

## **Mission Statement**

We are Providence Montessori School, an authentic Montessori school accredited by the American Montessori Society.

*Our mission is to...*

*Provide a quality environment,  
Holistic in its approach,  
Which unleashes in our children their natural curiosity,  
Their intrinsic desire for life long learning,  
And their innate ability  
To be citizens that better our world community.*

## **Vision Statement**

Our vision will be achieved...

- *When our children reach their full potential as independent persons, with a global perspective for bettering the earth and its community.*
- *When our adults respect each other as individuals and recognize the need to strive for personal excellence.*
- *When, in the spirit of diversity, our staff and families reach the level of partnership necessary to function in a loving, non-competitive way, respect the child's perspective and comply with the Montessori principle: follow the child.*
- *When we offer a model school, powerful in its influence in the community. Providence will be open to all inquiry, will take part in the instruction of all interested individuals, and will become an on-site training center for Central Kentucky.*
- *When, in theory and practice, we embrace new developments and technology compatible and commensurate with Montessori philosophy.*
- *When we are financially secure enough to fund equitable salaries, benefits, and a scholarship program.*
- *And when we fully recognize the importance of the part that quality education plays in the quest for a peaceful world.*

# General Information

## Admission & Enrollment

Admissions begin in January for the coming year. Applications for siblings and program change requests for enrolled students must be filed before December 1st or they will lose their preferential status and be put on the waiting list. Especially in Primary, the places fill up quickly, so don't delay.

Contracts are sent to parents in January, and must be signed and returned (with a deposit; see Financial section for details) by the deadline given (usually mid February).

## Arrival & Dismissal

	<u>Arrival</u>	<u>Dismissal</u>
Toddler class	7:45	5:00
Toddler half day class	8:15-8:30	11:00
Primary classes (AM):	8:15-8:30	11:00
Primary classes (PM)	12:15-12:30	3:00
Primary classes (Full day)	8:15-8:30	3:00
Elementary classes	8:15-8:30	2:45-3:00
Before school care	7:45-8:15	
After school care		
Primary (PM)	3:00-5:00	
Elementary	2:45-5:00	

Teachers begin academic lessons promptly at 8:30am. Please note that the school expects punctuality. It is part of the general sense of order that we create and maintain in the classroom. Pick at the end of the day is also very important for the teachers, who still have work to do once the children have left for the day.

## Attendance & Tardiness

Prompt, regular attendance supports your child's development of responsible, disciplined work habits. It is also important for your child's learning process and for the smooth functioning of the class as a whole.

Please notify the school as soon as possible if your child will be absent from school (a child in the same carpool or a sibling may report the absence to the teacher).

If your child will be leaving school during school hours (e.g., for a doctor's appointment), please notify her/his teacher in advance.

Please do not take your child directly from the playground, special classes or nap room. Be sure to notify the homeroom teacher or the teacher on duty.

# **FINANCIAL INFORMATION**

## **Contracts**

Current families receive contracts for re-enrollment early in the new year. For new families, contracts are sent out as the child is accepted.

The signed contract represents a legal obligation to pay the full amount of the year's tuition. That obligation is not affected by the withdrawal of the child from the school unless one of the following occurs:

- The child is medically no longer able to attend
- If in the judgment of the finance committee, with the recommendation of the Director, it is determined that the child should no longer attend the school.

## **Tuition Payment**

A non-refundable deposit is required on signing the enrollment contract; the deposit becomes part of the tuition when the child starts classes.

SMART Tuition Management Program is used to collect tuition payments. The cost is \$43 per family. All families must enroll unless they pay at least half the tuition by June 1st. The SMART tuition form will be sent with contracts in January. SMART tuition debits accounts on the 1<sup>st</sup> of each month.

The total tuition paid is the same, regardless of the payment plan. Please note that parents paying tuition on the monthly plan are paying 1/12 of the total annual tuition each month. The monthly debit is not a payment for that particular month, and is therefore not affected either by the length of the month or by the child's actual attendance.

Other Payments – for Elementary

Before School Care is provided on a prepaid within tuition if prearranged basis (as indicated on the fee schedule) or drop-in basis, at the rate of \$3.00 / day. Drop-ins are paid at the time.

Payments for After School Care are prepaid as indicated on the fee schedule sent out during the summer. Drop-ins can be arranged in the event of an emergency and must be paid at the time \$15/day.

## **Communication Information**

General communications about school events, policies and procedures and specific communications about each child's growth and progress are an important part of the relationship between the school and parents.

Most communications, such as announcements, fliers, order forms and notes will be sent home through e-mail. Please be sure that the office has at least one e-mail address per family. Emails will be sent most Thursdays.

Returning messages and forms can be done by sending the forms with your child, or by bringing them into the office.

## Emergency Information

The emergency form must be filled out each year, and registered at the school office. It is your responsibility to notify the school of any changes. ***Remember: having the correct information can be crucial in an emergency.***

## Student Evaluation

Student evaluations are given orally at conference time.

