

Parent Handbook

Montessori Learning Center

310 S. 400 W.
Lindon, Utah 8402

"The most important period of life
is not the age of university studies,
but the first one, the period from
birth to the age of six."

Maria Montessori

Dear Parents;

We wish to thank you for entrusting your child to us. Our teaching staff is eagerly looking forward to new beginnings with each of our students.

Your Directress, Ali Dances, has taken one course by correspondence from the St. Nicholas Training Center of England; completed the requirements for and received her certificate from Little-Way Montessori Educational Services, Inc.; taken the 6 to 9 Elementary training from the Montessori Teacher Education Center in San Leandro, California; owned, operated and taught in a Montessori school in Lubbock, Texas, using the Montessori method where she also worked with teachers trained under the auspices of the American Montessori Society and the Association Montessori Internationale; has attended various workshops and seminars on the Montessori method. She has owned, operated and taught in this school since 1981.

Miss Ali has also operated a training program for certification in the Montessori method for preprimary 2 ½ to 6 year olds since 1983 and trainees from her program in several states, including Utah, Arizona, and California, have opened up Montessori schools. She has also become certified as a facilitator of transformational workshops and classes on relationship/communication skills since 1986 and seasonally offers a continuing educational program and support group for those interested in furthering their skills in the areas of transforming relationships through communication techniques. Her entire staff is involved in these programs, as the skills are incorporated into the classrooms so as to expose and teach these same techniques to all the children of this school.

The staff consists of Head Teachers for the Preschool classes who are certified through either the training program Ms. Dances offers or another approved Montessori Training program; a Head Teacher for the K-12th Grade Classes who are trained by the Directress directly in the K-12th Grade Montessori techniques and supervised throughout the year by her continually to further train and refine the classroom. Aides are in classes as needed and adequate training on Montessori and child discipline so that they can assist the head teacher of each class and support the Montessori ideals.

THIS IS YOUR PARENT HANDBOOK -- so please acquaint yourself with our policies and procedures concerning your child!

As your Directress, I will be looking forward to getting to know each of you and to assist your child during the formative years. To a bigger and better year than ever, I am

Sincerely yours,
Ali Dances

MONTESSORI EDUCATION

Montessori education is both a philosophy of childhood development and a method of guiding that growth to its fullest potential. It is based on a child's natural need for freedom in a structured world and a carefully prepared environment. This enriched environment guarantees a child's exposure to learning experiences and materials necessary to their intellectual, physical, social and emotional development. It has been carefully designed to promote self-motivation and cultivate each child's natural curiosity and desire to learn.

In a Montessori classroom, a child is free to move about the room at will, to talk to other children, to work with the materials or work with the teacher.

The child is not free to disturb other children or abuse his surroundings, which are so important to his development.

The teacher, or directress, as she is called in Montessori, is constantly alert to each individual child's chosen direction and actively works to help the child achieve his or her goals.

Observers of Montessori children have described them as having developed self-discipline, self-knowledge, and independence as well as enthusiasm for learning.

HOW CHILDREN LEARN

Dr. Montessori always emphasized that the hand is the chief teacher of the child. In order to learn there must be concentration, and the best way a child can concentrate is by fixing his attention on a task he is performing with his hands. All of the equipment in a Montessori classroom allows the child to use his hands for learning.

Another important discovery is that no learning will take place without discipline. Discipline cannot be achieved without training the will. The conscious will develops at about age 3. A child does not learn discipline through words. The key is reached by internal or "inner" discipline.

This control which the child develops over his own behavior comes from his work with the Montessori material and the interaction with the prepared environment.

THE IMPORTANCE OF THE EARLY YEARS

In the *Absorbent Mind*, Dr. Montessori wrote, "The most important period of life is not the age of university studies, but the first one, the period from birth to the age of six. For that is the time when man's intelligence itself, his greatest implement is being formed."

Recent psychological studies based on controlled research has confirmed these theories of Dr. Montessori. After analyzing thousands of such studies, Dr. Benjamine S. Bloom of the University of Chicago, wrote in *Stability and Change in Human Characteristics*, "From conception to age 4, the individual develops 50% of his mature intelligence; from ages 4 to 8 he develops another 30% ... This would suggest the very rapid growth of intelligence in the early years and the possible great influence of the early environment on this development."

Like Dr. Montessori, Dr. Bloom believes "that the environment will have maximum impact on a specific trait during that trait's period of most rapid growth." The importance of these years cannot be overlooked.

MARIA MONTESSORI: EDUCATOR

Maria Montessori was an Italian physician and educator, the first woman to receive a medical degree in Italy in 1896. She spent over 35 years clinically studying children before developing her unique educational system. Her educational program is based on the physiological stages of development of the human being.

The Montessori Method is an approach to education, which takes into consideration the entire potential of a child: the social, mental, physical, emotional and spiritual aspects of the total human individual. It is a unique cycle of learning designed to take advantage of the child's "sensitive" years between 2 ½ and 9 years, when the child can absorb information from an enriched environment without being forced into a totally structured process.

