

Montessori of Maryknoll

Parent Handbook

Montessori of Maryknoll
Patricia Bates, Montessori Directress
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Admission Policy

Montessori of Maryknoll does not discriminate on the basis of sex, race or creed. Currently enrolled students have 1st priority for any available spaces. Siblings of currently enrolled students will be given consideration next and finally new families will be accepted. All family information is considered confidential and will not be released without parental consent.

Tuition Policy

No tuition statements will be sent out. In order to minimize bookkeeping time, please make tuition payments promptly. Tuition is due on the 1st school day of the month, September through May. You may mail tuition payments, use electronic payments or hand them to an adult at arrival. There will be no tuition refunds for school missed due to any reason. Checks returned for any reason will be charged our bank fee. A late fee of \$20 will be charged for payments not received within 5 days of due date.

Discipline

Our environment is prepared in such a way as to encourage positive, constructive behavior. Children work independently and freely, developing self-discipline and mastery of the environment. Children are treated with respect and are expected to return that respect to all others as well as the materials. A child who disrespects the environment or another person will be redirected or separated from the situation and invited to return when ready. Montessori of Maryknoll encourages children to take responsibility for their behavior.

Observations

Observations of your child are encouraged and can be scheduled at any time during the year, once the class has settled down into a daily routine. Please schedule an appointment so we will not have more than one observer at a time.

Conferences

Parent conferences are scheduled twice during the year, a fall and a spring conference for morning students and once in spring for Enrichment students. If at any time you need an additional conference, please call to schedule an appointment.

Arrival

For the morning class we have a 15 minute window for arrival so that I can spend a moment with each child unrushed to establish a smooth start to the day. Also it will make the driveway available to you when you arrive. Please pull into the driveway as far up as possible and a teacher will help your child from the car to the door of the classroom. I would prefer not to have cars lined up on the street that would inconvenience my neighbors in any way. Please be as close to your chosen time as possible. If you arrive late, please walk your child in. For the Enrichment class please see that your child is walked to the door where we can greet him.

Dismissal

For both classes we will bring children up to the garage at their dismissal time if they are not out already. Because the teacher will have a small group, we would ask that you please pull into the driveway as far as you can and a teacher will bring your child to the car. This will assure a smooth and safe pick-up. Again, please be as close to your scheduled pickup time as possible so your child will not be waiting too long. Please let any authorized persons know that they must pick up in the driveway and that children will not be allowed to walk out to cars parked on the street.

By law, children can only be released to authorized persons. Please make sure you have someone designated to be able to pick up your child in an emergency, and please keep us informed of any changes to car pools, phone numbers, etc.

Clothing

Montessori philosophy encourages children to move. Children should be dressed in comfortable clothing, which allows for work and play, indoors and outdoors. When purchasing clothing for your child, please remember that they will be attempting to master getting dressed. Give them the clothes that will allow them success, clothes that they can manage on their own. We need to increase situations that can make your child feel successful, rather than frustrated.

Children need a complete change of clothes, including socks and underwear, that can be left in their box at school. Please label all clothing and feel free to change these clothes with the seasons. Also, a pair of easy to get on slippers, marked with your child's name, should be left at school. Children will wear slippers inside at school. They will not need to bring shoes to change into when wearing boots in wet weather.

Health Regulations

DO NOT send children to school when they have a cold or show any other signs of not feeling well. If they have vomited, have had a fever, have cloudy discharge or started antibiotics within the last 24 hours, they need to stay home. At my discretion, parents will be asked to pick up children that show any signs of not feeling well. I don't anticipate that this will be a problem since all of our mothers/nannies are available during school hours and are as concerned as I am about keeping our children healthy.

By Illinois law, parents must report any contagious illness so that we can inform other parents.

We will go outside every day, weather permitting. If it is raining or the wind chill is below zero, we will not go outside. If your child is recovering from an illness and is not able to go outside, he/she needs to stay at home.

If your child needs emergency medication for health reasons (inhaler, epi-pen, I need to have written instructions. No prescription drugs will be given during school hours except in an emergency.

First Aid

The general first aid measures we will employ are washing a cut with soap and water, putting on a Band-Aid, or applying ice to a bump. If further care is needed, you will be contacted. Pat is trained in infant-child CPR and First Aid, and Lori is a nurse but we would not hesitate to contact paramedics if we feel it is necessary.

Nutritious Snack

In always striving to provide what is best for your child, we will serve nutritious snack foods only. We will not serve foods that contain excessive sugar, artificial colors or flavors. Please read labels. Food labeled “healthy” or “low fat” can be deceptive.

In the morning class the students take turns providing nutritious snack at school. At Open House we will have a sign-up sheet for you to choose two weeks to bring snack. Plan and shop with your children for the snack they will share with their friends. If you bake something, please include a recipe so we can check for any possible dietary restrictions in any of our students. Some possible suggestions are: cut up fruit, raw vegetables, sandwiches on whole wheat bread cut in quarters, yogurt (if not colored or sprinkled), homemade muffins or bread, and cheese. We will do a lot of our own baking in the kitchen and you may be asked to send ingredients instead of a prepared snack. Due to allergies, we cannot serve anything containing nuts. Enrichment students bring their lunch and snack. Please maintain nutritious guidelines when preparing food for school.

Birthday Celebrations

Birthday celebrations will be done in class. In the morning class, parents are invited in to share a history of pictures and tell about their child. If you would like to bring a special treat to pass out you may but we will not serve birthday cake. If your child has a summer birthday, please contact us before your child’s half birthday. Please do not send birthday party invitations or presents to school (unless there is one for everyone), in deference to the feelings of the other children. In Enrichment, parents do not attend birthday celebrations. Your child can bring a snack to share with classmates at 2:00 and we will celebrate in our own small group. All students can choose a birthday book to keep in honor of their special day.

Staff Work Days

To provide the best possible environment for your children, the staff is taking several days this year for observations, conference preparation and to work on the environment. These are professional days, which all schools take and we have kept to a minimum.

School Closings

Since Lori and I are already here, there would be no reason for me to call a snow day. In lieu of that, I am allowing for 3 personal days during the school year, which will allow me to attend family functions or emergencies. If school needs to be closed for any reason, you will be given a phone call as early as possible.