

PARENT HANDBOOK

2023-24



800 Sycamore Street

Westfield, IN 46074

www.montessorischoolofwestfield.com

montessoriwestfield@gmail.com

317-867-0158

MISSION STATEMENT

- ★ To awaken the child's spirit
- ★ To guide the child to develop kindness, courtesy, and self-discipline to become a leader in society
- ★ To encourage and facilitate a child's internal desire for independence
- ★ To guide the intellectual development, as the child discovers how to be a lifelong, independent learner

HISTORY OF MSW

In 1993, Mary Lyman completed her Montessori certification. She dreamed of opening a school that would follow the Montessori philosophy, nurture the whole child, and be a safe place to learn. With her husband, Bill, she opened the Montessori School of Westfield with only 12 children. They had a goal of providing affordable education of the highest quality. The school initially resided in an old house where they made work for three and a half years. However, they had a vision of owning their own building. In 1997, they built the current school, which now serves over 140 children. Though the school has grown, the original ideal remains; to have happy children who love to learn and treat each other with respect.

Absences/Tardies

Please report your child late or absent, no later than 9:00 a.m. by calling the office at (317) 867-0158, by email at montessoriwestfield@gmail.com, or by contacting your child's classroom.

When leaving a message, please include:

- ★ The date of the absence
- ★ Your child's name and class
- ★ Reason for absence

Note: Unreported absences are marked 'unexcused'.

Excused Absences

The following, with the exception of number 7, are considered by state statute to be excused

absences:

1. Student illness
2. Death of an immediate family member
3. Exclusion because of exposure to contagious diseases
4. Required religious observation
5. Medical, dental, or professional appointments
6. School-sanctioned activities
7. Other educational activity

Note: Please contact your child's teacher regarding point number 7.

Arrival & Dismissal Times

All families will be given a car tag to display their child's name and classroom.

During dismissal, cones will be set out to separate the incoming drive into two lanes. A holding lane on the far right for CH and a pass through lane for EL and MS cars. This will keep the flow of traffic moving.

Classroom	Arrival Time	Dismissal Time	Location
Toddler	8:15 - 8:30 a.m.	Half Day - 11:30-11:40 a.m. Full Day - 3:15-3:30 p.m.	Door #4
Children's House 1 & 2	8:15 - 8:35 a.m.	Half Day - 12:00-12:15 p.m. Full Day - 2:55-3:15 p.m.	Door #1
Lower Elementary 1 & 2	7:45-8:00 a.m.	2:45 - 3:05 p.m.	Door #3
Upper Elementary	7:45-8:00 a.m.	2:45 - 3:05 p.m.	Door #4
Middle School	7:45-8:00 a.m.	2:50 - 3:05 p.m.	Door #4

Arrival & Dismissal Procedures

Promptness - An on-time arrival shows your child respect for others. It allows your child to transition into the classroom smoothly. If you are late, please call the office - an administrator will meet them and escort them to class.

Please Refrain- Please refrain from using your cell phone while dropping off and picking up

your child. Also, MSW is a Smoke-Free campus, so please refrain from smoking in the carline.

Saying Goodbye - Help your child out of the car. Say goodbye outside to ease separation for all.

Picking Up - Pull up to the appropriate canopy and place your car in park. Your child will be escorted to you. Please help them into the car. If you need to come into the school, please park first.

Authorized Persons - For persons not listed on the enrollment form, please contact the school and give the person's name, phone number and vehicle type. The person must present a photo ID.

Backpacks & Belongings

All students are required to bring a backpack, or similar tote, to school each day, large enough to accommodate a folder and, for younger children, a change of clothes. Please write your child's name on any spare clothing. For students in CH, there will be a folder with your child's work, teacher comments, and any school information sent home on Mondays. Please return this folder by WEDNESDAY of the same week.

Each child is assigned a cubby to store personal belongings. Items of interest that relate to schoolwork (books, fossils, etc.) may be brought into class if arranged ahead of time with the classroom teacher.

