

# Montessori School of Madison

## Parent Handbook

### 2020-2021

## The Montessori School of Madison



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“A hundred years from now it will not matter what my bank account was, the sort of house I lived in, or the kind of car I drove... but the world may be different because I was important in the life of a child.”

## **Welcome Letter**

Dear Parents,

We would like to take a moment and thank you for allowing us the privilege of working with your children. It is truly our goal to help each child become his or her own person. We are committed to educating the whole child, enhancing their natural desire to learn and developing a strong sense of community. Parents are the cornerstone of any child's education and we look forward to working with you on an ongoing basis. Your feedback and suggestions are greatly appreciated in our endeavor to provide a strong educational foundation for your children, and to create an extended family of children, teachers, and parents.

Welcome to the Montessori School of Madison!

Sincerely,

Ruhi Hiebert  
Director

## **Nondiscrimination Statement:**

The Montessori School of Madison shall not discriminate, endorse, or affiliate with those who discriminate on the basis of age, religion, genetics, race, creed, ethnicity, color, gender, marital status, sexual orientation or national origin.

## **Admission Requirements**

All required forms should be completed and returned by the child's first day of attendance during the school year. Forms to be returned are:

1. Registration Form
2. Photo Release Form
3. Blue Immunization Form "Blue Card" (completed by Physician)

## **Curriculum**

The Montessori School of Madison provides a safe, secure and loving environment to promote the development of every child socially, academically, and emotionally. We use the Montessori materials to advance life skills as well as foster the development of language, math, history, and science skills. We also help develop their love of music and art. Our teachers model a kind environment that takes a peaceful approach to conflict and encourages the development of respect for each other and the world.

## **Preschool Program**

Our Preschool classes are designed to help develop practical life as well as basic reading and math skills. The practical life section helps the development of fine motor skills as well as the development of organization, cognitive order, self-care, and care of the environment. Our preschool classroom is a mix of children from 2 ½ - 6 which is a characteristic of the Montessori Method. The younger children learn from the older children and older children can reinforce their learning by teaching concepts they have already learned. Our preschool program practical life enhances the development of task organization and cognitive order through care of self, care of the environment, exercises of grace and courtesy, and coordination of physical movement.

## **Kindergarten:**

Our kindergarten program helps prepare children for early elementary school. Our kindergarten children build on concepts learned in preschool and learn more advanced language and math material. The Kindergarteners also learn basic science concepts and history lessons. These children also start learning more advanced music and art skills.

## **Early Elementary:**

Our early elementary program goes from ages 6-9. These children not only work on higher level concepts, but are also taught how to research their own questions and are given the tools needed to encourage independent research. These children are also

given one-on-one learning as all children in the program do instead of the traditional classroom approach. These children are also taught more practical life skills.

## **Fees & Tuition**

**Registration fee of \$100 per child (paid at the time of registration) is non-refundable.**

**Annual Supply Fee: \$200 is due at the time of registration. Parents who start their child after August will be given a prorated rate by the director.**

### **Annual Tuition:**

Our school is a year round school. Our tuition is due monthly. There will be **no** discounts given for school closures (weather, vacation, etc...) or lack of attendance during the school year. First month's tuition is due at the time of admission if the school year has already begun.

### **Tuition is due before the 7th of each month.**

- A late fee of \$25.00 will be charged after the 10th of each month unless an arrangement with the director has been made.
- There is a \$25.00 charge on all returned checks.
- Make checks payable to the Montessori School of Madison

Please give tuition payments to Ms. Ruhi. Refunds are **not** given for days missed due to illness, holidays, or inclement weather.

## **Open House**

Our open house takes place for parents in either September or October. The date of the Open House will be emailed as well as posted. Our Open House event serves as a wonderful time that the teachers can discuss what your children does throughout the day and how parents can help prepare their children for school. We strongly encourage all parents to attend if possible.

## **Calendar**

A school calendar for the following school year is published the summer before the school year starts. A copy of our current calendar is published on our website. We follow Madison City Schools calendar and policy for severe weather and school closings.

## Communication

Communication between The Montessori School of Madison and the families it serves is vital. We hope to keep the lines of communication open through the following ways:

- School handbook
- Emails
- MSOM Facebook group and page
- Calendars and notes sent home by teachers
- Daily conversations with teachers or the Director
- Formal conferences with teachers or the Director by appointment

Please be sure to read all emails sent home. The emails are our way of sending home crucial information about the school. If you are active on Facebook please find and join the Montessori School of Madison Parent's group on Facebook as well as the public page. Important information will be posted in these locations as well.

