



Elementary Program

Parent Handbook

2018-2019

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# **WELCOME TO GRACE MONTESSORI SCHOOL**

## **Vision, Mission and Principles**

Our vision is to generate a world of creative thinkers, lifetime learners, and community builders who are willing to work with each other and are comfortable with diversity. We will do this by providing a safe, secure and stimulating environment, which nurtures the mental, physical and spiritual growth of the child.

Our mission is to provide young children from all economic backgrounds and their families a high quality and affordable early childhood educational experience in a prepared Montessori environment in an urban setting.

Our principles are to:

- invite families from all economic, ethnic, religious and social backgrounds, including those with special needs, to be a part of our school community.
- encourage families to participate actively in the education of their children.
- educate the “whole child” by fostering cognitive, social, emotional, physical and spiritual growth.
- respect children as different from adults and as individuals who differ from each other.
- reserve 30% of enrollment for children of economically disadvantaged families who attend on scholarship.

## **Programs we offer**

Here at Grace Montessori School, we rejoice in the basic tenet of Dr. Maria Montessori—children want naturally to learn. Children delight in seeing how the world works and in mastering it. Our teachers respect the children’s interests and abilities. Free to follow their inner dictates, children acquire an ability to learn that is virtually unlimited.

Our children learn in multi-age classroom settings and explore the prepared environments with the finest Montessori materials designed to be self-teaching and with child-size furnishings.

Growing in a safe harbor with Montessori-trained teachers, we offer the following programs:

- Toddler Program
- Early Childhood or Primary Program
- Elementary Program
- Extended Childcare
- Summer Camp
- Afternoon Enrichment Classes

## Montessori Curriculum

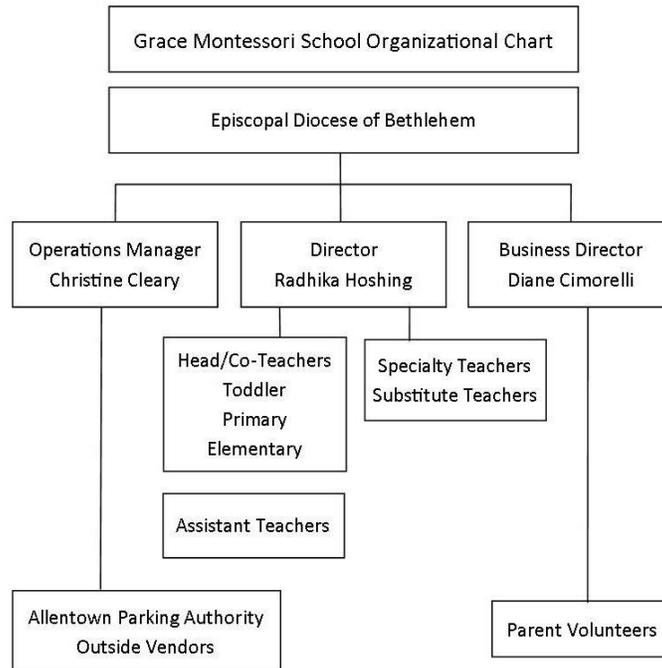
The Montessori environment is carefully prepared and designed to include experiences in the following:

|                         |                         |
|-------------------------|-------------------------|
| Language                | Mathematics             |
| Geography               | Science/Biology/Zoology |
| Gross Motor Development | History                 |
| Arts and crafts         |                         |

Additionally, our program includes Specialty classes in the afternoon such as:

- Spanish
- Art (at the Baum school of Art)
- Science
- Music
- Drama

*For more information on GMS curriculum please visit our website [www.gracemontessori.org](http://www.gracemontessori.org)*



## SCHOOL DAY PROGRAM

Please consult the school calendar available on our website for holidays, start and end dates of the school year.

### Hours of Operation

Elementary Program: 8:30 am - 3:00 pm

Office hours: 9:00 am to 5:00 pm

Regular attendance at school is critically important to our program. Arriving on time is respectful to teachers and to classmates, since lessons begin at 8:45 am. Families who repeatedly arrive late or maintain sporadic attendance will be asked to reconsider their commitment to their child's education at GMS.

### Arrival and Dismissal Procedures

Arrival and dismissal routines are an important part of the Montessori experience, for both students and families. We strive to keep the atmosphere within the school and classrooms child-centered. It is specifically for this reason that the arrival and departure procedures are followed. Your ability to drop off and pick up on a timely basis sets a positive example for your child. The following are the guidelines for arrival and dismissal at Grace Montessori School.

#### Morning & Afternoon Extended Care

Extended care is available from 7:30 to 8:30 am and from 3:00 to 5:30 pm. Extended care is delivered in the same Montessori style used in the classroom. That means your children will receive the high standard of care and education they get during the Montessori program but with an emphasis on less structure and more play. Extended care is provided on a contracted basis. Parents are responsible for asking for updated contracts to reflect changes in extended care needs.

