

COMMUNITY MONTESSORI SCHOOL

PARENT HANDBOOK 2010-2011



building foundations for life

WWW.CMSINDIANA.ORG

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Change of Information

It is critical that we have accurate and complete records for each child, so please notify the administration immediately of any changes in your family’s address, phone number, parents’ employment, persons authorized to pick up your child, or immunization history. An Emergency/Change of Information Card is provided at the back of this handbook and is also available online at www.cmsindiana.org. All records are confidential.

What makes Montessori education unique?

The “whole child” approach: The primary goal of the Community Montessori School program is to help each child reach full potential in all areas of life. Activities promote the development of social skills, emotional growth, and physical coordination as well as cognitive preparation. The holistic curriculum allows the child to experience the joy of learning and to develop self-esteem and independence.

The “Prepared Environment”: In order for self-directed learning to take place, the whole learning environment—room, materials and social climate must be supportive of the learner. The teacher provides necessary resources, including opportunities for children to function in a safe and positive climate. The teacher thus gains the children’s trust, which enables them to try new things and build self-confidence.

The Montessori materials: Dr. Montessori’s observations of the kinds of “toys” which children enjoy and return to play with repeatedly led her to design a number of multi-sensory sequential and self-correcting materials which facilitate the learning of skills and concepts. Our teachers follow “Montessori principles” as they structure new activities for the classroom.

The Teacher: Originally called a “Directress,” the Montessori teacher functions as a facilitator of learning. She is a role model, designer of the environment, resource person, demonstrator, record-keeper and observer of each child’s growth and development. She encourages, respects, and loves each child as a special, unique individual; she also provides support for parents and joins them in a partnership to nurture the development of the child.

How does it work?

Each Montessori class, from toddlers through high school, operates on the principle of freedom within limits. Every program has its set of ground rules which differs from age to age, but is always based on core Montessori beliefs: respect for each other and for the environment.

Children are free to work at their own pace with materials they have chosen, either alone or with others. The teacher relies on his or her observations of the children to determine which new activities and materials he may introduce to individual children or to a small or large group. The aim is to encourage active, self-directed learning and to strike a balance of individual mastery with small group collaboration within the whole group community.

The three-year-age span in each class provides a family-like grouping where learning can take place naturally. More experienced children share what they have learned while reinforcing their own learning. Because this peer group learning is intrinsic to Montessori, there are often more conversation-language experiences in the Montessori classroom than in conventional early education settings.

Goals

The goal of Community Montessori School is to introduce children to experiences which:

- Provide a warm and loving environment in which each child feels secure, respected and loved.
- Support and encourage the growth and development of the whole child.
- Develop social skills, emotional growth, physical coordination, as well as cognitive preparation.
- Help build self-confidence, self-esteem and motivation.
- Foster the natural desire to learn.
- Develop freedom within limits.
- Develop and refine each child's sensory motor skills.
- Lengthen each child's attention span.
- Enable each child to move smoothly and purposefully.
- Encourage the development of creativity in each child.
- Provide a framework of discipline through which each child can develop self-discipline and personal strength.
- Provide an environment with safe limits in which each child can become an active explorer and learner.
- Provide opportunities for each child to develop social grace and courtesy.
- Develop skills in observation, questioning and listening.
- Prompt order, coordination, concentration and independence.
- Refine and develop each child's physical and mental capabilities and interests as they expand.
- Help develop respect for themselves, for others, and for their environment.

“Our aim is not only to make the child understand, and still less to force him to memorize, but so to touch his imagination as to enthuse him to his innermost core. We do not want complacent pupils, but eager ones.”

- Maria Montessori

CMS Mission Statement

“Inspiring a life-long love of learning in children by allowing them to develop at their own pace in an authentic, AMI Montessori environment that embraces diversity, individuality and community.”

Commitment

Community Montessori School is committed to creating an environment for teachers and children where the Montessori principles can be applied. Three specific fundamental principles of nature are:

1. Observation
2. Individual Liberty
3. Preparation of the environment

1. **Observation**

"Observation" - as a Montessori principle - is a total sensory awareness of an event or occurrence. Such profound sensory awareness by the adult is comparable to that of the scientist -- open-minded, non-prejudicial, inquiring, humble, patient.

2. **Individual Liberty**

The adult's commitment to "individual liberty" permits mistakes to occur in the classroom. Coercion, force or control of the child is inappropriate. Dr. Montessori observed that such complete freedom of choice for the child is vital to enable such qualities as self-discipline and independence.

3. **Preparation of the Environment**

"Preparation of the Environment" views the source of misbehavior as the child's environment. Thus, the Montessori approach to managing misbehavior and supporting the child's inner psychic development is control of the environment, not the child. The environment of the child consists of other children, the adult and the physical objects around the child. The adult's own personality -- attitudes, values, beliefs, feelings -- is notably most resistant to effective "preparation". Dr. Montessori considered as vital the inner preparation of the adult. Integrity, courage, patience and humility are the foremost qualities of an effective Montessori teacher.

4. **Combining the Principles**

The effective Montessori directress applies these three principles with children as a "control of error" which effectively guides one in a creative process of conscious disengagement from direct involvement with the child. Dr. Montessori viewed this process as "doing nothing". She stated that "When I ask the child (what I can do to help him), he is so kind to answer me: 'Personally, please, do nothing. You can do nothing directly for me.'"

SCHOOL HOURS AND PROGRAMS

New Student Phase In

In an effort to make the first days of school as successful as possible, new students are phased in over a set period of time. We begin by bringing back our returning students, followed by their siblings. We then begin to bring in new students. We bring in two or three students per classroom every other day, which means that you will receive a specific start date for your child.

First Days of School

This may be your child's first major separation from the secure and familiar world of home and family. This transition marks the entrance into a new world of friendships, learning and adventure. Parting is easier for some than for others. Like mirrors reflecting in mirrors, children easily read the tender hearts of reluctant parents. Your loving, confident, matter-of-fact approach will help your child take this big step positively. You are always welcome to call so we can let you know how things are going.

School Hours

Primary and Toddler Half-Day

Monday – Friday
Drop-Off: 8:30-8:45am
School Start: 8:30am
Pick-up: 11:45am –12:00pm

Primary and Toddler Full-Day

Monday – Friday
Drop-Off: 8:30-8:45am
School Start: 8:30am
Pick-Up: 3:00 – 3:15pm

Elementary

Monday – Friday
Drop-Off: 8:15-8:30am
Pick-up: 3:00-3:15pm

Extended Care Students

Monday – Friday
Early Drop-Off 7:30 – 8:15am
After Care Pick-Up: 3:15-5:30pm

Please be on time...

It is essential that your child arrives promptly to begin the morning with the rest of the children. Late arrival can be extremely disruptive to children who have already started their work. Of course, we realize that delays are sometimes unavoidable, but we ask that you try to arrive no later than 8:45a.m. If there is a problem with getting your child to school on time, please contact the office to make other arrangements. After the third late arrival, you may be required to meet with the administrator.

Children feel embarrassed about coming to school late. Please make every effort to enhance your child's self-esteem and success at school by being on time.

If your child is ill and will not be at school please call: 774-8551

Probationary Period

The first month (30 days) of class is considered an adjustment period for all new children. Should a child have difficulty, the directress will work closely with the parents during this trial period. If, after that time, it is determined that the child is not ready for the Montessori classroom, the child's parents will be notified and tuition will be refunded for the balance of the year. CMS reserves the right to extend the probationary period if necessary.

Toddler Program

Our toddler program is new this year. It is recognized by the State of Indiana as a child ministry. It is open to children 24-36 months of age. Please see the Toddler Parent Handbook for more information on the Toddler Program.

Primary Program

Our program is designed for a minimum of three-year enrollment. This allows the youngest children to be inspired by the older students while providing older students the benefit of leadership roles. In this situation, students learn not only "with" each other but "from" each other without feeling the pressure of competition. Children stay with the same classroom for each of the three/ four years, and the class is maintained as a stable ongoing unit. This provides an atmosphere of security as well as a sense of community. The primary classroom will maintain the AMI standard of having a range of 28 to 35 children with two adults—one trained AMI directress and an assistant.

