

MOUNTAIN HOME MONTESSORI POLICIES AND PROCEDURES

ADMISSION

The Montessori School of Mountain Home does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational and administration policies.

DISCHARGE

Children may be discontinued in the program if tuition payments become more than four weeks behind. On rare occasions, a child may not be developmentally ready for the Montessori environment. The child may not be ready for separation from the parents, or to interact with several other children, etc. If this becomes apparent the teachers and/or school director will discuss the situation with the parents and possibly recommend withdrawing the child from the program until the child is ready for the program. It is also at the discretion of the school director and staff that students may be withdrawn from the school based upon inappropriate behavior or conduct.

SCHOOL HOURS

Extended day	7:00 a.m. until 6:00 p.m.
Full day	7:00 a.m. until 3:30 p.m.

All children are to be picked up no later than 6:00 p.m.

We earnestly request your cooperation in having your child at school on time. His/her whole day can get off to a bad start if he/she arrives after the other children are busy. If you are late in bringing your child, please let your child slip inside quietly. Please bear in mind that a parent in the classroom may totally disrupt activities of other children. You may help us by not coming into the classroom during class time except by appointment.

If you know that you will be late in picking up your child, please call and let us know so that your child will not worry needlessly. There will be a late charge of \$5.00 for every five-minute period that you are late.

ABSENCE/ SICKNESS

It is not necessary to call for an occasional absence, however, should your child contract a contagious disease, please notify the school immediately. If a child is running a fever, the child must be kept at home. If the child develops a fever while at school you will be notified immediately so that you may make arrangements to pick up your child. We will administer medicine in extreme cases only. If you must send medication, please leave it with complete written instructions as to the time it is to be given and dosage. As per state licensing regulations, this must be done every day that the child is on medication.

HOLIDAYS / SCHOOL CLOSINGS

Please consult our school calendar for the exact dates we will be closed. Childcare is provided year round with the exception of the following holidays - Labor Day, Thanksgiving, Christmas, New Year's, Memorial Day and the observance of the Fourth of July and Good Friday. If any of these holidays occur on a Saturday or Sunday the school may elect to close the weekday before and after the holiday.

In the case of inclement weather, we will send out a text message and post on Facebook or tune into local radio stations (KTLO or KKTZ) to listen for our school closing. We do NOT follow the closing of the public schools due to inclement weather.

DRESS

A child learns self respect through self mastery. Help your preschool child conquer their closet by purchasing coats with large buttons, big zippers, oversized boots that slip on, attached mittens, etc. Label boots either "L" or "R", or with a red mark for right and a green mark for left. Please label clearly all items from home, especially sweaters, coats, and mittens. Each preschool child should have a complete change of clothing at school at all times. Soft rubber or crepe-soled shoes are recommended. Please do not let your child wear shoes with cleats, heels, or flip-flops to school. Also, dress your child comfortably. Play clothes are highly recommended. Your child's dress clothes will inevitably get ruined playing on the playground.

BRINGING ARTICLES TO SCHOOL

Items of special interest to the class are always welcome - flowers, seeds, pictures, insects, rocks, shells, etc. Please do not allow your child to bring toys, candy, or gum to school.

FIELD TRIPS

As per state licensing requirements, you will be informed of any field trips and be required to sign a permission slip in order for your child to participate in the field trip.

EMERGENCY EVACUATION PLAN

If there is reason to evacuate the school, i.e. fire, gas leak, bomb threat, all children will be transported to: Community of Christ 340 East 11th street 870-656-5504. When all children and staff are accounted for we will contact the parents.

HEALTH APPRAISAL FORMS

The State of Arkansas, Department of Social Services, requires that all children attending school (private or public) be immunized. A health appraisal record must be completed by the parent/guardian of each child attending school. In order to meet the minimum licensing requirements specified by the Department of Social Services, we must have accurate, up-to-date information pertaining to your child. Please see that this form is kept accurate at all times.

GENERAL HEALTH

Any child that becomes ill or has a contagious or infectious disease will be separated from the other children, supervised, and parents will be called to pick up the child. Illnesses such as: fever of 101 or greater, pink eye, ring worm, impetigo. The contagious disease must be treated with antibiotics for 24 hours before returning to school. Children with head lice may return after treatment and removal of nits.

BIRTHDAY OBSERVANCE

The child's class would enjoy sharing in celebration of your child's birthday. Please make arrangements with your child's teacher one week prior to a birthday.

DISCIPLINE

When a child misbehaves the teacher tries to involve the child in a new activity, either group or alone. The child may be isolated from the group so that he can internalize the rules for suitable behavior. Rules and limits tend to be common sense rules and are linked to social limitations. Children have to be helped to reach the point where they can function freely. When time out occurs the child will be placed in an area where they can view classmates making positive decisions for 1 minute times the age of the child. Does not apply to children under age of 2.