Dr. Montessori believed that another person educates no human being. One must do it alone or it will never be done. A truly educated individual continues learning long after the hours and years spent in the classroom because motivation comes from within by a natural curiosity and love for knowledge. Dr. Montessori felt, therefore, that the goal of early childhood education should not be to fill the child with facts from a pre-selected course of studies, but rather to cultivate the child's own natural desire to learn.

This objective is achieved in two ways: first, by allowing each child to experience the excitement of learning by his own choice; and second, by helping him to perfect all his natural tools for learning. In this way, the child's ability will be at a maximum in future learning situations. The Montessori materials have this dual long-range purpose in addition to their immediate purpose of giving specific information to the child.

HOURS OF OPERATION

We open at 7:45 a.m. and close at 5:30. Before care is available from 7:45 a.m. to 9:00 a.m. After care is available from 3:30 p.m. to 5:30 p.m.

We are open to children of all races or religions limiting ourselves only by evaluating the potential in best serving the child. We may not be able to best serve some physically or mentally handicapped children, so we evaluate each before enrollment.

We operate many different classes, dependent upon your scheduling needs and desires. The hours for the different classes are as follows:

BEFORE CARE [all ages]	7:45 a.m. to 9:00 a.m.
JR. PRESCHOOL CLASS – 2- 4 years 5 days or 3 days per week [Days vary] Or	9:00 a.m. to 12:30 p.m. 9:00 a.m. to 3:30 p.m.
SR. PRESCHOOL CLASS – 4 to 5 year olds 5 days or 3 days per week [Days vary] Or	9:00 a.m. to 1:00 p.m. 9:00 a.m. to 3:30 p.m.
KINDERGARTEN Or Or	9:00 a.m. to 1:00 p.m. 9:00 a.m. to 1:30 p.m. 9:00 a.m. to 3:30 pm.
LOWER/UPPER ELEMENTARY	9:00 a.m. to 3:30 p.m.
MIDDLE SCHOOL [through 12 th grade]	9:00 a.m. to 3:30 p.m.
AFTER CARE [all ages]	3:30 p.m. to 5:30 p.m.

EXTENDED HOURS

Extended hours are available for those who need care outside of school hours **ONLY for those who need it on a daily basis.** They are **NOT available on an occasional basis.** There is an additional fee of \$110 per month per child.

PARTIAL WEEK STUDENTS

If your child attends 3 days per week, **NO EXCHANGE OF DAYS CAN OCCUR FOR ANY REASON!** Please be aware that your child may miss holiday celebrations that fall outside of your child's allotted schedule. Occasionally, we will offer a pro-rated payment to have those students attend a party. We would figure your child's tuition rate for that day and you would be billed that amount. Please ask us and we can let you know that amount prior to billing. You **MUST** alert us prior to attending so we can plan for the extra number of children who will be there, otherwise they could be turned away.

PAYMENT DROP and CREDIT CARD PAYMENTS

By signing up for ACH transfers with Tuition Express and authorizing payment to be made on or before the first day of the month, you receive a discount of \$10.00 per month, per student. All other forms of payment do not receive the discount. **There is a \$10.00 late payment fee added on to undiscounted price if tuition is paid after the 10th of the month.** All accounts are to be paid in full by the 15th day of the month. If not paid by the 15th day, your child/children will not attend after that date until that month is paid in full, understanding that there will be no reduction of tuition for days missed in the upcoming month.

There is a charge of \$25.00 per returned ACH or check and a policy that after the first returned check, payment must be cashier's check, money order, credit card or cash.

ARRIVAL AND DEPARTURE

Class begins at 9:00 a.m. CHILDREN ARE NOT TO BE DROPPED OFF TO THE CLASSROOMS BEFORE CLASS TIME, which is 9:00am. If you clock in **BEFORE 9:00 AM, you will incur a charge OR if you place your child in a classroom before 9:00 am you will also incur a charge.**

The children you see in the Sr. Preschool South classroom have purchased our extended care hours, so do not think that class has begun yet for those children.

JR. AND SR. PRESCHOOL—children will not be accepted after 9:30 am. Dropping children off after this time disrupts the classrooms and interrupts the lessons that are in progress. You will appreciate that this is unfair to children that are here on time. If you have a special consideration, such as a Dr.'s appointment, then please get approval for late drop off the DAY BEFORE. Please make allowances for traffic or road conditions in order to avoid being late.

Class ends:

Jr. Preschool Classes 12:15 p.m. Late after 12:30 p.m.

Sr. Preschool & ½ day Kindergarten 12:45 p.m. Late after 1:00 p.m.

Full day Kindergarten-High 3:30 p.m. Late after 3:30 p.m.

[sign out between 3:15 & 3:30 p.m.—wait in cars by back gate for children to be dismissed at 3:30 p.m.]

You will be billed at the rate of \$5.00 for anytime within the first 5 minutes and **\$1.00 PER MINUTE** thereafter **when arriving AFTER your contracted time to pick up.**

SEPARATION ANXIETY AND ADJUSTMENT

For the “new” little ones to our school you may notice some signs of **normal adjustment**. A child experiences the normal **“separation anxiety”** when leaving a parent to go into a new situation. It is a normal and even welcome sign. It shows that your child is properly bonded to you!

