

## 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 value and challenge each person to build a respectful community of trust, compassion, and academic rigor. As independent, confident, and competent people, we will engage actively in the world to promote sustainability, justice, and peace.*

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: teachers, students, and families. This handbook and the information it contains should help you hold up your “leg” of this important relationship.

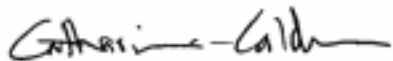
For your child to benefit most fully from the years he/she will spend at MMS, we suggest you become familiar with the Montessori philosophy. Throughout the year we will present Parent Education Programs aimed at increasing your understanding of Montessori philosophy, education, and parenting. We strongly 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 weekly newsletter, MeadowLink, containing information about the academic and social events of the school. Please read issue, which comes to you electronically, for information about all school functions. You can find past issues of MeadowLink, as well as other important information, on our website ([www.meadowmontessori.org](http://www.meadowmontessori.org)).

In addition, we have a collection of reading material, audiotapes and videos concerning Montessori education and parenting, which can be found in the Parent Resource Room in the main building. This room is for *your* use, and we hope that find time to sit and relax.

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*

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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 classroom 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. All children have 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 (other than infant and toddler). 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

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Meadow Montessori is a non-profit organization with tax-exempt status. A Board of Trustees, who gives its 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 fully accredited by the American Montessori Society and affiliated with the 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. Cindy Taylor.....	President
Dr. Andrew Karpenko.....	Vice-president
Ms. Heidi Burroughs .....	Secretary / Treasurer
Ms. Christine Baiden.....	Parent Guild Representatives
Ms. Elizabeth Burroughs.....	Alumni Representative
Mr. Thomas Dunahm .....	Trustee
Ms. Helen Harrigan .....	Trustee
Mr. Hobby Nels .....	Trustee
Ms. Sara Preston .....	Trustee
Ms. Deb Sabo.....	Trustee
Mr. Kalyan Sennerikuppam .....	Trustee
Ms. Debra Shah.....	Trustee
Mr. Coady Torio .....	Trustee
Ms. Maria Zagorski.....	Trustee

### **Administrative Staff**

Catharine Calder.....	Head of School, BA, MA, AMI
Heidi Burroughs .....	Director of Finance, BA
Emily Yockey .....	Director of Development and Admissions, BA
Tiffany Mason.....	Office Manager
Beth Patton .....	Administrative Assistant for Early Childhood Programs, BA
Amy Zarend .....	Director of Parent Engagement

### **Academic Staff**

#### **Early Childhood Programs:**

Kristen Kwiatkowski .....	Director, Infant Program, BA, AMS Intern
Charise Howard .....	Director, Toddler Program, Assoc, Child Development, AMS

Abbie Masserant.....Director, Children’s House East, BA, AMS  
Amanda “Moe” Aronson.....Director, Children’s House West, BA, AMS  
Dawn Weatherholt.....Director, Children’s House North, AMS  
Beth Patton.....Director, Children’s House Extended Time Care  
Paige Jondro..... Assistant, Infant/Toddler  
Rebecca Wickenheiser..... Assistant, Infant/Toddler  
Valerie Kittle.....Assistant, Infant / Toddler  
Hillary Queenan.....Assistant, Infant / Toddler  
Amy Baron-Galbavi..... Assistant/ Children’s House East  
Karen Torio.....Assistant/ Children’s House North, BA

**Elementary Programs:**

Rebecca Loope Collum..... Lower Elementary East, BA, M. Ed, AMS  
Anya McCormick ..... Lower Elementary West, BS, M.Ed. TMI  
Wendy Willis.....Assistant/Lower Elementary West, AMS Intern, BA  
Tatiana Howard..... Assistant/Lower Elementary East, BA, M. Ed.  
Meg Fedorowicz ..... Upper Elementary, BA, M.Ed, AMS  
Holly Morse.....Upper Elementary, BA, MLS, AMS  
Tina Valentine.....Assistant, Upper Elementary, BA

**Secondary Programs**

Whitney Bednarz..... Middle School, BSA, AMS  
Janae St.Amour-Gomez ..... Middle School, BA  
Gregory Lasingh..... High School, BA, AMS  
Catharine Calder .....High School, BA, MA, AMI  
Sharon Kourous..... High School, BA, MA  
Rob Peven..... High School BA, MA