#### Emergency Child Care (Case by Case Basis)

Families not contracted for Extended Care may request Emergency Child Care at the rate of \$11 per hour with a minimum one hour charge. These arrangements should be made directly with the office, not faculty. Availability is based on ratios.

Morning Extended Care: 7:30-8:30 Parents should park and enter the school through the rear entrance. Please ring the rear entrance doorbell, sign your child in on the clipboard provided and your child will be escorted to the classroom.

Morning Drop Off: 8:30-8:45 am Children will be greeted by the teachers at the office door on Lumber Street. Parents queue up on Lumber Street in their cars and teachers take students out of the car and escort them into the building. **Cars may not be left on Lumber Street unattended at any time.**

Full Day Dismissal 3:00-3:10: Children will be dismissed by the teachers at the office door on Lumber Street. Parents or designated caregivers queue up on Lumber Street in their cars and teachers escort students to the cars. Each family will be given two signs with their last name printed on them. The driver is required to hold up the sign when waiting in the dismissal queue. Only those with signs may wait in the queue.

Others picking up children who do not appear on the emergency contact form and whose IDs must be confirmed by the front office in order for a child to be released to their care must park their cars and enter the school at the front office door and show ID. Parents must call the office before hand to make these arrangements.

**Please note teachers will escort children to the car. Parents are responsible for buckling child into car seat and all safety concerns.**

Car Queue for Drop-off and Pick-up: when getting in line for drop-off and pick-up, parents must be mindful that W. Court and Lumber Streets are public streets and the BB&T drive through and Farr parking lot behind the school must remain open for customers and patrons to pass through without interference. Parents must not block the entrance on 9th Street to the BB&T Bank Drive-Thru, the exit on W. Court Street from the BB&T Bank Drive-Thru, or the entry/exit to the Farr Parking lot on Lumber Street. APA attendants monitor the access to these locations and violators who block any of these exits or entrances will be fined.

In order to facilitate the progress of the cars in the queue, please do not engage in conversations with teachers or other parents. **Cars may not line up before 8:20am, and 2:55pm.**

Afternoon Extended Care: 3:00-5:30 pm Parents must enter through the office door, sign their child out on the clipboard, proceed to the classroom/playground and pick up their child. Parents must leave with their children through the office (not the rear) door. Extended care hours are those hours occurring outside of the regular Montessori program hours.

Our highest priority is the safety of the students entrusted to us for education and care. No child will be dismissed to any person who is not authorized in writing by legal guardians. The only exception is that we do make accommodations for emergency pick up via phone. We will require photo ID of the person you authorize to pick up your child. We will be held blameless for any mishap occurring prior to drop off or after the dismissal of the students into the guardianship of their families.

### **Late Policy— Morning Drop-off**

Except in cases of scheduling conflicts communicated in advance with front office or traffic delays, repeatedly bringing your child to school after the doors close for morning arrival is not acceptable. If repeated lateness occurs, you will be asked to reconsider your commitment.

### **Late Policy — Dismissal Times**

If you are more than 5 minutes late picking up your child after dismissal, you will be subject to a late fee. For a first occurrence, you will be given a courtesy reminder. On the second occurrence, you will be charged \$10, and with the third occurrence and all others thereafter, you will be charged a \$20 fee. If repeated lateness occurs, you will be asked to reconsider your commitment. After multiple occurrences of late pick-up, you will be required to make more realistic arrangements for picking up your child.

### **Late Policy — Extended Care**

For extended care, late will be considered 2 or more minutes beyond the end of your contracted time. If you are later than 2 minutes beyond the time when you are to pick up your child from

extended care, you will be charged for an additional 15 minutes of care at the emergency rate of \$10 per hour. One exception: if you are more than 2 minutes beyond the close of business, which is 5:30 pm (during the school year) or 5:00 pm (during camp sessions), you will be charged a late fee of \$25, as no staff are employed to be in the building beyond closing.

### **Absences**

We request a phone call or voice mail to the school office by 8:30 am on any day your child will be late or absent from school or extended care. If a previously scheduled appointment means that your child will be late or must leave early, we request a phone call, voice mail or email with that information to the school office prior to the day of the schedule change. Any absence of 10 days or more jeopardizes social interaction with classmates and Montessori curriculum. Such occurrences on a regular basis may result in student dismissal from GMS.

### **Bus Transportation**

This service is available to students who meet the age requirement for kindergarten in the school district in which they reside. Parents are responsible for contacting the office to request busing to GMS for their children. Parents are responsible AT ALL TIMES for confirming bus schedules and notifying bus drivers/school district transportation personnel of ANY change in schedules. Please notify us in writing or call the office in advance if you change your plans for transportation (i.e., parent pickup for a day).