Evidence of separation anxiety:

- 1.) Be extra crabby when they get home.
- 2.) Wet their clothes at home or school.
- 3.) Cry when they come to school.
- 4.) Say that the work at school is too hard.
- 5.) Say they “do nothing” at school. (By the way, THAT is NOT true! They may not know HOW to tell you the work they do. If you are concerned, PLEASE, talk to your child’s Head Teacher.)
8. Say the kids at school are mean.

What to do:

- 1.) Hold them on your lap and say the “universal” word of **“Oh-h-h.”** Nothing more! Don’t ask questions, just hold and pat and focus away from your child at the same time.
- 2.) Say, “New things are scary, huh?”
- 3.) Say, “I have felt the same way before.”
- 4.) Say, “I can see how you’d feel that way.”
- 5.) If they cry when you are dropping them off, with cheery smile say, “See you later.” **And leave. Don’t hang around.** What you are conveying to your child is that you believe that they are capable of handling this and that you believe in them. *If you are not concerned...then they will handle their own anxiety more efficiently and adjust more quickly.* You are helping your child to build emotional muscle!
- 6.) If they announce, “I’m not going to go to school.” You say, “You don’t really want to go. Well, are you wearing this shirt or that one.” **Don’t argue or say “Yes, you are.”** You just hear them and go on. If they won’t get in the car, then give them a choice of walking by themselves or being carried. It is NOT a matter of if but only a matter of how!

Remember:

Normal adjustment time is about 6 weeks, give or take a week or so. The better you do with being “nonchalantly unconcerned” with their anxiety, **THE BETTER THEY WILL HANDLE IT** – everywhere! **THIS WILL PASS!** Your child is learning how to manage a reasonable amount of fear and anxiety and you are doing a great job if you can support him/her in this way. So, pat yourself on the back. Talk to us here if you are having a hard time. We know it can be difficult for you. They didn’t come with manuals!

PARKING

Please park IN the parking stalls. We have a front and back parking lot for your convenience. **DO NOT PARK IN THE DRIVING LANE CONNECTING THE PARKING**

LOTS – even to just run in! It is in state code violation and is a FIRE HAZZARD. If you have someone else picking your child up, please let them know this as well.

When you park in the front, please keep your children on the sidewalks and do not allow them to walk in the flower and rock garden. We have sprinklers above the ground level that could be damaged.

Supervise your child at all times! And PLEASE, do not allow them to run out of the building ahead of you!

DROP OFF JUNIOR & SENIOR PRESCHOOL

Students that are NOT dropped off by 9:30 a.m. will not be permitted to class, unless it is an excused drop-off. Exceptions are made for doctor or dental appointments **only**. Make allowances for any road construction or traffic conditions in order to be present BEFORE 9:30. You must CALL the office beforehand but NOT THE SAME DAY to alert us, otherwise they will NOT be allowed to stay.

Enter through front doors ONLY. For security reasons, the only doors open to the public will be the front or main doors located at the north entrance of the building. **No students or parents will be admitted through any other doors. Sign in at the front desk.**

Take your child to his/her classroom. DO NOT ENTER THE CLASSROOM! Class will be in process and your entry could disturb the class.

MAKE EYE CONTACT WITH A TEACHER and PLEASE SHUT THE DOOR QUIETLY. That signals us that your child has been seen and recognized as now being in the care of The Montessori Learning Center. A child who slips into a classroom, may not be properly attended to due to the fact that the teacher may not be aware that your child is now in attendance. That child could possibly exit the classroom without us observing, and exit the building! **HELP US KEEP YOUR CHILD SAFE!**

If you must talk to your child's teacher, **KEEP IT BRIEF** and **PLEASE WHISPER** so as to not disturb the class that is in process. If you need more than a brief conversation, you must make an appointment to do so at another time.

JR. PRESCHOOL PICK UP

Class ends at 12:00 p.m. Pick up is between 12:15 and 12:30 p.m. You will find your child in his/her classroom until 12:30 p.m. after which time they will be downstairs in the nap room. To avoid charges please sign out AND pick up BEFORE 12:30 p.m. to avoid charges. Class ends at 12:15 p.m. and your child will be ready for you at that time.

SR. PRESCHOOL PICK UP

BEFORE picking up your child from the playground, SIGN OUT, get their lunch, check their hook for any additional items, then check their file for papers. Sr. Preschooler's are to be picked up on the playground between 12:45 p.m to 12:55 pm. At 12:55 p.m. students line up and begin dispersing to other classes. If you miss them on the playground, then come inside to find them. When ready to pick up your child exit through FRONT doors and down to the playground.

Please, DO NOT ENTER THE PLAYGROUND, for the safety and protection of your child. Obtain the attention of a teacher and your child will be walked to the gate for you to take home.

CHILDREN ARE NOT ALLOWED IN CLASSROOMS UNSUPERVISED, and may only go in with you to pick up their belongings. If you go in the classroom with them, **PLEASE DO NOT LET THEM ATTEMPT TO SHOW YOU WORK FROM THE SHELVES!** The rooms have been straightened for the next day. Help the teachers by not creating extra work for them the next morning.