- **Primary Half-Day Program**

This program is five days a week, three and one half hours per day. It is designed for children ages 2½ through approximately 4 1/2 -5 years.

- **Primary Full-Day Program**

This program runs five days a week for six hours per day, including lunch and playtime. It is designed for children in kindergarten and for children who are no longer napping, yet need to remain at CMS during the afternoon hours. Sometimes children are ready for the afternoon work cycle before their kindergarten year. This is almost always the semester when the child turns 5. The directress will notify parents when (s)he feels that a child is ready for the full day program. Children enrolled in the afternoon session must bring a lunch. Please see the Appendix for the specific criteria used to determine a child's readiness for the extended-day program. Additionally, children attending our Extended Day program are able to nap through the afternoon work cycle.

Note: Any child who is starting what would be his/her third year of the program (regardless of when the child actually enrolls at CMS) is generally enrolled in the full day session. It is essential that the oldest children in the class have the afternoons to experience the more advanced lessons. CMS considers children who are 5 years old on or before July 1 to be in kindergarten. All kindergarteners must be enrolled in the full day program.

Before-care and After-care Program

This program is held classroom setting with shelves that offer Montessori-based work choices, where lessons are given in the use of materials and expectations for behavior are the same as in the classroom. The program is also accented with group lessons and activities including seasonal lessons, crafts, large motor movement and music.

Primary Daily Schedule:

7:30-8:30	Morning Care (only for those children who have a contract for Extended Day Program)
8:30-8:45	Morning Drop Off
8:45-11:45	Morning Work Cycle
11:45-12:00	½ Day Student Pickup
11:45-12:30	Full and Extended Day Student Lunch
12:30-1:00	Outdoor Play Time (Weather Permitting)/Indoor Play Time (during inclement weather)
1:00-3:00	Afternoon Work Cycle (Nap Time for those students who nap/Enrichment Program for those who do not nap, but are not ready for the Afternoon Work Cycle in the classroom)
3:00-3:15	Full Day Student Pickup
3:00-5:30	After-care Program (only for those children who have a contract for Extended Day Program)

Elementary Program

The Montessori elementary classroom covers a span of ages and includes children who are 6 to 12 years old. The elementary curriculum includes the traditional course selections in mathematics, reading, writing, oral expression, geography, history, anthropology, algebra, geometry, biology, physics, music, art, and physical skills. It is designed to spark children's imagination with awe and wonder, and inspire them to learn more. The six years of elementary school truly enhance the primary child's early Montessori experience, and are a natural progression upon the completion of the Primary Program. Children at this age are much more social; they learn while being an active part of their environment. Students will leave the building occasionally during the school year to study topics and educational issues that are of interest to them.

ARRIVALS AND DEPARTURES

Coming and going

Children are not permitted to leave school with anyone who is not on their CMS Student Pick-up Authorization form. If someone from your authorization list is unable to pick up your child for any reason, please inform the Administration **in writing** that morning. If your child is going home with another child on a given day, please send a written note to the Administration that states when and with whom the pick up will be. **Please do not give verbal messages to staff members while they are working the car line.** The staff member on duty will request ID from anyone different who is picking up your child. Parents arriving late and leaving early must sign in at the office. Please do not call from the parking lot to have your child sent out.

Supervision of Children

Our responsibility begins and ends at the car door or when children are dismissed to go home by other means selected by the parents. During school hours, children are under the direct supervision of the administration, directress or assistant at all times. They may not leave the school grounds during school hours except with their own parents or guardian(s). When weather permits, the class may go outside for class time or a walk on the grounds surrounding the building.

Drop Off and Pick Up Procedures

- Form a line in front of the building in your vehicle. Please pull all the way up to the end of the curb at the northeast corner of the building. A staff member will help your child out of the car and into school starting at 8:15 for elementary and 8:30am for primary and toddler. Carline ends at 8:45am.
- Please pull slowly ahead to the forward-most position in the carline area.
- Make sure your child is ready to leave the car when you pull up (i.e. shoes and coat on).
- Parents should stay in the car. If you need to talk to another parent, please have a pre-set location for meeting after the child drop off is complete.
- For any other drop-off or pick-up time, please park your car and come into the vestibule of the office.
- At pick up, please stay in your car and let a staff member walk your child to the car. Once your child is in the car, pull over to the east/right parking spots, out of the way of outgoing traffic to buckle your child into his/ her seat.
- If you arrive late, please walk your child to the vestibule and sign him/her in. A staff member will escort him/her to the classroom.

Please see the Appendices for a map of the CMS designated drop-off and pick-up areas.

Before Care Drop Off and After Care Pick Up Procedures for Extended Care Students

Before Care Drop Off

If your child has a contract for Before Care, please be advised that there will be no car line available from 7:30am-8:15am. Instead, you will need to park your car in front of the building and walk your child to the Before Care room.

After Care Pick Up

If your child has a contract for After Care, please be advised that there will be no car line available from 3:15pm-5:30pm. Instead, you will need to park your car and enter the front doors. The second set of doors within the vestibule is locked for the safety of our students and staff. However, there is a phone within the vestibule. Please use that to dial “28” which will connect you to the After Care room to announce your arrival. A staff member will then bring your child to you.

Carpools

If your child is in a carpool, be sure that all participating drivers are listed on your child’s Student Pick-Up Authorization Form. Also, please give us a note describing your arrangements to keep in your child’s file.

Car Seats

Remember that Indiana law requires appropriate child restraint systems. Staff members are not permitted to buckle your child into his car seat.

If dropping off a car seat in the morning for a carpool, please give it the staff member who takes your child out of the car. If picking up a car seat, it will be located at the front of the school. Please pick up car seats on the way through car line. Car seats must be labeled with your name; masking tape works well and is easily removable.

Notes:

- If you have a note for the staff or payment for the Administration, put it in an envelope addressed to the appropriate party and give it to the staff member who gets your child out of the car. Messages for the staff must be in writing.
- If you need to come in to check the calendar, drop something off (i.e. snack, medicine), pick up something, or are assisting at school, please drop off your child per procedure, park, and then enter the building. It is potentially disruptive and upsetting to your child if they know their parent is in the building but not within sight.
- Anyone other than a parent who picks up a CMS student will be asked for ID.

ATTENDANCE

In the Montessori classroom, it is important for students to arrive promptly each day. Arriving with the rest of his or her classmates will help your child adjust more easily to the school day and more quickly become a part of any activities that may already be in progress.

Punctuality is important for all students. If for any reason you arrive late for class, sign in at the office. CMS policy requires that all school absences, along with the cause of absence, be recorded and kept current. If your child will be out of school or late arriving for class, please call the office by 8:00am.

Regular school attendance is essential for success in school. It is important that parents and students recognize the relationship between academic success and regular school attendance. Students should remain out of school only when ill or absolutely necessary, in order for them to achieve to their maximum potential. Regular attendance establishes continuity and community for your child. Parents should consider the value in the uninterrupted 3 hour morning work cycle and two hour afternoon work cycle, and make every effort to allow your child to enjoy the benefit of this Montessori education.

Students will be considered for automatic withdrawal after ten (10) consecutive days of unexcused absences. Under such circumstances, parents are required to meet with the administrator to discuss possible re-enrollment based upon available space as well as conditions to prevent further interruption of the student’s attendance and education. Please notify the office immediately if your child will be absent for an extended period of time.

SCHOOL CALENDAR AND CLOSINGS

School Calendar

Holidays and scheduled school closings are listed in the school's calendar (in the appendices and on our website). Scheduled closings will also be published in monthly newsletters. The school reserves the right to amend the closing schedule as needed. Please see **Page 20** for a copy of the school calendar.