The school will not assume responsibility of any kind if there is a change in your regular schedule. Please notify your school district when possible, in advance. Remember that in the event of inclement weather, you MUST confirm busing schedules and ensure proper drop off times as it relates to GMS's schedule.

### Video/Audio Surveillance on the Bus

The use of a video/audio recording is intended to assist the administration, contractors, and drivers (of the busing company) in observing behavior, preventing violation of bus rules, school rules, regulations, district policies and Pennsylvania law, and utilizing and/or dispensing such surveillance when required for disciplinary, civil and/or criminal matters. Video/Audio recorders may be placed on any and all buses or schools. All students are subject to being videotaped on the school bus or at school at any time. The video/audio media are intended for use with respect to issues relating to safety and behavior on the bus and at school. Video/audio media are not intended for general viewing by a student, employee, parent/guardian, or public and shall not be made available for general viewing purposes.

### **Transitional Period**

For new students, the first 60 days of attendance is a transitional trial period for your child and GMS. You are encouraged to speak regularly and consistently with your child's teacher to discuss how the adjustment process is proceeding. Teachers can often suggest a variety of strategies to maximize success for your child during this time. At any time during the transitional period, either the school or the parent may request a conference to discuss whether GMS can adequately meet the needs of your child. At the discretion of the school, the transitional period may be extended.

### **Mandated Reporter**

According to Pennsylvania law (049Pa code 42.42) suspected child abuse mandated reporter requirements: Licensees who, in the course of the employment, occupation, or practice of their profession, come into contact with children shall report or cause a report to be made to the Department of Public Welfare when they have reasonable cause to suspect on the basis of their professional or other training or experience, that a child coming before them in their professional or official capacity is a victim of child abuse.

### **Special Education, Psychological, Behavioral, or Medical Screening Referrals**

Students observed by staff to have possible special education and/or medical needs will be referred for assessment. These written referrals are made to the parents/guardians accompanied by contact information for the appropriate agency/professional. Referrals for special needs may include, but are not limited to: behavioral/psychiatric, speech, vision, dental, auditory, developmental, and medical. Once the initial referral to parents is made, parents/guardians have a maximum of 30 days to make appropriate arrangements for the assessment and must tell the administration the details to keep the student's file current and to assure progress. Failure on the part of the parent to follow this policy in a timely manner will result in the student's suspension from school. Assessment results must be shared with the Director, along with any plans for treatment/follow-up services. If the student is qualified for Early Special Education services from the Carbon Lehigh Intermediate Unit/qualified professional/any other agency, the Head Teacher is to be included in any Individual or Family Educational Plan meetings as the child's regular education teacher.

If it is determined through the assessment process that the student will benefit from the special education services and/or devices, the parents/guardians are obligated to pursue these services in order to continue their child's enrollment at GMS. Examples include the necessity of wearing eyeglasses or hearing aids during class, participating in auditory or speech therapy, behavior modification plans, or individualized educational plans (IEP). If parents fail to provide necessary, consistent and effective support for needed special education services/devices in a timely manner, they will be asked to find other placement for their child. GMS believes STRONGLY that early childhood is a crucial developmental time for students in identifying and dealing with special problems to ensure the lifelong success of that child. Neglecting these needs at this age can be irrevocably damaging to the individual. GMS will work as hard as possible to provide an environment for the special needs child that will promote their educational, physical and social growth to the greatest of their potential. Only in situations where there is lack of compliance/cooperation from parents/guardians, where it is evident that the GMS environment is not effective, or in the event of irreconcilable classroom disruption will GMS make alternative placement recommendations or requirements.

### **Contracts, Suspension, Expulsion**

Montessori is not always ideal for students needing small class sizes, intense social skill strategies or behavior management interventions. If GMS feels we cannot meet your child's needs, we will refund any unused portion of your tuition accordingly except for non-refundable deposit.

No reduction or credit on tuition will be granted if a student is expelled or suspended for misconduct or parent's failure to abide by school policies.

## Sample Daily Schedule

Here is a sample schedule of a typical day in the Elementary program.

- 8:30-8:45 - Regular Drop Off/ Arrival. Children put away their personal belongings.
- 8:45-9:00 – circle time, daily planning, begin work cycle
- 9:00-12:00 – work cycle continues, formal lessons
- 12:00-12:30 – Lunch
- 12:30-1:15 – Silent/Group reading activities
- 1:15-1:45 – Outdoor play time
- 1:45-2:45 – Afternoon enrichment classes \*
- 2:45-3:00 – Clean up
- 3:00-3:10 - Dismissal

### \* Afternoon enrichment classes

- Spanish on Monday
- Art at the Baum School on Tuesday
- Music on Thursday
- Science on Friday

Please note the following:

All times and activities are approximate. The Montessori teacher has the autonomy to establish a schedule that fits the needs of her students.