LOWER & HIGHER ELEMENTARY/HIGH SCHOOL DROP OFF

Sign in and WALK YOUR CHILD TO THEIR CLASSROOM. PLEASE catch the eye of your child's teacher. **The teachers will want to talk to you daily and between 9:00 a.m. and approximately 9:13 a.m.** is that time for them to speak with you. This is your time to be informed about what we need you to do for homework, etc and for you to ask your questions! PLEASE SEE THE TEACHER DAILY whether or not you think we need to speak with you. This is our teaching time for YOU!

PICK UP

Our Lower/Upper Elementary – Higher School classes END AT 3:30 p.m. Park in a parking stall -- PLEASE DO NOT PARK IN THE PICK UP LINE!!! Come into the building to sign out between 3:15 and 3:30. You will then drive your car around the back parking lot to park and wait until we dismiss students. The cars will be facing the east and beside the playground, circling around the parking lot. The students will be dismissed to the first 3 cars. Once students are loaded, they will exit the parking lot and the line moves up for the next 3 students. We will NOT release students to parked cars. YOU MUST BE IN YOUR CAR AND IN LINE. If you need an early pick up you MUST first clear that through the office and then the student must be picked up no later than 3:15. After 3:30 there is a charge of \$5.00 for any time within the first 5 minutes, then it increases by \$1.00 per minute after that.

TALKING WITH YOUR CHILD'S TEACHER

JR. & SR. PRESCHOOL: When you drop off your child, your child's teacher needs to be with your child and the other students. Other than leaving a brief message concerning things such as early pickup or pickup by a different person, etc., do not plan to engage with the teacher at this time. At pickup, your child will be ready to leave and we have found that they do not want to stand quietly while you chat with the teacher but tend to run the parking lot or lobby, which is not advisable. **EMAIL – make sure we have your current email and that you check it often.** Your child's teacher will give updates frequently.

We encourage you to LIKE our FaceBook page as we upload pictures often of the different classrooms! Our page is found under "Montessori Learning Center".

Teachers often take pictures with their cell phone and send it to you. PLEASE, do not call their phones during class as they will not answer.

SIGNING IN\OUT

ONLY PARENTS OR GUARDIANS ARE TO USE THE COMPUTER (please do not allow children to "help" you check in/out.) –You will be entered in our system using a finger-reader for signing in and out and given any and all assistance you may need in the **first two weeks** of your child's enrollment. After that period of time, if you do not successfully sign in or out, **FOR ANY REASON**, you will be billed at the rate of \$5.00 per omission.

If you are sending someone listed on your Information sheet that is listed as having your permission to pick up your child, they must schedule a time to come in to be set up with the finger-reader our software utilizes A DAY OR TWO IN ADVANCE. If they do not do so, we can release them but you will be billed the \$5.00 charge as we can only complete this process by a prior appointment OTHER THAN AT PICK UP OR DROP OFF time. Also remind them to be sure that they arrive with picture ID so we can release your child.

EXTENDED CARE

Extended care before or after school hours are available for an additional fee. If you wish to utilize this portion of our program, you must make arrangements for it on an ongoing basis. Please ask your Director or Assistant Director if there is room for any drop-in students. During our before care from 7:45 a.m. to 9:00 a.m. we do NOT serve breakfast. They should have been fed at home. Please do NOT send breakfast to the school with them.

When picking up your child from after care and you arrive when they are on the playground, **FIRST** sign out, get their belongings, then pick up your child. Please proceed to the playground via the front doors, NOT DOWNSTAIRS or out the back door.

Children who are in extended care are even **more** in need of **QUIET** and **PEACE** than those who attend fewer hours! We all need a quiet, down time and children can **AND ARE** often over stimulated. Maria Montessori found that the young child learns and grows and develops best when order is established. Children in our programs benefit from knowing what behavior is expected of them at all times while here.

Please enter and exit quietly, so as to not disrupt the class in process and help your child to exit quietly as well. We know they are excited to see you, but help us with the class in process by greeting your child quietly and talking in soft, low tones so as to not disturb the others.

OPEN DOOR POLICY

We welcome parents or visitors at any time. We do like to keep the total number visiting a classroom to no more than 2 at one time. It would be rare that we would have more than this at any one time, but in that event, we would ask you to return at the first available time to observe. Parents may only observe from specified positions in each classroom and may not mingle with the students as any adults who are interacting with children must be background checked in order to teach or volunteer.

EXTRA CLOTHES [Jr. & Sr. Preschool]

Jr. and Sr. Preschool children must have extra clothes at the facility. Young children can have accidents! And we expect it. Please help your child AND their teachers! It is distressing for your child to be wet or soiled and have no clothes to change into and have to wait until a parent can be contacted and come to pick them up or bring clothes! We have tried in the past to have extra clothes for such emergencies but children don't want someone else's clothing!

When potty training if a child has a bowel movement in their underclothing, teachers will remove underwear and dispose of it by cutting the sides. It is not possible to remove underwear with a bowel movement without necessitating a bath which we are not able to do. The underwear will be treated as if it is a diaper.

NOTE: In the event that children in Sr. Preschool and older have a bowel movement in their underwear, parents will be called to promptly be called to come and pick them up. They cannot be changed in the building. They will be made as comfortable as possible until parents arrive.

