

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 who better our world.

Vision Statement

Our *vision* is for all children to reach their full potential as collaborative and independent learners by providing a Montessori education that nurtures their spirits, as they become engaged citizens of the world.

Academic Statement

Providence Montessori School provides an authentic Montessori prepared environment that affords each student the opportunity to determine his or her own individual, academic path through the use of Montessori methodology, materials, experiential lessons, and project-based learning.

Under the guidance of trained Montessori teachers, students (ages 18 months to 14 years) are able to maximize their potential and develop intellectually, morally, socially, emotionally, and physically – emerging prepared to succeed in the modern world and become responsible citizens of the global community.

General Information

Admission & Enrollment

The admission process begins with a parent tour. The next step is to submit an application along with an application fee. If we have an opening for your child's age level, a contract will be offered as early as February. We ask that you submit applications for siblings at the beginning of the school year so they can be included in the count for the following year.

Contracts for current families are mailed out hard copy at the beginning of the year, promptly after winter break. The Enrollment Contract, along with a \$500.00 non-refundable deposit is due back by the end of January.

Arrival & Dismissal

TODDLER CAMPUS

	<u>Arrival</u>	<u>Dismissal</u>
Toddler Extended Day	7:45	4:45-5:00
Toddler Full Day	7:45	2:45-3:00
Toddler Half Day	7:45	12:15-12:30

PRIMARY/ELEMENTARY

Before School Care: 7:45-8:15 (additional cost elementary)

	<u>Arrival</u>	<u>Dismissal</u>
All Day Primary	8:15-8:30	2:45-3:00
Half Day Primary	8:15-8:30	12:15-12:30
Lower/Upper Elementary	8:15-8:30	2:45-3:00

After School Care:

Primary	3:00-5:00 (included in tuition)
Elementary	2:45-5:00 (additional cost)

Attendance & Punctuality

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.

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 normalization 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 the nap room. Be sure to notify the classroom teacher or the teacher supervising your child.

Prompt pick up at the end of the day is also very important for the teachers who still have work to do at the end of each day.

Background Checks

All drivers/chaperones for school trips must complete and pay for a background check prior to driving or supervising for any school-sponsored field trips. This is an on-going component of the School Security Committee's plan to ensure the safety and well-being of all of our children. It is not mandatory that parents submit the background check form; however, parents who do not have a form on file will not be able to drive or supervise children on trips.

Communication Information

Communication is an important part of the relationship between the school and parents. Important instructions are sent out over the summer on how to sign onto our online database to access profiles for each family member. **The information in these profiles must be updated annually.** We MUST have current contact and medical information for all students in case we need to contact you for any reason. Several other forms and letters are emailed out during the summer, usually in early to mid-July.

During the school year, weekly communication is sent out through Thursday News. Classrooms also send out newsletters and emails to communicate directly with their parents.

Each year we ask one parent volunteer to be a "Homeroom Parent." This is to help with communication between classroom parents and teachers/administration about important happenings around school.

If any contact/medical/pick-up information changes during the school year, please update family profiles by logging on to the database through the link on our website.

Student Evaluations

Student evaluations are given orally at conference time.

- Toddler/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.

Hearing and Speech Screenings

Hearing, speech and language screenings may be requested by your child's teacher. Recommendations for reputable therapists are available upon request.

Professional Guidance

Through teacher observations, a request for academic, behavioral or psychological testing may be requested or required. Teachers may feel that working collaboratively with a therapist will further benefit your child's classroom experience.

Unusual Stress

Unusual Stress can affect a child's performance or behavior. Please let your child's teacher know if there are circumstances that may be causing your child a higher level of stress.

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 administered at the 4th, 5th and 6th grade elementary levels. The purpose of these tests is to give the children the experience of the kind of 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.

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. Multiple options are available to make it as convenient as possible for you to attend.

Conferences are available throughout the year, at the request of either the parent or the child's teacher. If at any time you would like to discuss your child with her/his teacher, please contact the classroom to arrange a suitable time.

Observations

You are encouraged to observe your child's class. This can be especially helpful with the younger children, who may have a difficult time describing their classroom activities. The Primary classrooms have observation rooms, which makes observing easy. Please make arrangements in advance by calling the school office. Observations begin in October.

Financial Information

Contracts

Current families will receive contracts for re-enrollment in early January. For new families, contracts are sent out as the enrollment process has been completed and an available space has been confirmed.

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, or with the recommendation of the Heads of School, it is determined that the child should no longer attend the school.

Tuition Payment

When an available spot for a child has been confirmed, the family is offered an Enrollment Contract that will need to be returned along with a non-refundable deposit.

The SMART Tuition Management Program is used to collect tuition payments. There is a small annual cost per family that is added to the first tuition payment. All families must enroll unless payment is made in full by June 1st. Tuition payments through SMART are due on the 1st day of the 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 if they are enrolled with SMART by July 1st. Therefore, the typical monthly payment plan runs from July 1st through June 1st. 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 – Elementary Before & After School Payments

Before School Care is provided on a prepaid, prearranged basis (as indicated on the fee schedule). There is a drop-in rate of \$3.00/day. Drop-in days are invoiced at the end of each month and payments should be sent in to the office or given to the Before School Coordinator.

After School Care is provided on a prepaid, prearranged basis as well. The two pre-paid options are 3 & 5 days/week which can be added to SMART Tuition. Drop-ins can be arranged for the rate of \$16/day. After School drop-in days are also invoiced monthly.

Health Information

Contagious Diseases, Lice & Parasites

Please advise your child's teachers of any communicable diseases (beyond colds) and parasites (e.g., lice, pinworms), so that we can watch for symptoms and alert the parents of other children. We stress hand washing as disease prevention, and find that reinforcement at home is helpful.