Toys should be kept at home. Assure your child that they have many different materials to work with in the classroom and that some things are just for school and others just for home. Any toy that a child brings into the classroom will be stored in a safe place until time for dismissal. Crowns, jewelry, and dress-up accessories should remain at home as well as candy and gum.

If your child is having trouble transitioning from home to school, it is sometimes helpful to provide a picture of you or your family that can be kept close with the child or placed safely in their cubby.

NOTE: All students entering the Children's House must be potty trained. Extra clothes are for accidents, spills, mud, etc.

Before/After Care Policy

MSW Before & After-Care Policy

After-Care is available to all students of the Montessori School of Westfield when school is in session. Fees are **\$7.00 per child/per hour** and are payable to the Montessori School of Westfield on a monthly basis, or when billed.

Before-Care is for Children's House students only. It begins at 7:45 a.m. and is located in each classroom. Children's House children with siblings in Elementary or Middle School may be dropped off, for no charge, at the same time as their older siblings. All other children will be billed at above rate. Before-care begins at 7:45 a.m.

Parents will need to sign in/out with the BAC teacher at the time of arrival and/or departure. This ensures that the child's arrival/dismissal time is properly documented.

Care is available from **3:15 p.m. to 5:30 p.m.** You will be charged for a whole hour if you arrive after the start of aftercare. For example: If you arrive after 3:15 p.m., you will be charged one hour and if you arrive after 4:00 p.m. you will be charged another hour. The 3rd hour begins at 5:00 pm. These times will be strictly enforced. Charges will start accruing for all children, at that time. Pick-up will be outside, weather permitting, or at door #2 otherwise.

Due to repeated tardiness in the past, we will charge a late fee of **\$2.00 per minute, per child after 5:30 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 parents need After-Care on an irregular basis, please send an email to your child's classroom, the office, or text 317-902-9265, stating your child will be in aftercare. 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 invoiced and e-mailed by the 10th of the month. Payments must be made within ten days of receiving the invoice. If the charges are not paid in full, a \$10.00 late fee will be added to your next bill. Please put your payments in the envelope inside each canopy door. Please do not send payments in your child's folder.

Behavior

Students are expected to demonstrate behavior consistent with the values and principles of MSW.

Guiding principles are:

- Respect oneself
- Respect others
- Respect the environment

The school has a **zero-tolerance** policy for certain behaviors, including any type of bullying.* Any incident will be handled immediately. If a student is involved in repeated occurrences, the student may be asked to leave the school. MSW behavioral expectations extend to computer usage, the internet, social networking sites, and personal websites.

* Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating, for that student a hostile school environment.

On rare occasions, student behavior may result in the destruction of Montessori materials, school supplies, and school property both inside and outside. We understand that accidents happen, but in the event inappropriate behaviors cause destruction, MSW will contact you about finding a replacement for what has been destroyed.

Birthdays

Those children who wish to celebrate their birthday in class are encouraged to do so. However, it is not a requirement. If you would like to celebrate your child's birthday, **please communicate with your child's teacher in advance**. Different classrooms celebrate birthdays in different ways. A healthy snack that follows MSW Food Policy may be brought for the celebration.

We would like to discourage the distribution of party invitations within the school or the classroom, unless the entire class is invited. This practice is at the expense of the children who are not invited. Likewise, we appreciate presents for an afterschool party or event not being brought into school. Please remember that we are building community within each classroom.

Car Seats

Please make sure that appropriate child or booster seats are left at school for field trips and/or if another party is picking up your child(ren) from school. If your child does not have the proper restraint, we will not allow them to go on a field trip.

Carpools

If this is your child's first experience away from home, perhaps delay carpooling until they are more comfortable with the school 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. For your child's safety, please also let us know the name of the person(s) and the kind of vehicle they will be driving.