TOYS, PERSONAL ITEMS

Personal belongings at school cause problems and get lost! **DO NOT ALLOW YOUR CHILD TO BRING SUCH TO SCHOOL, PLEASE!** After one warning, any personal items or toys that cause difficulty will be confiscated and kept by the school! The only exception of this rule is in the SR PRESCHOOL classes only as they have show-share on Fridays. Your child may bring one item on this day ONLY and take it home the same day. We are not responsible for lost items and/or show-share so send something that is NOT priceless, valuable, or a family heirloom.

We are not responsible for any clothing brought to the school, such as mittens, caps, coats.

INFECTIOUS DISEASE CONTROL

Should your child come down with an infectious disease, then we can request a written statement from your doctor releasing your child as no longer contagious and able to return to school. Allergies are an exception as they are not contagious. Children who obviously do not feel well and are determined as better off with an environment conducive to recovery will be sent home. When it is determined that a child should be sent home, they will be isolated on a mat in the office until the parent or parent substitute can be contacted and the child picked up.

Children who have run a **temperature, experienced diarrhea, or who have vomited** cannot be admitted until it has been 24 hours since last occurrence. **Pink eye** is extremely contagious! Once your child has been on medication for 24 hours they may return to school. We want to ensure the health of all our children as much as possible. Thanks for your help. A sick child does not do well at school.

If your child is unable to function normally due to ANY reasons, including lack of adequate sleep, or disruptive, unmanageable behavior, you will be called to come for your child. Please, note that lack of sleep can seriously affect your child's behavior ALL DAY LONG! A tired

child is a cranky, unreasonable child!

Keep in mind that kids need a lot of sleep-usually more than parents allow for. Often if a child has poor sleep habits or refuses to nap or go to bed before 10 at night, his parents will assume that he just doesn't need much sleep. That's probably not the case-in fact it's likely that such a child is actually sleep-deprived, hence his hyper overtired behavior at bedtime.

Every child is different-some need more sleep and some less, here is a general guideline for how many hours of sleep a child needs on average each day.

Age	Nighttime sleep	Daytime sleep	Average total sleep
2 years	11 to 12.5 hours	1 to 3 hours (1 nap)	13 to 15.5 hours
3 years	10.5 to 12.5 hours	1 to 3 hours (1 nap)	13 to 15 hours
4 years	11 to 12 hours	0 to 2.5 hours (1 or no nap)	11 to 13 hours
5 years	11 to 12 hours	0 to 2.5 hours (1 or no nap)	11 to 12.5 hours
6 years	11 to 11.5 hours	None	11 to 11.5 hours
7 years	10 to 11.5 hours	None	10 to 11.5 hours
8 years	10 to 11.5 hours	None	10 to 11.5 hours

Lunch will be eaten in each students designated classroom. Our teachers do the post-lunch clean up; so please help them by sending your child with appropriate, easy to clean up types of food.

Students will NOT be permitted to eat food in the lobby or hallways. If you need to feed your child food at any time, we ask you to do so in your car prior to bringing them in to class.

LUNCH POLICIES--JR. / SR. PRESCHOOL

LUNCH CONTAINERS ONLY [no paper sacks] ... and 2 clean CLOTH napkins daily – one for them to place food items on and one to clean hands and face with. Provide any utensils, if needed, for your child.

If napkins are not included in your child's lunch box, we will provide two cloth napkins and you will be BILLED \$1.00 per napkin. These will be yours to keep. If utensils are not included and are needed, we will provide them and bill your account \$1.00.

ACCEPTABLE FOOD ITEMS THAT YOU COULD PROVIDE FOR YOUR CHILD

JR. AND SR. PRESCHOOL:

Sandwiches
 Wraps - meat slices/cheese slices
 Quesadilla
 Pizza
 Raw fruits or vegetables -- READY TO EAT [we do not cut, peel,
 etc.]
 Peeled hardboiled egg whites ONLY
 Cheese cubes, slices, string, etc.
 Finger foods such as meats that are not in juice or sauces
 Water, milk, 100% juice [in a spill-proof cup *that fits in your child's
 lunch pail*]

Please do NOT send:

- ANY FOOD THAT WOULD NEED A WET/DRY VAC TO CLEAN UP!!!**
- Juice boxes or Capri Suns, or Gogurt**
- Rasins & Craisins**
- Items that need to be refrigerated, heated or prepared**

We do have and enforce a NO SUGAR policy. Please read labels carefully. Some children can handle food better than others. If an item is considered unacceptable either because your child can't handle it or does not fit into the lunch code, your child will not be allowed to eat it and it will be sent home. Your teacher will likely leave you a note in the lunchbox.

- ❖ Send approximately what you think they can eat or drink. We will send home what they did not consume so you can see what is working for you to send.
- ❖ Drinks need to be in a SPILL-PROOF sippie cup or sports bottle [please secure tightly].
- ❖ If you have an item you are unsure about, please ask us before you send it.
- ❖ If you take an item out of a package that might be questionable, send the label in your child's container so we can see that it is an appropriate "non-sugar" item.

Our teachers do the clean up so please be aware that if your child cannot handle some foods neatly, you will be asked NOT to send that particular food.

LUNCH POLICIES--Kindergarten/Middle High

LUNCH CONTAINERS ONLY [no paper sacks] ... and 2 clean CLOTH napkins daily – one for them to place food items on and one to clean hands and face with. Provide any utensils, if needed, for your child.

