



**PARENT HANDBOOK  
TODDLER PROGRAM  
2007/2008**



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

**Parent Handbook**

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## **All Day Toddlers**

Children who will be staying all day should bring a small blanket and pillow for nap time. Please pack a healthy lunch (see Lunches) in containers that are child friendly. We will have a microwave in the classroom to heat lunch entrees for your child.

## **Arrivals and Dismissals**

All Day Students - 8:30 am to 3:00 pm  
Morning Students - 8:30 am to 11:30 am

Please arrive at the back canopy (South). Children will be helped out of their cars by a teacher or an assistant. At the beginning of school, if separation issues are a concern, you may park and walk your child into the classroom. When your child is comfortable being dropped off in the driveway, we will follow the above procedure.

## **Backpacks**

Each child is required to have a backpack large enough to carry a complete set of clothing (including shoes and socks) to school each day. Please place clothing in a large ziplock bag with your child's name on it. Please label your child's lunch box, backpack, jacket and any other articles they will be bringing to school. Please check your child's backpack each day to remove soiled clothing. Parents will need to provide diapers and wipes for their children. Storage for these supplies will be available in the classroom.

## **Before and After Care**

Before and After Care is available to the full day children only of the Montessori School of Westfield when school is in session. Fees are \$8.00 per child/per hour and are payable to the Montessori School of Westfield on a monthly basis, or when billed.

Parents will need to check in with the before/after care teacher at the time of arrival and departure. This ensures that the child's arrival/dismissal time is properly documented.

Before Care is available starting at 8:00 a.m. After Care is available from 3:15 p.m. to 5:00 p.m. You will be charged for a whole hour if you arrive after the start of after care. For example: If you arrive after 3:15, you will be charged one hour and if you arrive after 4:00 you will be charged another hour.

Due to repeated tardiness in the past, we reserve the choice of charging a late fee of \$1.00 per minute, per child after 5:00 p.m. We are aware of unexpected circumstances, but please plan ahead to be respectful to the after care workers and their time. Money does not make up for their family time lost.

If parent's need Before and After Care on an irregular basis, please send in a note or leave a message, stating your child will be in after care. Some children experience a lot of anxiety when a parent is late picking them up and calling ahead helps to alleviate this problem.

Billing will be done on a monthly basis and will be included with your monthly tuition invoice. Payment must be made by the date on the invoice. 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 and After Care envelope inside the front canopy door. Please do not send payments in your child's folder.

### **Birthdays**

In order to keep the classroom routine as consistent as possible, we keep the Toddler birthday celebration very simple. The child is honored during snack time by announcing their birthday and the singing of a special birthday song.

### **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 morning between 9:00 am and 11:00 am without an appointment. Just stop by the school office for your guided tour.

### **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 an Employee Identification Number: 35-1944303. This number may be requested for tax purposes, etc.

### **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.

## **Home Visits**

The Toddler teacher will schedule a home visit for each child. This visit allows your child to meet their new teacher in the comfort of their own home. We will also schedule an Open House once or twice a year so parents and children can visit their classroom before the beginning of school. These two procedures help the child to become more familiar with their teacher and reduce separation anxiety.

## **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.). We will 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.

## **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. Contributing snacks will also be credited toward your 10 hours of volunteer time required for the year.

## **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!**

## **Typical Toddler Day**

A typical morning in the classroom will include work time, music activities, a nutritious snack, toilet training, outdoor play time and gross motor activities. If your child will be staying all day, they will be participating in lunch, nap time, and an additional work period and/or outdoor play time.

## **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.