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## Introduction/History

Montessori at Sandy Ford offers children and families in the Catawba Valley a unique and innovative educational opportunity. The school operated as Montessori Children's House from 1981-2011, and was located at 935 East 11th Street in Newton.

The needs of the school outgrew that location and facility. In 2004, the school was given 5 ½ acres on Sandy Ford Road, and after a successful building campaign, the new school, Montessori at Sandy Ford (MSF), opened for the 2011-12 school year.

MSF is located at 2931 Sandy Ford Rd., in Newton. MSF has the capacity for two Early Childhood classrooms for children ages three to six, one Elementary classroom for children ages six to nine, and one Junior/Middle School classroom for ages 9-14. MSF is accredited by the NC Office of Child Development and the NC Department of Non-Public Education.

The Directors, Mary Helen Cline and Kenyon Kelly, are certified by the Montessori Institute of America (MIA) and Montessori Educational Programs International (MEPI). The Classroom Director in Elementary is also certified by MEPI. Other staff members have child development training, Montessori training, and are qualified under the standards of the NC Office of Child Development and/or the NC Dept. of Non-Public Instruction.

MSF is a secular institution. This means that we do not adhere to nor do we teach any religious doctrine. We respect differences in religious beliefs as well as agnostic and secular humanist beliefs. However, we study various religions, or aspects of them, in our cultural studies. We may provide direct experiences for our students, such as food preparation, creating and appreciating art, celebrations, stories, poetry, and songs from religious and spiritual sources as well as non-religious sources. At MSF, we choose to draw interesting and beautiful elements from the total fabric of human experience, with an intent to respect differences.

At Montessori at Sandy Ford, we strive to guide children toward academic excellence, strong character and moral development, happiness, and fulfillment. Our commitment to the children stems from the hope that they will experience the joy of lifelong learning, live with inner peace, and have a positive impact on our world.

### OUR MISSION STATEMENT

Montessori at Sandy Ford is an educational facility whose mission is:

- To prepare an environment that nurtures each individual's intellectual, emotional, physical, and social growth;
- To work in partnership with families to guide students in becoming responsible, contributing members of their communities;
- To celebrate diversity and foster respect for life;
- To provide thoughtful, challenging learning opportunities in an atmosphere of cooperation;
- To cultivate a lifelong joy of learning;

by following Dr. Maria Montessori's practices, philosophy, and vision.

## Montessori at Sandy Ford

Montessori at Sandy Ford is based on the philosophy and method developed by Dr. Maria Montessori during the first half of the twentieth century. Inherent in this philosophy is the belief that children develop most fully through the active engagement of their whole personalities. The unique components of the Montessori system are the prepared environment, specifically designed didactic materials, the Montessori-trained director, and the child. Many wonderful developments occur as the child experiences the Montessori environment: he or she discovers joy in learning, gains a sense of order, develops coordination in physical activities, learns the intellectual skills of problem solving and perseverance, acquires the social skills of mutual respect and responsibility for one's actions, and strengthens personal traits of self-discipline, self-motivation, and independence.

The prepared environment allows children to follow and engage their interests, and to succeed on their own as they learn through the process of trial and error. Child-sized furnishings, developmentally-appropriate equipment, and a beautiful, functional classroom create an environment that is both comfortable and inviting for children.

Although directors prepare the environment, plan activities, offer stimulation and options, and serve as facilitators and models, the children motivate themselves to learn. Throughout the day, children work with materials in each of the curriculum areas. Their natural curiosity, their love of work, and a sense of community are stimulated and nurtured by the prepared environment, the didactic materials, and the other individuals who are a part of their world.

### The Early Childhood (EC) Program

In the EC class (ages 3-6) the didactic materials, placed on low shelves, are organized into four major areas: Practical Life, Sensorial, Language Arts, and Mathematics. Other areas in the classroom are History, Geography, Science, Art and Music. The environment facilitates independence and self-direction. A child works in one or more areas, spending as much time as he or she likes, and then restores the area before moving to another.

In the Practical Life area, children learn to care for themselves, others, and the environment. This area includes such exercises as buttoning, tying, sweeping, pouring juice, washing tables, caring for plants, and washing, cutting, and serving fruit and vegetables. These exercises help the child gain independence, coordination, the ability to concentrate, and a sense of order.