Severe Weather Closings

Notice of closing due to inclement weather will be posted on our website prior to 7:00 a.m. Use the navigation bar on the left side of the page to find "Parent Resources"—click on "School Closings and Delays" to check for an update. In addition, you can watch Channel 13 WTHR Eyewitness News, FOX 59, WRTV 6 and WISHTV 8. We will follow the local public school system, i.e. Hamilton Southeastern Schools for delays and closings, since our school is located within the HSE school district. If we are operating on a delay, it will be one hour in length, drop off will begin at 9:15 am for elementary and 9:30 for primary. Pick-up will remain the same. ***There will be no Before Care available if we are under a one-hour delay.*** CMS families are geographically widespread, so please use your best judgment regarding travel on severe-weather days, and exercise caution. The top priority of CMS is the safety of our children, parents and staff members. Making a decision to delay or cancel school is not easy; many issues are considered. ***Please have a back-up plan in place prior to the winter months.***

Tardy Drop-Off

Children who arrive late on a regular basis disrupt the class that is already in session. Tardy students also disrupt the work taking place in the office. It can also be unsettling for your child to arrive late. *If your child is tardy, you may not walk your child to his/her classroom.* You must sign in at the front office, and your child will be taken to his/her room. If the office manager or administrator is not available, you will need to wait until a staff member is available. Subsequent to the third (3rd) tardy arrival in one month, you may be required to meet with the administrator.

Late Pick-Up

Half-day students will wait in the school office if they are not picked up at their scheduled time. You will pick up your child and sign out there. For Full Day and Elementary Pickup after 3:15 p.m., you must come in to the front vestibule, dial "28" on the phone provided to announce your arrival and wait for a staff member to bring your child to you from the After Care room. A charge of \$20.00 applies to all pick-ups after their scheduled time.

For Extended Day students, any family picking up after 5:30pm will incur a late charge of \$5.00 per minute. Please understand that this stringent policy is in place due to the fact that CMS must continue to pay staff members beyond regular hours for late pickups, and in addition, our respected staff members are forced to remain in the school regardless of their evening plans.

HEALTH

Our goal is to do all possible to contribute to children's healthy and joyful development. Basic to this is physical health. We ask that every child be in good health and free of communicable diseases each day (s)he participates in school. Please do not bring children if they have an excessive runny nose or cough, or any communicable disease. As parents and staff, we know that some children may arrive at school apparently well and then become ill during the day. In such a case, we will notify you immediately of your child's symptoms of illness. Because many childhood illnesses are contagious, ill children must be picked up as soon as possible.

Please make alternative care arrangements for your child if (s)he displays any symptoms of illness. We must, within reason, do everything possible to protect all children, staff members, and their families from exposure to contagious illnesses. See the appendices: *Health Conditions that Mandate Exclusion from School* for more information on which illnesses or conditions require your child to stay at home.

Health Forms

The state of Indiana requires that every child have an updated immunization certificate. Make pediatrician appointments well in advance of the first day of school. **The following health forms must be on file within 30 days of the start of school:**

- IMMUNIZATION RECORD: Obtain a copy of this from your child's doctor using the Indiana State Board of Health approved form.
- MEDICAL CONSENT/ EMERGENCY INFORMATION CARD

To be sure that your child's forms are completed on time, please make checkup appointments with your doctor several months before school begins. In order to keep our medical records updated, please use the Change of Information Form to notify us of any additional immunizations during the year or changes in your child's medical information. This form may be found at the CMS website: www.cmsindiana.org

Medical Emergencies

All staff members are trained and equipped to respond with First Aid and CPR. Parents will be notified immediately of an accident or injury. If emergency services are needed, 9-1-1 will be called. We will continue to try and reach you or one of the people listed on your Medical Consent Form until we are able to communicate this information. In any emergency, a staff member will remain with your child and will accompany him/ her in the ambulance and through any procedures at the hospital until a parent/guardian arrives.

Medications

Indiana State law mandates the following policies regarding medications:

- All medications must be in the original container.
- A "Medication Permit Form" and the top portion of a "Medication Administration Form" must be filled out and detail the name of the medication, date(s) to be given and the exact time and dose that the medication should be administered. A verbal confirmation by phone **cannot** be accepted as authorization. Both forms may be downloaded and printed from the school's website: www.cmsindiana.org.
- All medicine must be handed directly to a school staff member by the child's parent or guardian. Medicine may not be brought to school by a child or put in a backpack or lunch.

Keep a portion of your child's medicine at home in case it is forgotten at school. CMS staff is not available to reopen the school if medicine is left at night.

Allergies

Please list all of your child's allergies on the medical forms and emergency cards. If your child has allergic reactions please notify the staff in writing. Please note the section below regarding changes in a child's medical condition requiring action on the part of CMS staff.

Change in Medical Condition Reporting

Please read the "Change in Medical Condition" procedure listed below. This applies to any change in medical condition that requires the school to make some change in the child's routine or assist the child in the maintenance of their health condition. Some examples are: the onset of an asthmatic condition, discovery of allergies, a broken limb, wound care, etc. Failure to comply with the procedures will result in the exclusion of the student from school, until a proper individual health plan is in place.

Upon completion of the "Change in Medical Condition" form, and prior to the child's return to the classroom, an appointment must be made with the administration to discuss the child's individual health plan.

Policy Regarding a Change in a Child's Medical Condition

Pursuant to state and federal law, Community Montessori School adheres to the following procedure regarding a change in a child's medical condition:

If a student has a change in their medical condition that potentially affects their performance during the school day and requires the school to take extra measures and/or alter classroom procedures and policies to accommodate this student, the parents must submit a complete written expert medical diagnosis, the medical professional's description of the limitation on the child's activity and physician-prescribed suggested range of accommodation options upon notifying the school of the change. This proposed individualized health care plan will be considered by the school administration immediately upon receipt. The school will make all reasonable efforts to accommodate the child's medical condition. If this child's health and safety are threatened by this change in medical condition, the child may not attend school until the individualized health plan is in place. If, due to financial, logistical or mechanical reasons, the school is unable to accommodate the child as requested by the prescribed plan, the family will be permitted to withdraw the child at that time (not to be applied retroactively) without liability for future payments. Community Montessori School's overriding goal is the safety and well-being of our students during the time in which they are under our care. This policy is in place to ensure that and take the most appropriate action based on the situation presented. All information relating to these matters is confidential.

Please find the "Change in Medical Condition" form on the CMS website: www.cmsindiana.org.

Health Policies

Parents/guardians are encouraged to inform the Administrator if their child has an infectious disease. Community Montessori School shall comply with federal, state and local laws and regulations regarding reportable communicable diseases and confidentiality of student health information.

LUNCH

Children who stay at CMS past noon will be required to bring a lunch. Many learning opportunities present themselves at the noon meal. Throughout the year, children will learn about good food choices, nutrition, table etiquette, and recycling. We encourage children to eat healthy foods (i.e. whole, unprocessed foods). Planning with your child and preparing his/ her lunch the afternoon or evening before can ease morning stress and the temptation to include less nutritious items.

Please be sure to notify the Administrator and the Directress of your child's class of any food allergies or restrictions. These will be addressed on a case-by-case basis, according to our staff and facility capabilities.

We would like the children to learn—and to use—good table etiquette. In order to make lunch special, we will provide the following items for lunch each day: a place mat, cloth napkin, plate, cup, fork, spoon, butter knife, and water. After lunch, each child will rinse his/her own plate, cup and flatware. For ease of handling, please send your child's lunch in a cooler bag with a freezer pack all enclosed in his/ her lunchbox. Please label your child's lunch bag with his/ her name.

We have a microwave to heat up student lunches. The microwave will be used to heat up meals less than one minute. Please do not send microwave meals (i.e. Kraft Easy Mac[®] or rice bowls); there is just not enough time to prepare these for each child during lunchtime.

If your child forgets his/ her lunch and you cannot be reached, we will provide a suitable lunch for a \$5.00 fee. We will make every effort to contact a parent, so a lunch can be brought.