Class Requests

MSW is home to 7 different classrooms, with two different Children's House (3-6) and Lower Elementary (6-9) classes. Parents may request a specific classroom for their child(ren), and the school will attempt to accommodate this request if it is in the best interest of the entire classroom. Administration takes many factors into consideration when assigning classrooms, including class size, age distribution, and academic needs.

Class Visitation, Observation, and Tours

Parents as Partners: MSW has always encouraged parents and family members to observe their children at work. Our policy is to keep our doors locked at all times after arrival, but we are happy to let you in for an observation or to drop off an important item. Please TEXT 317-902-9265.

If you want to present something to your child's class, please contact the classroom teacher.

If you would like to observe from the hallway, please email (montessoriwestfield@gmail.com) or text 317-902-9265 to schedule a time and get access to the building. Please see the observation guidelines below:

- Observations may take place in the hallway by utilizing one-way mirrors.
- Parents/guardians must check in with the office.
- While observing, please do not move furniture or materials.
- For safety reasons, only children under the age of 12 months may accompany an adult to observe. The child must be always next to the adult.
- Food and beverages are **not permitted**.
- Any information you gain from your observation is STRICTLY CONFIDENTIAL.
 - **Do not discuss children or teachers either during or after the observation. If you have questions or concerns, please email the classroom. For confidentiality reasons as well as respect for the children, the teachers will only discuss your child's activities.**
- Observe quietly with NO TALKING (including telephone conversations). We prefer that this space be **PHONE-FREE**. Voices carry through the observation glass and are distracting to other observers.
- Taking pictures and/or videotaping through the observation glass is strictly prohibited.
- Remain at least one foot from the glass. Children in the classes can see you if you get too close.
- The light in the hallway must remain off.
- When you leave, please turn the lights back on and check out at the school office.
- If you have any questions after your observation, please email the Head Teacher and they will be happy to follow up with you.

Tours: Parents, family members, or friends may tour the school by making an appointment with the office. Tours are by appointment only.

Clothing

Footwear: Tennis shoes or sandals with a back-ankle strap are recommended for your child's safety. Flip-flops, open-heeled sandals, etc. should NOT be worn to school. Children not wearing appropriate shoes will be asked to sit out during recess. All shoes are left outside the classroom during the day. Please provide a pair of indoor shoes or slippers to put on before entering the classroom.

Clothing: During the winter, children should have coats, hats, boots, snow pants, and gloves available for recess. The clothing should be comfortable and appropriate for use in both the playground and the woods. Children's House students should have spare clothing in a Ziploc bag with the child's name written on each item. Please check for dirty clothing.

Headgear: Hats or hoods may not be worn in the classroom, except for religious or cultural reasons, or for special occasions.

P.E.: Elementary and Middle School students should dress in appropriate athletic attire. In order

for your child to participate in P.E., they must have athletic shoes and socks.

Communications

If parents need to speak with a staff member, please email your child's classroom teacher. If parents need to speak with Administration, please contact them at montessoriwestfield@gmail.com. You should receive a response within 24 hours on business days.

Note: Please make sure your email address is up to date in the office.

Conferences

This year, Conference Day is **Friday, November 3, 2023**. We encourage all families to set aside time during that day to meet with the teacher(s).

Conferences are encouraged to foster parent and teacher communication. At any time of year, we are happy to answer questions concerning curriculum, behavior, or the overall development of your child. We fully support the parents' right to know the progress of their children. If at any time you need to meet with the teacher(s), please contact them and allow 48-hour notice, for a conference to be set up.

Please refrain from engaging with staff with questions during arrival, dismissal, or during class time. It is vitally important for staff to monitor the safety of your children. If you have quick questions, please communicate via email or Remind (if your child's classroom uses the App).

Criteria for Withdrawal & 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's Administration.

A 30-day written notice is required in order to be refunded that month's tuition.

If you withdraw before the tuition has been paid, you will be required to pay any outstanding balance.