The materials in the Sensorial area help children develop the intellectual skills of classification and mental organization by refining their senses of touch, smell, hearing, taste, and sight.

The children's work in the Language Arts area facilitates the development of vocabulary, penmanship, and reading through a variety of materials. The Language Arts area provides children the opportunity to explore materials such as puzzles, matching, pattern making, letters, picture books, early readers, and templates for tracing. In this area children are read to often and encouraged to do creative writing and interpretive reading.

The Math area offers a full sequence of activities, beginning with concrete counting and number recognition, and progressing to more abstract mathematical concepts and problem solving.

Exercises in Science, History, and Geography provide knowledge of the world, its structure, natural laws, and organization, as well as the child in a specific place, culture, and time.

The Cultural elements of the classroom encompass a wide range of activities. By listening to stories and music, and seeing quality art pieces, the children learn to appreciate aesthetic qualities. They dance, listen to music from other cultures, and learn songs in various languages. They learn freedom of body movement, dramatic skills, and how to use simple musical instruments. Materials for artwork are changed frequently, giving the children the opportunity to create with various media. The outdoors is considered an extended classroom for nature studies, gardening, carpentry, exploration and discovery.

#### The Elementary, Junior & Middle School (El, Jr, MS) Programs

The Elementary, Junior, & Middle School programs offer a continuum that builds upon the EC experience. Montessori lessons are organized into the areas of Language Arts, Mathematics, Geometry, Algebra, Geography, Botany, Physical Science, Physiology, Zoology, History, Practical Life, Art and Music.

Generally students will work individually or in small, self-selected groups. Teachers direct activity, as needed, for each student. As students gain independence and a sense of responsibility for their own work, less direction is necessary, and the students direct their own learning. Teachers give lessons to individuals and small groups, introducing new skills and concepts, or the next level of challenge in the various areas of the curriculum. There are few whole group lessons. Within the classroom, students progress at their own pace, moving on to the next step in each area of learning as they are each ready to do so.

As children grow older and more capable, they assume a greater role in helping to care for the environment and to meet the needs of the members of the class. The focus is less on the educators and more on the entire community. Montessori educators consciously design social communities and educational experiences that cultivate the child's sense of independence, self-respect, love of peace, and passion for self-chosen work done well. As well, Montessori educators deliberately develop in children not only appropriate patterns of polite behavior, but seek to instill basic universal values within the core of the child's personality. These values include self-respect, acceptance of the uniqueness and dignity of each person, kindness, peacefulness, compassion, empathy, honor, individual responsibility, and the courage to speak from one's heart.

Language Arts in the El, Jr, & MS classes includes the study of grammar, vocabulary, reading comprehension, spelling, penmanship, computer and writing skills. The students advance in these areas through concrete experiences and practice, in order to formulate and develop a basis for rich language understanding and aptitude.

Math didactic materials are available to enable children to move toward abstraction in all areas, including general math, geometry, and algebra. The variety of work in this area enhances the students' critical thinking and problem solving skills.

In Cultural Studies, the students begin to integrate the arts, sciences, geography, and history with math and language arts to evoke the natural imagination. The presentation of knowledge as part of a large-scale narrative unfolds the origins of earth, of life, and of human communities, all in the context of the interconnectedness of all components of our world.

#### The School Year

Montessori at Sandy Ford begins the school year near the end of August and continues through the end of May. A school calendar is distributed to MSF families and is available on the MSF website. Holidays include three days at Thanksgiving, two weeks in winter, and one week in spring. School is also closed two days each semester for parent-teacher conferences, and one day each semester for teacher work days.

Children matriculating into the Elementary and Junior classroom begin their school year several days earlier than their classmates to allow for a relaxed, personal introduction to the classroom and their new routine. In the EC class, students start the school year with a staggered return over a week to ensure a smooth transition. Parents are notified in August of their child's starting date.

Children who turn three during the school year may be accepted into the Early Childhood program provided there is space available in the classroom. Children may be accepted into the Elementary, Junior, & Middle School programs during the school year on a case-by-case basis. The summer session, from June to mid-August, includes individualized Montessori activities, gardening, hiking, nature studies, cooking, various special activities led by local experts and educators, as well as outings. Children may be registered for the summer session by the week, the month, or for the entire summer. School is closed for one week at the end of the school year before summer session, the week of the Fourth of July, and is closed for two weeks between the end of summer session and the beginning of the school year.