If napkins are not included in your child’s lunch box, we will provide two cloth napkins and you will be BILLED \$1.00 per napkin. These will be yours to keep. If utensils are not included and are needed, we will provide them and bill your account \$1.00.

ACCEPTABLE FOOD ITEMS THAT YOU COULD PROVIDE FOR YOUR CHILD

Sandwiches or wraps

Raw fruits or vegetables -- READY TO EAT [we do not cut or peel]

Peeled hardboiled eggs

Cheese cubes, slices, string, etc.

Cottage cheese, yogurt, meats, cold pizza, nuts, dried fruits

Applesauce [with NO SUGAR label]

Thermos for hot foods [*we will NOT heat or microwave*]

Pasta, leftovers from home [we do not heat and no sugar items]

Water, milk, 100% juice [in a spill-proof cup *that fits in your child's lunch pail*]

Please do NOT send:

- Juice boxes or Capri Suns, or Gogurt
- Rasins & Craisins
- Items that need to be refrigerated, heated or prepared
- We do have and enforce a **NO SUGAR** policy

Please read labels carefully. If an item is considered unacceptable either because your child can’t handle it or does not fit into the lunch code, your child will not be allowed to eat it and it will be sent home. Your teacher will likely leave you a note in the lunchbox.

- ❖ Send approximately what you think they can eat or drink. We will send home what they did not consume so you can see what is working for you to send.
- ❖ If you have an item you are unsure about, please ask us before you send it.

- ❖ If you take an item out of a package that might be questionable, send the label in your child's container so we can see that it is an appropriate "non-sugar" item.

Our teachers do the clean up so please be aware that if your child cannot handle some foods neatly, you will be asked NOT to send that particular food.

BIRTHDAYS

Birthdays are a special occasion. We celebrate all birthdays the same here so that no one will feel less special than another. For the child as well, we take a "walk around the sun" for each year the child is old. We ask the parents to write a short bit about anything special the child did in each year and while they "walk" we share that information. For suggestions ask your child's teacher.

No food or presents allowed for birthday celebrations.

GUIDANCE AND DISCIPLINE

In our center we view each child as "learning" and not as "bad or wrong". We do not enter this world knowing appropriate social behavior and it is something that we learn with time. Some behavior does not "work" and some does! These are the inappropriate behaviors (and vary according to age appropriateness).

Children are not allowed:

- 1) To hurt another child or adult either physically or verbally.
- 2) To hurt themselves physically or verbally.
- 3) To harm property or possessions of anyone on the premises.
- 4) To reply to the request of a teacher in a rude disrespectful manner.

Discipline is as follows:

If a child hurts another fellow student or a teacher by hitting, biting, or ANY MANNER THAT HURTS, including name calling, threatening (I won't be your friend if...), making fun of, etc. then we tell the child exactly what is allowed, such as, "I can see that you are (very angry; want that work; didn't want him to touch you; etc). You may not hurt him/her by _____, but you may tell them how you feel, like this (and we model an appropriate response). You may always come ask for a teacher's help in talking to someone in a way that works." Should the child be out of control, then they are given a consequence to their behavior. We do not believe that punishment works, so we simply tell the child what will happen, without using a punitive tone, and when they may rejoin the group. Isolation either to a table or to the office is used, only until they are able to be under control of themselves. Our staff studies Rudolph Driekurs book, Children the Challenge, so that we use logical or natural consequences to guide the children.

We do allow expression of feelings and encourage this. We honor a child's anger, or sadness, or fear by hearing them. To help with anger the children are told it is okay to feel angry but it is not okay to hurt anyone, himself/herself, or property. They are told what they may do with a teacher's supervision.

A sad child is held and heard. A child that is determined to be manipulating through tears is allowed to cry quietly if in the room or in the office if loudly, but basically ignored. Better ways of gaining help are suggested.

Parent nights are held where we discuss discipline and books are suggested as reading to assist our parents in finding healthy, suitable ways of dealing with misbehaving children without shaming, threatening, striking, or scaring them, which we believe to be harmful. Our staff is never allowed to use physical punishment with a child.

NAPTIME

All children 3 years old and under will nap daily in the afternoon class. Each child should bring two labeled blankets to be kept on their assigned bed and used daily.

Blankets are to be taken home by parent on an as needed basis Monday - Thursday only please.

ENROLLMENT AND FEES

Enrollment applications are accepted throughout out the year on a space available basis. Registration fees are due with the Application for Admission and not applicable to tuition.

Tuition is payable monthly due on or before the first working day of each month and the discount will apply in that regards. Payments made after the first working day of each month are not eligible for discount. Deductions for sick days are not allowed, as well as vacation days (as defined by Alpine School District) that fall from September to May of each year. Each parent is given a list of the days we will not operate during the year that coincides approximately with the holiday schedule of Alpine School District. You are guaranteed an average of 18.75 days per month based on **a year enrollment**, for those attending 5 days per week, 10.80 days per month for those attending 3 days per week. SUMMER ONLY enrollment is an average of 17 days per month. Vacations that fall in June, July or August may be prorated. A vacation is defined as "bags packed and you are out of town". Trips to the canyon or swimming pool do not qualify as a vacation day. Contact the office to determine the amount to be deducted.

