

Meadow Montessori School

Parent/Student Handbook

To introduce you and your child to our school community, allow me to share our mission statement:

We at Meadow Montessori School commit to challenge and empower one another to discover our unique talents and abilities so as a community of life-long learners we are inspired to serve humanity.

We welcome you to Meadow Montessori School and invite you to join us in achieving our mission. As parents, you make up one-third of the educational triangle of teachers, students, and families. This handbook and the information it contains should help you hold up your “leg” of this important relationship.

For your child to benefit most fully from the years he/she will spend at MMS, we suggest you become familiar with the Montessori philosophy. Throughout the year we will present Parent Education Programs aimed at increasing our understanding of Montessori philosophy, education, and parenting. We strongly recommend that both new and returning parents attend these programs. Additionally, in January we will hi-light a specific area of the Montessori curriculum and demonstrate how we teach this subject from the toddler years through high school. In March, we host a program for all students and parents who are “moving up.” We hope you will attend most, if not all, of these important educational sessions.

MMS publishes a biweekly newsletter containing information concerning the academic and social events of each classroom, as well as the school. Please read each newsletter for information about all school functions. You can find our newsletter, as well as other important information, on our website (www.meadowmontessori.org)

In addition, we have a collection of reading materials, audiotapes and videos concerning Montessori education and parenting available in the Parent Resource Room in the elementary/secondary building.

Please read this handbook carefully and keep it for future reference. As the Head of School, I encourage you to voice any concerns or questions you may have. Your understanding of why we do what we do is an important part of your child’s education.

We are looking forward to a happy and productive year.

Catharine Calder
Head of School

Philosophy

Meadow Montessori School subscribes to a pedagogical philosophy created and developed by Maria Montessori one hundred years ago. On January 6, 2007, the world celebrated the centennial anniversary of the first Montessori school in Rome, Italy. Today Montessori education continues as the product of long and careful hours of ongoing research. Through our awareness of how children develop, we create environments that meet their special needs.

Each of our classrooms is completely outfitted with carefully prepared and sequenced materials. Children perfect their natural tools for learning by working with a variety of materials. They learn how to learn in a Montessori school by manipulating materials. In other words, intelligence is built through work and experience. The materials change as the children develop and all materials are carefully constructed to present specific concepts at each level.

The child is the core of any Montessori school. Dr. Montessori believed that no human being is educated by another person. In reality, the child educates him/herself. The child has a natural desire to learn. The Montessori environment cultivates this natural desire and builds within the habits of lifelong learning.

All classrooms have a three-year age span. Mixing ages is an important component of the Montessori philosophy. It allows for more individualized work and for students to move through the curriculum at their own pace in a non-competitive environment. Older students have a chance to be role models, while younger students have the benefit of a more stimulating environment.

A Montessori education allows each child to develop his/her natural talents to the fullest. Most importantly, each individual receives the fullest respect and regard.

We are confident you will find in Meadow Montessori a place where children will effectively develop their potential with joy and satisfaction.

Organization

Meadow Montessori is a non-profit organization with tax-exempt status. A Board of Trustees, who gives their services without remuneration, supervises the School. While the Board is responsible for the business and financial affairs of the school, the operation of the school is under the direction of the Head of School and Business Manager. MMS is licensed by the State of Michigan Department of Human Services and is affiliated with the American Montessori Society, Association Montessori Internationale, the Michigan Montessori Society, and the Association of Independent Michigan Schools.

MMS presently offers academic and extracurricular programs for:

- Infant
- Toddler
- Preschool
- Extended Day (Kindergarten)
- Elementary
- Middle School
- High School
- Extended Time Care (ETC)

- After-School Enrichment
- Summer Programs

Board of Trustees

Ms. Sara Preston President
 Dr. Arun Gupta..... Vice-President
 Ms. Heidi BurroughsSecretary /Treasurer
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 Ms. Mary Pat Muszynski Trustee
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 Mr. Hobby Nels Trustee
 Dr. Kanti Shah.....Trustee Emeritus

Administrative Staff

Catharine Calder.....Head of School
 Heidi Burroughs..... Director of Finance
 Jennifer Fritz Director of Admissions,
 Paula Smoot.....Office Manager
 Teresa Hales School Nurse, Adm. Assistant Early Childhood

Academic Staff

Early Childhood Programs:

Becky McCollum Directress/Infant Program, AMS
 Tina Blanchard..... Assistant/Infant Program
 Lois McKee Assistant/Infant Program
 Stephanie Murzin Assistant/Infant Program

Lisa Long.....Directress/Toddler House, AMS
 Charise Howard Directress/Toddler House
 Cassie Grego..... Assistant/Toddler House
 Abbie Skorupa Assistant/Infant Program
 Emilie La Roux..... Assistant/Toddler House B.M.Ed