- At the start of the school year there may be a group snack at 10:00, otherwise individual snack is available to the children anytime during the work time.
- Enrichment Activities, Parent Observation, and afternoon specials begin in October except for the Baum School which begins in September.
- The children go out daily, weather permitting. We will take the children out in the winter months with 25 F as our cut off. We do take the wind chill factor into consideration when making our decisions.

### Clothing, Toys and Items from Home

Children must be dressed appropriately for the weather conditions, i.e. shorts are not appropriate in winter. Children do go outside every day, weather permitting. Remember that school is a place where we use paint, glue, and all sorts of other learning materials that may occasionally spill on your child's clothes.

Children should wear washable, comfortable clothes that encourage self-dressing and allow the child to work freely without concern for his/her clothes. Place names on all clothing labels with an indelible marker. Please provide an extra set of clothing LABELED WITH YOUR CHILD'S NAME to be kept at school in case of emergencies. Your child may enjoy bringing a pair of slippers for the classroom. We strongly advise that parents not send their children to school with items of value. The school does not take responsibility to find or replace any item which is brought to school and lost or broken.

**Toys, gum, candy, cell phones, cameras, video cameras, other electronics are not allowed in school.** If you find any school equipment which has made its way into your home, please return it to us. Montessori materials are expensive, specialized, and take some time to re-order.

Please do not send your child to school with items labeled "keep out of reach of children" in their backpacks, lunchboxes or pockets. Common items that we don't always associate with this warning are ***hand sanitizer, some lip balms and sunscreen.***

### **Special Activities & Field Trips**

Special Activities are planned throughout the school year and we schedule at least one field trip per school year. Parents will be given a minimum of two weeks prior notification with details outlining any planned special activity and cost, if applicable. Written notification (permission slips) will be sent home/emailed disclosing destination, length of stay, mode of transportation, and cost if applicable. Written parental permission is required for ALL children leaving school to attend field trips whether students are walking, or traveling by car.

#### Field Trip Procedure

- Permission slips need to be returned to the school as soon as possible, **otherwise your child will not be able to go on the trip. We reserve the right to deny entrance if we do not receive written consent, and a car seat in advance of the field trip.**
- The State of Pennsylvania requires **children under the age of eight to be in car seats.** If our staff or another parent volunteer transports your child, you will need to provide his/her car seat. Students without car seats WILL NOT BE ABLE TO ATTEND and will be sent home.
- Parent or grandparent chaperones are welcome to assist on our field trips.

### **Code of Conduct**

The Montessori principal of teaching and modeling respect for self, for others and for the environment gives children opportunities to make appropriate choices in behavior. Routines in school and childcare encourage self-discipline in children and social skills are acquired and developed at GMS. The school philosophy is one of positive reinforcement. We believe that adults should model the behavior they wish children to learn. To ensure that a safe and respectful environment exists, behavioral expectations are high. Abusive, disruptive, hurtful, or destructive behaviors are not acceptable.

Our trained staff will use a variety of developmentally appropriate behavior management techniques to direct/redirect your child in a positive, clear, and relaxed manner. These management techniques, called positive discipline, help children:

- Learn to make good choices
- Learn problem-solving skills
- Learn basic values of respect, trust, responsibility, honesty, and caring for others
- Learn to communicate their needs
- Be encouraged in self-control
- Be enabled in self-discipline

GMS strictly prohibits spanking or any form of corporal punishment, physical or mechanical restraint, the withholding of food or water or any form emotional abuse. At GMS, we use "Peace Corner." During Peace Corner, the child sits quietly to think and returns when they are

“ready” to rejoin work/group or when invited back to activities of the classroom or extended care by the teacher.

Parents of children who have difficulty with the Montessori environment will be treated with respect following these procedures:

- Verbal notice to parents.
- Written notice to parents.
- Parent & Staff conference.
- Parents agree to get their child evaluated for mandatory behavioral, psychological, and educational screening or assessment by a qualified professional.

If GMS feels we cannot meet your child’s needs, we will refund any unused portion of your tuition accordingly except for non-refundable deposit. No reduction or credit on tuition will be granted if a student is expelled or suspended for misconduct or parent’s failure to abide by school policies.

### **Disrespectful behavior that results in expulsion**

- Repeated physical aggression; hitting, kicking, pinching, pushing, biting, poking, etc
- Repeated disruption of school activities.
- Child’s behavior prevents the staff’s ability to care for the safety & well-being of the individual child or group.
- Disrespect for the school’s policies and procedures.
- Damaging or defacing property.

## **Food Allergy Guidelines**

Food Allergies are becoming more widespread and their reactions can be quite serious and in some cases, life threatening. At GMS, the following policies and procedures have been adapted to best serve the needs of all of our students. Our GMS staff strives to provide a safe and healthy environment for all children. We will follow these guidelines to the extent possible but we do not guarantee that we can keep our environment completely free of food or other allergens that might cause a severe reaction.