## Bags

Children should bring a backpack, water bottle and a lunch box each day. Please pack a change of seasonal clothing in your child's bag and remember to put your child's name on **all items**. Those in diapers need extra diapers and wipes that can be left at school.

## Clothing

Children should wear comfortable play clothes to school. Tennis shoes or other sport-type shoes are recommended. We request that children do NOT wear clothing that cannot be washed or is uncomfortable. Please send weather appropriate attire as well. Coats are required for each student in the cold months as we still go outside when we are able to. All coats and outside clothing should be labeled with your child's name.

## Toys

We prefer that children not bring personal toys to school as they can be easily lost or broken. Toys are not appropriate show and tell items or for play during the day. A small item for children who nap is ok, but will only be available to them during nap time.

Items such as sporting equipment, jewelry, purses, and money can be hazardous and a distraction. These items *should not* be brought to school. If they are brought in, they will be placed in the child's bin until the end of the day. If the item becomes too much of a distraction, the teachers will hold the item until the end of the day. We are not responsible for lost or damaged items.

Books are a wonderful alternative as they can be enjoyed by the entire class.

## **Snack and Lunch**

Children bring their own snacks and lunch each day. Please send a water bottle each day as well as we encourage the children to drink water throughout the day. Please do not send food that needs to be heated. Be sure to include any utensils your child will need for his or her meal. Please make the lunch well balanced and limit sugary foods, including sugary drinks. We ask that the parents only pack water and not juices and sugary drinks.

Cookies, candy, donuts, sweet treats, sugary yogurt, potato chips and other “fun foods” will be set aside until healthy foods have been eaten, then the child is welcome to eat his or her treat. We will have your child bring home the foods that she or he does not finish. This will give you insight into your child’s ever-changing lunchtime eating habits.

Lunch is a time for practicing manners and engaging in polite conversation. Throughout lunch the teachers and children talk to each other about the nutritional value of their lunch items. Our hope is to instill a sensibility about healthy eating and an enjoyment of eating healthy foods.

## **Arrival and Pick-up**

Our hours of operation are 7:30 a.m. until 5:00 p.m. Monday through Thursday and from 7:30 a.m. until 4:00 p.m. on Friday. We offer both half day (8:00 a.m. - 12:55 p.m.) and full day (8:00 a.m. - 4:00 p.m.) programs with extended day options for early morning drop-off and after school pick-up. Please see below for more details.

If children are to leave the school with a person other than the parents or a designated caregiver, you must name them on the school registration form.

Pick-up time is busy, so be aware that once you have picked up your child, you are responsible for your child. Please require your child to remain by your side while exiting the building.

### **Half Day**

Our preschool half day program is from 8:00 a.m. until 12:55 p.m. Drop off time for half day students is from 8:00 until 8:30 a.m. Please utilize the parent car line when picking up and dropping off your students during this time.

Our half-day students should be picked up between 12:40 and 12:55 p.m. If you are

going to be late due to an emergency please call the school and let us know. Repeated instances of being late will result in late fees of \$1 per minute.

### **Full Day**

Our full day program is from 8:00 a.m. until 4:00 p.m. Drop off time for full day students is from 8:00 to 8:30 a.m. Please utilize the parent car line when picking up and dropping off your students during this time.

Our full day students should be picked up between 3:30 and 4:00 p.m. If you are going to be late due to an emergency please call the school and let us know. Repeated instances of being late will result in late fees of \$1 per minute.

### **Extended Day**

The Montessori School of Madison offers extended day programs. Our early morning drop-off is available from 7:30 to 8:00 a.m. and our after school extended day option is available from 4:00 to 5:00 p.m. Monday -Thursday. There is an additional fee per month for this service that is reflected in your tuition charge. All children should be picked up by 5:00 p.m.

### **Field Trips**

The Montessori School of Madison strives to provide our students with diverse learning opportunities while always maintaining a safe and well-supervised environment. We require parents to accompany their child to field trips their child is attending. The Montessori School of Madison is not responsible for transportation to field trips. All field trips are planned at least two weeks in advance and parents will be notified over email.

### **Holidays and Birthdays**

We celebrate several holidays throughout the year. Teachers will communicate the plans for each class throughout the year. We celebrate birthdays with a Montessori “Celebration of Life” ceremony. This year, due to COVID-19, we will not be passing birthday treats.

### **Special Events**

We have a number of special events during the school year that we invite parents and families to participate in with their child. Some of our favorite traditions include: Open House, the International Dinner, and Graduation. We highly recommend all parents attend these events.



## Inclement Weather Policy

Preschool classes will not be held when weather conditions prevent safe operation. Montessori School of Madison follows the severe weather policy of Madison City Schools.