- Primary children are evaluated on the basis of observation, anecdotal notes and checklists covering all areas of instruction.
- Elementary children are evaluated on the basis of observation, extensive checklists, the child's work, and mastery tests designed by the teachers.

## Conferences

Formal conference days are indicated on the school calendar. Shortly before the conference day scheduled for your child's class you will be asked to schedule an appointment for the conference (this is done to make it as convenient as possible for you to attend).

Conferences are also held throughout the year, at the request of either the parent or the child's teacher. If you would like to discuss your child with her/his teacher, please schedule a time with the teacher in advance and record the time in the office.

## Observations

You are encouraged to observe your child's class. This can be especially helpful with the smaller children, who may have a difficult time describing their classroom activities. Classrooms II & III have observation rooms, which makes observing easy. In all cases, please make arrangements in advance by calling the school office. Observations begin in October.

## Homework

At Providence, homework in the traditional sense is not assigned. At-home completion of in-class assignments or special assignments may be given at the discretion of the teacher. Upper elementary students have take home packets which can be worked on over the period of several days.

## Testing

Standardized tests are used at the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade elementary levels. The purpose of these tests is to give the children the experience of the testing that they will

encounter in a traditional education when they leave Providence. We do not consider standardized tests to be a true measure of the children's abilities.

## Health Information

### Toilet Learning

It is our policy that all students entering our primary program must be toilet trained by the beginning of the school year in August.

### Allergies

It is vitally important that you notify the school of any allergies that your child has. This information is part of your child's permanent record, and must be kept current.

### Contagious Diseases & Parasites

Please advise your child's teachers of diseases (beyond colds & flu) and parasites (e.g., lice, pinworms), so that we can watch for symptoms and alert parents of other children. We stress hand washing as disease prevention, and find that reinforcement at home is helpful. A protocol for lice will be sent home as needed. The director will determine the length of time for the child to remain out of the classroom once at-home treatment has been verified.

### Illness/Medications

We follow the National Health & Safety Performance Standards, which state that your child should be kept home for at least 24 hours *after* the last occurrence of a fever (without medication such as Tylenol or Motrin), diarrhea, or vomiting.

If your child has communicable diseases or conditions, such as:

Diarrhea	Impetigo
Vomiting	Strep throat
Conjunctivitis (pink eye)	Scabies
Mouth sores	Skin rashes (not diaper)

s/he should be kept at home for 24 hours after the first dose of antibiotics, or until your doctor has given a written statement that your child may return to school.

By law, teachers may only dispense medication to your child upon the written request of the prescribing physician. This includes common or over-the-counter drugs, such as aspirin or cough syrup.

- Prescription medications must be in the original prescription container. The prescription number and directions serve as a written statement from your physician, and we can only give the exact amount prescribed. A note, signed

and dated by you, must accompany the medication each day that it is to be given.

- Over the counter medication must be in the original container with label, directions and expiration date legible. A signed, dated note from you must accompany the medication each day that it is to be given.

## **Immunizations**

According to the Kentucky School Immunization Law, we must have a valid Commonwealth of Kentucky immunization certificate. This certificate is available from your child's doctor, usually at no cost.

PLEASE NOTE: The immunization certificate *must* be on file by the first day of school in order for us to comply with state regulations.

## **Past Illnesses or Injuries**

Sometimes these are not obvious to the teachers, but may still have an effect on your child's performance. Please let your child's teachers know - in writing - if there are any such conditions that they should be aware of.

## **Professional Help**

Professional help for behavioral or psychological disorders can be arranged through the school. Testing for learning disabilities can also be arranged.

## **Visual, Hearing & Speech Screenings**

Visual and auditory screenings are available for primary children each year. These are only screenings, so if appropriate it will be recommended that you arrange for further testing. Speech and language screenings are arranged on an individual basis. If you believe that this is appropriate for your child, please make arrangements with the teacher.

## **Unusual Stress**

For various reasons, a child can go through periods of high stress, which can affect their performance and behavior. Please let your child's teacher know if there are circumstances that might have your child under stress.

## **Guidelines Regarding Treatment of Children:**

Providence Montessori School provides a nurturing, enriching, and safe environment allowing children the best possible environment to learn, grow, and develop. Behaviors which do not support the school environment will not be tolerated. All staff members accept, support and agree to the following guidelines:

1. Physical punishment is considered abusive and never appropriate as a disciplinary technique.
2. All staff members will use clear and appropriate language when addressing children.
3. No staff member shall inappropriately touch or cause anyone else to inappropriately touch another child in a manner that would be considered “molestation.”
4. All staff shall watch for children engaging in inappropriate physical contact with another child that would be considered “molestation.”
5. If observations or allegations of misconduct or molestation are known, the staff member is required to report it to the school director immediately.

## **HARASSMENT/DISCRIMINATION POLICY**

At the core of Montessori philosophy is belief in the personal dignity of each individual and the importance of showing respect for each individual in the Montessori community. Instances of discriminatory behavior, offensive remarks, or harassment shall elicit a forceful response from the school.