#### Admissions

Children are accepted into MSF on a non-discriminatory basis with regard to race, color, creed, sex, religion, and national origin. Children must use the toilet independently to enter the EC program.

The school makes an effort to maintain a reasonable balance of ages in each class when accepting children into the program. Once the classes are filled, a waiting list is established. Children from this list may be accepted during the school year should a vacancy occur. Children younger than three may be placed on the waiting list.

Each spring, currently enrolled families are given priority in registering for the summer session and the next school year. If vacancies remain, enrollment packages are sent to families on the waiting list. General public notice that the school is accepting applications for enrollment may also be given.

Parents interested in making an application for their child or children are asked to schedule a visit to observe a working classroom. They may then make an application to the school. If no openings are available, the child's name is placed on the waiting list. When an opening occurs a child is invited to visit the school with his parents. The child is accepted into the program upon

agreement between parents, Classroom Director, and Head of School. An application fee and registration deposit are required. All application forms must be submitted to the office before the child is enrolled.

Admission is not granted on a short term or temporary basis. The school gives priority admission to those children whose families have indicated a commitment to continuing enrollment through the Elementary, Junior & Middle School programs.

MSF makes a list of children enrolled available to parents, with addresses and telephone numbers, so that parents may form car pools or arrange special events.

#### Tuition

MSF enrolls children for one school year at a time. We do not accept children on a monthly basis. Tuition may be paid in full at the beginning of the term, or in two or nine payments. If paid in nine installments, the price is the same for all months. Tuition is due on the first day of each month. A \$25 late fee will be charged to all accounts not paid by the 10th of the month. Accounts not paid by the end of the month may be considered grounds for dismissal from the program. MSF does not make refunds for absences due to illness or vacations.

Tuition contracts are required at the time of registration. If a student is withdrawn after submission of the contract or at any time during the school year, tuition for that school year must be paid in full.

Tuition should be paid by check or money order. Please hand tuition to the greeter or mail it to Montessori at Sandy Ford, 2931 Sandy Ford Rd., Newton, NC 28658. Your canceled check or money order receipt should serve as you receipt for tax credit purposes. The school's tax ID# is 56-1447248.

#### Discipline

In the Montessori environment it is assumed that individuals have the right to work in a safe, pleasant, non-threatening environment, and that discipline is a matter of self-control. The children are free to choose activities and to work so long as that freedom does not infringe on the rights of others and does no harm to themselves, others, or the environment. Children are expected to act with responsibility and to settle disagreements without physical or verbal abuse. Upon enrollment, families will be asked to review and sign a copy of the school's discipline policy.

Children whose behavior is unacceptable are asked to isolate themselves until they choose to accept the rules. Although the children are considered responsible for their actions, staff members are always available to assist a child in achieving self-control and in settling disputes. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline.

In an extreme or persistent case of inappropriate behavior, parents are notified. Our staff members are available to work with parents and children on behavior problems. Referral services for counseling and other means of assistance are also available upon request. Montessori at Sandy Ford reserves the right to decide whether we are able to meet the unique needs of each child.

## Health Standards

Health forms, emergency notification and care forms, permission forms, and copies of immunization records for all students are kept on file in the school office. Parents complete the forms and submit them with a current immunization record and doctor's examination form, signed by a physician or nurse practitioner. Parents should inform the director of any pertinent changes. If parents choose not have their child immunized for religious or medical reasons, parents must inform the school in writing.

Staff members make conscious, continuous efforts to ensure the children's safety and health. By including illness prevention practices in daily routines, parents and teachers together can limit the spread of infection. Parents are immediately notified of any serious injury or sickness of their child. Parents whose children are not ill will be notified of contagious disease exposure.

