



**Montessori School of Westfield**  
**800 E. Sycamore St.**  
**Westfield, IN 46074**  
**(317) 867-0158**

**Parent Handbook**

**Table of Contents**

§	Arrival and Dismissal Procedures	.....	Page 3
§	Backpacks	.....	Page 3
§	Before and After Care	.....	Page 3
§	Birthdays	.....	Page 4
§	Carpools	.....	Page 4
§	Class Visitation/School Tours	.....	Page 4
§	Clothing	.....	Page 5
§	Conferences	.....	Page 5
§	Criteria for Withdrawal and Dismissal	.....	Page 5
§	Emergency Contact Procedures	.....	Page 6
§	Employee Identification Number	.....	Page 6
§	Field Trips	.....	Page 6
§	Grievance Procedures	.....	Page 6
§	Holiday Recognition Guidelines	.....	Page 7
§	Illness	.....	Page 7
§	Lunch Items	.....	Page 7

\$	Objects from Home	.....	Page 7
\$	PTO Information	.....	Page 8
\$	School Newsletters	.....	Page 8
\$	School Pictures	.....	Page 8
\$	Severe Weather	.....	Page 8
\$	Snacks	.....	Page 8
\$	Speed Limits	.....	Page 9
\$	Tuition	.....	Page 9
\$	Volunteer Hours	.....	Page 9
\$	Website	.....	Page 9

## **Arrivals and Dismissals**

### Children's House 1, 2 and 3

All Day Students - 8:30 am to 3:00 pm

Morning Students - 8:30 am to 11:30 am

Afternoon Students - 12:00 pm to 3:00 pm

### Elementary 1 and 2

7:50 am to 2:50 pm

Front Canopy (West) - For Children's House 1 and 2

Back Canopy (South) - For Children's House 3, and Elementary 1 and 2

Children should arrive for school within five minutes of the beginning of class. At this time, children will be helped out of the car and into the building by an adult or Elementary 2 student. Please say your goodbyes in the car, and do not escort them into class. Quite often, this makes the separation between parent and child much easier for the rest of the school year, and it allows a better flow for the rest of the arrivals in the morning. If you are late, there will not be an adult to greet your child, so please see your child into the building and quietly into class. This will prevent any disruption for the rest of the students.

Children will be dismissed 5 minutes prior to dismissal time up to 15 minutes after dismissal time. Please pull up to the appropriate canopy, place your car in park, and your child will be brought out by an adult or Elementary 2 student. If you must come into the school, please proceed to the parking area, and enter into the school. Be advised that only those you distinguish as drivers for your child will be permitted to take your child home (see Carpools). At 3:15 pm, the doors will be locked, and your child will be sent to After Care (see Before and After Care). The fee for arriving late for morning dismissal will be \$1.00 per minute tardy, as class for the Children's House promptly resumes in the afternoon at 11:30 am for lunch.

## **Backpacks**

Each child is required to bring a backpack (or similar tote) to school each day. All backpacks should be clearly marked on the outside with your child's name. A folder with your child's work, teacher comments, and any school information will be sent home each Monday. Please return this folder in your child's backpack by Wednesday of that same week. In addition, be sure to check your child's backpack on a daily basis for any school information, dirty clothing, etc.

## **Before and After Care**

The school opens at 7:30 am each morning. Children arriving into school 15 minutes before arrival time will be supervised by a teacher until school begins. The cost is \$4.00 per child.

After Care begins promptly at 3:15 pm. At this time, your child will be taken either outside or down to the basement. The basement door on the southwest corner of the school will be unlocked, so you can pick up your children. The fee is \$4.00 per hour per child. After Care ends at 5:30 pm, and tardiness will result in a charge of \$1.00 per minute per child.

Billing will be sent out each Monday for the previous week, and you will have until Friday of the same week to pay. If the charges are not paid in full, a \$10.00 late fee will be assessed to your next bill. Please put your payments in the Before/After Care envelope located at the front canopy (west) door, or give them to the attending After Care teacher. Please do not put the payments in your child's folder.

### **Birthdays**

Those children who wish to celebrate their birthdays in class may do so. This is not required of anyone, but if you would like to celebrate, please set up a date and time with your child's teacher. You may bring a healthy snack (see Snacks) for the celebration. Lastly, Children's House children celebrate by putting together a timeline, which requires a set of pictures (3x5 or 4x6) documenting each year of your child's life. The timeline goes home with the child.

### **Carpools**

If this is your child's first experience away from home, you may want to limit adding another experience until she/he is more comfortable with the new routine. If you do share driving duties with another parent, babysitter, or friend, the school must be notified in writing in order to release your child. This is for your child's safety, so please let us know the name of the person(s) and the kind of vehicle they will be driving.