**Specialists:**

Isabel Benedicto..... Spanish, BA  
Carol Yuan..... Chinese, BA  
Dawn Forter ..... Physical Education, BA  
Katelyn Gilbert..... Strings/Music, BA, MA  
Sandy Lentner ..... Woodwinds/Piano/Music, BA  
Kathryn Folkrod .....Vocal/Music, BA, MA  
Holly Morse..... Latin, English as Second Language, BA, MLS, AMS  
Tina Valentine.....Art, BA  
Elizabeth Stewart.....Piano, BA  
Shari Webber..... Extended Time Care, BA, M. Ed

**Admissions and Withdrawals**

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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, sexual preference, 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 head classroom teacher 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 head classroom teacher 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

*Lower Elementary*

6 years – 9 years

*Upper Elementary*

9 years – 12 years

*Middle School*

12 years – 15 years

*High School*

15 years – 18 years

***Tuition & Fees***

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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 child enrolled. This fee covers classroom and art supplies and is indicated on your enrollment form.

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.

Parents sign a one-time / continuous Enrollment Contract for each child when he/she first enrolls in our program. The contract is automatically renewed until a parent indicates that his/her child will not be returning to Meadow Montessori.

The school can revoke the contract at any time if the relationship between the school and the parent or school and student is not positive, trusting, and supportive. If a parent or student acts in ways that are contrary to the rules and regulations of the school, jeopardizes the safety of students or others, demonstrates the inappropriateness of the match between the school, parent, and student, or if the academic performance of the student is inconsistent with the standards of the School, the school can revoke the contract.

Meadow Montessori will not refund tuition monies in the event that we revoke the enrollment contract and ask a family or child to leave the school.

### ***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 comparable 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 \$750.00 during the school year for each child enrolled in one of our programs. Families can satisfy this requirement by contributing directly to the 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.

All families are assessed the Annual Gift in their tuition contract. 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 \$750.00 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.

### ***Scrip Program***

Scrip is a gift certificate program that generates revenue from participating merchants, including local and national retailers. Scrip can be used to purchase everyday items, such as food, clothing, gas, and dining.

The retailers sell the Scrip to our school at a discount, usually between 5-18%. The discount received from the retailers is then credited toward your annual giving amount, less a convenient fee.

Scrip orders can be placed via the Internet or in the school office. For additional information on this program please visit with our Scrip Coordinator or Director of Finance.

### ***Ledger Accounts/Statements***

A ledger account is established for each family that details charges and payments made by the family. Fees for services such as lunch, books, music lessons, and field trips, must be paid for in advance of the services received.

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.

### ***School Closings***

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Meadow Montessori cancels classes following the lead of Monroe Public Schools for snow days only. MMS will hold classes if/when closure by Monroe Public Schools does not seem relevant to our facility and student body. 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. Closing announcements can be found on local television stations and are posted on our web site ([www.meadowmontessori.org](http://www.meadowmontessori.org)).

In the case of fog delays or other inclement weather situations, it is up to the discretion of parents to determine if their children can be safely transported to school. Tardiness or absences under these circumstances are considered 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 (ETC) (childcare) on these dates to students enrolled in the program. Hourly rates will apply for students not enrolled in the ETC upon advance request only. ETC 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***

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#### ***Statement of Concern***

Meadow Montessori School recognizes the importance of the physical well being of its students and, therefore, will do everything possible to aid the student in the maintenance of good physical health. This includes, but is not limited to, attention to cleanliness, pest control, and faculty and student 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 before the first day of school for all required immunizations.

Parents who claim a medical or nonmedical waiver must obtain a *Nonmedical Waiver Form* from their local health department. Schools are no longer allowed to distribute a form. A vaccine may be waived or delayed for one or more of the following three circumstances:

1. The child has received at least one dose of required vaccine(s) and the next dose(s) are not yet due. These children are considered to be in a provisional status, and we must follow-up with these students to be sure subsequent doses of vaccine are received.
2. The child has a medical contraindication to a vaccine, in which case a *Medical Contraindication Form* is required to be completed and signed by the child's medical physician.
3. A parent or guardian hold a religious or philosophical ("other") belief which precludes receipt of vaccinations.