- If Madison City Schools are closed, we are closed.
- If Madison City Schools are delayed we will be delayed as well.
- If Madison City Schools close early the Montessori School of Madison will close **1 hour** before.
- If Madison City Schools cancel after school activities, we will close at 3:00.

## Discipline Policy

Each child who comes into our program is a unique individual with their own personality and behavior. With this knowledge, we strive to recognize our role in helping develop appropriate social behavior in the child without compromising the enthusiasm or physical and emotional well-being of each child. The Montessori School of Madison understands these differences in behavior, unique personalities, and varying home environments within limits that do not exceed typical behavior for a child of a given age, considering no physical harm is being done to other children in the class by the behavior. We believe that all children are good at heart and we encourage all of our children to make good choices. Parental involvement and support are necessary in our efforts to introduce and maintain appropriate classroom behavior in the children.

The Montessori School of Madison uses the following techniques:

1. Positive reinforcement (praise of appropriate behavior)
2. Discuss good choices versus bad choices and encourage students to make good choices.
3. Use peaceful methods to resolve conflict.
4. A brief break within sight of a staff member including walking to help calm the child and be able to discuss the situation.

At no time will harsh words or any form of corporal punishment be used.

In cases of severe behavior problems, deemed as such by the Director, parents will be notified by the teacher and/or Director and asked to reinforce our discipline efforts in order to have continuity of appropriate behavior between home and school. Recurring

behaviors will result in a scheduled conference to discuss corrective action. If behavioral issues are persistent and non-correctable, it may be necessary to dismiss the child from school. Montessori School of Madison reserves the right to request and enforce the withdrawal of any child when the staff deems such action necessary.

We want to ensure that every child is safe while in our care. Our program provides for an environment that encourages and promotes cooperative interaction, respect for others and non-aggressive problem solving between children. In the event a child is injured at school by their own misbehavior or the misbehavior of another child, or by an accident, the parents of both children will be notified.

## **School Readiness**

There is a trial period for all new students. Following this period, the school staff will decide whether the child is ready and able to adapt to the school environment. Each child is unique and some require more time than others to adjust to a new environment. We will schedule a meeting to discuss any adjustment problems. If adjustment problems are persistent an alternative setting may be discussed.

## **Health Policies**

Every family at the Montessori School of Madison is required to submit an immunization blue form for their child. We will not allow any students who do not have their vaccinations with the exception of children that cannot have vaccinations for medical reasons. In that case a doctor's note is required.

The Montessori school of Madison staff will not administer medication of any kind (either prescription or over-the-counter) to any child. The only exception will be granted for children with a severe allergy. We will administer medicine in the case that the child has an allergic reaction. Parents of children with severe allergies will be required to fill out the form for medicine and bring in a note by a Physician.

## **Student Illness Policies**

Deciding when to keep your child home from school can be difficult. If there is any doubt about the health of any child enrolled in the school, the school staff and parents should err on the side of caution to ensure that other children are not exposed to a possible contagious disease. In making decisions involving instances of child illness

parents are asked to adhere to the following guidelines in making decisions about the attendance of their child(ren).

**There are three reasons to keep sick children from school:**

1. The child does not feel well enough to participate comfortably in usual activities, such as with signs of extreme tiredness or fatigue, unexplained irritability or persistent crying.
2. The child requires more care than the school staff is able to provide without affecting the health and safety of the other children.
3. The illness is on the following list of symptoms or illness for which exclusion (staying home) is required.

A child who has any of the following mentioned illness should NOT be sent to or return to the Montessori School of Madison until the criteria for medical exclusion are no longer applicable. **Children must be fever, vomit, and diarrhea free for AT LEAST 24 hours before returning to school.**

Should a child become ill during the school day or come to school with symptoms requiring medical exclusion (including fever, vomiting or diarrhea) the Director will call and notify the parents to return to the Montessori School of Madison to pick up the child in a prompt manner. Parents are required to come pick up their child immediately in the case that their child is sick. Please ensure that you have a plan in place and that someone is available to pick up your child if they become ill during the day.

The following list gives guidelines and recommendations from the Centers for Disease Control (CDC) for exclusion from school due to illness. Children with minor illness need not be excluded unless one or more of the following exists.