Children with contagious disorders, skin rash, or fever must not be brought to school. If your child contracts a contagious illness, please inform the director. A child should be kept at home and the director notified if she has:

- a temperature above normal (armpit temperature 100 degrees or greater).  
Children are not to return to school until 24 hours after a fever has ceased.
- an illness preventing her from participating comfortably in school activities.
- an illness resulting in need for greater care than MSF staff can provide without compromising the health and safety of the other children.
- a discharging eye, ear, or mouth.
- a rash with fever or behavior change, until a health care provider determines that symptoms do not indicate a communicable disease.
- symptoms and signs of possible severe illness: such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing (with or without congestion), wheezing or other unusual signs until medical evaluation allows inclusion and participation in normal daily activities.
- uncontrolled diarrhea: characterized by an increased number of bowel movements compared to the child's normal pattern and with increased stool water. In general, a child will be excluded from MSF if he/she has more than two loose stools in a 24 hour period.
- vomiting: if child has two or more episodes of vomiting within a 12 hour period he/she should be excluded. The child who vomits shall be observed carefully for other signs of illness/dehydration and, if none are present, the child may continue to attend.

For suspected or known infectious illness such as:

- *Purulent conjunctivitis* (pink or red eye with white or yellow discharge): until 24 hours after treatment has been initiated.
- *Scabies, head lice or other infestation*: until after treatment has been initiated and child is nit free.
- *Tuberculosis*: until a health care provider indicates that the child can attend school.\*

- *Impetigo/MRSA*: until 24 hours after treatment has been initiated and all sores are dry or can be kept covered.
- *Chicken pox*: until 6 days after onset of rash or until all sores have dried and crusted.
- *Pertussis*: until 5 days of antibiotic treatment has been completed to prevent an infection.\*
- *Mumps*: until 9 days after onset of parotid gland swelling.\*
- *Strep throat*: until 24 hours after initial antibiotic treatment and cessation of fever.
- *Hepatitis A*: until 1 week after onset of jaundice or immune serum globulin has been given.\*
- *Measles*: until 6 days after onset of rash.\*
- *Rubella*: until 6 days after onset of rash.\*

Exclude student until a doctor has determined the illness to be non-infectious. Written documentation must be provided. Those marked with an \* are reportable to the state. The time of return to school may be determined by the local health department. A complete list of communicable diseases can be obtained from your local health department.

As a general practice, the staff does not administer medication. If a child must receive medication, a permission form for administering medicine may be obtained from the office.

We are required to report any suspected cases of abuse and neglect to the Catawba County Department of Social Services.

Parents are asked to inform the staff of special events or upsetting changes that might affect their child's behavior, such as a birth in the family, parent's or guardian's absence from home, moving, or death of loved ones or pets. This will enable the staff to better meet the needs of each child and be sensitive to any changes in behavior.

Our staff encourages parents to remember the benefits of adequate rest and nourishment and an established routine. A good night's sleep and an unhurried nutritious breakfast enable children to work at their best.

#### Emergency Care Plan

If a child becomes sick or injured while at school, the parent will be notified and is expected to come to the school for the child. Parents are responsible for making certain that the alternate emergency contact is aware of his or her responsibility. In case of an emergency that is life-threatening, potentially brain-damaging, or which involves acute pain, in which case it is most important to treat the child quickly, it is the policy of MSF to use the closest or most appropriate medical facility. In any other instance we will use the doctor and/or hospital preferred by parents.

#### Housekeeping

Toilets, sinks, tables, and floors are cleaned and disinfected daily. Tables are cleaned and disinfected before and after lunch. Equipment and shelves are cleaned monthly, or as needed.

### Holidays and Special Occasions

MSF is a nonsectarian school and we do not celebrate religious holidays at school. However, holidays present an opportunity to explore and enjoy the cultural background of celebration through concrete experiences. Stories, songs, food preparation, crafts, and social interactions grow naturally out of holiday observances. MSF recognizes the importance of celebrating holidays of varied cultures, which contributes to an understanding of the diversity and similarity of cultures over the world, while maintaining a peaceful, orderly environment. Please refrain from sending holiday treats, such as Valentines, for the children. We do appreciate ideas, explanations, or demonstrations of celebrations from parents and friends.

MSF hosts several special events during the year. Families and friends are invited to join in our Winter Celebration and our Spring Celebration. These school-wide celebrations take place at 10:30 am on the last day of school before Winter Break and on the last day of the school year. Our annual Family Picnic occurs on the Saturday after Labor Day. On the last Friday of most months during the school year, MSF has Community Gathering. Families and friends join together at 8:30am for a brief presentation by students or staff and for fellowship.