Lisa Abraham..... Directress, Children’s House East, BS, AMS
 Katy Gruber Assistant/Children’s House East
 Renae Brooks.....Directress/Children’s House West, BA, AMS
 Lorna Ansel Assistant/Children’s House West
 Dawn Weatherholt..... Directress/Children’s House North, BA, AMS
 Denise Szenderski..... Assistant/Children’s House North, AMS Intern
 Holly Abrams..... Directress/Children’s House Extended Time Care

Elementary Programs:

Rebecca Loope..... Directress/Junior East, BA, AMS
 Anya McCormick Directress/Junior West, BA,TMI
 Holly Abrams..... Assistant/Junior West
 Tatiana Howard..... Assistant/Junior East M.A.
 Meg Fedorowicz Directress/Intermediate East, BA, MA, AMS
 Darcy Piedmonte.....Directress/Intermediate West, BA, AMI
 Michelle Liedel.....Assistant/Intermediate West, B.S. M.S.
 Catherine Hart Assistant/Intermediate East, BA

Secondary Programs

Patricia Gruber..... Directress/Middle School
Kevin Smith.....Director/Middle School, BA
Rob Peven.....Senior Farm Program
Josh Scully.....High School Mentor, Ph.D.
Catharine Calder.....Middle School/High School, BA, MA, AMI

Specialists:

Amber Pedersen..... Directress Spanish, BS, AMS
Noemie Marciano-Kinzel..... Directress/French, BA
Xinping Li.....Directress/Chinese, BA
Sandra Lentner.....Directress/Music, BA
Alline Holoway.....Strings/Music, BA
Robin Bloomberg.....Private Instruction/Music, BME, MM
Emilie La Roux.....Private Instruction/Music, B.M.Ed
Karen Gladieux.....Directress/Art
Dawn Forter.....Physical Education, BA

Admissions and Withdrawals

Meadow Montessori School provides a quality Montessori experience for as many children as possible. Admissions are not limited for reason of race, color, creed, sex, national origin, or religion.

MMS admission requirements include, but are not limited to:

- Interview with Head of School
- Application and applicable fees
- Enrollment Form and applicable fees
- Physical examination and immunization records as required by the Department of Human Services of the State of Michigan
- School transcripts
- Signed contract
- Tuition payment
- Completion of applicable forms and/or waivers as deemed necessary by school administration

New students are accepted on an eight-week trial basis. At the end of that period, the Director/ress and Head of School will determine if the student will benefit from the program. If it is determined that both, MMS and the child, will not benefit from continued involvement, a conference is scheduled between the parents or legal guardians, the Director/ress and the Head of School. If the child is withdrawn at the request of the school, or of the parents, no tuition shall be refunded. Further explanation is offered in the "Tuition & Fees" section of this Handbook.

Age guidelines for our programs are as follows:

Infant

6 weeks – 18 months

Toddler

18 months – 3 years

Preschool
3 years – 6 years

Junior
6 years – 9 years

Intermediate
9 years – 12 years

Senior
12 years – 15 years

High School
15 years – 18 years

Tuition & Fees

As an independent school, MMS relies exclusively on tuition and private contributions. To accommodate annual increases in operating expenses, Meadow Montessori and its Board of Trustees reserve the right to incorporate tuition rate increases. Historically, increases have averaged 5% or less each year. Tuition and supply fees are to be paid in full on or before July 1 of the school year, or upon enrollment. MMS has established a Tuition Loan Program with Monroe Bank & Trust to assist families with their tuition requirements. All families have the option of securing a pre-approved loan at any MB&T branch office. This loan is made available at a competitive interest rate established by MB&T.

We assess a supply fee for the use of materials during the school year for each student enrolled. This fee covers classroom and art supplies and is indicated on your enrollment form.

Discounts are given for the second, third, fourth (etc.) child enrolled in the program enrolled in a full tuition program.

Meadow Montessori will not refund tuition monies for withdrawals from the program, regardless of the reason; therefore, we offer an optional Tuition Insurance Refund Plan to protect your financial investment against loss due to absence, dismissal, or withdrawal. All first-year families enrolled in our programs must have tuition insurance.

MMS participates in the Federal Automated Recovery Systems (FARS), which is utilized by MB&T as part of their check recovery process. Any fees that are assessed for NSF checks are assessed by MB&T and not MMS.

Annual Gift

Each year, MMS launches an Annual Gift Campaign to raise money for the school. MMS is proud to offer tuition that is comparable or lower than tuitions at other independent schools. We estimate our tuition covers only 70% of the cost to educate a child. The remaining 30% comes from contributions.

Our Annual Giving Campaign requires each family to contribute a minimum of \$650.00 during the school year for each child enrolled in one of our programs. Families can satisfy this requirement by contributing directly to Annual Gift Campaign, indirectly through participation in our Scrip Program, or a combination of both—direct contributions and Scrip participation. Additional contributions, of course, are always welcome and needed.