If, at any time, a teacher at MSW has reason to believe that a child is best suited not to attend our school, they will immediately notify the school administration. A conference will then be arranged between the Administration, teacher, student, and parents. 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. As a private institution, the ultimate responsibility for termination of a student from the school will rest solely on the school's Administration.

Elementary Discipline Policy (1st - 5th)

See Middle School Handbook for 6th- 8th Discipline Policy

The following course of action will be applied to all students who cause intentional physical or verbal harm to another student or teacher. Each occurrence will be documented by a teacher and reported to the school administration.

- 1st Occurrence: Student(s) involved will be immediately separated, counseled individually by a teacher, then counseled together.
- 2nd Occurrence: Step 1 and administration will notify the parents of the involved students. The student who inflicted harm may be asked to go home for the remainder of the day. The student will be placed on a 2-week probation.
- 3rd Occurrence: Step 1 and administration will send the student who inflicted harm home for the remainder of the day. Parents will be required to come for an in-person meeting with the teacher and administration. The student will be placed on 2-week probation.
- 4th Occurrence: Step 1 and administration will notify parents of all involved students. The student(s) will be sent home to serve a 3-day suspension. Parents and students will write a plan of action for resolving the discipline problem and present it to the teachers, other parents, and student(s) involved and the administration before returning to school. Upon returning to school, the student will be placed on probation for the rest of the semester.
- 5th Occurrence: Administration reserves the right to ask the child to leave the school.

Emergency Contact Procedures

Contacting the School: If you have a situation in which you need to reach the school, simply call

MSW at (317) 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 text **(317) 902-9265**. Please use it only if there is a true emergency.

Medical Emergency: If the school needs to contact you in case of a medical emergency, we will use the 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. Medical institutions will not perform emergency treatment without the consent of a guardian. We provided a form upon enrollment that gives permission for your child to receive treatment, in case we are unable to reach you. Please make sure you have signed that form.

Employee Identification Number

Montessori School of Westfield does have an **Employee Identification Number: 35-1944303**

Your business may request this number for tax purposes, reimbursement, etc.

Field Trips

Field trips to enhance curriculum are an important part of your child's studies.

Some guidelines:

- No money is to be brought for food or gift shop items, unless otherwise specified by the teacher. Chaperones should NOT purchase food or gifts for students.
- No cameras, backpacks, pocketbooks, or lunch boxes
- All students will bring a sack lunch with all uneaten items to be thrown away before leaving the lunch area.

Field Trips: Parent Chaperones

Parents are encouraged to come and help drive or chaperone trips. Rules for parent chaperones:

- You will be given responsibility for a small group of students. Please do not give this group, or your child, special privileges.
- Follow the teacher's directions to ensure the safety of all students and to help keep order. Parents who decide to come at the last minute must make their own arrangements.

- Chaperones are responsible for costs associated with fuel, parking, and admission.
- Parents may NOT use a cell phone to talk or text while driving.
- Avoid using cell phones while supervising children, unless it is for pictures or an emergency.
- NO movies should be shown, or video games played, in the car on the way to or from a field trip.
- Younger siblings are not allowed on field trips unless specific permission is granted by the teacher.

Grievance Procedures

A person initiating a complaint with the Montessori School of Westfield must consult with Administration, in writing, concerning the issues from which the complaint stems. Administration may institute any changes or solutions they feel necessary to eliminate further problems.

If a complaint is not resolved to everyone's satisfaction by this initiated contact, the problem can be brought before an 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 significance. We will endeavor to present to the children a variety of holidays from different countries. Our goal is a culturally diverse classroom. We want to share your family traditions, so please notify your child's classroom if you would like to share any of your traditions with them.

Illness

When a child has a fever (99.6 degrees or higher), the child may NOT return to school until

at least 24 hours after the fever has broken WITHOUT the assistance of fever-reducing medication. Parents should always be attuned to their children's physical wellness each morning. Since the school is focused on movement and social interaction, if your child could possibly be the carrier of a cold or other illness, it is imperative that they stay home for the day. Failure to remain at home could not only make your child's condition worse, but it could also endanger other students and staff. If your child's teacher feels that your child should be at home, you will be asked to pick up your child immediately.

