

# Meadow Montessori School

## Intermediate Level

Welcome to the Intermediate level at Meadow Montessori School! The following outline, along with the Parent Handbook, should give you the information that you need to know to make this school year successful.

If you have any questions throughout the school year, please do not hesitate to contact us. The best form of communication is through staff mailboxes or e-mail:

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### *I. Attendance*

- School begins at 8:00 a.m. This means teaching begins at 8:00. Please drop your child off by 7:50 a.m. in order to be ready for the start of the day.
- If your child comes to school before 7:45, s/he must be "signed in."
- If your child is going to be absent, please call the school before 8:30 a.m. If you do not call us, the office may be contacting you.
- Please plan your family vacations around the school year. Your children should not miss more than 10 days of school. This is a state law.

### *II. Dismissal*

- Extended Time Care children will be sent to the ETC room every day at 3:30. Please make contact with the ETC staff when you pick up your children.
- All elementary children who are not Extended Time Care will be dismissed from the front door. If you are picking your children up from this door, you do not need to leave your car. The classroom teachers will sign your children out. If your children are not picked up by 3:45, they will be signed into Extended Time Care (ETC). After 3:45 you must make contact with the ETC staff when your children are picked up.

### *III. Mailboxes and Communication*

- All families will have mailboxes located in the "meadow." We will encourage students who are picked up between 3:30 and 3:45 to check the family mailbox on the way out the door.
- All teachers have staff mailboxes. Please pass any notes or communications to teachers through the mailboxes. If you need to make an appointment to see a teacher, please feel free to pass that message through the mailbox, the office staff, or your child's hand calendar.

- If you need to communicate with your children during the day, please do so through the office. For example, you may drop off lunches or books with the office staff who will then pass them on to your children.
- Please do not come into your children's classrooms during the school day to communicate with your children or the teachers. However, parents or other family members are more than welcome to come into the classrooms for the purpose of observing Montessori classrooms.
- E-mail is another option for communication.
- Please read the things that we send home and let us know if you have questions or concerns!

#### *IV. Clothing*

- Please send your children to school in clothing that they can work in all day long. The children travel from the classroom, outside, to the art room, etc.
- All children need a pair of outdoor shoes and a pair of indoor shoes each day. It is fine to leave the indoor shoes here at school.
- If your child does not wear a pair of gym shoes to school, s/he will need to have a pair to change into for physical education. Gym shoes are needed every day.
- Many field trips offer the chance for your children to dress their best.
- Please do not send your children to school with any make-up, expensive jewelry, purses, money, toys, or gadgets. This applies to the classroom and Extended Time Care.
- We have a policy at MMS that prohibits the wearing of any clothing that depicts violent images or words.

#### *V. Schedules*

- All of the students at MMS have individualized schedules. Please try to plan doctor or other appointments around this schedule whenever possible. In general, all children have a very full morning schedule. Your child's schedule will be written into her/his hand calendar the first day of school.

#### *VI. Homework*

- At the Intermediate level, we do our best to keep homework to a minimum. The homework we do assign is usually reading.
- All students should be spending time at home practicing their musical instruments.
- Please be aware that your children have "open times" during the school day. The students are allowed to go outside or to other areas of the building during these times. These "open times" are an essential part of the Montessori classroom as they enable young students to make responsible decisions. Let us know if your child is coming home with more than one hour of homework each night.
- All children must come to school prepared with their work each day. Children who come unprepared to class (without complete work or all of their materials) will need to fix the problem.
- The best approach to completing schoolwork productively is to set up a consistent time and a consistent place to work each day. In addition, family

conversations that are positive about school contribute to a love of learning. Homework should not be seen as a "bad" thing by the child.

- Remember that we believe that "homework" also includes helping with dinner, feeding pets, completing models or other projects, etc. We strongly encourage you to count family time as necessary homework for children of this age group.