All families are assessed the Annual Gift in their tuition contract. In addition, we begin our Annual Gift Campaign in November of the current school year. We hope that families who can make additional gifts will do so. If, by March 1 of the current school year a family has not met the minimum Annual Gift pledge of \$650.00 either through contributions or by participating in the Scrip Program, this amount will be charged to their ledger account and must be paid in full prior to your child's re-enrollment.

An Annual Report celebrating our accomplishments and detailing the school's financial life is published each year and is available to all MMS families.

Scrip Program

Scrip is a gift certificate program that generates revenue from participating merchants, as well as local and national retailers. Scrip can be used to purchase everyday items, such as food, clothing, gas and dining, and may also be used for travel, hotels and long distance calling cards.

Meadow Montessori purchases the Scrip certificates directly from participating retailers. The retailers sell the Scrip to our school at a discount, usually between 3-18%. The Scrip is then resold to MMS families for the face value of the certificate. The discount we receive from the retailers is the revenue our school earns from the Scrip sales.

Please place all orders using the Scrip order form. We cannot accept phone orders. For additional information on this program, please refer to the Scrip order form, or schedule a visit with our Scrip Coordinator or Director of Finance.

Ledger Accounts/Statements

A ledger account is established for each family. Fees for services, such as childcare, lunch, books, and field trips, may be charged to one's ledger account throughout the school year.

We mail ledger statements at the beginning of each month, with the balance payable on or before the 15th of the month. An 18% annual fee is assessed on any unpaid balance. Ledger balances may not exceed \$500.00. We will assess penalties on any account carrying a balance of, or exceeding, \$500.00. Additionally, we require pre-payment for all services and a mandatory consultation with the Business Manager should your ledger balance exceed \$500. No balance may be carried through the summer months.

In situations where there is more than one party responsible for the financial obligations of the child(ren), it is not the responsibility of the school or Director of Finance to itemize or "split" ledger balances. One statement is mailed per family per

month. Any division of charges is the responsibility of the parents and/or legal guardians.

Tax Credit for Daycare Expenses

Tax credits for tuition, childcare, and other expenses may be available for dual income families. Information regarding eligibility can be obtained through your accountant.

Attendance, Absences, and Tardiness

The classroom teachers take attendance every day and report all absences to the school office. If we have not heard from you by 8:30 (elementary and secondary students) or 9:30 (early childhood programs), we will call you home or place of work to find out why your child is not at school. Students are allowed ten absences a year; this is a state law.

Tardiness is also documented by the classroom teacher and reported to the office. Each five tardies computes into one absence.

A parent may not schedule a "make-up" day when a child is absent during their regularly scheduled program days.

School Closings

Meadow Montessori cancels classes following the lead of Monroe Public Schools for snow days only. MMS does not follow cancellations or delays in the case of fog. Except in the most extreme weather situations, Extended Time Care (childcare) will be available. In the event that Monroe County Community College cancels classes, MMS may cancel all ETC programs. Closing announcements are made on WTWR Radio (98.3 FM) and posted on our web site (www.meadowmontessori.org).

In the case of fog delays or other inclement weather situations, it is at the discretion of the parents to determine if their children can be safely transported to school. Tardiness or absences under these circumstances is excused.

Emergency Cancellations

In the case of emergency cancellations during the course of the school day (i.e. facility or operational malfunctions, etc.), we will notify parents of the cancellation or dismissal. It is imperative that each student has a completed Child Information Card on file listing home, work, cellular, and other emergency numbers. Under these circumstances, Extended Time Care (daycare) will also be canceled.

Scheduled School Closings/Early Dismissals

Please refer to the school calendar for a listing of half days (early dismissal), scheduled school closings and holiday dates. We do offer Extended Time Care (childcare) on these dates to students enrolled in the program. Hourly rates are available for students not enrolled in the Extended Time Care program upon advance request only. Extended Time Care is not offered during Thanksgiving Break, Holiday Break, or Spring Break, or Summer Break (which is the week of the Fourth of July); otherwise the school is open forty-eight weeks a year.

Health Policies & Procedures

Statement of Concern

Meadow Montessori School recognizes the importance of the physical well being of its students and, therefore, we do everything possible to aid the student in the maintenance of good physical health.

Immunizations

Meadow Montessori follows the immunization guidelines established by the Monroe County Department of Health and the State of Michigan Department of Human Services. Each student must have a complete immunization history must before the first day of school. The State of Michigan requires immunization against the following communicable diseases:

- Whooping Cough (Pertussis)
- Diphtheria
- Tetanus
- Poliomyelitis
- Measles (Rubeola)
- German Measles (Rubella)
- Mumps
- Chickenpox
- Hepatitis B

Physical Examination

All newly enrolled students need a physical examination, regardless of age. All preschool-aged children and sixth graders need a current physical signed by a physician. For students with specific medical conditions, which may interfere with his/her educational experience, the school may request a physical examination when deemed necessary by the Head of School.

