

Peace Montessori School 2015-16

## Parent Handbook



**Contact Information:**

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Assistant Director: Susan Brown      Email: [Tookats@aol.com](mailto:Tookats@aol.com)

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Emergency contacts:                      919-219-4996 Sharon Bryant

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Dear Peace Parents:

Welcome to Peace Montessori School! The school is comprised of a wonderful community of families! By selecting our program you will be joining like-minded folks who recognize the special value that a Montessori education will offer your child. We rely on our parents as partners in the educating of their child. We will provide information and resources to help you maximize your child's experiences at the school and will communicate with you on a day-to-day basis regarding news and upcoming events at the school. As the Director of the school I welcome you to contact me regarding questions, suggestions or if I can be of assistance to you. My email address is [smbryant@bellsouth.net](mailto:smbryant@bellsouth.net).

Regards,

Sharon Bryant, Director

**Philosophy:**

At Peace Montessori we believe that children grow and learn through various developmental stages that encompass the whole child-physical, social, emotional and cognitive. Maria Montessori believed that children develop in a sequence or planes of development called the "sensitive periods". Our program offers prepared environments that are beautiful and orderly, allow for freedom within limits that foster independence, and encourage self-paced learning. Children experience learning through activities that engage the senses, include real life objects and experiences and allow for repetition to mastery. The multiage groupings allow for younger children to learn from observing older children at work. It also enables the older children become the leaders of the classroom, role models and mentors for the younger children. The role of the teacher is to prepare the environment for learning

and observe the children at work. Observation and documentation are crucial for recording of each child's individual progress of learning in the classroom. Student development is individual in nature thus children are not compared to one another. Peace Montessori's program allows for success for all children, meets the individual child's needs and fosters a love of learning for life in each child.

### **Mission:**

Peace Montessori's mission is to create a carefully prepared environment that addresses the whole child. We strive to enable children age two to age twelve to freely interact, reach their academic potential, and grow in peaceful harmony with their friends, family, and society.

### **Classes & Ages:**

Peace Montessori offers programs for children from age two to age twelve. Low student to teacher ratios, consistent and certified staff members make the school an exceptional choice for your child. Special enrichment programs teaching Spanish, yoga, art and music are offered weekly.

The Toddler house serves children from age two to three. The teacher to student ratio is one to six with a maximum of twelve students and is instructed by a Montessori Certified Lead Teacher and an Assistant Teacher.

We offer two Children's Houses that serve children from age three to age six. The teacher to student ratio is one to eleven with a maximum of twenty-two students. The classrooms are instructed Montessori Certified Teachers and Assistants.

We offer two afternoon programs. One is a preschool art program and the other is an Extended Day/Kindergarten program for children of age five and six. Children younger than the age of five are required to have a nap/rest time from 12:45-1:30. Lunch for both groups is 12:15-12:45.

We offer a Lower Elementary program for children ages six to nine and an Upper Elementary program for ages nine to twelve. The teacher to student ratio is one to twelve with a maximum of twenty-four students with a team of Montessori Certified teachers.

LE & UE Elementary	8:30-3:00
Part-time Children's Houses	8:30-12:00* & 8:45-12:15*
Preschool Art Camp & Kindergarten	8:45/8:30-2:45
Toddler	9:00-12:15
Before Care	8:00-8:30
After Care	2:45-5:00

\*Classroom times are staggered to help with the volume of traffic at the school. When dropping off for the day, the Children's Houses and Toddler parents must walk their children to their classrooms.

### **Discrimination Statement:**

Peace Montessori admits children without regard to race, color, gender, or national or ethnic origin.

### **Financial Policies & Additional Fees:**

Peace Montessori depends on tuition as its only source of funding. The tuition payment can be made monthly, biannually, or annually.

Monthly payments are due the first day of each month for an eleven-month period, beginning August 1. After the fifth day of the month a late fee of \$50 will be charged. Tuition payments that are over 90 days delinquent will be sent for collections unless special arrangements have been granted in advance by the Director of the school. A fee of \$75 will be charged for the handling of returned checks.

Additional fees required per student include a preschool \$150 extra curricular activity fee, \$300 Kindergarten activity/materials fee and a \$400 Elementary activity/materials fee. Kindergarten and Elementary fees include classroom materials and participation in weekly Physical Education Field Trips and once monthly pizza Friday. These fees have been combined for the year to simplify and alleviate weekly payments from home.