### Inclement Weather

We will announce school closing or delay due to inclement weather via email and a message on our school telephone answering service. You may check the website, [www.montessoriatandyford.org](http://www.montessoriatandyford.org), for updates. We attempt to make the announcement by 7 am. In the event that we close school during the day, we will make an announcement via the above media and also attempt to contact parents and care givers by phone.

### Field Trips and Special Events

There are many experiences in the community and surrounding area from which your child can greatly benefit. We will work to take advantage of these by having people come to our classrooms to share demonstrations and events as well as taking field trips. Parents will be notified in advance of all excursions. Transportation is provided by staff and parent volunteers. Signed permission forms for each child are required for outings. These are due when the child enters the program, are filed in the office, and accompany children on field trips. There is usually a fee for these excursions.

### Attendance

The aim of Montessori at Sandy Ford is to facilitate a child's development to his fullest potential. This requires regular attendance over an extended period of time. Regular daily attendance five days a week is expected unless the child is ill. Please notify a staff member if your child will be absent. Absences and tardiness are recorded and will be transferred with a student's file when he moves to another school.

### Extended Day Program

Extended care is available beginning at 7:45 am and lasting until 5:30 pm. We often have space available in the extended day program for families to use on an occasional basis. When

available, a space in the extended day program may be reserved. Bills for this extended service are delivered at the end of the month. Parents should make every effort to pick up their child on time. It is difficult for both the child and staff if a child is left at school without knowing why. All children should be picked up by 5:30pm. An afterhours care charge of \$5 will be assessed for every 10 minutes or fraction thereof that a child is left beyond closing time.

#### Arrival and Departure

Prompt arrivals and departures are essential to a smooth, productive day. It is important that children arrive on time as it teaches them the value of promptness and avoids interrupting the rest of the class. Students may be dropped off and picked up along the sidewalk in front of the school. Students should exit and enter the car on the school side, onto and from the sidewalk. If there is a line of cars, please have your child wait until your car reaches the sidewalk. Morning greeters are available from 8:15 until 8:40am. If a greeter is not visible during the assigned drop off time, please wait, as the greeter should appear shortly, or escort your child into the building to be acknowledged by a teacher.

The front door, outside classroom doors, and side doors will be locked during most of our school day. The front and side doors will remain unlocked during drop off (7:45-8:40am) and will be locked during the remainder of the day. If your child arrives to school earlier or later than greeting time, please ring the doorbell at the front door. If no one is available to answer the door, please go to your child's outside class door and knock. We will have children ready for dismissal during scheduled pick up times (11:45am, 1:00pm, 3:00pm and 5:15-5:30pm). If you need to drop off or pick up your child at another time, please let the teacher know, and follow the doorbell procedure. This procedure is designed to increase the safety of our school community.

Parents who wish to engage in conversation with staff or other parents may park and join the group. Students should not leave the porch to go to parked cars without being accompanied by the driver or a staff member.

Staff members will strive to make arrival and departure proceed smoothly. Please be patient. If these procedures are adhered to, drivers should be able to safely pass, on the left, cars remaining at the sidewalk.

#### Lunch

Lunch begins at noon in all classes. Staff members eat with the children, serving as models for behavior. Children bring their lunch to school Monday through Thursday. Friday is pizza day, which is either supplied by a local restaurant or prepared by the children and staff. Two side dishes, usually salad and fruit, are provided at this meal. On pizza day children may either eat pizza or a lunch provided from home. There is a charge for pizza lunches, which will be accrued throughout the month and indicated on the following month's bill.

Our goal at MSF is to provide a nurturing and enriched environment in which children may learn and grow naturally to their fullest potential. We encourage you to let your child be part of the planning and preparation of lunches that are nutritious and that he or she will enjoy. We

discourage you from sending foods that are highly processed and of little nutritional value, such as chips, cheese puffs, and "cheese food." Also, please refrain from sending sweets such as candy, gum, cookies, cakes, doughnuts, pudding, and sweetened drinks. We want the students to have a lunch which will provide strength and energy for the challenging work and active play they undertake at school.

The school provides milk or water, as well as plates, utensils, and napkins every day.

There are times when children forget to bring a lunch to school. In the event that staff members are unable to locate a parent to bring their child's lunch, we will offer the child food from supplies we keep on hand and send a bill for the lunch at the end of the month.