### ***VII. Material Fees and Expenses***

- Each elementary child is charged \$245 for the material s/he uses throughout the year. This fee should be considered a material "rental." It does not give permission for students to destroy or lose school materials. In the event that a student destroys materials, s/he will be charged for them.
- We will hand out reading books to your children as we move through the curriculum. The books will not be charged to your ledger this year unless you want to purchase them or a given book is returned in a damaged state.

#### **The fee covers:**

- Workbooks
- Hand calendars
  
- Paper
- Pencils
- Composition books
- Math books
- Folders
- Art materials
- Music

#### **The fee does not cover:**

- Reading books
- History textbooks for second and third-year students
- Materials for special projects
- Extra binders
- Grammar symbolizers
- Any other extra material

#### **Each child needs to purchase and bring:**

- Pencil case (this can be an MMS pencil case used the previous year)
- Highlighter
- No mechanical pencils, please
- Small set of colored pencils (include black, blue, light blue, red, orange, purple, green, pink, gold)
- journal
- backpack or bag, but no backpacks on wheels, please
- 3" x 5" note-card box, cards, and dividers
- protractors, compasses, calculators, and atlases are very nice to have at home

### ***VIII. Field Trips***

- Field trips are an important part of our curriculum. Field trips that are scheduled during the day are not optional because they are an essential teaching tool at the elementary level in terms of curriculum and practical life lessons. The price for the field trips will appear on your ledger cards, or you may pay in cash. Parents are welcome and needed on field trips as chaperones. We are doing everything

we can to reduce the cost of field trips by applying for grants and hosting fundraisers.

- We will cover the cost of parents who are chaperoning on field trips whenever possible. We would like to gently advise parent volunteers that the trips we take are a treat in and of themselves. Stopping for fast food or snacks, allowing the children to watch television in the car, or providing alternative entertainment is detrimental to the outing. Please expect polite and respectful behavior from all the children at all times! Each member of the group represents our school and our values.

#### *IX. Special Classes*

- Please treat all of the "special classes" at MMS-- art, music, physical education, and foreign language- - as seriously as math or history. Although we often refer to these classes as enrichment, we feel that part of being an educated human being is being well versed in all areas.

#### *X. Special Activities*

- The History Fair and Science Fair are important aspects of the curriculum here at MMS. All elementary students participate in both. We will discuss these events further as they approach, but it is not too soon to be thinking of a history project idea!
- Opera week is already scheduled. We can use all the volunteers we can get for this event!
- We have special clubs after school for anyone who wants to join. Please check your newsletters for details of these after school activities once the year begins. In addition, we would love to have any parents interested in sharing their gifts with us to sign up for directing an activity.

#### *XI. Reports*

- To keep track of what your child is doing in school, please note the travel folder that will come home at least every Friday. In it are tests and other written work from the week that have not yet been filed in your child's binder. Please go over this work with your child and then send it back to school. If there are papers that need to be filed in the binder, please encourage your child to take care of those during his or her open time. Organization of papers is an integral component of being a successful Intermediate.
- We encourage children to leave their binders at school at all times in order to protect these binders and all that they contain. Only necessary and current material should travel back and forth.
- Written reports are sent home at the end of every quarter. In addition, there will be conferences scheduled for the end of the first, third, and fourth quarters - November, April, and June. Of course you should please feel free to contact us any time during the year.
- Each child has a calendar in which to write all lesson assignments. It is crucial that the students "own" these calendars and their assignments if they are going to have academic success. This means writing assigned work in the calendars

and then completing it! The calendar is also another form of teacher/parent communication. Please write any questions or concerns in this calendar and we will do the same. E-mail is always another option.

***XIII. Newsletters***

- Please read your newsletters! The newsletters will keep you up to date on the school calendar and also on our activities in the classroom.

***XIV. Responsibility***

- At this age level, personal responsibility is a very big issue. If we strive to teach anything, above all else it is that each individual is responsible for her or his own actions, words, work, etc. If we allow children to live out consequences to their choices, we are helping them develop the mental and moral independence that they so long for at this stage. Please help your children by allowing them the dignity of accepting personal responsibility for all situations.

Looking forward to a terrific year!!  
Darcy and Meg