### **Avoid Nuts and Eggs:**

Some of GMS’s children have life-threatening allergies to peanuts, tree nuts, and eggs. Even trace amounts of these products can cause a serious, sometimes fatal, reaction. Allergic reactions to nuts and egg are often more severe than allergies to other foods. Due to the particularly dangerous nature of these allergies, GMS requires that you avoid sending in any nut products, including those that contain nuts, nut oil, nut flour, and other nut byproducts of any kind. Please do not bring food with a label indicating that the item “may contain traces of nuts.” Try also to select food that has not been processed on equipment that processes nuts food that has not been made in a facility that processes nuts, but these foods are permitted in the classroom.

**We also require that you avoid sending in any egg product such as scrambled eggs, boiled or fried eggs with lunch, or any product baked with eggs for snack or birthday celebrations.**

**To abide by these guidelines and ensure the safety of the children, it is the responsibility of all parents to carefully read the ingredient labels and allergen warnings on any foods they bring to the school.**

### **Food Allergy Guidelines**

Our GMS staff strives to provide a safe and healthy environment for all children. We will follow these guidelines to the extent possible but we do not guarantee that we can keep our environment completely free of food or other allergens that might cause a severe reaction.

- All children's allergies that require treatment must be documented by a medical professional, including the symptoms that indicate a reaction is occurring and instructions for administering medication. GMS's Food Allergy Action Plan available in the office must be turned in before the start of school.
- We talk to the children about the importance of keeping the classroom safe and healthy for fellow classmates.
- We encourage frequent hand washing, especially before and after meals.
- We clean the tables and other work surfaces, before school begins, before and after lunch, and at the end of the day.
- We do not permit the sharing of foods in lunches or snacks.
- We post lists of allergies in every classroom. The Teachers and Assistants are required to be familiar with every child's allergies.
- We make every effort to avoid serving foods that contain peanuts or tree nuts or may contain traces of nuts of such foods and eggs. Foods sent in for lunch that are processed on equipment that also processes peanut or tree nut products are allowed to be served.
- If children have life-threatening allergies to foods; they must provide an acceptable non-perishable snack to be kept at school and served as an alternative, as needed. If their parents request, these children may sit apart from others when eating snack or lunch.
- We ask parents to provide the original packaging label, of the ingredients of all food they provide for communal snacks.
- Every staff member who works in a classroom with a child with severe allergies is required to be trained in the use of an epipen.
- We require that a child not bring foods containing peanut products or tree nuts, or whole cooked (scrambled, boiled, or fried) eggs in their lunches. If a staff member discovers such foods in a child's lunch, it will be removed and the parent will be reminded of our guidelines. The child's hands and lunch area will be immediately cleaned.
- While we **make every effort to be nut and egg free**, it is important to recognize that food prepared in parent homes or restaurants may not be coming from a nut-free environment.
- Our guidelines apply to all functions in the school building in area where children would be present.

## **Snacks**

Snack provided in the classroom consist of fresh fruit or vegetables, crackers and water. Occasionally, we may have fruit juice. Children also participate in food preparation activities such as apple cutting, banana slicing and spreading cream cheese on crackers. These exercises are part of the Practical Life area and encourage independence and self-sufficiency. Parents may provide snack as a donation or may seek reimbursement from the school. If you require reimbursement, please submit your receipt to the front office.

Please sign-up to bring snack supplies two times per school year. When it is your turn to provide snack, a list will be sent home. Snack items should be brought to the school the following Monday morning when you drop off your child.

## **Lunch**

Your child should eat breakfast prior to arriving at GMS each morning. If your child will be staying for lunch (full-day student), he/she must bring a lunch to school. **Parents may not make a practice of delivering lunch for students after school has begun in the morning.** In order to meet state licensing guidelines, all lunches will be refrigerated. Please make sure lunch containers are labeled, compact and easily storable.

Lunch is a quiet and social time when good manners and polite conversation are encouraged. Many children set out their own lunches and all are required to tidy up after eating. Please send a balanced nutritional lunch for your child.

## **Birthday Celebrations**

It is our custom to celebrate this most important day for your child. Upon coordination with your child's teacher, a child's birthday can be recognized in the classroom. In our continued quest for healthy eating options, we ask that should you choose to bring in a special treat for the class, that it be a healthy choice. **Only treats like fruit kebabs, fruits and vegetables with yogurt dip and items that are on the snack list are acceptable. Anything else will be send home.**

Please refrain from sending in "loot-bags" or "goodie bags" for the children. We ask that you notify and make arrangements with your child's teacher at least 72 hours in advance. Once the celebration is complete, we request that you leave the classroom. Please do not linger in the classroom as it can be highly disruptive.

Invitations for birthday parties are extremely disruptive at school. Please, do NOT distribute invitations at school, or ask the teachers to do so on your behalf. Mail your invitations directly to your invitees. A school directory will be provided upon request.