Recommended Items for a Healthy Lunch

- Whole fruits and veggies
- Peeled hard-boiled eggs
- Yogurt (Please avoid yogurt with added food colorings, candy and/or messy containers)
- Applesauce
- Cheese cubes
- Soup
- Pasta
- Whole grain bread
- Crackers
- Dry, unsweetened cereal

Do Not Send

- Beverage (water is provided by CMS)
- Lunchables® or related item
- Large amounts of candy (one Hershey Kiss® is okay, but a large Twix® bar is not)
- Gummi® or rolled fruit snacks
- Fast food
- Easy Mac® or related item
- Any microwavable meal that needs to be fully prepared
- Any item that, like the above items, are highly processed, high in sugar and low in nutrients

Reduce, Reuse, Recycle

Please use Tupperware, Rubbermaid, or other re-usable container for food items.

SNACKS

Parents or guardians of students will provide snacks for our primary classrooms. Each family will be asked to supply snacks during the year. A snack schedule will be issued at the beginning of the year, and a shopping list will be provided to you during the week prior to your child's snack week. Please bring all items on the list on the Monday morning of your assigned snack week.

Children eagerly wait their turn to bring snacks and are proud to provide snacks for their classmates. We encourage participation in helping the children to learn good eating habits. Time spent with you shopping from the provided list for the healthy snacks allows you to enjoy each other's company while providing an excellent opportunity for you to teach your child about food preparation and good nutrition. It is educational and fun to involve your child in the shopping. Please explain to your child that the snacks are to be shared by all the children. At school, students help to prepare and assemble the snacks. This purposeful involvement helps your child feel like a contributing, valuable member of the school community.

Occasionally, you may be asked to supply a staple snack item to have on hand or an item needed for a practical life/ cooking activity for the week. If you are interested in cooking with your child's class, please contact your child's Directress. If there is a particular food that is traditionally served for a holiday or special occasion in your family, we are happy to share those traditions with our students (i.e. latkes for Hanukkah). Please contact your child's Directress in advance to arrange for this.

Note: Due to Health Department regulations, only store-bought goods can be served at CMS. Any snacks requiring assembly must be prepared at school. We appreciate your participation in our snack program.

OTHER CLASSROOM INFORMATION**Clothes**

Occasionally, children's clothes will get dirty or wet while in school and on the playground. Please do not dress your child in clothing that you do not want to get dirty. We ask that you send along a change of clothes, underwear, and socks for your child that will stay at school. To make storage easier, we ask that you put these in a sealable clear plastic bag that is labeled with your child's name. As the seasons change, so should the change of clothes.

- **Comfortable and Functional**
Your child should be comfortably dressed for school. Natural fibers clean more easily and breathe better. It is important that the children feel at ease with what they are wearing. It is equally important that children are able to manage their own clothing as much as possible. Children take pride in being able to dress without help. Clothes that are simple and functional allow a child to move and work freely. Consider clothing/ jackets in terms of how easily a child can put on/ take off "all by myself." Sweat pants or shorts with elastic bands instead of zippers or buttons are wonderful for children who are newly potty trained.
- **Weather Appropriate**
Please send your child to school with outerwear and clothing that's appropriate for the climate of the day. Weather permitting will go outside at some point almost every day (except for the coldest of days), so please dress children appropriately. Remember "There is no wrong weather, just wrong clothing." In the winter,

students will need hats, coats, gloves, and galoshes or other boots for sloppy days. On rainy days, please send along boots and a raincoat. All clothing must be labeled. Do not send an umbrella with your child. On sunny days, we ask that parents be responsible for applying sunscreen at home. Parents of Full and Extended Day students may send in individually labeled bottles of sunscreen for afternoon application.

- **Shoes**
Children mastering and perfecting the way they move and walk can succeed best in simple, flexible, non-skid shoes. Outdoor shoes should be appropriate for the playground. A designated pair of indoor shoes/slippers will be worn indoors and will be left at school each night. These shoes need to be appropriately sized; they are to aid children in being aware of their feet and movements and should not be a hindrance to them. Indoor shoes/slippers must have hard soles; water shoes, plastic bottoms, Crocs®, etc. will work well.

Please label all clothes, boots, mittens, etc. with your child's name in permanent ink. Also label lunch boxes, Tupperware, outdoor water bottles and associated items.

Lost Items

If you are missing an article of clothing or other item that your child brought to school, please park and come into the school to look for it. Do not expect the staff to search for your child's lost items. It is an overwhelming task for us to find a specific item. Lost and found items that are not labeled will be kept in the school office for 90 days. If unclaimed after that point, the items will be donated to Goodwill.

Children's Work

Children will not bring home work each day. Keep in mind that there is not much paperwork in the Montessori classroom, as young children are more interested in the process than the product. If your child wants to bring home a piece of work that he or she completed at school, then your child will be allowed to do so.

Toys & Treasures

Each classroom is filled with beautiful Montessori materials that are available to all. We ask that no toys, jewelry, candy, or gum be brought to school, as these items often distract children from activities that are helpful to their development.

If they choose, children are welcome to bring projects or natural objects (i.e. flowers, leaves, stones, animals—which must be approved ahead of time by the Directress) or items from other cultures or times to share with the class. In general, if it can be of some educational interest, your child may bring it to school. Valuable items are not recommended. Fresh flowers for flower arranging should be brought to school as often as possible!

Note: Occasionally a school object might inadvertently be brought home. Please assist the child (if needed) with returning the object to school. This does not need to become an issue about stealing.

Special Events

Birthdays celebrate the life of a child as a special person. To facilitate this celebration, when your child has a birthday, please send a simple timeline of photos (i.e. on a poster board; one or two per year, with a short description below), illustrating milestones and special memories at each age. For children with summer birthdays, please consult with your child's directress about having a "half" birthday celebration. Parents are welcome to join us in the classroom for their child's birthday celebration as arranged with the room's directress. With the classroom assistant, the child will prepare a treat to share with the class. Please do not send food, treats, or party favors into school. The focus of activities will be on your child and his/ her celebration.

Finally, we have created a tradition for each birthday child to bring a permanent gift for the classroom. This enables students to enjoy the value of giving as well as receiving on their special day. Check with the directress for ideas to help your child select a gift that will benefit the classroom.

Please note that birthday party invitations are not to be delivered through the school. The class roster lists home addresses for each class member.

Field Trips/Goings Out

Occasionally, the afternoon students may go on an educational field trip. Field trips require an authorization signature from the parent. We will notify you well in advance of any planned field trips. Please see the appendices for a *Field Trip Permission Card*. Once a field trip is paid for, there are no refunds unless the trip is canceled. The elementary children will leave the building throughout the school year for studies off campus. In each case, a specific “Goings Out” form will be sent home. Parent signature is required. Please remember that you must leave an appropriate car seat or booster seat for your child. CMS is not permitted to provide a seat for your child.

Emergency Plan

We have special, practiced procedures for events such as tornadoes and fires. School evacuation plans are posted in each classroom and will be followed in the event of a fire or other event that requires students and staff to quickly evacuate the building. Monthly fire drills will be conducted to familiarize children with the evacuation procedures, as well as fulfill state mandates. Disaster drills will also be conducted regularly to familiarize students with the procedures relating to tornadoes and other natural disasters.

Discipline

CMS believes that helping a child fulfill the motto: “Help me to do it myself!” holds true in all areas, including discipline. Our goal is to develop self-discipline for each child. The root word of discipline is disciple. It means to lead forth. We seek to lead students to cooperative behavior and membership in a productive, loving and caring classroom community. We all help each other grow.

Methods of discipline used in the classroom include:

- Modeling desired behavior by adults
- Problem solving skills that teach children “to use their words, not their hands”
- Careful classroom structure and ground rules
- Clear and consistent communications of behavioral expectations by all teachers
- Giving the child opportunities to make good choices regarding his/ her behavior
- Redirection to an appropriate activity
- Time out to rethink one’s actions

If necessary, your child’s directress will work with you to develop a method of daily contact, or a system to reinforce positive behaviors. If continual behavior problems exist, we will work with the family to help resolve the issues. In the event that your directress feels that additional support is needed to help your child achieve success in our classroom, CMS will communicate our concerns with you. We have found that in this time of a child’s life—the first experiences in a classroom setting—problems may arise that were not evident previously. CMS will make recommendations and provide as much support as possible to each family and child. If, however, progress is not made after a reasonable amount of time and effort, CMS has the right to rescind the enrollment contract.