Keep Home from School Guidelines:

- Oral temperature above 99.6 degrees
- Cough (for those with chronic coughs, due to allergies or asthma, a change in their cough from baseline)
- Vomiting or diarrhea
- Sore throat
- New loss of taste or smell
- New onset of headache, especially with fever
- Signs of contagious infection (green nasal discharge, runny eyes, rattling cough...)
- Communicable disease (chicken pox, influenza, conjunctivitis, strep throat...)
- Head lice (until treated)

NOTE: Communicable disease must be reported to MSW immediately.

Legal Guidelines

If you have court documentation (court orders or agreements addressing custody and visitation rights), please share a copy with Administration. The school is required to communicate equally with all legal guardians of a child. It is not MSW's role to become involved in divorce or custody issues.

If parents subpoena the school or seek to depose employees, please understand that parents will be billed for the time that staff are taken out of school.

Lost & Found Items

Found items are kept at school until the end of each semester when any remaining items will be

donated to Goodwill. If your child has lost an item, please set up a time with the office to come in and take a look.

Lunches (also see Snacks)

- Promote good nutrition when packing your child's lunch.
- Do include healthy items, such as meat, cheese, pasta, yogurt, granola, vegetables, and fruits
- MSW provides filtered water
- Do NOT send food items such as candy, cookies, sweets, or items containing food dye. We will ask your child to save these items to eat at home.
- Any uneaten lunch items will be packed back into lunchboxes and sent home. This will give you an idea of what your child has eaten each day.
- For lunch ideas:
 - <https://laurenslatest.com/50-school-lunch-ideas-healthy-easy/>
 - <https://www.superhealthykids.com/recipes/50-packable-school-lunch-ideas/>
 - <http://kidsorganics.com/Lunch%20Box%20Ideas.htm>

Medications

Indiana state law forbids school personnel from administering or making available any medication WITHOUT WRITTEN VERIFICATION FROM THE STUDENT'S PARENT/GUARDIAN OR DOCTOR EACH YEAR. By state law, no medication may be carried by any student. Medications, prescriptions, or over-the-counter medications must be left at the school office with written authorization, which includes the student's parent/guardian's or doctor's name, drug name, dosage, and time of administration. Please call/email the office if you give permission for your child to have an OTC pain reliever. Staff cannot distribute any medication without permission.

Practical Life

A quality Montessori experience includes Practical Life. Many different skills are mastered in

Practical Life in our classrooms, and we want parents to be aware that there is an element of risk, as we use proper tools to complete particular tasks. Feel free to read [An Introduction to Practical Life](#) for more information about this important part of your child's journey.

PTO Information

PTO materials will be sent home with your child as events warrant. Any forms that need to be returned to the school can be put in the blue PTO folders located at each canopy or returned to the office. The folders are blue and marked PTO. Any checks should be payable to MSW PTO.

Newsletters

Class newsletters will be emailed at the beginning of each month to inform you of the events and happenings in your child's class.

Safety Protocol

The Montessori School of Westfield aims to provide a safe and nurturing environment for all children and adults who make up our community. This encompasses many different practices, all designed to keep everyone safe during the school day. This includes but is not limited to the following procedures:

- All outside doors will be locked upon the end of arrival (8:45). If you arrive late, please enter through the office. You may call or text 317-902-9265 to enter the building.
- Monthly fire drills for all classes
- Bi-annual severe weather drills
- Bi-annual lockdown procedures are reviewed with staff. Out of care and concern for the children and their individual developmental stages, we choose NOT to perform lockdown drills with our students.
- The Westfield Police Department contacts us immediately if there are any threats in the area. At that time, MSW will lock the gates, check the doors, and all staff and students will remain inside until we are given the "all clear." We will contact parents if this situation occurs so all can be informed.