Illness or Symptom	Should the child stay home?
<p>COVID-19</p> <p>Or the following symptoms:</p> <ul style="list-style-type: none"> <li>-a fever of 100.4 degrees Fahrenheit higher,</li> <li>-cough,</li> <li>-shortness of breath</li> </ul>	<p>Yes</p> <p>Parents should use CDC guidelines when deciding to return to school after having/suspecting COVID-19 or coming into contact with a person who has been ill. Any person who is confirmed as positive for COVID-19 must stay home for at least 10 days following onset of symptoms. (CDC guidance is 3 days with no fever and improvement of symptoms and 10 days since symptoms first appeared)</p>
<p>Chicken Pox</p>	<p>Yes</p> <p>A child with uncomplicated chicken pox may return when blisters have dried and crusted (usually 6 days).</p>
<p>Conjunctivitis (pink or red eyes with thick mucus or pus draining from the eye)</p>	<p>Yes</p> <p>May return 24 hours after antibiotic treatment IF symptoms are gone</p>
<p>Coughing (severe, uncontrolled coughing or wheezing, rapid or difficulty in breathing)</p>	<p>Yes</p> <p>Medical attention required.</p>
<p>Coxsackie Virus (Hand, foot and mouth disease)</p>	<p>Yes</p> <p>Child may return 48 hours after development of last blister.</p> <p>Child will also be sent home with the presence of mouth sores and is drooling.</p>
<p>Diarrhea with illness (vomiting, fever, rash)</p> <p>Diarrhea: stools that are watery and frequency is twice what is usual</p>	<p>Yes</p> <p>May return 24 hours after the last instance of diarrhea</p>
<p>Fever over 100 degrees Fahrenheit</p>	<p>Yes</p> <p>May return once fever has been gone for 24 hours without fever reducing medication.</p>
<p>Head Lice</p>	<p>Yes</p>

	May return after treatment and removal of all live lice and nits from hair
IMPETIGO/ STAPH/ MRSA	Yes May return 24 hours after treatment starts. Wound must be covered with dressing taped on all 4 sides.
Body Rash with fever	Yes Seek medical advice. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated. May return to school when medical provider determines that illness is not communicable.
Upper Respiratory Complications – large amount of thick colored nasal discharge – extreme sleepiness – ear pain – fever (above 100 orally)	Yes Seek medical advice. May return when symptoms are improved.
Ringworm	Yes May return after treatment begins. Area should be covered while in school.
Strep Throat	Yes May return after 24 hours of antibiotic treatment and no fever for 24 hours.
Vaccine Preventable Disease (mumps, measles, whooping cough)	Yes. Until judged not infectious by a medical provider. Report all cases to a pediatrician.
Vomiting (2 or more episodes in the past 24 hours)	Yes Need to remain home for 24 - 48 hours after last episode

## Important Dates

August 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
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19	20	21	22	23	24	25
26	27	28	29	30	31	

### August

July 31<sup>st</sup> - August 6<sup>th</sup> ---Teachers In Service (No School)  
7<sup>th</sup> ---- First Day of School

### September

2<sup>nd</sup>---- Labor Day (No School)  
21<sup>st</sup> ---International Festival  
27<sup>th</sup> ---Lyon's Farm Field Trip (School Closed)

### October

7<sup>th</sup>-11<sup>th</sup> --- Fall Break (No School)  
19<sup>th</sup> --- Fairchild Family Picnic

### November

11<sup>th</sup>--- Veteran's Day Observed (No School)  
27<sup>th</sup>-29<sup>th</sup> -- Thanksgiving Break (No School)

### December

13<sup>th</sup> --- International Dinner  
20<sup>th</sup> ---- Last Day of School  
23<sup>rd</sup> – Jan 3<sup>th</sup> --- Winter Break (No School)

### January

6<sup>th</sup> ---- School Starts  
20<sup>th</sup> --- Martin Luther King Jr. Day (No School)

### February

17<sup>th</sup> ---- President's Day (No School)

### March

March 30<sup>th</sup> – April 3<sup>rd</sup> --- Spring Break (No School)

### May

15<sup>th</sup> --- Graduation  
18<sup>th</sup> --- Mother's Day Dinner (1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> grade)  
21<sup>st</sup>--- Last Day of School  
22<sup>nd</sup> --- Botanical Garden Field Trip (School Closed)  
25<sup>th</sup>- 29<sup>th</sup>--Teachers In Service (No School)

### June

1<sup>st</sup>--- Summer School Starts

### July

3<sup>rd</sup> ---- Independence Day Observed (No School)

February 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
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23	24	25	26	27	28	29

March 2020						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
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26	27	28	29	30		

May 2020						
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24	25	26	27	28	29	30
31						

June 2020						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2020						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



-- No School



-- School in Session



-- Special Event (detailed information will follow)

\*In the case of severe weather, we follow Madison City School District's Weather Policy.