### **Class Visitation/Tours**

MSW has always encouraged parents and family members to observe their children at work. This is a necessary part of the Montessori experience, and we enjoy having knowledgeable parents with whom we can confer. We ask, however, that you remain in the hallway during class and observe through our windows. The interaction you can see while being anonymous will be much more accurate and objective observation. If you or another family member would like to come into the classroom to see materials, you must make an appointment with at least 48 hours notice. Also, former MSW students are always welcome in class during work time with the same 48 hour notice.

Parents, family members, or friends may tour the school by making an appointment with the school administrative assistant. You may tour any Tuesday afternoon between 1:00 pm and 3:00 pm without an appointment. Just stop by the school office for your guided tour.

## **Clothing**

The atmosphere of a Montessori classroom is quiet, happy, and productive. Many factors contribute to this, including clothing. Please encourage your children to dress themselves. The only important things to consider are that the children are comfortable and self-manageable. Tennis shoes or sandals with a back ankle strap must be worn each day for your child's safety. Due to safety reasons, we have adopted the same policy as Westfield Washington schools regarding "heelies" (tennis shoes with the wheel on the bottom). Heelies are NOT ALLOWED to be worn to school. Flip flops, open heel sandals, etc. should NOT be worn to school. Children not wearing the appropriate shoes will be asked to sit out during recess. If adverse weather conditions require boots, make sure they are put on the rubber mats underneath the coat hooks in the hallway and the child has a pair of appropriate shoes to put on before entering the classroom. Hats may not be worn in the classroom.

Children's House students must have an extra pair of clothing (including under clothing and socks) in a ziplock bag with the child's name written on it in their backpack everyday. Parents should always check the child's backpack each day for any dirty clothing.

If your children participate in Physical Education, they must have a pair of shorts and a T-shirt that will be kept at school for this class. The children will wash and fold them, so they will be clean each session.

## **Conferences**

At any time of the year we are willing to give answers to questions concerning curriculum, behavior, or the overall development of your child. We fully support the parents' rights to know the progress of their children, so if at any time you would like to set up a conference, give your child's teacher 48 hours notice, and a conference will be set up by the teacher. In addition, a reminder will go out once during the 1<sup>st</sup> semester, and once during the 2<sup>nd</sup> semester, to schedule a conference with your child's teacher. While you are not required to do so, it is encouraged.

Please refrain from engaging the staff with questions during arrival, dismissal, or class time. If you have a quick question, please write a note and send it in with your child. The teacher will make every attempt to answer by the end of the day.

## **Criteria for Withdrawal and Termination**

If, at any time, a parent decides to withdraw their child from the Montessori School of Westfield, you may be required to pay the balance of that year's tuition. This requirement will be left solely to the discretion of the school administration. A 30 day written notice is required in order to be refunded that month's tuition.

If, at any time, an instructor at MSW has reason to believe that a child is best suited not to attend our school, she/he will immediately notify the school administration. A conference

will then be arranged between the administration, the instructor, the student, and the parents of the student involved. If cause is demonstrated, the student may be placed on probation, and the administration will attempt to alleviate any problems. In the event of continued concerns, the student may be asked to leave the school, at which time an appeal can be made to offer specific remedies to the problems. As a private institution, the ultimate responsibility for termination of a student from the school will rest solely on the school's administrator.

### **Emergency Contact Procedures**

**Contacting the School** - If you have a situation in which you need to reach the school, simply call the school at 867-0158, and leave a message. Messages are checked throughout the day. If your call requires immediate assistance in case of an EMERGENCY ONLY, you can reach the school at 902-8728. Mr. Sumski (Lead Teacher, Elementary 2) will have this phone in class, so please use only if it is a true emergency.

**Medical Emergency** - If the school should need to contact you in case of a medical emergency, we will use the current contact information in our database to call you. Therefore, it is imperative that you update any emergency contact information as it changes throughout the school year. The medical institutions will not perform emergency treatment without the consent of a guardian. They do, however, provide a form to give consent for emergency treatment that we ask you to complete. This form gives permission for your child to receive treatment in case we are unable to reach you. Please make sure that you have signed such a form at the start of school.

### **Employee Identification Number**

Montessori School of Westfield does have a Employee Identification Number: 35-1944303. This number may be requested for tax purposes, etc.

### **Field Trips**

Two to three times a year, each classroom will embark on a field trip that enhances the curriculum by learning about a particular subject. You will be notified in advance of these trips and will be encouraged to come and help drive. If you do not wish for your child to participate in these trips, please notify us.

### **Grievance Procedures**

- § A person initiating a complaint with the Montessori School of Westfield must consult with a grievance administrator, in writing, concerning the issues from which the complaint stems. The administrator may institute any changes or solutions she/he feels necessary to eliminate further problems.
- § If a complaint is not resolved to everyone's satisfaction by this initial contact, the problem can be brought before the MSW Arbitration Committee, which will decide if it is worthy

of a hearing.

§ In the event of a hearing, the Committee will decide upon a course of action that will be binding on the involved parties.