School Pictures

Every fall, pictures are taken. This year, Picture Day is Tuesday, Sep 5, 2023 . Forms will be sent home to parents in your child's folder and a link emailed from the office. The pictures are typically available by the end of November. Photos are taken during regular class time.

Service Learning

MSW students are taught to recognize and understand the concept of community and their role within it. They are encouraged to make a difference in their communities, whether that is in the classroom, the school, or the world at large. Through service opportunities, students begin to understand the value of individual contributions and become aware of needs in society around them and their own civic responsibilities. They also gain a sense of self-esteem and confidence as they interact with others of all ages.

Severe Weather

We will announce closings or delays due to severe weather on WRTV 6 (under the name Montessori School of Westfield), via email, and on Facebook. **In the event of a 2-hour delay, MSW will open at 10:00 a.m. with arrival beginning at 9:45 for all classes. There is NO before care with 2-hour delays.** If the school should close early due to severe weather, we will contact parents via email and Facebook to notify you of closings.

Snacks

Non-perishable snacks will be provided by the school, but parents are able to fulfill their volunteer hours by providing fresh foods if they choose. Each classroom will send out a Sign-Up Genius (or equivalent) regarding snack sign-up. All donations will be gratefully received. Classroom and birthday snacks should follow MSW food policy.

The culture of the MSW is to promote the physical, emotional, and spiritual well-being of the students we teach. In an effort to care for students physically, we want to offer nutritious, healthy snacks and food for in class preparation and consumption.

Parents/guardians are asked to provide the class with requested, healthy snacks on a rotating basis. This does count toward the required volunteer hours. Each family is asked to sign up for a snack and rug washing week and will receive a detailed list of desired items on the Friday preceding their week. In food preparation and snack activities, we emphasize use of natural ingredients. These items may include fresh fruits and vegetables, Gluten-Free grain items, and protein varieties. Students are involved daily in simple preparation of wholesome snacks. There are also opportunities to cook and bake periodically with their peers, teachers, and parent volunteers. The purpose is to help them practice elements of good nutrition and healthy choices as well as developing skills of practical life.

Students bring their own lunches with the opportunity to sign up for Wednesday pizza days starting in September. The lunches should be nutritious and manageable by the student without assistance. Please pack an ice pack in the lunchbox because there is no refrigeration available. Water is provided daily; **please do not send juice boxes or soda**. You need only send a protein food, fruit and/or vegetable. We suggest items such as eggs, cheese, and chicken or other cooked meats, yogurt, raw vegetables with a dip, orange segments, applesauce, whole grain bread or crackers, bread sticks, soup in a thermos, etc. We encourage you and your child to work together to pack a balanced healthy lunch. **Please avoid junk food, high sugar foods, drinks, and candy**. Please send your child's lunch in reusable containers. Microwaves are not available to children. We ask that fast food **not** be delivered to your child for their lunch. Please notify the school, **in writing**, if your child is allergic to any food.

Speed Limits

The speed limit on Sycamore Street is **20mph** and is classified as a school zone. Speeding fines are doubled in school zones. If neighbors see you speeding, they will take your license plate number and call the police. There are children who play on our street. Please drive slowly and keep them safe. The Westfield Police Department will be monitoring Sycamore Street. The speed limit of our driveway is **5mph**. You must respect this limit, no matter how late or how rushed you may be. REMEMBER... SAFETY FIRST!

Three-Year Cycle

A fundamental tenet of Montessori education is the Three-Year Cycle. Each cycle provides the

child with consistency of the same within the classroom setting. Children then have the opportunity to learn from each other and to solidify knowledge through their own teaching and sharing.

Each child has the opportunity to enjoy the responsibility of leadership roles, as they progress from being younger to more senior members of the class. It is, therefore, in the best interest of the child and essential to the program to spend the full three years at both the primary and elementary levels (two for middle school). It is the culmination of academic, physical, and social/emotional growth that we look to see from each classroom.