### **Arrival & Pick-up Policies:**

Please enter from the entrance/exit furthest away from the school (next to CEI). You may exit left or right from this location. It is a right only exit from the entrance/exit that is closest to the school (be warned that motorists do not drive 45 mph on N. Salem Street) making it unsafe to exit left at this location. Please be prompt when picking up your child each day. Late pickups interfere with the amount of time staff

members have to prepare their classrooms for the next day. Families that are late will be billed at a rate of \$2.00/minute past their designated pick up time. If you are running late due to an emergency please call the school to let the staff members know your status. If a child is left at the school past 5:15 pm the staff will begin contacting the alternate emergency contacts listed on your emergency form. It is imperative that this contact information is kept updated and accurate to ensure a secondary pick-up person in the event of an emergency.

For safety reasons, please do not leave children unattended in parked vehicles and please exit the school grounds once you have picked up your child. This courtesy will free up spaces and help alleviate the cramped parking conditions for incoming vehicles. It is also imperative, for safety reasons that children remain with their parent/guardian once they have exited a classroom or the playground.

Please note that it is school policy that teachers be informed in writing if there are any special instructions or changes concerning the drop-off or pick-up of a student. Please note that a child will not be released to another individual unless the teacher has a written request.

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### **Withdrawal/Termination Policies:**

A \$350 deposit is required to hold an opening. Deposits will be returned to families when leaving the program with proper notice. A 60-day paid notice of withdrawal is required for any family needing to withdraw from the program during the school year. Deposit returns will be adjusted for monies owed to the school. Deposits will be returned within 60 days of exiting the school.

A student can be terminated from the school for repeated negative behavioral issues effecting the individual classroom and students. Students are given three warnings before termination. A student can be terminated without warning for physical aggression against other students or staff members. Also, elementary students with

repeated unexcused absences and not meeting N.C. Non-public attendance requirements will be asked to leave the school.

## **Health, Safety, and Nutrition Policies**

### **Illness:**

As required by the North Carolina Department of Non-public Education, parents must provide copies of their child's immunization records before attending Peace Montessori. Each year, parents are required to fill out an emergency form that should be updated with any changes that may occur throughout the school year.

When your child comes to school, please make sure that he/she is fully able to participate in all activities. Parents must inform the school about any possible food allergies that pertain to their child. **Peace Montessori is a peanut free school that does not allow peanut or peanut processed products.**

If your child is ill and is staying home for the day we request that the school is notified that your child will not be in attendance. The school must be informed immediately if there has been exposure to any form of communicable disease. A physician must properly treat children with pink eye or a cough due to an upper respiratory illness before returning to school.

**Please note that we do not have facilities to accommodate a sick child. A child with a temperature of 99 degrees or above, or with vomiting or diarrhea must stay home until he/she is symptom free (not medicated) for a 24-hour period of time.**

**In cases of influenza a child must remain at home for a minimal of one week unless a note from the child's pediatrician is provided approving the child's return to school.**

### **Medications:**

No prescription or over the counter medications will be given without written parental approval. A NC DCDEE Prescription form must be completed and signed. Individual forms are required for each medication brought to school. Medication must be brought to school in the original container. We also request that the school be notified if your child takes any ongoing medications at home.

### **Fire Drills and Playground Inspection:**

The school conducts and documents fire drills and playground safety inspections on a monthly basis.

## **Inclement Weather Closures:**

Peace Montessori follows the Wake County Public School closings and delays. Please check WRAL Channel 5 for these postings or visit the Wake County website at [www.wcpss.net](http://www.wcpss.net) for this information. Please do not call the school regarding inclement weather closings and delays. In addition, the Director will follow up with a school wide email announcing the closure information. Make-up days for inclement weather closures will be limited to a maximum of three days.

## **Child Accident and Emergency Procedures:**

At the beginning of each year, parents complete an emergency form that lists telephone numbers where parents can be reached during the school day. **Pease keep these numbers current in the event of an emergency.** If a child requires immediate medical attention the school will contact the parents and take the appropriate measures to seek medical help if necessary by referring to the preferred physician, dentist, or hospital as listed on the emergency form.. Cell phones can sometimes be difficult to trace and misinformation could be given in an emergency. In the event of an emergency 911 will be called on the landline at the school. This will directly pinpoint the center's address for immediate fire and rescue response. Evacuation routes are posted showing paths of exit for each classroom. Teaching staff members line up the children and exit the building in an orderly fashion. Once arriving at the designated safe zone children are asked to sit as a group and the lead teacher will call the roll to make certain that all the children at school that day are accounted for. Students will not be allowed to return to the building until an all clear is given from the Director as per the fire department.