“If children are allowed free development and given occupation to correspond with their unfolding minds, then natural goodness will shine forth.”

— *Maria Montessori*

PARENT EDUCATION AND INVOLVEMENT

Montessori Parent Education

Parent education sessions are scheduled throughout the year. Attendance at these sessions is mandatory. By attending these sessions, you will become better informed about classroom activities, processes and the Montessori education your child is receiving. These sessions provide you an opportunity to form relationships with other parents and your child’s teacher. They also provide parents an opportunity to:

- Discover more about the Montessori method and terminology (communicate better with your child!)
- Become better acquainted with the staff
- Learn about the various areas of the classroom and specific activities in which students engage
- Meet other parents

Families are requested to attend the parent education nights offered throughout the school year

Parent Education Resources on our CMS Website

While we find it vitally important for our parents to attend the Parent Education Nights offered, we also understand that occasionally scheduling conflicts to occur. As a remedy, CMS provides Parent Education resources on our website. Simply log on: www.cmsindiana.org and choose “Parent Resources” from the navigation bar on the left. By choosing either “The Parents Guide to the Primary Classroom” or “The Parents Guide to the Elementary Classroom” parents will find information on Montessori theory, rationale, specific lessons and their place in the curriculum, Montessori terminology and more. It is our hope that making this resource available for parents to learn from at their own convenience will help in their own comprehension of the value of their child’s Montessori education.

Observation

Parents—as well as other interested family members and care givers—are encouraged to view their child’s classroom any time during the year *after the first four weeks of attendance*. **You must make an appointment in advance.** This has become more important than ever, as increased enrollment and tours throughout the year mean that often other parents or prospective parents are scheduled to observe during the day. If you have an appointment, please follow normal drop-off procedures. Do not walk your child to class. If your child knows that you are observing, you will not get the full benefit of the experience. We also recommend that those wanting to observe the classroom discuss any concerns and questions with the directress by appointment or phone, prior to or following the observation. If you have questions about what is going on in the classroom, the best way to receive answers is to schedule an observation.

Classrooms are equipped with an observation window. Do not press or tap on the glass. If you have questions during your observation, please write them down and give them to the administrator following the observation. The directress will call you to discuss these questions.

You are also invited to share lunch with your child at any time. Please make arrangements in advance and in writing (even if at drop-off that morning). Fast food is not acceptable for this type of event.

Parent-Child Morning

Twice during the school year you will be invited to schedule a parent-child morning. On these dates, our classrooms will open at 7:45 for elementary and 8:00a.m. for primary. These mornings allow you to come to school with your child for 30 minutes. This is a wonderful opportunity for your child to be the teacher and give you lessons on what (s)he has been learning. The teacher will be present, but this is truly a time for you to interact with your child in the classroom. These dates are typically scheduled in October and in March. Please be considerate of the start time of class and exit the classroom by 8:30 a.m.

Volunteer Hours

Each family is required to volunteer a minimum of 15 hours during the school year. For each hour not completed, a payment of \$10 per hour will be required. Please be sure to document your volunteer time and turn in your slips in the box provided in the entryway of the school.

Television and Computers

Young children learn by doing. Developmentally, childhood is a time for movement, activity, acting on the environment and interacting with others. Therefore, we encourage you to limit TV and computer use in a matter-of-fact way. A limit of 30 minutes to 1 hour per day of television/computers allows your child ample time to engage in more age-appropriate activities.

In the short time we have with our children, time that might be spent just *sitting* together could instead be used *being* together. Play music on the stereo, and let your child help with dinner. Encourage him/ her to dance, go for walks, play board games, play ball in the yard, read books, tell stories and do family activities together. You can also look at photo albums, talk about family history, and share favorite memories, dreams, ideas, etc. We have found that children who come into our classrooms in the morning without having watched television before school, are often more peaceful and ready to select purposeful work. We heard of a student who spent the summer in a mountain cabin with only a radio. His mother asked him at the end of the summer, “Which do you like better, radio or television?” He answered quickly, “Radio, definitely, the pictures are much better!”

Photographs & Videotaping

Photographing and videotaping of the children during school hours is strictly prohibited. There are families who have specifically requested their child(ren) not be photographed or videotaped. CMS respects a family's right to privacy. There are times when a CMS staff member or other authorized individual will take photos of the children working or participating in a school event. These CMS staff members and authorized individuals have been made aware of which children can be photographed and which cannot be photographed.

COMMUNICATIONS

Life Changes

If there has been a significant change in your child's home life, please let your directress know right away. Often we can help with a little added attention, understanding, and loving care. Open communication between parents and directress is vital. As always, we will respect confidentiality.

We want to be in close contact with you. The importance of communication between the parent and directress cannot be over estimated. We encourage a two-way discourse at all times. It is especially important that sharing take place in cases of unusual circumstances that might affect your child. It is very difficult for the directress to chat during class hours, drop off, or dismissal, so communication is more productive if you leave a note, or call the office for a time to confer. Also, it can be confusing and sometimes humiliating for children to be talked about—positively or negatively—in their presence. We will set aside a private time and place for these discussions. If at any time the directress sees a need to communicate with you, she will make arrangements to do so at your convenience.

Daily News

Pertinent information will be sent home with your child in a plastic folder on Friday unless it is urgent. We ask that this folder be sent back to school with your child each Monday. Anything sent home in the folder is important school news or personal notes from the teachers. Please send any information to school via this folder. Our newsletter will include calendar updates, planned events, news, classroom activities, and articles on Montessori—it is sent via email at the end of each week. If you have something to contribute, please get in touch with the school office. This folder is for parent/ school communications; it will not be used to communicate with other parents.

Conferences

Parent/ teacher (directress) conferences take place in fall and spring. This is a time for you to deepen your collaboration with the directress on behalf of your child—each by looking at the student's development from the other's perspective. We recommended that both parents attend conferences, so that all adults in a child's life are informed and working together in a consistent way.

Sign-up for conferences will be announced a minimum of two weeks in advance to allow you to arrange the conference with work schedules. Please respect the time allotted for your conference. Each conference will be approximately 15 minutes for Primary students and 30 minutes for Elementary students. If additional time is needed, a follow-up conference may be scheduled. You or the directress may ask for a conference at any time during the year as needed or desired.

Issue Resolution Process

- Any person with a concern relating to school matters needs to discuss the concern with the staff member most directly related to it.
- If it is perceived that a situation continues to be unacceptable, a written complaint should be submitted to the administrator.
- The administrator will take all documentation and collaborate to solve the problem with the individuals who are involved. We will not waiver or compromise on Montessori pedagogical issues. The trained staff and administrator will first and foremost keep Dr. Montessori's beliefs and our children in mind when making decisions.

If you have any questions, concerns, or suggestions about your child's classroom progress, whether it is about his/ her relationship to the environment, the directress, or other children, ***please talk to the directress directly and***

promptly. We will first ask that you come in for an observation and then schedule a meeting for follow-up. Questions related to CMS operations should be directed to the administrator.

Contacting the Staff

During the school day, the entire CMS staff is very focused on working with your children. We respectfully ask that parents schedule meetings in advance, instead of “drop-in” meetings during the day. Communication is vital to the success of our children, as is the uninterrupted work time of everyone.

If you need to contact a staff member, please call the office, send a written note to school in the communications folder, or email the staff member. Please check our website www.cmsindiana.org for a list of email addresses. Please note that Directresses will not discuss classroom issues during recess or dismissal, and car line is not the right time to inform the staff of an issue. The staff member will return your call or email as promptly as possible. Keep in mind that the directresses cannot take or make calls during class hours. Please be courteous and refrain from calling teachers at home.

Special Needs

If a directress feels that a particular child may have special needs or is experiencing difficulty in learning, a conference with parents/ guardians will be scheduled. At this time, the possibility of testing and a plan of action to work jointly in helping the child will be discussed. Each case is handled individually and in strict confidence. The cooperation and equal participation of parents and school is mandatory for a child’s continued enrollment in CMS.

