

A Parent/Guardian Association comprised of parents and administrative staff meets regularly to plan family-oriented school events, to assist with fundraising, to consult with the administrator on policy and procedures and to foster communication.

OUR COMMUNITY

Through many activities we honor the special gifts that each family brings to our International community. We foster an appreciation and awareness of all cultures, not only through the materials in the classroom, but by our families sharing their traditions and by coming together as a community on International Night.

COMMUNICATION BETWEEN PARENTS AND SCHOOL

We use several communication tools:

E-MAIL

CONSTANT CONTACT

NOTES IN THE FAMILY MAILBOXES

COMMUNICATION FROM CLASSROOM

COORDINATORS

THE NEWSLETTER

WEEKLY REMINDERS

WEBSITE

PARENT MEETINGS

CONFERENCES

TELEPHONE

SIGNS ON DOORS

FAMILY DIRECTORY**

** "Our family directory has been created to facilitate communication between members of the Montessori Radmoor community. Information obtained from the Directory may not be used for solicitation of people at Montessori Radmoor School or their family members. Any solicitation of business, information, contributions or other response from individuals listed in this publication by mail, email, telephone or other means is strictly prohibited."

We encourage you to let us know how you feel, how things are going for your child/children. In general, it is best for you to discuss any concerns with the directress/teacher. However, if you would feel more comfortable speaking to an administrator, please do so. You may need to make an appointment.

MATTERS RELATED TO

Child's progress
Classroom activities
Classroom assistant
Classroom procedures

Billing/Accounts
Changes in tuition
Building issues
New student admissions
New parent tours
Parent Education
After school club information

FIRST CONTACT

Classroom Teacher

Irina Jamison – Business/Admissions Director

Legal matters
Pedagogical matters
Academic policies
Financial matters

Joseph Wood – Head of School

Daily schedule routines
Observations
Montessori full day components
Enrollment questions/paperwork
Schedules appointments for head of school
Lunch program
Reporting of absences
Temporary Child Care needs
Change of status

Jamie Hildenbrand – Administrative Assistant

Community Liaison
Marketing & Development
Special events/projects
PGA Liaison

Director of Marketing & Development

For email addresses of the staff, check our website – “Who We Are”, “Staff” menu option.

OBSERVATIONS

Observation by parents is welcomed and encouraged. Such observations will lead to a better understanding of our program and aims. Frequently, children do not share their day at school with parents. Sometimes they "forget" other times they wish to keep it for themselves.

It is necessary to set up an appointment for observing. It is to your advantage to avoid observing at special times or the day before holidays.

The following "Guidelines for Observing" will help make your visit more meaningful and will allow the children to work in their usual manner. In order that your observation experience is as meaningful and constructive as possible, please read the following guidelines before you enter the classroom. You may find it helpful to bring this book and a pencil along when you observe to record your observations and questions.

"Guidelines for Observing"

Help us keep the classroom situation as natural as possible. When you enter the room, please go directly and quietly to the chair provided for you. Standing and walking about is discouraged - you would seem to tower above the children and dominate the room. If children come to you, encourage them to go back to their work. Try to keep exchanges brief, positive and friendly. Please do not solicit the teacher's attention while you are observing. She will visit with you when and if she can. If you have any questions or comments, write them down to discuss with her after you have finished your observation.