Parents desiring to withdraw their child before the end of their contract may do so as allowed by the contract by giving **2 (two) months written notice, given on or before the first day of the first month to be counted as part of the 2 (two) month notice.** As per the contract, should a parent withdraw *without* this notice, they are agreeing to pay 2 months full payment in lieu of notice.

We wish to keep a stable enrollment and staff. And we wish to allow a reasonable time to fill any openings and also allow parents a reasonable out should they find that necessary. Some private schools do not make these concessions.

Your child's hours or number of days attending [5 or 3 days per week] can be changed month to month. Changes can be made **ONLY** at the beginning of a month. We must be notified **BEFORE** the first of any month in order to change schedule, hours and billing. Change of schedule or hours cannot be given at the same time as a two month written notice.

GRIEVANCE PROCEDURE

Should you have any concerns, we ask you to contact either the Directress to discuss any concerns immediately. Please email your concern first, then we will reply or contact you for a time to speak with you, either by phone or in person. We will be glad to hear you and to assist you in making sure that you are comfortable with your child's education and/or extended care.

We will make an appointment to talk with you upon request. It is our desire to keep open communications.

Understand that we strive for excellence always and do not assume that your concern is too minor for our attention. Please, also be aware that some things you see, we may not! So let us know how we can better serve you.

FEEDBACK

We wish to improve with every year that passes. Our parents are invested in helping us be the best for good reason! If you see where we can improve, please, let us know. The best way to do that is to make an appointment and share your ideas with us. We appreciate your interest!

GETTING THE MOST...FROM THIS PROGRAM

We want you to get the most from this program for your child! One of the ways to facilitate that is to let your child's teacher know that you APPRECIATE them! It is only human nature to put out more effort for those who appreciate the hard work that is being done! So, say, "Thank you." Often! If you do have a concern, please, talk to your child's teacher in a way that is supportive and shows that you are taking everything into consideration, even what she must be going through with teaching! Or perhaps you may just want to bring your concerns to the attention of the Directress. Sometimes things are not as they seem! For either parent or teacher! Look for the best in every situation and person, and you will find it!

FINDERS FEE

Anyone you refer to us who enrolls a child and they give us your name at the time of the tour, you will receive a \$50.00 credit on your tuition bill after their registration and first month has been paid.

AMMENDMENTS

We do reserve the right to change our policies as situations arise warranting such changes. Changes are necessary in order to fine tune institutions, thereby improving conditions for the good of the whole. Any changes will be announced through newsletters, the check-in computer, email, the white board or all of the above.

School Uniform Dress Code

Montessori Learning Center requires all students Sr. Preschool through 12th grade to wear a uniform. Uniforms are worn during the school day while on campus, any exceptions for particular events will be announced in advance. **The purpose of the school uniform dress code shall be to encourage students to experience a greater sense of school identity and belonging, focus on learning instead of style or appearance.**

Our standard for uniforms can be seen at the following web link; www.frenchtoast.com Uniforms can be purchased from French Toast or any outlet stocking uniforms, HOWEVER, you should make this web site your standard for purchasing. If the clothes do not meet these standards, they will not be accepted. You may also obtain a catalog from the office. **Our school source code when purchasing from FrenchToast.com is: QS5STAV**

The dress code is as follows:

Shirt: Solid color polo or oxford/dress shirt: Black, Burgundy, Gold, Green, Light Blue, Navy, Red, Pink, White, Yellow (short or long sleeves)

- BOYS: Shirts must be sized to fit, long enough to stay tucked in with arms raised straight above the head.
- GIRLS: Shirts must be sized to fit, long enough to stay tucked in with arms raised straight above the head.
- Undershirt sleeves may NOT be longer than the length of the sleeve of the shirt it is to be worn under.

Pants: Solid color: Khaki, Black, Navy.

- Straight leg
- Can be pleated or flat front
- No elastic or gathered at the ankles. No slits in pants legs.
- Must be hemmed and length not to exceed top of shoe (hem can be cuffed)
- Pants must fit properly; they cannot be overly tight or baggy.
- No jean material or leggings.
- No cargo/carpenter style pants.

Shorts: Solid color: Khaki, Black, Navy.

- Must be knee length (Bermuda shorts)
- No jean material.
- No cargo/carpenter style shorts.

Skirts/Skort/Jumpers/Dresses: Solid color: Khaki, Black, Navy.

Uniform collared shirt must be worn under jumper

- Skirts may be flat front, pleated and or Tabbed [see frenchtoast catalog or website to see variety of choices]
- You may also choose to have plaid, however it is not required. Our school plaid is BLUE/RED **and can only be purchased from the Frenchtoast catalog or** on their website www.frenchtoast.com
- **Tights MUST be worn** under all Skirts/ Jumpers/Dresses. During the Spring/Summer with the warmer weather, ***plain black*** "biker" shorts may be worn in lieu of tights with crew socks or knee highs.
- **Girls 10 years of age and older must wear skirts AT knee length or longer.**

Pullovers of Any Kind (sweaters, sweatshirts, vests; any garment which is pulled over the head which **does not** snap, button or zip): Solid color: Navy blue , white, burgundy