Illness

We send a child home from school with fever, vomiting or diarrhea, and we urge parents to keep their child at home until he/she is free of illness for 24 hours. If there is any doubt whether the child is feeling well before returning to school, he/she should remain home. If your child is too ill to participate in all school activities, including outside play, he/she should remain at home.

Communicable Diseases

The school has the authority to temporarily suspend students from school when a contagious disease threatens the health and well being of other students and staff. The suspension will remain in effect until the student is no longer contagious or has the written permission of a physician to return. All communicable diseases should be reported to the school; we, in turn, notify parents when a contagious disease is present in their child's classroom.

Medications

Our staff will administer medication at school when requested by parents and authorized by a physician. Parent permission and physician instruction forms are required, and these forms are available on line (INSERT LINK) and through the school. The school should be notified of all medications a student is taking, even those not administered during school hours. Under no circumstances may a student

medicate him/herself. This includes cough medicine, cough drops, aspirin or Tylenol, etc.

Accidents

At the discretion of the Director/ress and/or Head of School, parents will be notified in the event of an accident. It is imperative that each child has a Child Information Card on file listing home, work, cellular, and other emergency numbers. If this information changes during the year, it is essential that parents update the card. If parents cannot be reached, the Head of School has the authority to take students to the hospital or arrange for emergency transport or medical assistance.

Hearing & Vision Screening

The Monroe County Department of Health schedules hearing and vision screening for preschool and elementary students at MMS. Testing takes place at the school. We provide notification prior to testing

Discipline

The philosophy of discipline at Meadow Montessori School is one of positive reinforcement and redirection; therefore, it is our belief that adults model the behavior they wish children to learn. Important goals for students include independence and self-discipline. Teachers work with all children to establish ground rules and to solve conflicts peacefully.

By signing the "Hurtful Behavior Policy," all elementary, middle, and high school students agree to adhere to the established discipline policies at Meadow Montessori School and agree to keep the school a safe environment. We ask the support of parents in monitoring and limiting their child's viewing of violent programs, movies, and video games. As always, any approach to discipline is successful only if everyone involved works together.

Patterns of behavior that are deemed harmful to self and/or others may be resolved by asking the student to leave school for the remainder of the day. This is a drastic but effective method of solving some behavioral difficulties. If limits are repeatedly tested, parents are again requested to take the child home. To return to school, the student, parents, teacher, and Head of School must agree on a plan of action. If discipline problems persist, MMS will ask the student to leave our community.

Clothing & Personal Belongings

Infant

The Directress of the Infant Program will offer specific guidelines when she meets with parents on a one-on-one basis.

Early Childhood

Toddlers and young preschoolers wear comfortable, loose-fitting, non-restrictive clothing, which allows them quick and easy access to the toilet. Clothing managed without adult assistance is best for toilet training and teaching independence. Belts, buttons and buckles often prove troublesome and may be a source of frustration for young children.

Boots, mittens or gloves, hat, scarf, snow pants and a warm jacket or coat is mandatory for outside activities during winter weather.

Each toddler and preschool student must have a complete change of clothing to be kept at school. Additionally, each toddler is required to have a set of diapers clearly labeled with the child's name. Parents are required to replenish their child's diapers regularly. Please label all belongings, including shoes, clothing and diapers.

Elementary and Secondary

Elementary, middle and high school students' clothing should be simple, comfortable and non-offensive, while reflecting good judgment. Middle school students participating in the Farm Program will receive specific requirements from the Director/ress. Gym shoes are required for physical education for all students, along with appropriate clothing for outdoor activities. We don't wear hats inside while classes are in session. Jewelry, purses, makeup, and toys do not belong in school, as well as hand-held electronic games, beepers, pagers, and cellular phones.

Specific field trips and special days may require "dressing up." We always give advance notice.

Lost & Found

For health and philosophical reasons, a "Lost & Found" is not kept at the school. Items left behind will be held for a brief period, then discarded or donated to charity. We want to encourage everyone to track his/her personal possessions.

Lunch

Lunch is a special time for children at MMS and consists of nutritional and healthy food choices. We strongly suggest that no sugared foods, beverages, candy, or soda be included in school lunches, as well as "fast foods." Instead, we urge all families to turn to whole foods—organic and locally grown whenever possible. We will repack unhealthy foods—uneaten—in your child's lunchbox. Studies show foods and beverages with high sugar and fat contents are not nutritionally sound and have a negative effect on children's behavior and attentiveness.

Please pack lunches in soft lunch boxes or bags, preferably insulated. No refrigeration is available for storage of elementary students' lunches. To eliminate waste, we suggest lunch items be packed in reusable containers. No paper products (i.e. paper napkins, plates or cups, etc.) but the school does provide china/silverware for lunch. These items are washed here at school with the students' assistance. Microwaves are available for heating food, but only on a limited basis. Milk, juice and water are available in the lunchroom.