Toddler

All Day (Napping) Toddlers

All children will need to bring a rest blanket. The fleece type throw works really well for the nap cots. We place them on the cots sleeping-bag style and then the child has a blanket to rest on as well as a cover. Please do not send large pillows. Our storage space is limited. If your child has a special animal that will help him feel secure at nap time, please allow him to bring it. It is best if this is something that can stay at school along with his napping blanket. These will be sent home to be laundered as needed. Sometimes allowing your child to pick out something new just for school nap is a great incentive for a smooth transition into nap time.

Arrivals and Dismissals

All Day Students - 8:30 am to 3:30 pm (arrival begins at 8:15, pick up at 3:15)

Morning Students - 8:30 am to 11:30 am (you may begin pick up at 11:20-11:35)

Please arrive at the South canopy (Door #4). Please park your car in the lot to allow traffic to continue to flow around the curve. You may park under the canopy **ONLY** after 8:15 or 3:15. Please hold your child's hand and walk him to the Toddler classroom.

Due to repeated late pick-up in the past, we reserve the choice of charging a late fee. We understand that circumstances may occur when late pick-up cannot be avoided. Please try to plan ahead so you are on time. It is very difficult for your child when you are late.

Before and After Care (Toddler)

BAC is only available upon request and with prior communication and authorization.

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.

Change of Clothes

Please provide for your child a large zip lock bag with a complete change of clothing (including shoes and socks). In a separate zip lock (the type with the pull zipper) please send your child's diapers. Both bags should be labeled with your child's name. We have limited storage space, so we will let you know when you need to replenish your child's diaper supply. Please send in one container of wipes. If your child has a need for a special type of wipe (non-allergenic) please let us know. Please label your child's lunch box, jacket, and any other articles he will be bringing to school.

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, he will be participating in lunch, nap time, and an additional work period and/or outdoor play time.

Tuition

Due: Within the first 10 days of the month, one month in advance, over a 10-month period.

Example: September tuition is due on August 1st.

The last payment of tuition is due on April 1st, 2023. Tuition is charged for ten months. Tuition is considered late if not received by the 10th of each month, and a \$25 late fee will be assessed at that time. If tuition is inconsistently paid or delinquent, your child may be asked to leave the school. School records will not be released until payment of any and all outstanding balances has

been made.

Children's House and Toddler Classrooms

Both of these classrooms maintain a specific child-to-teacher ratio. If your child is absent from school, for whatever reason, there will not be any make-up days for your child.

Elementary and Middle School Classrooms

Please contact your child's teacher before any scheduled absence, in order to stay current with assignments.

Volunteer Hours

Each MSW family is expected to complete 10 hours of volunteer time per child per year. Please communicate with your child's teacher regarding opportunities. A log sheet can be sent to you via email and is included in this Handbook. Please submit this form by the last Monday in May. Any incomplete hours will be billed. For those not able to fulfill their volunteer hours, or who wish to opt-out, there is an optional fee of \$20 per hour or \$200 for the year.

Website

MSW also offers information on our website at www.montessorischoolofwestfield.com and on Facebook. You may obtain information about upcoming events, school calendars, etc. via the website. You are welcome to "like" us on Facebook.

Recommended Reading

Davies, Simone [The Montessori Toddler](#)

De Stefano, Cristina [The Child is the Teacher](#)

Hanscom, Angela [Balanced and Barefoot](#)

Keys, Rob [Follow the Child](#)

Louv, Richard [Last Child in the Woods](#)

Montessori, Maria [From Childhood to Adolescence](#)

Polk Lillard, Paula [Montessori: A Modern Approach](#)

Polk Lillard, Paula [Montessori Today](#)

MONTESSORI SCHOOL OF WESTFIELD STAFF & STUDENT SAFETY GUIDE

Montessori School of Westfield has always considered the safety of our staff and students to be of the highest priority. With COVID-19, the flu, and all seasonal illnesses in mind, we would like to reiterate our procedures and protocols that demonstrate our commitment to the well-being of our whole community.