- Pullover v-neck or pullover crew (hoods are prohibited)
- Must be worn over uniform collared shirt

Cardigan: Solid color: Black, Brown, Burgundy, Green, Heather Gray, Navy, Red

- Uniform collared shirt must be worn underneath

Ties/Cross ties: Solid color: Black, Brown, Burgundy, Green, Heather Gray, Navy, Red

- You may also choose a plaid. Our school plaid is BLUE/RED and can be found in the Frenchtoast catalog or on their website www.frenchtoast.com

Socks and tights: SOLID color AND NEUTRAL – white; black; tan

- **Tights MUST be worn** under all Skirts/ Jumpers/Dresses. During the Spring/Summer with the warmer weather, plain ***black "biker" shorts*** may be worn in lieu of tights with crew socks or knee highs.
- Crew socks (mid-calf) are required for all children.
- ***No ankle socks allowed.***

Belts: Solid color: Black, navy blue, khaki or brown

- Belt buckles must be plain; standard buckle
- Appropriate length for waist size
- **NO belts for Preschool and Toddler students**

Jewelry and accessories: **NO jewelry**

- Earring(s) are not allowed for males as wearing apparel. (Ears or other body parts)
- Earrings are permitted for females one piercing in each ear. Studs only allowed, earrings must not be hanging or dangling. NO other piercings allowed.
- NO OTHER JEWELRY

Makeup:

- Any makeup must be minimal and not distracting, may be worn by girls 16+ years
- Girls may wear clear or light nail polish only.
- Hairspray, makeup and fingernail polish may not be brought to school!
- No body glitter, false fingernails or eyelashes
- No Tattoos or other forms of body art.

Personal Grooming

It is the responsibility of each student with the assistance of parents to use good judgment regarding appearance and attire. Cleanliness shall be a basic consideration, clothing, face and hair should be neat and clean. **Children in dirty, soiled clothing will be sent home, as well as those NOT in uniform.** Young children still in diapers should be bathed in the morning before school so that they arrive smelling clean and sweet.

BOYS Haircuts and Styling

Male hair length must be of even distribution. The hair must be one inch ABOVE the collar of the shirt; at least ONE inch ABOVE the eyebrow in front; MUST NOT be BELOW the top of the ear . Hair must be clean, well-groomed and neat at all times. (Lines cut in the hair, shaven hair, "mohawk" cuts, extreme coloring of hair, "tails" or any other hairstyle which interferes with a student's performance or that of his classmates is prohibited.)

GIRLS Haircuts and Styling

Female hair must be clean, neat and well-groomed. Extreme hairstyles are not acceptable. Only natural hair color permitted. Hair should be worn out of the eyes, hair accessories may be worn as long as they do not distract from learning. Accessories should be solid in color and coordinate with uniform.

Jr. Preschool Dress Code

Jr. Preschool Dress does NOT require a uniform, however you may choose to find clothing similar to our standard. Our dress standards for infants and toddlers will be:

- Plain and simple clothing, no characters
- Easy on/easy off clothing

The Girls and Boys code for Hair-cuts and styling DOES apply to Jr. Preschool students. Please be aware of the required protocols.

Jr. & Sr. PRESCHOOL POTTY TRAINING- When potty training, child should come in clothes that are easy to remove, no clothing that snaps between the legs or overalls. No belts or zippers. Clothing should be as easy as possible to allow the child to become independent.

Uniform Code For Shoes

Shoes for Girls

Material: leather (matte finish-no patent leather)

Color: Navy, black, dark brown

Sole/heel: The sole may be rubber, if desired, for safety and comfort. The heel should be flat, but substantial, not more than 1 inch.

Style: (1)Classic Mary Jane (2) Loafers that are fully enclosed, not open-toed or backless, comparable to the ones shown below which are available from Payless, Rackroomshoes.com, Zappos.com, or Lands' End. No athletic-style shoes, boots, lace-up shoes, or dressy slippers.



Shoes for Boys

Material: leather

Color: Navy, black, dark brown

Style: loafer, oxford, mocs - **no athletic style shoes.**

Sole: The sole may be rubber, if desired, for safety and comfort.

Shoes should be comparable to ones below.



Jr. & Sr. Preschool Students

Jr. & Sr. Preschool shoes must be shoes that do not flash or make sounds. **MUST be slip on or velcro.** No ties or buckles.

Jr. Preschool students will need a pair of classroom slippers to be kept here at school.

Jr. Preschool will not need shoes during school (they may come and leave in shoes, and will also wear them on the playground) During class they will wear slippers. We recommend crocks.

*****Amendments may be made as deemed necessary*****

Teacher Ratios and Child Supervision

Students enrolled in our program will have supervision and protection at all times, including when they are sleeping, using the bathroom, in a mixed group activity, on the playground, and any occasion of off-site activities.

Each classroom and group has a roll-call sheet that is marked and monitored daily and in times of transition to account for each child's attendance and whereabouts.

Children will only be released to persons designated by the parent during orientation time and persons written on the "authorized contacts and pick-up" lists, and said person will have to show valid ID upon requesting the pick-up of the child.

In conjunction with this, no personal information will be shared without authorization from parent or guardian. Accounts and customers privacy is strongly protected and confidential.