Each lunch period lasts approximately 30 minutes. The first-year Junior lunch begins at 11:00 a.m. and this youngest group is joined by the 2nd and 3rd-year students at 11:15. The Intermediates eat lunch at 12:00, and the Senior (middle school) lunch begins at 12:45. High school students eat lunch on a rotating schedule, depending on their individual schedules.

Toddlers and preschoolers who stay for nap or are enrolled in our ETC (childcare) and extended-day students (five-year olds) bring their lunches and eat in the early childhood building.

Hot Meal Program

Lunch

A hot lunch program is available for preschool, elementary, and secondary students. This program is organized by the Senior (middle school) class and is the primary fundraiser for their annual Senior trips.

We send home hot lunch menus each month and post them on our website. Lunches must be preordered and prepaid. No refunds or credits are given in the event of student absence, field trips, or school cancellation.

Extended Time Care (ETC)

General Information

Meadow Montessori's Extended Time Care, or ETC, offers before and after school care for infants through middle school students. ETC is available beginning at 7:00 a.m. until 6:00 p.m. when school is in session. This program can be included in the annual tuition by paying the "Full Day" amount; otherwise hourly childcare costs appear on your ledger statement. This program is available year round.

Please refer to the school calendar for a listing of half-days (early dismissal), scheduled school closings, and holiday dates. ETC will be offered on most half days and scheduled closings to students enrolled in the ETC program. Hourly rates will be available for students not enrolled in the ETC program upon advance request only.

ETC is not offered during traditionally observed holidays, which include Thanksgiving Break, Holiday (Christmas) Break, Spring (Easter) Break, Labor Day or Memorial Day. We also close for the Fourth of July week.

In the event that classes are canceled due to extreme weather situations, ETC will be provided. In the case of emergency cancellations during the course of the school day (i.e. facility or operational malfunctions, etc.), ETC will be canceled. Please refer to the "School Closings" and "Emergency Cancellations" sections in the Student Handbook for further information.

Arrival & Dismissal

Please sign your child in/out of ETC. It is imperative that MMS staff knows who is in the building and their whereabouts at all times. Any child arriving more than 15 minutes prior to the start of class time must be signed in, and all children/students must be signed out when leaving. The adult must include both the time and his/her initials on the appropriate sheet, as well as making verbal contact with the supervising adult, when taking a child/student from school. If no departure time is indicated, we will assume that the child/student remained at school until 6:00 p.m. and we will charge accordingly (\$4.50/hour).

In the event that a parent fails to sign out his/her child/student on a regular basis, MMS reserves the right to "fine" the family. We do this in order to emphasize the absolute importance of never removing a student from school without both written and verbal contact with the supervising adult.

Breakfast/Lunch

A limited breakfast menu is available for students arriving more than 20-30 minutes before the start of class. Hot lunch is not available on half days or scheduled school closings. Please pack your child's lunch on these days. We encourage you to always send only nutritious foods to school.

Rates & Billing

School is open each day from 7:00 a.m. until 6:00 p.m., and students enrolled in the ETC program may be here as often and as long as needed. Students who need ETC occasionally may join the program advance notice. Rates are \$4.50 per hour, during the regular program, and \$4.00 per half hour for time before or after our posted hours. Hourly ETC charges and late fees for any student not picked up by 6:00 p.m. appear on your monthly ledger statement.

Entering and Exiting School Grounds

Safety First

Upon first entering our educational complex from Raisinville Road, we respectfully ask that you slow down. As a community of more than 250 people, ages 6 weeks to adult, chances are that someone will always be walking on the grounds.

Please drive in and out of the complex through the main drive. DO NOT drive through to the parking lot under the Early Childhood portico. This area is reserved for dropping off and picking up Early Childhood students ONLY. Likewise never use the Elementary drop-of/ pick-up lane as a thoroughfare. Use only the center two lanes to come and go from the property.

Please do NOT park under the early childhood portico or in the elementary drop-off lane at any time. If you need to walk your child into the building, please park in the lot.

Early Childhood Building

When dropping off children at the early childhood building (ECB), pull in underneath the portico and allow your child to exit the car from the right-hand side only. Once he/she is safely inside the building, pull forward into the parking lot, watching for on-coming traffic, then proceed to the back of the parking lot, circle to the left, and leave the complex via the right hand lane of the main driveway.

Elementary

When dropping off students at the elementary/secondary building (ESB), please pull into the complex, slow down, and drive in the right-hand side of the main thoroughfare. Turn to the right, watching for on-coming traffic from the ECB portico, and then proceed to the back of the parking lot before circling to the left and around. Turn right into the elementary drop-off lane and allow your child to exit the car on the right-hand side only. Once he/she is safely inside the building, pull forward (watching for on-coming traffic), and exit the complex.