*A student who fails to meet immunization requirements cannot be admitted to school.*

#### *Physical Examination*

All newly enrolled students need a physical examination, regardless of age. For students with specific medical conditions, which may interfere with his/her educational training, the school may request a physical examination when deemed necessary by the Head of School.

#### *Vision Screening and Reporting for Kindergarten Students*

The screening of children's vision prior to the start of Kindergarten is required in Michigan. Parents must submit a certificate of hearing and vision testing or screening before the first day of school, unless the school already has one on record.

#### *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. We require a signed parent permission form with physician instructions. Under no circumstances may a student medicate him/herself. This includes cough medicine, cough drops, aspirin or Tylenol, etc.

#### *Allergies*

We do our best to accommodate child and staff members with allergies. Parents are required to submit a physician's report regarding a child's specific allergies at the beginning of each school year.

#### *Oral Care*

Care of one's teeth and gums begins early at MMS. We wipe the gums of infants daily with a warm washcloth. Preschool aged children are introduced to tooth brushing when a local dentist visits annually. Preschool-aged children brush their teeth daily immediately following lunch.



### *Accidents*

We notify parents when their child has a significant accident or injury at school with a written incident report, completed by the adult who witnesses the injury. We place the incident report in the parent's mailbox and ask that he/she sign it and return it to school within 24 hours. We keep all incident reports on file.

We report all major injuries and incidents—those that involve broken skin or require first aid. It is at the discretion of the teacher whether to report *minor* scrapes, bumps, and bruises, as they occur often with small children. Parents should indicate to their child's teacher if he/she wishes to receive an incident report *every* time a minor injury occurs or leave it to the adult to determine whether a report is warranted.

It is important to note that we report *all* head injuries, no matter how minor immediately with a phone call and then a written incident report.

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 the parent's responsibility to 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.

### *Discipline*

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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.

We are **required** by law to list all of the things we do NOT do at Meadow Montessori, but it is important to remember that we always strive to be positive and proactive in all things.

All of the following means of punishment are prohibited at Meadow Montessori:

- Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment
- Restricting a child's movement by binding or tying him or her
- Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child
- Depriving a child of meals, snacks, rest, or necessary toilet use
- Excluding a child from daily learning experiences
- Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle

Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited by subrule (2) of this rule.

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 for 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***

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### ***Infant***

The head teacher of the Infant Program will offer specific guidelines.

### ***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 teacher. Gym shoes are required for physical education for all students, along with appropriate clothing for outdoor activities. We do not 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, and cellular phones. Students who bring cell phones to school must leave them with the front office and/or their classroom teacher. They cannot be kept in book bags, cubbies, or lockers.

Specific field trips and special days may require "dressing up." We will always provide advance notice for such occasions.

### ***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, so please label ALL clothing that comes to school, especially snow pants, hats, gloves, etc. so we can return them to their rightful owner.

## ***Lunch***

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Lunch is a special time for children at MMS and should consist of nutritional, 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 at school with the students' assistance. Microwaves are available for heating food, but only on a limited basis. Milk and water are available in the lunchroom.

Each lunch period lasts approximately 30 minutes. The first-year lower elementary lunch begins at 11:15 a.m. This youngest group is joined by the 2<sup>nd</sup> and 3<sup>rd</sup>-year students at 11:30. The upper elementary students eat lunch at 12:00, and middle school lunch begins at 12:30. High school students eat lunch on a rotating schedule.

Toddlers and preschoolers, who stay for nap or are enrolled in our ETC and extended day programs, bring their lunches or order hot lunch. The students eat in their classrooms.

### ***Hot Meal Program***

#### *Lunch*

A hot lunch program is available for preschool, elementary, and secondary students.