Referrals

If you are seeking special services for your child, we would like to confer with you throughout the process. We keep a list of various agencies that are available in the area and will share our knowledge of these services with you whenever you wish.

Indiana Juvenile Code/ Abuse, Neglect, and Sexual Abuse Policy

Any individual who has reason to believe that a child is a victim of child abuse or neglect is required to make a report. CMS observes this code. Sexual abuse of students, faculty, or staff is criminal behavior and is not tolerated at CMS. Indiana law regarding sexual abuse involving children includes all conduct and offenses as detailed in Indiana Code sec. 35-42-4-3 through 35-42-4-9. The complete text of these statutes is available from the administrator to any employee or parent upon request.

APPENDICES (A – H)

A. Health Conditions that Mandate Exclusion from School

According to the National Health and Safety Performance Standards, a child that is not feeling well cannot work at a rewarding level and may also expose other children to a communicable disease. The parent, legal guardian, or other person authorized by the parent shall be notified immediately when a child has a sign or symptom requiring exclusion from the school, as described in the appendices: Medical Conditions that Mandate Exclusion from School.

- The illness prevents the child from participating comfortably in school activities
- The illness results in a greater care need than the school staff can provide without compromising the health and safety of the other children
- The child has any of the following conditions:
 - **Temperature** of 100 degrees or higher accompanied by behavior changes or other symptoms of illness (Child may return to school 24 hours after temperature returns to normal.)
 - **Diarrhea** that includes an increased number of stools, increased stool water, and/ or decreased form that is not contained by the undergarments. For toddlers, two bouts require exclusion. For older children, increased number of incidence and increased discomfort (Child may return to school when diarrhea stops.)
 - **Vomiting** with two or more episodes in the previous 24 hours (Child may return to school when vomiting stops or a health care provider determines that the illness is non-communicable and the child is not in danger of dehydration.)
 - **Mouth Sore** with drooling (Child may return to school when a health care provider determines that symptoms do not indicate a communicable disease.)
 - **Rash** with fever or behavior change (Child may return to school when a health care provider determines that symptoms do not indicate a communicable disease.)

- **Conjunctivitis** (pink eye), which includes pink or red conjunctiva with white or yellow eye discharge, swollen and/or teary eye(s) (Child may return to school 24 hours after antibiotic treatment has begun.)
- **Scabies, Head Lice, or Other Infestation** (Child may return to school when treatment is complete and child is nit free.)
- **Tuberculosis** with symptoms including cough, fever, fatigue, weight loss, cough producing bloody sputum, night sweats, etc. (Child may return to school when a health official states that the child can attend school.)
- **Impetigo** with symptoms including itchy, red sores with yellow or gray crusts on face, legs or arms (Child may return to school 24 hours after treatment has been initiated.)
- **Strep Throat** or other Streptococcal Infection (Child may return to school 24 hours after initial antibiotic treatment and cessation of fever.)
- **Chicken Pox** (Child may return to school six days after onset of rash or until all sores have dried and are completely crusted.)
- **Pertussis, Whooping Cough** with symptoms including sneezing, nasal congestion and tearing; loss of appetite; malaise; hacking cough often followed by explosive coughs that end in a high pitched whoop; difficulty breathing; blue lips; etc. (Child may return to school five days of appropriate antibiotic treatment (currently erythromycin).
- **Mumps** with symptoms including swollen, painful salivary glands; fever, weakness and fatigue; possible inflammation of pancreas, testes, ovaries or brain (Child may return to school when health care provider states that the child can attend school.)
- **Hepatitis A** virus with symptoms including persistent or recurring jaundice, fatigue, lack of appetite, nausea and vomiting with a low-grade fever (Child may return to school one week after onset of illness or, as directed by the health department, when passive immuno-prophylaxis (currently, immune serum globulin) has been administered to all affected children and staff.)
- **Measles** with symptoms including fever, cough, sneezing swollen eyelids and sore throat with tiny, white spots on the lining of cheeks and rash (Child may return to school six days after onset of rash.)
- **Rubella** with symptoms including mild fever and rash (Child may return to school six days after onset of rash.)
- **Persistent Ear or Eye Pain** (Child may return to school when health care official determines that the condition is not infectious.)
- **Symptoms of possible severe illness:** including unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficulty with breathing, wheezing, or other unusual signs (Child may return to school when a medical evaluation indicates that returning to school is okay.)

For the following conditions, a child may return to school when (s)he has received medial attention:

- Severe allergic reaction with various symptoms
- Asthmatic Attack
- Bone fracture or suspected bone fracture
- Burns whether chemical or major scalds
- Persistent Headache with child looking pale and ill
- Fainting Spell
- Persistent Nosebleed
- Any Seizure
- Abdominal Pain
- Suspected Frostbite or Heat Stroke

Unspecified Respiratory Illness: A child without a fever who has symptoms of mild or moderate cases of the common cold, sore throat, or croup shall not be denied admission or be sent home from school unless it precludes comfortable participation in school activities or need for greater care by the staff that could compromise the health and safety of other children in school.

Community Montessori School 2010-2011 School Calendar

August 6 (Friday) No School Elementary Staff In-Service
 August 8 (Sunday) Elementary Back to School Night
 August 9 (Monday) No School Elementary Staff In-Service
 August 10 (Tuesday) First Day for Elementary Students
 August 12-13 (Thursday-Friday) Primary Staff In-Service
 August 15 (Sunday) Primary Back to School Night
 August 16 (Monday) First Day for Returning Primary Students
 August 23 (Monday) New Student Phase-in begins

September 6 (Monday) No Students: Labor Day
 September 23 (Thursday) Parent Education Night at 6:30 pm

October 4, 6 (Monday, Wednesday) Elementary Parent/Child Mornings
 October 11-14 (Monday – Thursday) Primary Parent/Child Mornings
 October 20 (Wednesday) No School: Parent Conferences
 October 21, 22 (Thursday, Friday) No Students: Fall Break

November 24, 25, 26 (Wednesday, Thursday, and Friday) No Students: Thanksgiving Break

December 17 (Friday) Last Day before Winter Break

January 3 (Monday) No Students: Staff In-Service
 January 17 (Monday) No Students: Martin Luther King, Jr. Day

February 2 (Wednesday) Elementary Information Night
 February 18 (Friday) Flex Day: No Students (unless need to make up lost day)--Staff In-Service
 February 21 (Monday) No Students: President's Day

March 10 (Thursday) Parent Education Night at 6:30 pm
 March 14, 16 (Monday, Wednesday) Elementary Parent/Child Mornings
 March 21-24 (Monday – Thursday) Primary Parent/Child Mornings
 March 31 (Thursday) No Students: Parent Conferences

April 1 (Friday) No Students: Spring Break
 April 11 (Monday) School Resumes

May 27 (Friday) Last Day of School and All School Picnic
 ½ Day for ALL Students: No Extended Care after the Picnic
 May 30 (Monday) No Students: Memorial Day
 May 31-(Tuesday) Staff In-Service Day
 Jun 1-3 (Wednesday –Friday) Flex Days for Elementary: No school unless need to make up lost days

C. Board of Directors and Staff

2009-2010 Board Members

Andrew Bender	President
Karen Willman.....	Vice President
Jacob Koehler	Secretary
William Desmarais	Treasurer
Shelly Fitzgerald.....	Member
Rachel Anderson.....	Member
Angela Ruch	Member

Laverne Atkins, Aftercare Assistant

Mrs. Atkins returns for a sixth year as the Aftercare Program Assistant. Mrs. Atkins started with CMS in 2003, working in the enrichment, nap and After Care programs. Prior to working at CMS, Mrs. Atkins owned her own business in Gary, Indiana.

Cora Banko, Tulip Tree Room Directress

This is Miss Banko's third year with CMS as the lead Directress for the Tulip Tree Room. Miss Banko comes to CMS with an educational background in Early Childhood Education and an AMS Directress certificate. Miss Banko has over five years of experience working as an assistant in Montessori schools in Illinois.