## **Nutrition:**

The school's policy regarding nutrition is to provide healthy snacks. Due to the lack of kitchen facilities, children will be offered dry snacks consisting of crackers, cereal, and pretzels. Parents from Classrooms A, B, C are required to assist in providing peanut free snacks to compliment items offered by the school in lieu of payment of a yearly snack fee. Toddler Room parents are required to pay a \$50 yearly snack and Spanish fee. The school requires that full-day students bring a healthy lunch from home. **Please no prepackaged Lunchables, cookies, candy, nor juice pouches (water and milk are healthier alternatives). Please use reusable containers to keep trash to a minimum. Food can be sent in a thermos to stay warm. Please remove from the lunchbox and leave a note not to refrigerate it.** Parents must inform the school about any possible food allergies that pertain to their child. **Peace Montessori is a peanut free school that does not allow peanut or peanut processed products. Students with food allergies requiring an EpiPen will be required to provide their own daily snack. These families will not be required to participate in the provision of classroom snack.**

## **Social Graces:**

Peace Montessori believes that children should be taught manners. Children are taught to show respect for each other by walking around a rug on which a child is working. One uses a material until they are finished with it, and only then may another child use it. They learn to talk in a quiet inside voice so as not to disturb others. These behaviors, taught to the whole class establish the ground rules by which the class operates. Each polite activity ensures that the classroom atmosphere is one of respect for the rights of other people. Some manners are considered as old-fashioned, but we strive to teach them: please and thank you; wait until all are served before eating; ask before taking something; handshake a greeting of hello and goodbye; use walking feet in the classroom, etc. Children crave order, simplicity, and the discovery of natural law. Manners are a sort of natural law developed by civilization to simplify our relationships.

## **Discipline Policy:**

Redirection and positive reinforcement are effective methods of behavior management of children. The teaching staff model and teach verbal communication as a means of conflict resolution between children. They also assist the children in developing good self-concepts, problem solving abilities, and self-discipline.

## **Child Abuse:**

Everyone has a duty to report in cases where there is suspected abuse of a child. Staff members suspecting child abuse and/or neglect by a parent, guardian, custodian or caretaker must immediately report this information to the Director of the school to facilitate filing a report to Social Services Department.

## **Sanitation:**

Peace Montessori is cleaned each weekday by its staff members. All washable surfaces are sanitized and bathroom areas are disinfected with bleach solutions. Rugs are vacuumed, tile areas are mopped and trash and recycled materials are disposed of. Professional cleaning is done twice a month. Rugs are shampooed twice a year.



## **Clothing**

Each child will need two sets of seasonally appropriate clothing to be kept at school in case of small emergencies. Please label all clothing with your child's name for their cubby and label outdoor coats.

## **Toilet Training:**

Children must be toilet trained and independent dressers to attend the Children's House for ages three to six. The Toddler part-time program works individually with each family regarding toilet training of their child. Parents provide diapers, clothing, and cleansing wipes necessary for their child's daily toileting needs.

## **Outside Play:**

The children play outside each day, weather permitting. For safety reasons, please do not send your child to school in sandals unless a spare pair of closed toe shoes are left at school for your child to change into when going outside.

## **Nap & Rest Policy:**

All preschool age children attending a full-day program will be required to rest daily for forty-five minutes. The school provides individual mats and sheets for resting.

## **Celebrations:**

Birthdays are very special. We welcome parents to help celebrate their child's birthday by providing a poster with photos representing each year of their child's life. Families will need to notify the teachers a few days in advance to schedule a birthday celebration. We welcome parents to bring in a special snack for the celebration such as muffins, cookies or small cupcakes with minimal icing. **Children with severe food allergies requiring an EpiPen will be asked to bring in a special snack from home in order to participate in the celebration.**

## **Volunteering:**

We encourage family members with a special talent, career, hobby or interest to make arrangements with the teaching staff for a time to share this with the children at school.

There are numerous opportunities for parents to volunteer time at the school both in the office providing teacher support and in the classroom. Please share your ideas and innovative thoughts with us.

## **Communication and Conferences:**

We always strive to make our parents feel welcome at Peace. Good communication between you and your child's teachers is essential to your child's progress. Please contact a teaching staff member if you have questions or concerns that arise during the school year. Parent/teacher conferences are scheduled in the fall and spring. If you need to schedule an appointment to talk to your child's teacher please call the school to set up a convenient time. School notices and timely information will be sent home in your child's classroom folder. Please remember to check these folders on a daily basis for work, newsletters, and important classroom notices.

## Peace Montessori 2015-2016 Calendar

August 10-14	Teacher Workdays
August 14	New Family Open House 10:00-12:00
August 17	First Day of School
September 7	Holiday
September 18	International Peace Day Picnic 6:00-8:00 pm
October 12-16	Fall Break
November 9	Teacher Workday
November 25-27	Holiday
December 17	Early Release 12:30
December 17-January 5	Holiday-Students Return 1/5
January 4	Teacher Workday
January 18	Holiday
February 15	Teacher Workday
March 21-April 4	Spring Break
May 30	Holiday
June 10	Last Day of School Early Release 12:30

Peace Montessori Tax ID 01-0780223

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