## **Health and Safety Policies**

The following health guidelines are implemented in the classroom. Specific health concerns should be discussed first with your child's doctor and then with the Program Director.

### **The Practice of Universal Precautions**

We practice universal health precautions. Body fluids from any person can be infectious, and precautions are practiced with all children. This means wearing disposable gloves when

handling blood or body fluids that may contain blood. Toys contaminated by body fluids are cleaned and disinfected.

### **Conditions Necessitating Absences**

Please keep your child home from school if he/she has experienced:

- A contagious disease (not including a common cold)
- A fever of 100 degrees F or higher within the past 24 hours
- Diarrhea and/or vomiting within the past 24 hours
- A rash (until the cause is diagnosed and determined to be non-contagious)
- Draining sores or burns
- Influenza

If your child comes to school with one of these conditions, parents will be required to come pick up their child.

The American Academy of Pediatrics recommends that your child stay home from school if he/she has an illness that prevents him/her from comfortably participating in classroom activities or if his/her need for care is greater than the staff can provide. Using these guidelines, you might keep your child home even if he/she is only suffering from a common cold. When making these decisions, please consider the well-being of your child's classmates as well as your own child's health and comfort.

If your child develops a fever of 100 degrees F or higher, is vomiting, or has diarrhea while at school, you will be notified. An early pick-up will be necessary, unless the fever develops close to dismissal time or end of extended care time.

PLEASE KEEP THE PHONE NUMBERS WHERE YOU CAN BE REACHED CURRENT BY CONTACTING THE OFFICE WHEN A CHANGE OCCURS. If a parent cannot be reached, a message will be left at the available numbers, and your emergency contacts will be called. You must provide three emergency contacts.

### **Health Alerts**

If your child is exposed to a communicable disease or condition, please let us know when he/she was exposed. We are required by law to notify the parents of other children in the school; however, we will not disclose the name of your child in the communication.

Some communicable diseases and conditions we should be made aware of include:

- Strep throat
- Chicken pox
- Conjunctivitis (pink eye)
- Ring worm
- Encephalitis
- Roseola
- Hepatitis
- Mumps
- Measles
- Impetigo
- Lice

## **Immunization Exemptions**

If you have provided signed documentation electing, on religious or medical grounds, to exempt your child from immunization, you must abide by the following regulation. Per the policy of the Allentown of Health Bureau, in the case of an outbreak situation, taking place in our school, of a childhood disease for which your child has not been immunized, your child must be kept home from school until the outbreak has ended.

## **First Aid**

Teachers are certified by the American Red Cross for CPR and First Aid. They will administer minor first aid as needed, such as cleaning and bandaging any scrapes or bruises. An incident report will be sent home with your child explaining what happened.

## **Medications**

If your child will be taking medication in school, you must sign a medication form authorizing administration. Teachers are not permitted by law to administer any medication unless this form is completed. Once this form is filled out, the following should occur:

- Medication must be in its original container. If it is a prescription medication, container must include child's name and doctor's prescription and any instructions.
- Be sure to indicate if the medication needs to be refrigerated.
- Be sure to tell the teacher when the last dose was administered and when the next dose will be needed.
- Children who require on-going medication or who may need to be medicated on an emergency basis must have a medical doctor's written orders on file with the school.
- Depending on the complexity of the procedure, school may require its staff to be trained at the parent's expense by the doctor's written orders.
- Children with food allergies must complete the Food Allergy Action Plan to ensure appropriate treatment given in the event of a reaction.

## **Emergencies**

In case of a serious medical emergency, the school will contact 911. If it is necessary to go to an emergency room, a staff member will accompany the child. When the child's immediate need has been met, a parent will be contacted. PLEASE KEEP THE PHONE NUMBERS WHERE YOU CAN BE REACHED CURRENT BY CONTACTING THE OFFICE WHEN A CHANGE OCCURS. If a parent cannot be reached, a message will be left at the available numbers, and your emergency contacts will be called. You must provide three emergency contacts.

## **Emergency Preparedness Plan**

This information is to assure you of our concern for the safety and welfare of children attending Grace Montessori School. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

Immediate evacuation: Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc. In case of inclement weather, we may then proceed to Grace Episcopal Church.

In-place sheltering: Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.

Evacuation: Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to a relocation facility. We currently have 2 available, they are:

- Emergency Relocation Facility A: Grace Episcopal Church.
- Emergency Relocation Facility B: Allentown Public Library

If it ever becomes necessary to relocate, a sign will be posted on the door stating which facility we've gone to (A or B). If you're not sure how to get there, please ask for directions before there is an emergency.

Modified Operation: May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children, but may be necessary in a variety of situations.

Please listen to WFMZ for announcements relating any of the emergency actions listed above. We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information. Your child's Emergency Contact form will be used every time your child is released. Please ensure that only those persons you list on the form attempt to pick up your child.