The following policies have been adopted by the board:

Sexual harassment, or ethnic, racial, disability, and religious harassment and/or discrimination is illegal and against the policy of Providence Montessori. It is illegal and against the policy of Providence Montessori for any employee or student, male or female, to harass another employee or student, or to discriminate against any employee or student. It is further illegal and against the policy of Providence Montessori to permit third parties such as vendors or contractors who come upon school property to harass and/or discriminate against school employees or students.

### **Prohibited Conduct**

Harassment and/or discrimination is intimidation of a person by threats of or actual physical violence; the creation by whatever means, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.

## **Lost & Found**

Lost and found items are put in a box at the front desk at the main entrance of the school and in the Founder’s Day Building items are held for one month and then donated to the Salvation Army.

## **School Safety**

**Anyone entering the school MUST enter through the front doors, sign in at the front desk and obtain a visitors badge. Badge must be worn at all times in a visible location.**

For their safety, children are not allowed to come to the front office to wait to be picked up by their parent during the school day. If you need your child to leave early for an illness or an appointment, an office staff member will call the child to the front office once you have arrived.

Children are not allowed to leave the school with anybody not known to the school unless specific, preferably written, arrangements are made in advance.

Similarly, if someone other than the usual person will be picking up your child- even if the person is known to the school- you must send a signed, dated note specifying who will be picking your child up.

Our property is entirely enclosed by a 6' fence, with 4 gates. The front gate is open during school hours; the other three gates are always locked. The building is equipped with a security system.

The school has a comprehensive fire alarm system that automatically calls the fire department when the alarm sounds. Fire drills are held throughout the year. Every classroom has a door to the outside of the building. These doors are locked from the outside but are unlocked from the inside.

The building also has two large areas (the elementary lunch room and Haley Hall) which have no glass to the outside. The rooms are used in case of tornadoes or other severe weather where enclosed areas are the safest places to be.

## **Snow Days**

- Any closings due to extreme weather will be announced on local television channels 18, 27 and 36. *If you do not see or hear our name, we will have school.*
- If there is no school in the morning, there is no school in the afternoon.
- We do not announce a delay. When school is open, we are here at the regular time. However, we understand that you may arrive late.
- Providence is not dependent on what the public school system or any other school does. In the event of poor weather conditions, it is your right to decide whether or not to send your child to school. There is no need to call the school if arriving late.

## **Traffic**

- Please obey all traffic rules in the neighborhood around the school, especially stop signs and speed limits. Remember that this is a residential neighborhood, and we want to be

good neighbors. Our neighbors can- and have- complained both to the school and to the police when parents have not respected the law. The 25mph speed limit is strictly enforced.

- As a courtesy to our neighbors, please be careful not to block their driveways as you are waiting to pick up your child.
- Be extremely cautious near the public school bus. Remember that it is illegal and unsafe to pass a school bus when the 'stop arm' is out. The school bus driver can take your license plate number and you will be summoned or given a ticket.
- NEVER leave your car in the circle- even to run in for 'just a minute'.
- When you are pulling in to drop off or pick up your child, please pull all the way around the circle to the furthest available adult on carpool duty who will assist you.
- Be sure that children get into and out of the car only from the sidewalk, and that they do not cross the driveway. We ask that adults model the appropriate safety rules by not walking through the carpool line.
- If you need more time to sort things out, please pull over into the parking lot, so that the cars behind you are not held up.

## Transportation

The basic means of transportation to and from school is carpools. You are encouraged to make carpool arrangements from the class rosters that are distributed in early June. Be sure to also check the updated roster that you will receive at the beginning of school in the fall.

If your child is in a carpool, please notify the teacher *in writing* if there are any changes from the usual procedure (e.g., if the child is to ride in a different carpool). It is your responsibility to notify carpool drivers of any changes.

## Parent Partnership

You have two roles as a parent at Providence Montessori: as your child's parent and as a co-owner of the school.

As a Montessori school, we support the integration of all aspects of your child's development: personal, social and academic growth. This growth occurs most readily when there is a partnership between school and home, teachers and parents.

At the same time, as co-owners of the school you have an opportunity to shape and contribute to your child's learning environment in a way that many parents do not. The Providence Montessori School that you see is the result of more than 30 years of hard work from parents, teachers, staff and students, dedicated to the principles of Montessori education.

Therefore, we ask you to participate in the following activities, so that we can continue to maintain the mutually supportive link between your family and your school:

- *Attend the parent information meetings:*
  - The new parent orientation meeting (if you are a new parent);
  - The fall & spring general parent meetings (remember also that parents are always welcome at the monthly Board meetings);
  - The parent education night (once in the fall and once in the spring).
  
- *Be involved in your child's school experience*
  - Attend the parent conference;
  - Observe your child's classroom, starting after October 1<sup>st</sup>.
  - Participate in classroom activities (see below).
  
- *Support school activities*
  - Attend family activities, (e.g., fall and spring picnics, the Breakfast Café, Earth Day, etc.);
  - Participate in projects (such as building & grounds, fundraising);
  - Contribute to the Annual Giving Campaign and other fundraisers.

It is important to remember that Providence doesn't try to direct what form your involvement takes, but simply asks that you do your part in supporting your school.