A. HEALTH & HYGIENE

Handwashing will occur at the following times:

- On arrival – all staff and students
- After touching one's face
- On entering the building, after being outside
- Before and after preparing food
- Before and after providing care for those who need it
- Before and after moving to another classroom

Ventilation will be increased:

- Air purifiers in each room
- Windows open, when the weather permits
- Global Plasma Solutions *Auto-Cleaning Needlepoint Bipolar Ionization Systems* have been installed on all of the HVAC systems: <https://gpsair.com/products/gps-fc24-ac>

Monitoring Health

- Parents are responsible for monitoring their child's health
- Any staff or child exhibiting symptoms, as per the health guidelines, must remain

at home

- Any staff or child who begins displaying symptoms at school will be immediately sent home

Cleaning

- All surfaces (including door handles, light switch plates) will be disinfected at least twice a day
- All shelves and materials will be sprayed daily
- All staff members and students will be educated on cleaning and safety protocols

MSW COVID-19 Policy 2023-24

A Student Tests Positive for COVID-19

- The family must notify the school of the positive test
- (see Return Protocols)

A Staff Member Tests Positive for COVID-19

- The staff member must notify the school of the positive test.
- The staff member testing positive must quarantine (see Return Protocols)

Close Contact

No quarantine is needed after close contact, whether at home or at school, provided no symptoms have manifested.

RETURN PROTOCOLS

Students or staff who experienced symptoms and tested positive for COVID-19 may return to school if the following conditions have been met:

- The individual no longer has a fever (without the use of medicine that reduces fevers),
and
- Other symptoms have improved

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MSW Before & After-Care Policy

After-Care is available to all students of the Montessori School of Westfield when school is in session. Fees are **\$7.00 per child/per hour** and are payable to the Montessori School of Westfield on a monthly basis, or when billed.

Before-Care is for Children's House students only. It begins at 7:45 a.m. and is located in each classroom. Children's House children with siblings in Elementary or Middle School may be dropped off, for no charge, at the same time as their older siblings. All other children will be billed at above rate. Before-care begins at 7:45 a.m.

Parents will need to sign in/out with the After-Care teacher at the time of arrival and/or departure. This ensures that the child's arrival/dismissal time is properly documented. Parents should understand that students who attend after care will be exposed to others outside of their classroom "pod". Additional safety and cleaning protocols will be in place

After Care is available from **3:15 p.m. to 5:30 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 p.m. you will be charged another hour. These times will be strictly enforced. Charges will start accruing for all children, at that time. Pick up will be outside, weather permitting or at door #2 otherwise.

Due to repeated tardiness in the past, we will charge a late fee of **\$2.00 per minute, per child after 5:30 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 parents need After-Care on an irregular basis, please send an email to your child's classroom or leave a message at the office, 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 invoiced and e-mailed by the 10th of the month. Payments must be made within ten days of receiving 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 envelope inside each canopy door. Please do not send payments in your child's folder.

Montessori School of Westfield After Care: Release and Waiver

By signing this waiver, I _____ as guardian of _____ assume any risk and take full responsibility and waive any claims of personal injury, health, or death to my child related to any illnesses, including COVID-19, and any associated ailments connected with the MSW After Care program activities of the Montessori School of Westfield.

I understand that if my child attends the MSW aftercare program, that they will possibly be exposed to children from other classrooms. This increases their risk of exposure to viruses and other illnesses.

I understand and confirm that by signing this Release and Waiver I have given up future legal recourse. I have signed this Agreement freely, voluntarily, and under no duress. My signature is proof of my intention to execute a complete and unconditional Release and Waiver of all liability to the full extent of the law.

Print Name _____

Signature _____

Date _____, _____