### **Holiday Recognition Guidelines**

Recognition of holidays will be done in individual classrooms. The overall aspects of the holiday will be presented, including historical and cultural aspects. We will endeavor to present to the children a variety of holidays, including those from different countries. Traditionally, we celebrate Thanksgiving, Christmas, and Valentine's Day. In addition to these days, the instructor may also celebrate St. Patrick's Day, President's Day, Columbus Day, and Hanukkah.

### **Illness**

Parents should always be attuned to their children's physical wellness each morning. Since the school is so focused on movement and social interaction, if your child could possibly be a carrier of a cold or other illness, it is imperative that she/he stays home from school that day. Failure to do so could not only make your child more ill, it could endanger the other students and staff. If your child's teacher feels that your child should be at home, she/he will call you and ask for you to pick up the student immediately.

If a child has any of the following, she/he should be kept home from school:

- § An oral temperature above 99.6 degrees
- § Conjunctivitis (pink eye)
- § Head Lice
- § Vomiting
- § Diarrhea
- § Chicken Pox
- § Strep Throat
- § If your child is showing signs of a contagious infection, i.e. green nose, runny eyes, or a rattling cough

### **Lunches**

Please support the school's effort to promote good nutrition when packing your child's lunch. Healthy items such as: meat, cheese, pasta, yogurt, granola, vegetables (cooked or raw), fruits (fresh or canned), milk, soy milk, water, etc. are encouraged. Please DO NOT send items high in sugar or food coloring (i.e. cookies, gummy fruits, puddings, colored fruit juice, etc.) as we will ask your child to save these items to eat at home. Children will be asked to pack up any uneaten food items in their lunch box each day. This gives parents an idea of what their child has eaten each day.

### **Objects from Home**

Please do not allow your child to bring random play things from home. However, the sharing of learning objects, such as plants, books, records, or cultural items are always welcome. Please mark your name on anything that comes into the school, so we can be sure to get it back to you.

We would like to discourage the passing out of invitations within the school or the classroom. We are aware that this is easier than the mail, but unless the entire class is invited, this practice is often done at the expense of some of the children who are not invited. On the same page, we would like to discourage the bringing of presents to school for an after school party.

### **PTO Information**

PTO materials will be sent home with your child as events warrant. All information will be printed on turquoise paper for easy identification. Any forms that need to be returned to the school can be put in the PTO Folders located at each canopy. The folders will be clearly marked PTO, and any checks should be payable to the MSW PTO. In addition, all PTO forms will be available on the school website (see Website).

### **School Newsletters**

School newsletters will be sent home at the beginning of each month to keep you informed on the events and happenings in your child's class. In addition, you will receive a monthly newsletter from the school administrator (printed on yellow paper) with events and information that pertain to the entire school. All newsletters will be available on the school website (see Website).

### **School Pictures**

Every fall, school pictures are taken and are available by early December (Christmas time). Photos are taken during regular class time for portfolios.

### **Severe Weather**

We will follow the Westfield Washington School closings due to severe weather. Please tune into the network television and radio stations for up to date delays and cancellations. **In the event of a 2 hour delay, MSW will open at 9:30 am for all classes.** Should we need to close early due to severe weather, we will make every attempt to contact parents as quickly as possible to notify you of the closing.

### **Snacks**

If you have volunteered to bring in snacks to your child's classroom, please keep in mind that the school promotes good nutrition. Suggested items for snack would be: fresh fruit, fresh vegetables, wheat free crackers, peanuts, raisins, cheese, granola bars, dried fruits, unbuttered/unsalted popcorn, etc.



## **Speed Limits**

The speed limit on Sycamore Street is 20 mph. If neighbors see you speeding, they will take your license plate number and call the police, but more importantly, there are children who play on our street. You should drive slowly for their safety.

The speed limit in our driveway is 5 mph. You must respect this limit, no matter how late or how rushed you may be. **REMEMBER - SAFETY FIRST!**

## **Tuition**

Tuition is due on the first of the month, one month in advance. For example, September tuition is due on August 1<sup>st</sup>. The last payment of tuition is due on April 1<sup>st</sup>. Tuition is considered late if not received by the 5<sup>th</sup> of each month, and a \$15.00 late fee will be assessed at that time. If tuition is inconsistently paid, your child may be asked to leave the school.

## **Volunteer Hours**

Each Montessori family is required to put in 10 hours of volunteer time per child, per year. There is a daily volunteer sheet located at the front canopy. Please make sure you complete the sheet each time you volunteer. For those who are not able to fulfill their volunteer hours, there will be a charge of \$10.00 per hour that is not filled, which will be due with the April 1<sup>st</sup> tuition. Optional fee is \$100.00 per year, per child payable at the beginning of the school year.

## **Website**

The school now offers information over our website at [montessorischoolofwestfield.com](http://montessorischoolofwestfield.com). You may obtain information about upcoming events, school calendar, school newsletters, parent handbook, PTO information, etc. via the website. You may also contact the school by sending us an e-mail.