Both Buildings

When you have children in both buildings, please drop off the children at the ECB first, circle through the parking lot, and proceed to the elementary drop-off. Please Note: Under no circumstances should a child ever exit a car from the left-hand side and walk across the main drive to a building.

More Safety

Please remember to always put pedestrians and the safety of others first.

Please do not use your cell phone and other distractions while traveling through the parking areas. Your full attention is required to maintain the flow of traffic and to ensure the safety of yourself and others.

Please do not leave your vehicle if waiting in line to drop off or pick up your children.

To maintain the flow of traffic, please move ahead promptly when waiting in line to drop off or pick up your child.

Please remember that the drop-off/pick-up area is NOT the time to have a conversation with your child's teacher.

In the event that a parent or adult behaves in an unsafe or erratic manner while operating a vehicle at MMS, the school reserves the right to suspend his/her privileges to drive on school grounds.

Communications

Family mailboxes are located in both buildings. Mailboxes are arranged alphabetically according to the last name of your child. One mailbox is issued per family; in the event that you have children in both buildings, your family mailbox is in the elementary/secondary building.

We request that parents or elementary students check mailbox regularly. Elementary and middle school students may bring classroom folders home each Friday containing information and reports from their teachers, as well as communications from the school office.

The Meadow Link, MMS' biweekly newsletter, contains classroom updates from each teacher, a calendar of events, and other newsworthy articles. You can find this publication on our website, and you may request a hardcopy to be placed in your family mailbox.

Additional information can be obtained by visiting the Meadow Montessori web site at: www.meadowmontessori.org. We do our best to keep our website current and interesting, but as always, we welcome your suggestions.

Summer Enrichment Programs

Meadow Montessori School offers summer enrichment programs, in addition to our regular childcare programs, for all ages. These programs are highly recommended for all students to strengthen skills, but especially for any student moving up to the next level the following school year. Information and enrollment is available in the spring.

Parent Guild

All parents of the students at MMS are members of the Parent Guild. The Guild provides the opportunity for parents to support the school administration, the staff, and the students. It promotes the interests of MMS through parental participation in fundraising activities and volunteer programs. A representative from the Parent Guild sits on the Board of Trustees.

Funds, raised by the Parent Guild each year, are used to support the classrooms and other school needs. The Innisbrook Wraps Fundraiser program is the primary fundraiser. All families are asked to participate by selling the many products offered in the Innisbrook catalog (i.e. gift wrap, chocolates, gourmet foods, gift items, etc.). Additional parent support is also needed with other fundraising activities throughout the year, including the Annual Auction and the School Book Fair.

Volunteering/Parental Involvement

We ask each family to complete a Volunteer Assessment form indicating areas, activities, or duties for which they wish to volunteer. Parents are required to volunteer a minimum of ten (10) hours during the course of the school year. We appreciate any additional time you can spare for volunteering, driving on field trips, or assisting in various classroom activities.

Each classroom has a "room parent," and this is a great way to get to know the school community and your child's classmates. Please let us know if you wish to be a room parent.

Meadow Montessori School

Administrative Staff Hours

The following is a list of Administrative Staff Members and their hours of availability:

- Catharine Calder, Head of School
Monday - Friday
By appointment
E-mail: ccalder@meadowmontessori.org
- Heidi Burroughs, Director of Finance
Monday – Friday
8:00 a.m. – 2:00 p.m.
3:00 p.m. – 4:30 p.m.
E-mail: heidiburroughs@meadowmontessori.org
- Jenny Fritz, Director of Admissions
Monday – Friday
8:30 – 3:30 p.m.
E-mail: jenny@meadowmontessori.org
- Paula Smoot, Office Manager
Monday – Friday
8:00 a.m. – 4:00 p.m.
E-mail: paulasmoot@meadowmontessori.org

Scrip Ordering

Scrip Orders may be placed at least 24 hours in advance via the Scrip Order Form.
Orders may also be faxed to the Business Office at 241.0829.
Phone orders cannot be accepted.

Scrip Pick Up

Monday – Friday
8:00 p.m. – 3:30 p.m.

Summer Scrip Orders

Summer ordering and pick up schedule will be determined prior to June 1, 2009.

Meadow Montessori School Parent Guild

All parents or guardians of the students at Meadow Montessori School are members of the Parent Guild. The Guild provides the opportunity for parents/guardians to support the school administration, the staff, and the students. It promotes the interests of MMS and the children through parent participation in fundraising and other volunteer activities.

Funds raised by the Parent Guild each year are used to support the classrooms and other school needs. The Innisbrook Wraps sales program is the primary fundraiser for the year. All families are asked to participate by selling (and/or buying) the many products offered in the Innisbrook catalog (i.e. gift wrap, chocolates, gourmet foods, gift items, etc.). Additional parent support is also needed with other fundraising activities throughout the year, including the Auction and Scholastic Book Fair.