We send home hot lunch menus each month. 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)***

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#### ***General Information***

Meadow Montessori's Extended Time Care, or ETC, offers before and after school care for toddler through middle school students. ETC is available beginning at 7:00 a.m. until 6:00 p.m. This program can be included in the annual tuition by paying the "Full Day" amount; otherwise your hourly childcare costs will 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. An adult must sign in any child arriving more than 15 minutes prior to the start of class time. Parents or guardians must sign in infants and toddlers. Preschoolers are encouraged to enter the building on their own, so the classroom teacher is in charge of signing in the students. At the end of the day ALL students must be signed out by an adult, and the adult in charge of the program must be notified that the student is leaving. When no departure time is indicated on the sign-out sheet, we will assume that your child remained at school until 6:00 p.m. and you will be charged accordingly (\$5.00/hour).

### ***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 \$5.00 per hour and \$1.00 per minute after 6:00 without prior arrangement. Hourly ETC charges and late fees for any student not picked up by 6:00 p.m. appear on your monthly ledger statement.

### ***Safety at School and Home***

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#### ***Entering and Exiting School Ground***

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-off/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.

#### ***Safety Drills***

We have regular fire drills in the fall and spring each year, as well as severe weather drills in the spring. The staff is trained to respond to an unwanted intruder in a number of different ways, and we review these procedures annual.

#### ***Weapons-free Zone***

Meadow Montessori is a weapons-free campus. We allow no one to carry a gun or weapon of any kind.

At the same time, we urge parents to practice safety in their own homes, by practicing a fire and severe weather drills. It is also essential to make sure that all that children do not have access to medications of any kind. We are all aware of the dangers posed by guns, rifles, and any other firearms and weapons, so parents should take extra steps to secure them from the reach of children.

### ***Arrival and Dismissal***

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#### ***Early Childhood Building***

When dropping off children at the Early Childhood Building (ECB), pull in and 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.

Please do not park or leave your car unattended under the portico.

### ***Elementary***

When dropping off children at the Elementary Building (EB), 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.

### ***Communications***

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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 building.

We request that parents or elementary students check mailbox regularly. Elementary and middle school students bring classroom folders home each Friday containing information and reports from their teachers, as well as communications from the school office. It is essential that the school has a current email address for every parent, and we encourage you to check your email regularly for messages from the school, classroom teacher, and/or room parent.

The Meadow Link, MMS's weekly newsletter, contains classroom updates from teachers, a calendar of events, and other newsworthy articles. You can find this publication on our website, or you can request a hardcopy. We strongly encourage you to read MeadowLink on a weekly basis; we publish it every Sunday for your convenience.

We encourage you to sign up for Remind 101 in order to receive timely text messages for announcements and reminders. We also share information and up-to-date school events on our Facebook page.

Additional information can be obtained by visiting the Meadow Montessori web site at:

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

## **Observation**

Parents are encouraged to observe in classrooms at any time. We especially encourage parents to observe before each of the four conferences.

Each classroom in the Early Childhood Building has one-way windows, which allow a parent to observe without being seen. In the elementary and secondary buildings, parents take a seat in the classroom. We only ask that a parent remain quiet and unobtrusive during his/her observation and following the Observation Guidelines.

Please contact the office wherever possible regarding your observation to make sure your child's class is in session.

## ***Solicitation***

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To prevent conflicts of interest and maintain the educational focus of our community, we do not permit solicitation of our staff, parents, and families.

We provide parent contact information in our Parent Directory, which is published annually using information which parents have allowed us to share. This document is solely intended for the use of parents for the purpose of organizing carpools, play dates, childcare, birthday parties, etc. Misuse of this information for ANY other purposes (solicitation for ANY entity or organization- nonprofit/for profit, etc.) is prohibited. Should you receive such solicitation, please notify the school.

If you believe our community would be interested in an event or offer from another business or organization you represent, please contact the school administration. All requests to distribute information must be approved by the Head of School.

## **Summer Enrichment Programs**

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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***

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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. The Parent Guild has a representative who sits on the Board of Trustees.

Funds, raised by the Parent Guild each year, are used to support the classrooms and other school needs. All families are asked to participate in the various fundraisers. Additional parent support is also needed with other fundraising activities throughout the year, including the Annual Auction and the annual Book Fair.

## ***Volunteering/Parental Involvement***

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Each family is asked to complete a Volunteer Assessment form indicating areas, activities, or duties they wish to volunteer for or assist with. 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.