Refrigeration and heating of food is not available at school. Please send hot food in thermal containers and provide ice packs in small coolers for food needing refrigeration. Exchanging of food between students is not allowed.

The following serving sizes are suggested by the USDA Food and Nutrition Service, and required as a minimum by the NC Office of Child Development. Lunches sent to school should contain a minimum of:

	Ages 3 -6	Ages 6 - 14
2 servings of fruit and/or vegetable	½ cup	¾ cup
1 serving grain - whole grain bread, or -cereal, or -pasta or grains	½ slice 1/3 cup ¼ cup	1 slice ¾ cup ½ cup
1 serving protein - meat or cheese, or -egg, or -cooked dry beans, or -nut or see butters, or -yogurt	1 ½ oz ¾ 3/8 cup 3 TBLS. 6 oz.	2 oz. 1 ½ cup 4 TBLS. 8 oz.

In keeping with our effort to have a low impact on the environment, we ask that you send food in reusable or recyclable containers.

#### Library

Montessori at Sandy Ford has a lending library for adult use. Offered are a variety of books and articles concerning early childhood development and education, Montessori philosophy, discipline, children's health, and other related topics. We encourage all parents to make use of the library.

#### Items from Home

The Montessori environment more than adequately provides activities and equipment for the children at school. However, children often want to bring something from home. When your child has something of learning value to share, such as books, things from nature, or items or pictures for special displays and activities, please allow her to bring it to school. Time is given for each child to share with the group, but no child should feel obligated to bring something. The director should be informed in advance when a child wishes to share something like a small

pet or a new baby. Do not send your child to school with toys, candy or gum. These rules about bringing things to school should be discussed with children so that last-minute confrontations may be avoided.

#### Birthdays

Birthdays are important occasions for a child. At MSF, we have a special observance for this day called the Celebration of Life. In the EC class, family members are encouraged to partake in the celebration. Parents are asked to provide a brief biography with a few photographs of the child (usually one photo per year of life). As the account is shared, the child walks around a model of the sun while holding a globe. Each circle represents a year of his life. Each child is helped to make his own birthday cake to share with family and friends. In the older classes, near or on the student's special day, he may create a collage or time line of his life to share with the class. Each student has an opportunity to convey birthday wishes to the celebrant.

#### Parent-Staff Communication

Parents are encouraged to discuss their child and the Montessori program with the Class Director or the Head of School. If you have a question or concern, please call the Director after school, leave a written note with the greeter, or schedule an appointment. It is very important that parents avoid questioning any staff member about a child during school, including drop-off and pick-up times. At these times, the staff is obligated to focus attention on the children or to complete daily preparations. It is also important not to discuss a child in his or her presence.

"Community Notes" are sent weekly by email to remind families of commitments (i.e. snack in EC, home projects in EI, Jr, & MS), and to convey other information and updates. Please visit our website at [www.montessoriansandyford.org](http://www.montessoriansandyford.org) for information about the Montessori Method, and more specific information about MSF. On our website, under MSF community, log in with the password MSFfamily (case sensitive). There you can find class directories, monthly snack calendars, home project schedules, lunch and snack guidelines, and school year calendars. Please like us on Facebook and send emails to [info@montessoriansandyford.org](mailto:info@montessoriansandyford.org).

Parent meetings or Family Visits are held monthly during the nine month school year. Parent meetings are educational opportunities for the director or a guest speaker to share pertinent information concerning topics of child development and the Montessori Method of education. Family Visit allows each child to bring family to school to share some of the activities in which she has been engaging.

Individual parent-teacher conferences are scheduled in the fall and in the spring. School is closed for conferences two days each semester so that parents and teachers may communicate about the child's development. The director is also available for meetings by appointment in the afternoon, Monday through Friday.

#### Parent Involvement

The success of the Montessori program depends upon the cooperation and dedication of teachers and parents. Parents are invited and encouraged to observe their child in the

Montessori environment. Appointments may be made by contacting the director of the classroom. Of course, parents are welcome to visit the school at any time.

Along with supporting the school and staff, parents are asked to contribute to their child's Montessori experience through volunteering in various ways: by serving on committees, assisting in a class (orientation required), helping with maintenance, participating in fund raisers, preparing classroom materials, or sharing a special interest or skill with the children. Please convey to us your concerns and suggestions regularly so that we can work together to provide the very best possible learning environment for your child.