Room Parents play an important role as classroom representatives to the Parent Guild. They work with both teachers and parents to help plan and provide assistance for classroom activities, such as field trips, class parties, etc. Room Parents also may act as mentors to new families, to help them become acquainted with the school and/or their new classroom. Room Parents rely on their classroom parents to assist them as needed.

The Parent Guild meets approximately once per quarter to talk about current plans and other ideas. We also support and sponsor various other activities throughout the school year, including the Opera, Teacher/ Staff Appreciation, Scrapbooking, Family Fun Day, etc. Parent involvement in these activities is necessary for their success and is important for continuing to build a strong school community.

We acknowledge that each family is unique in how it may contribute to the school, and strongly encourage parents to participate however they can. As Anne Henderson is quoted in *A New Generation of Evidence: The Family is Critical to Student Achievement*, parent participation is important because:

Programs designed with strong parent involvement produce students who perform better than otherwise identical programs that do not involve parents as thoroughly, or that do not involve them at all. Schools that relate well to their communities have student bodies that outperform other schools. Children whose parents help them at home and stay in touch with the school score higher than children of similar aptitude and family background whose parents are not involved. Schools where children are failing improve dramatically when parents are called in to help.

Thank you for your support!

De-Lite McKee
Parent Guild President

Meadow Montessori School

Hurtful Behavior Policy

Dear Parents,

Discipline is a topic in every school and household in America today, and Meadow Montessori School is no different. We strive to create the safest place for your child both, physically and psychologically. In order to do this, we require each student and his/her parents to read, discuss and agree to abide by our Hurtful Behavior Policy.

The cornerstone of any discipline policy is set in the definition of the word. At Meadow Montessori discipline means the development of self-control and a sense of responsibility. Each person at Meadow Montessori School is a member of our community, and we hope to engender the spirit of cooperation in each person. Likewise, we do not want anyone to engage in behavior that would be hurtful to a member of our community. In order to ensure the safety of everyone, we must have some simple ground rules by which we all live.

The first and most important of these rules involves the principle of safety. Everyone must feel safe—physically and psychologically.

We cannot and will not tolerate any physical violence at school. Physical violence is **never** a solution to any problem. If a child strikes another child, he/she will be removed from the group. If we determine that a child is not safe to him/herself or others, he/she will be sent home immediately.

Verbal abuse, although less frightening than physical violence, also impacts on the safety of others. Continued name calling, taunting or teasing cannot be tolerated within our community. A child will be removed from the group and then the school if this behavior persists.

As members of a community, we must respect one another's property and the property of the school. If property is damaged it must be replaced. We encourage parents to let their child be responsible for any expense incurred for repairs or replacement of damaged property.

To solve problems in a consistent and predictable manner, MMS has adopted a Conflict Resolution Model. We will go through the following steps in solving conflicts:

- State the problem clearly
- Identify the one who owns the problem
- Brainstorm to identify possible solutions
- Evaluate the practicality of each solution
- Identify the consequences of each solution
- Select the best solution
- Plan how and when to implement it
- Implement
- Evaluate
- Then, if this solution did not work, select the next best solution

This process requires a written document. In the event a child has accumulated three (3) violations of our Hurtful Behavior Policy, the parents will be contacted and a conference will be scheduled. We know that, in order to create a successful school environment, teachers and parents must work together. Please feel free to communicate with your child's teachers as soon as you have a concern. In turn, teachers will stay in close contact with you.

Catharine Calder
Head of School

Meadow Montessori School Hurtful Behavior Policy

I have read the above policy and agree to do my part to make Meadow Montessori School a safe environment. As a member of this community I agree to follow the Meadow Montessori School Conflict Resolution Model. I also understand that if I behave in an unsafe or hurtful manner, I may be asked to leave the school on a temporary or permanent basis.

Student's Signature

Date

Parent's Signature

Date

Meadow Montessori School

Rules and Code of Ethics for Computer Users

- As a computer user I agree to follow the rules and code of ethics in all of my work with computers while attending Meadow Montessori School.

I recognize that all computer users have the same right to use the equipment; therefore,

I will not play games or use the computer resources for other non-academic activities when others require the system for academic purposes.

I will not waste or take supplies, such as paper, printer ribbons and diskettes, that are provided by Meadow Montessori School; and when I am using a computer, I will speak softly and work in ways that will not disturb other users.