Georgiann Hany, Office Director

Mrs. Hany returns to run the CMS front office after joining the staff in January of 2009. She has a Bachelor of Science degree in Agronomy and Ag Business from Illinois State University and has many years of experience in the retail/customer-service sector in addition to her office management skills. She is quite used to working with young children as she owned her own daycare for many years. She is the mother four beautiful children and lives in Noblesville.

Jennifer Moore, Sycamore Room Assistant

Mrs. Moore returns for a third year as the assistant in the Sycamore classroom. She has previously worked as both a primary teacher and Elementary teacher in a Montessori program, and prior to that was a staff member in the Wayne Township and Speedway public schools.

Michelle Porter-Ashley, Administrator

Mrs. Ashley is returning as the school administrator. Previously she was the Directress in the Sycamore Room. Mrs. Ashley is a graduate of Indiana University with a Bachelor of Arts in Computer Science and holds an AMS Directress certificate. Michelle has over 5 years of classroom experience and has just completed her third year of training toward an AMI Elementary Diploma. Mrs. Ashley is also the proud parent of two CMS alumni.

Amy Rice, Toddler (Oak Room) Directress

Amy Rice is in her first year with CMS and is starting our toddler program. She is originally from Saskatchewan, Canada and moved to the United States to attend school in Minneapolis, MN. She completed her Associates Degree in Child Development in May 2009. After working as a summer nanny and a preschool teacher for 5 months, Amy attended a year of training at the Montessori Training Center of Minnesota. Amy received her Primary Diploma in May 2010 and immediately moved to Indianapolis. Amy is looking forward to teaching at CMS and getting to know the families in the community. She enjoys being near water, doing puzzles, coffee in the morning, and all things Montessori.

Emmanuelle Schwarz, Tulip Tree Room Assistant

Mrs. Schwarz returns for a second year as the assistant in the Tulip Tree classroom. Mrs. Schwarz brings with her a wealth of experiences from living in different countries (a native of France, she has also lived in Italy and the United Kingdom) and speaks three languages. A researcher in geography and environmental science, Mrs. Schwarz studied at the University of Nantes, France, where she earned a B.S. and M.A. She also holds a Master of Philosophy from the University of Orleans, France. Emmanuelle's two daughters attend CMS.

Kris Spence, Sycamore Room Directress

Mrs. Spence is the lead Directress in the Sycamore Room. Mrs. Spence is a graduate of ??? with a Bachelor of Arts in ??? and holds an AMI Directress certificate. Previous to becoming the lead Directress, Mrs. Spence was an assistant in the Maple Room. Mrs. Spence is a wonderful mother of four beautiful children, two of which currently attend CMS.

Patti Spodeck, Toddler (Oak Room) Assistant

Mrs. Spodeck will be working the Oak Room this year with Amy Rice. She has a wealth of experience at CMS, having work previously in the primary classrooms as a trained Montessori assistant. Before joining our staff on a permanent basis, Mrs. Spodeck was a substitute teacher while her son, Richard, was a CMS primary student.

Carrie Wisser, Elementary (Magnolia Room) Directress

Miss Wisser returns as the directress for the Elementary classroom. She has taught at CMS for several years, and holds an AMI Elementary Diploma. Miss Wisser has B.A. in History from St. Vincent College in Pennsylvania and also holds an AMI Primary Diploma. She previously taught at the Primary level.

Kami Wooldridge, Elementary (Magnolia Room) Assistant

Mrs. Wooldridge is returning to the Magnolia Room as the assistant. She previously worked as a substitute teacher for CMS before taking on the role as assistant in the elementary classroom last winter.

D. CMS Withdrawal Policy

(Written and Approved by the CMS Board of Directors and effective from 21 May, 2009 onwards)

Withdrawal Prior to July 15: Written notice to withdraw a student from the school is required on or before July 15, preceding the school year. Any enrollment fees and/or tuition paid prior to this date are non-refundable. Tuition balance will be voided.

Withdrawal After July 15: If a child is withdrawn from the school for any reason after July 15, no less than a sixty (60) day written notice must be submitted to the Head of School in advance of the intended withdrawal date.

In addition, within ten (10) days of submission of the letter with intent to withdraw, a meeting between the parents/guardians and Head of School to discuss the withdrawal request is to occur. If applicable, the meeting would also include the child's Directress.

Tuition commitment is still honored during those 60 days.

The contractual obligations for tuition payment will remain for the entire year if the withdrawal policy is not followed as described above.

E. Additional Parent Resources

Parent Reading List

The following are suggested reading materials for parents:

- Lillard, Paula P. (1996). *Montessori Today*. New York: Random House
- Montessori, Maria. (1949). *The Absorbent Mind*. Madras, India: Theosophical Publication House.
- Oriti, Patricia. (1994). *At Home with Montessori*. North American Montessori Teachers' Association.
- Stephenson, Deede. (1995). *The Pink What? A Reference Guide to Montessori Materials*. Arbor Montessori School.
- Kahn, David. (1995). *What Is Montessori Preschool?* North American Montessori Teachers' Association.
- Kahn, David. (1995). *What Is Montessori Elementary?* North American Montessori Teachers' Association.
- Futrell, Kathleen (1995). *The Normalized Child*. North American Montessori Teachers' Association.

Things Children can do at Home

When you enter your child in a Montessori class and become a part of the Montessori family, it is of the utmost importance that the home and the school work in harmony toward the development of the child. Below are some things that can be provided in the home.

Bathroom:

1. Step-up stool for the toilet
2. Same for sink (stool or steps) - one stool could be for all purposes
3. Small bar of soap within reach of child
4. Low mirror- child should be able to see when he brushes teeth/washes face

5. Small wash cloth and towel
6. Toothbrush within reach of child
7. Toothpaste
8. Small night light so child is able to see light switch
9. Low shelf for child's materials; towel rack with shelf
10. Tub toys - measuring spoons, cups, etc. (store in one bag)

Bedroom:

1. Closet - low pole with hangers
2. Low shelf to display few toys and treasures
3. Drawers: drawer for socks, underwear, etc., or use shoeboxes to separate items if only one drawer is available
4. Nice picture - hung low (only one), change once a month - talk about the art - picture and artist
5. Book shelf- few books, only 3 or 4
6. If windows are high - a stool so the child can look outside. (please ensure safety)
7. Plant in room; watering can and sponge on tray so child can care for plant
8. Aquarium for room - it helps child to fall asleep

Living Room:

1. Stool to look out high windows
2. Beautiful interesting objects child can look at and handle

Kitchen:

1. Own chair at table; proper height
2. Stool or steps to reach water
3. Sponge, towel and bowl on tray to clean up spills
4. Tray in refrigerator with milk or juice and healthy snack so child can get own treat
5. In lunch box: cheeses, nuts, fruit. Good nutrition is important!
6. Have children pack own lunch; it's easier if they do it at night
7. Child can be helpful buying and putting away groceries