Emergency circumstances may require changes to your plans, but we urge you to not attempt to make different arrangements if at all possible. This will only create additional confusion and divert staff from their assigned emergency duties.

## **OTHER POLICIES**

### **School Closing/Inclement Weather/Delayed Start**

We make every effort to contact the following sites by 6:00 am to announce our closing or late start. We have no control over what time the posting will appear. Please check multiple times prior to leaving for school. If we have posted a late start, we may decide later to close. Please check again prior to leaving for school. If GMS is on a delayed start, there will be no early morning childcare and the regular program will begin at 10:00 am. Teachers will be at the front doors, ready for receiving, at 10:00 am and drop-off will end at 10:15 am.

The following internet site and television stations air our school closings. The internet site is the fastest source for information on closings as you will not have to wait for our name to appear on their list.

Internet:

[www.wfmz.com](http://www.wfmz.com)

[www.gracemontessori.org](http://www.gracemontessori.org)

[facebook.com/grace.montessori.1](https://facebook.com/grace.montessori.1)

Television:  
WFMZ-TV 69

School Phone Voice Mail  
610-435-4060

Email  
An email will be sent to parents indicating school closure or delayed start.

If inclement weather occurs during the day, we encourage parents to again watch for information from the local television station for early dismissal plans. Please make arrangements accordingly.

### **Enrollment**

Our programming options include partial week (toddlers only), a five half-day per week morning Montessori mixed-age program and a five full-day per week Montessori mixed-age program.

### **Late Payment/Returned Checks**

A fee of \$10 per month will be assessed for any late payments received after the 10th of the month. A fee of \$25 will be assessed for each check deposited against insufficient funds. If payment is two weeks overdue, a warning will be issued. Accounts more than one month overdue will result in suspension of child until payment is made. Continual late payments will result in dismissal of child. Students with an accounts receivable balance may not begin classes in the fall until the balance is paid. Please contact the office if you anticipate a payment problem.

Tuition refunds or credits will not be made for school closure due to illness (outbreak), weather related or power outage closings.

### **Re-enrollment**

GMS has the right not to extend application for re-enrollment if the school considers child or parent to have failed to abide by the terms and conditions of the tuition contract and the conditions set forth in the Parent Handbook. If a child is ready for our "Kindergarten" program, GMS will determine by evaluating progress and assessing whether child qualifies for Kindergarten in the school district in which he/she lives. All kindergarten students attend the full day program.

### **Withdrawals**

If parent withdraws child from school, parent is required to give school written notification and pay the lesser of three additional months beyond the month in which written notice is received (not including the non-refundable deposit) or the tuition due for the remainder of the school year.

Families withdrawing from GMS with the intention of avoiding payment for an extended vacation or other personal reasons will not be re-admitted to GMS, as this behavior undermines the educational process and disturbs the class structure. GMS follows an academic year, September to mid – June.

The following are conditions that will cause School or Extended Care services to be terminated:

- Continual late payments or continual late drop off/pick-up (more than three within a one month period)
- Child behavioral problems deterring successful school experiences. Disrespect of the school or extended care setting, policies, or staff
- Failure on the part of parents to follow school policies or respect staff
- Sporadic attendance
- Consistently arriving after 8:40 am and disturbing the educational process

### **Evaluation or Referral Paperwork for Other Schools**

As per our policy parents are required to give the teachers 15 working days to complete the evaluation and referral paper work. Please submit the paper work at the front desk 15 days prior to the submission date.

### **Scholarships**

- Application forms for scholarship are available in the school office. We must have all financial documents by the announced deadline and prior to awarding scholarship.
- No full scholarships will be awarded. Parents must pay a portion of the tuition.
- No scholarships are available for extended care or summer camp.
- Scholarships are limited and awarded based on financial need and may be withdrawn at any time.
- Families eligible for Child Care Subsidy must first apply for this funding before being considered for scholarship.

*The scholarship program at Grace is separately funded and families paying full tuition do not subsidize the scholarship program.*

### **Summer Camp**

Our summer program generally runs for 8 weeks.

The summer camp is staffed with our Montessori Teachers and or Assistants. Hours are daily from Monday through Friday. Extended care is available if the demand exists.

Summer camp applications will be accepted in early spring. Applications are distributed to students at the end of March or may be picked up at our school office.

Summer camp is educational and recreational in nature. We retain the Montessori philosophy with an emphasis on a quality educational and recreational experience. Themes vary from session to session.

## **COMMUNICATION**

Communication is the cornerstone of a good relationship between school and home. GMS acknowledges that clear, timely and effective communication between parent, staff and teachers is essential. Parents can call or email to schedule a visit or come to the school any

time there is a concern. Staff and teachers return calls as soon as possible. Be aware that teachers and assistants are responsible for children the entire school day. They will return your call at their earliest convenience (typically by the end of each work day). Soliciting staff members for personal contact information is strictly prohibited. Concerns regarding extended care issues should be directed to the Director. We encourage you to communicate regularly with us, so we may work together to best meet the needs of the students. Please pay attention to the papers, notices, and emails you receive.