- I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software found on school computers, either by copying them onto my own diskettes or onto other computers through electronic mail or bulletin boards; and I will not give, lend, or sell copies of software to other unless I have the written permission of the copyright owner or the original software is clearly identified as shareware or in the public domain.
- I recognize also that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their passwords; I will not copy, change, read, or use files in another user's area without that user's prior permission. I will not attempt to gain unauthorized access to system programs or computer equipment. I will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means. And I will not download information onto the hard drive of any Meadow Montessori School computer for permanent storage. I will download information onto diskettes if planning to store the information for more than one week.
- With access to computers and people all over the world, also comes the availability of material that may not be of educational value in the context of the school setting. Meadow Montessori School employs no filtering devices that restrict access to controversial materials. We understand that on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school.

I will accept the standards established by my community and will not access any information that is deemed inappropriate or offensive. I understand the Internet is to be used as a research tool in order to enhance my education.
- Violations of the rules and code of ethics described above will be dealt with seriously. Violators will lose computer privileges.

Rules and Code of Ethics for Computer Users

We have read and discussed the Rules and Code of Ethics for Computer Users at Meadow Montessori School.

Student's Signature

Date

Parent's or Legal Guardian's Signature

Date

Field Trip Guidelines for Parents and Chaperones

MMS is committed to providing students with experiences outside the classroom. We recognize that “going out” would not be possible without the help and support of parents.

Day Trips

Parents should become familiar with the purpose of the trip and, if possible, the destination.

Before leaving school:

- Complete the Driver’s Form
- Verify that you have up-to-date car insurance
- Have a first-aid kit (provided by the school) in the car
- Have a list of the students traveling in your car
- Have the driving directions/map and caravan list
- Have contact information for the head classroom teacher (cell phone number)

While driving:

- Encourage conversation among the students
- Limit or turn off the radio whenever possible
- Please limit the radio/CDs to appropriate music station
- Please do not show any DVDs / movies that have not been pre-approved by the classroom teacher
- Stay in the caravan order
- Do not make any unscheduled stops
- In case of an emergency, please pull over and stop the vehicle before using your cell phone to call the head classroom teacher
- Do not use your cell phone while operating your vehicle
- Do not stop for fast food or “treats” without the permission of the head classroom teacher
- Students cannot switch cars without the teacher’s permission

At the destination:

- Remember that you are a role model
- Please stay with the group at all times
- Please focus your attention on the speaker, museum guide, student activities, etc.
- Do not interact with your own child more than necessary; field trips are a school experience, not a family outing
- Do not take children away from the group
- Do not visit gift shops unless the teacher has indicated they are part of the itinerary

After the Field Trip

- Upon return to the school, make contact with the teacher
- Return all paperwork, first aid kit, etc.
- Share any difficulties (or successes) you experienced
- As always, respect the confidentiality of the students and families

Activity	Date	Infant Toddlers	Preschool	Kindergarten	Elementary	Middle School	High School
Parent Orientation	8/26/08	all parents	all parents	all parents	no	no	no
Parent Orientation	8/27/08	no	no	no	all parents	all parents	all parents
Student Orientation	8/30/08	no	new students	new students	new junior students	no	no
"Pep Rally" - Parent Reception	9/5/08	students and families	students and families	students and families	students and families	students and families	students and families
Annual Auction	9/27/08	parents, families, and friends	parents, friends, and family	parents, friends, and family	parents, friends, and family	parents, friends, and family	parents, friends, and family
History Fair	11/24/08 - 11/26/08	no	no	no	yes	yes	yes
Stone Soup	11/26/08	students and families	students and families	students and families	students and families	students and families	students and families
Holiday Program	12/18/08	no	students, families, and friends	students, families, and friends	students, families, and friends	students, families, and friends	students, families, and friends
Parent Education	1/24/09	all parents	all parents	all parents	all parents	all parents	all parents
Fathers'Night	2/3/09	toddlers	yes	yes	yes	yes	yes
Wine Tasting	2/7/08	all parents, friends, and family	all parents, friends, and family	all parents, friends, and family	all parents, friends, and family	all parents, friends, and family	all parents, friends, and family
Science Fair	3/17/09-3/19/09	no	no	yes	yes	yes	yes

Activity	Date	Infant Toddlers	Preschool	Kindergarten	Elementary	Middle School	High School
*Moving Up Night	2/25/09	yes	yes	yes	yes	yes	no
Opera Performance	2/20/09	no	no	yes	yes	yes	yes
Mothers'Night	4/6/09	toddlers	yes	yes	yes	yes	yes
Turnoff TV Week	4/20/09	yes	yes	yes	yes	yes	yes
Iowa Testing	4/20/09	no	no	no	yes	yes	yes
Piano Recital	5/19/09	no	no	no	yes	yes	yes
Grandparents' Day	5/20/09	toddlers	yes	yes	yes	yes	yes
Celebration of the Arts	5/26/09	no	no	no	yes	yes	yes
High School Graduaton	5/29/09	no	no	no	yes	yes	yes
Family Fun Day	6/11/09	yes	yes	yes	yes	yes	yes
*For parents of students moving to the next level							