### Early Childhood Classroom

#### Hours:

In the EC classroom, families may choose one of the following schedules for their children: 8:30-11:45am, 8:30-1:00pm, 8:30-3:00pm, or 8:30-5:30pm. Unless otherwise arranged with the Class Director, children should arrive between 8:30 - 8:40 am and should depart promptly at their established departure time. Students who arrive to school late may miss important activities and cause disruption to the class. Early arrival is available beginning at 7:45am on a regular or occasional basis.

#### Clothing:

Children should wear clothing appropriate to the weather and to school activities which involve sitting on the floor and may involve accidental spills, as well as outdoor experiences. Clothing must be manageable by the children themselves with a minimum of assistance, and should be comfortable. When selecting new clothes, check to see if your child can easily fasten, button, or zip them.

#### Hygiene:

Children should arrive at school with clean clothing and bodies. Each child should have a comb or brush, and children who stay for lunch should have a toothbrush. Toothpaste is not permitted in the EC program.

#### Snacks:

Snacks and food preparation activities are available for the children to serve themselves throughout the morning. Parents are asked to provide a snack for the class about once a month. A list of appropriate snacks and recipes is distributed to each family. Snack calendars are distributed each month.

#### Rest Time:

After cleaning up their lunch places and brushing their teeth, the children in the EC Extended Day program have a quiet story time. Children who leave after lunch are dismissed at 1:00pm. Children may not be dismissed between 1:00 and 3:00pm. During that time they rest or work quietly. Soothing music and calming staff members create a pleasant, relaxing experience for the children. Parents provide a small, washable cover labeled with the child's name for rest. Covers should be no larger than a crib blanket or beach towel, as storage space is limited.

## Elementary, Junior & Middle School Program

### Hours:

Students in the Elementary, Junior, & Middle School class should arrive between 8:20 and 8:30. Work begins promptly at 8:30. Students who are tardy may miss valuable group lessons, home project presentations, or other special occasions.

El, Jr, and MS students should be picked up between 3:00 and 3:15pm unless the student is enrolled in the extended day program. The extended day program from 7:45am to 5:30pm is available for all students on a regular or occasional basis.

### Clothing:

Because many lessons and activities take place on the floor, children should wear clothing that is comfortable and suitable for this type of work. Children spend time working, gardening, or playing outdoors every day unless the weather is inclement, so they should wear clothing appropriate for outdoor activities and seasonal weather conditions.

Students should wear clothing that is age-appropriate. Clothing that is suggestive, displays inappropriate language, or advertises alcoholic beverages or tobacco is not permitted.

### Hygiene:

Children should arrive at school with clean clothing and bodies. Each child is provided with a personal box in which he may keep toiletries brought from home. Every child should bring a toothbrush and toothpaste and a comb or brush to keep in their boxes. In addition, students may choose to bring deodorant, or other personal hygiene products. We ask that children not wear perfume or cologne.

### Discipline and Behavior Standards:

We expect students to behave with respect for themselves, for others, and for their environment.

Students have ample time to socialize during lunch and play time, and are therefore expected to work quietly and consistently throughout work time. Students who do not use work time productively may be asked to work for a portion of play time or complete work at home. Inappropriate language, teasing or threatening, and violent or rude behavior is not acceptable at MSF. If conflicts or behavior issues cannot be resolved through peaceful communication between the director and the student/student(s) involved, the director will notify parents.

### Field Trips:

Our community and region are rich with resources that complement our curriculum. Several times a year students, as a class or by age-appropriate group, will have the opportunity to go on supervised field trips to area museums, science centers, historic sites, or theaters. There is usually a nominal fee for these activities. Parents are often asked to accompany the group as chaperones and drivers.

### Home Projects:

Montessori students are not given homework in the traditional sense, but they are encouraged to be productive at home as well as in school. They will not be assigned specific lessons to complete at home on a regular basis, but will be expected to complete some self-directed learning experiences and share those results with directors and friends at school. Each month, El, Jr., & MS students will be assigned dates to bring the results of the month's work to school. They present the project and place it on display in the classroom. Students are also expected to read daily.