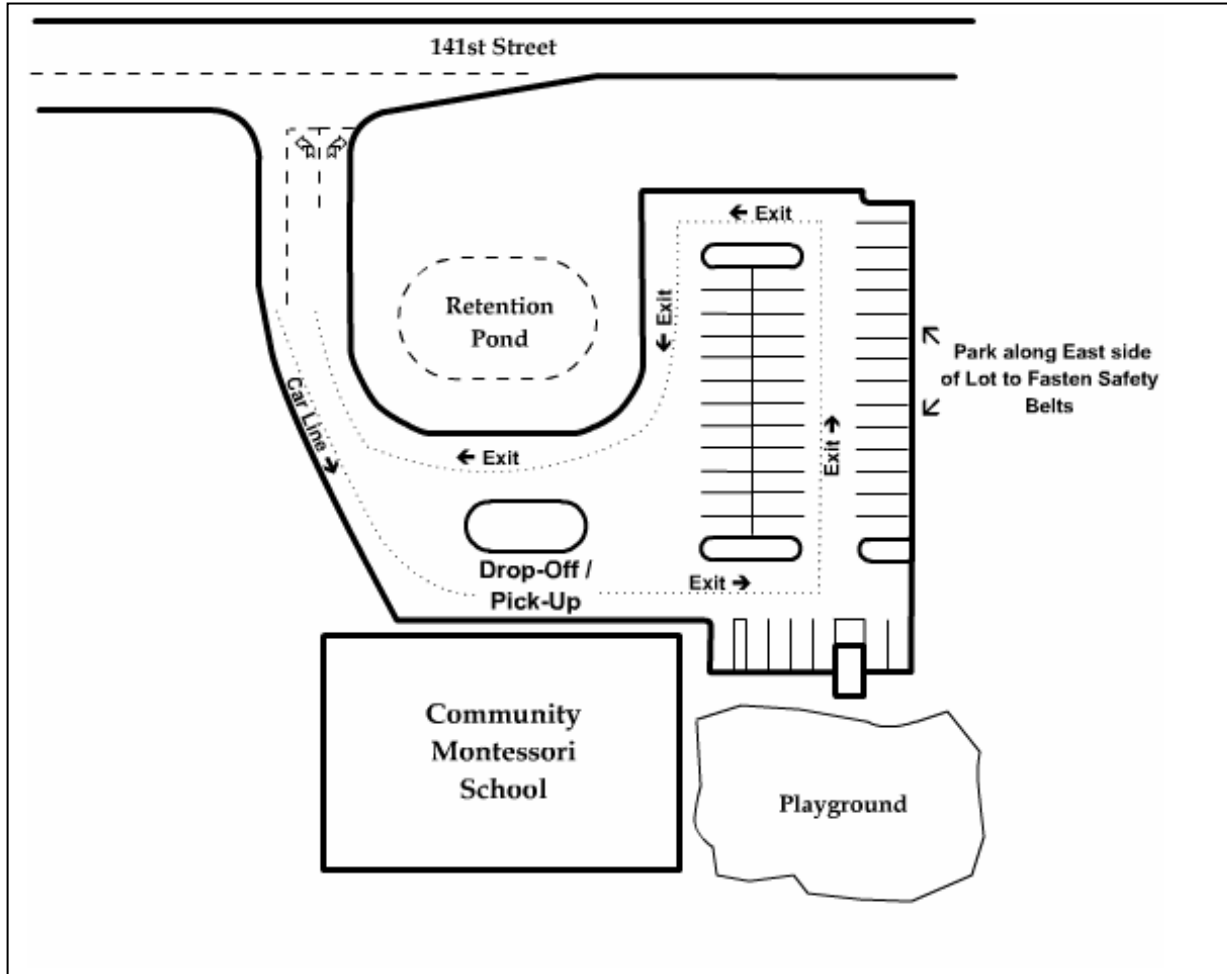
Your child needs to be a contributor in the family and feel his contribution is important!

Useful chores your child can do at home:

1. Car washing - have bucket, soap, etc. in certain place.
2. Scrub sink in bathroom or kitchen - make sure child is aware of poisons.
3. Dusting - cloth and brush for dusting at home.
4. Setting table.
5. Loading and unloading dishwasher.
6. Stacking dishes.
7. Folding the laundry - napkins, wash cloths, towels.
8. Sponging tables and counter tops.
9. Sweeping - broom, dust pan, and brush (child size).

10. Brushing crumbs - brush and tray (child size).
11. Rolling and pairing socks.
12. Weeding.
13. Plant care – watering - give names of plants
14. Feeding birds and pets
15. Taking out the trash.

F. Drop-Off/Pick-Up Map





MEDICATION PERMIT FORM _____ School Year

Indiana State law requires that schools observe certain regulations in administering medications to students. Written permission of a parent and/or physician is required for all medication. In order to administer medication to your child, the following procedures must be followed:

- Over the counter medication must be sent to school in the manufacturer's bottle and requires written permission from the parent or guardian, stating the amount of medication, the hours for administration, and the period of time that the medication is to be continued. Due to limited storage, please send over-the-counter medication in a small bottle, if possible. **Please send in appropriate strength (i.e. junior strength for children). You will need a prescription from a physician stating it is ok to give adult strength to children.
- Prescription medications must be in the original pharmacy bottle. The label on the pharmacy bottle meets the requirement for the physician's signature; however, the parent must either sign a Student Medication Permit Form.
- If your child needs to take an antibiotic during school hours, send in the amount for the full course of the treatment. For example, if your child needs to take one antibiotic at noon for seven school days, send in seven tablets/capsules in the original pharmacy bottle and leave the medication in the school for the duration of the treatment.
- If your child takes medication on a daily basis for an extended period of time, you may send in a month's supply of medication at one time. When the bottle is empty, it will be sent home with your child to be refilled.
- Medications will not be sent home with students. Once a medication has been discontinued, the parent must come to the school and pick up any remaining medication. We will only send home empty bottles to be refilled.

(Please complete the bottom portion of this form and return it to CMS.)

Student's Name: _____ Classroom: _____ Teacher: _____

Condition/Ailment: _____ Name of Medication: _____

Time and Amount to be given: _____

<p>At the end of the year: <input type="checkbox"/> I will pick up any remaining medication within 10 days of the last day of school. <input type="checkbox"/> Please destroy any remaining medication at the end of the school year.</p>
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I will assume responsibility for safe delivery of the medication to the school.
 I will notify the school immediately if there is any change in the use of the medication.
 I release and agree to hold CMS, its officials, and its employees harmless from any and all liability for damages or injury resulting directly or indirectly from this authorization.

Signature of Parent/Guardian

Date

Home Phone Number

Father's Work Number

Mother's Work Number

9069 East 141st Street
 Fishers, IN 46038
 We welcome students of any race, gender, religion,
 national or ethnic origin.



Medication Administration Form

School Record

Please fill out the top portion of this form in the event that medication is to be administered by the staff at Community Montessori School.

Name of Child:	
Signature of Parent:	
Medication Name:	Dosage:
Special Instructions:	

Name of Medication Given:	Dosage:	Date:	Time:	Administered By:

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EMERGENCY / Change of INFORMATION CARD



Student Name: _____ D.O.B. _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Parent/Guardian: _____ Phone: _____ Work: _____

E-mail Address: _____ Mobile: _____

Parent/Guardian: _____ Phone: _____ Work: _____

E-mail Address: _____ Mobile: _____

Physician & Hospital: _____ Phone: _____

Dentist: _____ Phone: _____

Emergency Contact (other than parent or guardian)

Name/Relationship: _____

Phone: _____ Work: _____ Mobile: _____

Name/Relationship: _____

Phone: _____ Work: _____ Mobile: _____

In case of medical emergency, I understand that my child will be transported by ambulance to the nearest hospital. I authorize my child to receive emergency medical treatment if I cannot be reached or if I delay in reaching my child. If I cannot be reached at the number (s) listed above, I authorize Community Montessori School to make decisions, medical and otherwise, that they deem are in the best interest of my child.

Signature _____

Date _____

Does your child have specific dietary needs or food allergies? (i.e. dairy, gluten, peanut, other) _____

Is your child a vegetarian? _____

Other Allergies/Medications/Special Needs: _____

Please attach additional documentation including, but not limited to, signed physician's orders, signed medication schedules, such as nebulizer treatments, etc. Also, in accordance with the CMS Parent Handbook, please report all changes in your child(ren)'s medical condition(s) throughout the entire school year, so that we may maintain updated records at all times.

CARPOOL INFORMATION



Student Name: _____

Parent/Guardian: _____

Parent/Guardian: _____

The following people are authorized to transport my child to and from Community Montessori School:

Name: _____
 Phone: _____ Work: _____ Mobile: _____
 Email: _____

Name: _____
 Phone: _____ Work: _____ Mobile: _____
 Email: _____

Name: _____
 Phone: _____ Work: _____ Mobile: _____
 Email: _____

Name: _____
 Phone: _____ Work: _____ Mobile: _____
 Email: _____

Signature _____

Date _____