LUNCHES / SNACKS

Parents will provide a lunch that meets 1/3 of the minimum daily nutrition required each day their child attends school. The school will provide a nutritional mid-morning and mid-afternoon snack each day, as well as providing milk with every lunch.

RELEASE NOTES

Should your child be riding home with someone other than yourself, please send a note to the school on that day explaining who will be picking them up from school. This saves confusion and assures the safety of your child. Children will not be released to anyone without parental or legal guardian's permission being given to the school. The individual taking the child from the school must sign the child out on departure each day they pick the child up and know the child's code word.

TUITION AND FEES

Tuition is drafted through ACH every Friday. See a current schedule for tuition fees. If ACH is returned insufficient there will be a \$25 fee for each time it is returned. If your child is sick and /or not attending classes for other reasons, tuition and childcare fees are expected to be paid. We cannot make deductions for absences since the teachers are here and there is an opportunity for children to attend class. If you plan to withdraw your child, two weeks written notice must be given to the school. This will permit the school to fill the vacancy.

If school is closed two or more days in a week, that week will be prorated.

VACATION WEEK

After a child has been enrolled for one consecutive year, a week's vacation is available upon request.

OBSERVATION

An excellent way to learn more about the Montessori method is to observe the children at work. After the first eight weeks of the fall classes, you are encouraged to make an appointment to observe the children in class. Recommended observation times are 9:00 a.m. and 1:00 p.m. Parents are also invited to make an appointment with the director/teacher to discuss any questions they may have concerning the program or their child. Please make every effort to observe a classroom during the school year.

PARENT PARTICIPATION

The cooperation of parents is a major factor in the continuing growth and development of the school. Each classroom needs parents who can volunteer to aid the director in a variety of ways. Please notify us if you can assist in some way.

CULTURAL RESOURCES

Artifacts - through cultural artifacts from different civilizations and different periods of history, the child has another opportunity to explore the world. Parents and friends are invited to share their resources.

Performances - skilled artists and craftsmen are encouraged to demonstrate their music, weaving, carving, etc., to the children under the director's guidance. People who possess talents or whose generous friends possess the skills may call the office to volunteer to share these with the children.

PARENT/TEACHER CONFERENCE

Please feel free to make an appointment with your child's director/teacher to discuss your child's progress. It is our policy to facilitate the highest degree of cooperation between parents and teachers. Please do not let a problem approach crisis proportion before you call us. Individual conferences are strongly recommended and are highly encouraged, particularly in January of each year.

MONTESSORI MATTERS MEMO

The office will publish a memo as necessary. Each classroom will publish a weekly newsletter to keep you informed of classroom news, school news and any news that will affect your child and information relating to your child. If you have any information to be included, please turn it in to the office.

PHONE CALLS

The school telephone number is 425-1540. The phone is there mainly for calling parents or medical help in the event of sickness or accident. Unnecessary phone calls rob your child of the director's/teacher's time; however, if you have a question or need to talk about a school-related matter, please call during office hours. To reach your child's director, please leave a phone message in the office. Your call will be returned as soon as he/she is free.

SPECIAL INFORMATION FROM HOME

In the event there is significant change in your home, please inform the teacher. All information will be regarded as confidential. Use your own judgment as to the kind of changes that may affect your child's behavior, security, and well-being. The teacher will keep you informed of any significant changes in the school environment that may affect your child as well.

AT HOME

Montessori is not a “magic door” through which your children pass each day. It is an attitude reflected in daily living. Look around your house. Do your children have one room or corner to call their own? With scaled furniture, low closet and bath rods, small hangers, low hamper, toy shelves with a basket or trays for each plaything, pictures hung at their own eye level, their own toothpaste, a preschool child can develop physical independence and confidence. Is there a bench in the bathroom to reach the sink and see in the mirror? Accommodations like these make your children feel more “at home” in a Montessori classroom.

VISITATIONS

Parents shall not be denied access to their child at anytime during hours of operation. (Clarification: The intent of this rule is to ensure the parent(s) or guardian(s) is able to have contact with their child during hours of care. It is not intended to be a determining factor in child custody/visitation matters, nor should it be used to circumvent court ordered custody/visitation rights or schedules. Facilities should encourage parents to resolve custody/visitation issues outside of the care environment. Parents should be informed that continuing problems could result in the dismissal of their child.)

AFFILIATION

The Montessori School has teachers on it's staff who have completed requirements for public school teacher's certification and have received training from the St. Nicolas Training Centre, London, England, as well as Montessori Educators International, Inc.

SPECIAL NEEDS

All childcare facilities are required by Individuals with Disabilities Education Act (IDEA) to refer a child with any suspected delays or disabilities to the appropriate lead agency (as determined by the child's age).

POLICY CHANGE/REVISIONS

The Montessori School reserves the right to change or supplement its procedures and regulations in accordance with government and state policies and other considerations that would benefit the educations of all children and would better the Montessori program.