School Administrators are available by appointment to answer questions or concerns. We are a school community and value open communication between parents and the school to make our school the best it can be for our children. It is important that the Executive Director/Program Director know of any unresolved issues which are of concern to you.

### **Curriculum and School News/School Calendar**

Curriculum and news will be available throughout the year from via the school website and/or email. The school calendar and parent handbooks are available for downloading from the school website. You will be asked to acknowledge receipt of both of these publications via email.

### **Bulletin Boards**

Each classroom posts student "productions" (artwork, creative writing, etc.) for parents to see on their classroom boards (located above your child's cubby in the hallway).

### **Backpacks**

Please send you child to school with a backpack on Fridays. Important information and student works will be send home every Friday. It is your responsibility as parents to check your child's backpack every Friday.

### **Conferences**

Parent/Teacher conferences are an important part of your Montessori experience. They provide an opportunity to learn more about your child and his/her growth.

During the school year there are two mandatory parent/teacher conferences, one in the fall and one in the spring. Parents are responsible for signing up for these conferences at the designated times. At the initial conference, parents and teachers discuss expectations and goals as they relate to the child and the Montessori philosophy. During the second conference the child's progress is evaluated, and new goals can be set. Written descriptions of progress are issued at these times. Parents receive the progress reports in advance of the conferences. Our hope is that you as parents will ask questions and discuss concerns with teachers openly and honestly.

Additional conferences may be requested by either the parent or teacher at any time. Additional conferences will be scheduled at times convenient to both parents and teachers and may address any concern or need not being met during the ongoing day-to-day communications which occur between staff and parents.

## **Classroom Observations**

- We have an “open door” observation policy. As parents you are invited to observe your child. We understand, however, that children need time to feel at home in the classroom. For this reason, we encourage you hold off with your classroom observations until October in order to give our students time to become comfortable in the environment.
- You are welcome to observe after all the children are settled in their classrooms. We welcome observations **after 9:15 am**. You must notify the office before doing so.
- You will be asked to read the Observation Guidelines before entering your child’s classroom.
- Photography is prohibited as is the use of cell phones.
- During observation period, please jot down any questions or comments you may have and submit to the Director. We will follow up accordingly.

## **Parent Education**

It is vital all of our parents familiarize themselves with the Montessori philosophy. We provide parent education by classroom to explore the philosophy, specific areas of the classroom and Montessori materials. We require, in our contract, all of our parents attend.

## **E-mail**

The primary way we provide information and updates is through e-mail. In addition, each class Teacher can be reached via e-mail. Please know that the teacher will respond to you within 1-2 school days. E-mail correspondence is strictly for educational and child-related matters. **DO NOT SEND or INCLUDE** the teacher on “forwards”. Do not solicit staff for their personal e-mail addresses.

**Ms. Jessie & Ms. Radhika**  
**elem@gracemontessori.org**

In accordance with the school’s Employee Policy Manual, employees may not work outside the parameters of the school for parents, and extended family members, or request or accept transportation from them. The school considers the respect of professional boundaries to be essential, and requests that parents refrain from asking employees to engage in activities, such as those stated above, which are prohibited.

## **Family involvement**

One of the pillars of a Montessori education is an involved family unit. All children benefit when the school and parents work together. Our school’s vision is to generate a world of creative thinkers, lifetime learners and community builders who are willing to work with each other and are comfortable with diversity. It also gives needed support to the teachers and administrators to keep tuition affordable for everyone. We want your involvement to fit your schedule, as we know how busy life can be with young children. Each family is required to devote a minimum of ten hours of time, effort, and talent to benefit the school. The Family Involvement form you received will help us to understand your time and talents and what you are able to contribute. The administration asks that each parent sign up for at least one committee each year. We want to make your child’s and your time here at GMS memorable and rewarding, and we need you to be involved.

Families are responsible for:

- Participation in orientation, parent conferences, and parent education.
- Participation in the scholarship auction.
- Providing a home environment that supports the development of positive self-esteem, learning attitudes and habits, and social intellectual competence.
- Supporting the smooth operation of the school by fulfillment of parental responsibilities such as timely arrival and departure, prompt tuition payments, adherence to school policies and procedures, keeping informed by reading newsletters and notices.
- Supporting and valuing the school's philosophy and policies through positive interaction including courteous validation and policy through private meeting with the director and/or teaching staff when and if concerns arise.
- Supporting, valuing and protecting each student's personal development during and after classroom observations and participation in school activities.
- Abiding by the Code of Conduct as set forth in our tuition agreement and all policies set forth in this Parent Handbook.