Lice: It is our school's policy that children must remain home until they are completely nit free.

Illnesses/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	Mouth sores
Vomiting	Strep throat	Skin rashes (not diaper)
Conjunctivitis (pink eye)	Scabies	Influenza (Flu)

she/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.

According to state regulations, prescription and non-prescription medication shall be administered to a child in care:

1. With a written request of the child's parent or the child's prescribing health professional; and
2. According to the directions or instructions on the medication's original label.

Other than emergency medications, diaper cream and sunblock, all medications will be kept in a locked box in the classroom.

Past Illnesses or Injuries

Please advise your child's teacher of any past illnesses or injuries that may affect your child's performance.

Allergies

If your child has any allergies, it is extremely important that you notify the school. This information is part of your child's permanent record, and must be kept current. If your child has an anaphylactic allergy, you are required to provide an Epinephrine auto-injector (EpiPen) to be kept in their classroom. An EpiPen must be kept in its original box with the doctors' prescription.

Immunizations

According to the Kentucky School Immunization Law, we must have a valid Commonwealth of Kentucky immunization certificate on file for each student. 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. Providence does accept religious exemptions and delayed vaccination schedules with proper documentation attached.

New for the 2018-2019 School Year - ALL students must have two Hepatitis A vaccines.

Toilet Training

Toddler:

Part of our Toddler Program includes helping these young children become toilet trained. The Toddler staff will be working with them to accomplish this throughout the year.

Primary:

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

Guidelines Regarding Treatment of Children:

Providence Montessori School provides a nurturing, enriching, and safe environment, allowing children the best possible surroundings in which 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 Department of Community Based Services, law enforcement or Department of KY State Police immediately.

Harassment/Discrimination Policy

The core of Montessori philosophy believes in the personal dignity of each individual and the importance of showing respect for each other in the Montessori community. Instances of discriminatory behavior, offensive remarks, or harassment shall elicit immediate 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, student, or parent, male or female, to harass another employee, student, or parent, or to discriminate against any employee, student or parent. 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, students or parents.

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. This conduct is prohibited and will not be tolerated.

Lost & Found

Lost and found items can be found in a storage container near the front desk at the main entrance of the school and in the Founders Building. Items are held for a short period of time and then donated to a local charity.

Online Database of Student/Parent/Staff Records

Providence utilizes a secure school management software designed by Blackbaud, Inc. for student/family/staff records. **Each year** we require that students, parents and staff update their contact, health and other emergency information. It is your responsibility to update any changes throughout the year. *It is very important that you understand that EACH person in the family must update their respective record in order for the student's emergency profile to be comprehensive. Updating only your child's portal does not complete the process.*

Remember: having the correct information is crucial in an emergency.

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: social, emotional 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. Our unique school is the result of more than 50 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*
 - New parent orientation meeting (if you are new to our school);
 - Fall & spring general parent meetings (parents are always welcome to attend the monthly Board meetings);
 - Parent education opportunities
- *Be involved in your child's school experience*
 - Attend the parent conferences
 - Observe your child's classroom, beginning in October
 - Participate in classroom activities

▪ *Support school activities*

- Attend family activities (Founders Day, Breakfast Café, Earth Day, end of the year picnic etc.)
- Be involved at the committee level
- Contribute to the Good Giving Challenge (November) and other Fundraising efforts

There are many quality ways to be involved at Providence. As a parent-owned school, there is an expectation that you remain involved in supporting this institution.

School Safety

Anyone entering the school MUST enter through the front door, sign in at the front desk and obtain a visitor badge. When leaving, please sign out with the time and date so we know you have left the building.

Security/Emergencies

Our property is enclosed by a 6 foot 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 our security company, which in turn calls the fire department when the alarm sounds. Fire drills are held monthly so that our children and staff know where to go in the case of a real fire. Every classroom has a door to the outside of the building.

We also practice tornado and earthquake drills on a quarterly basis. Code 0 (imminent threat, all students stay inside locked buildings, no movement and lights out) and Code 1 (all students stay inside, no restricted movement within the locked buildings) Drills are practiced at various times throughout the year. In the unlikely event that we will need to evacuate our property, we will walk the children to the Catholic Center and call parents to pick up from that location.

Emergency Notification System

Communications regarding a school emergency or weather-related closing will be sent out via our Mobile Text Alert system. Instructions on how to sign up are given at the beginning of each school year and assistance is always available in the office.

*** To sign up for this service, text the keyword **provmont** to: 622-200-4303 ***

Campus Curriculum

Dr. Maria Montessori considered the outdoor environment an extension of the indoor classroom. According to her philosophy, the natural world provides endless possibilities for experiential learning. “Only through freedom and environmental experience is it practically possible for human development to occur,” she wrote in *The Absorbent Mind*. The Montessori Method stresses immersion in nature because of its effects on the growth of the whole child. According to the method, nature enriches the life of each child by supporting physical, social, emotional, and cognitive development.

Our 5 acre campus provides an abundance of outdoor opportunities for all of our students. Nature walks, yard work, outdoor jobs, science and math activities, and classroom botany lessons are all part of Providence's curriculum.

Curriculum on the premises may also include instruction in, but not limited to, the Founders Building, our library and our designated Grandparents Room. Parents are required to sign a Campus Activities Approval Form at the beginning of each school year.

Leaving Early

When children have to leave early for an appointment, we ask that you let the classroom teachers know in advance. Please park and come in through the front door. You can pick your child up either in the classroom or in the front lobby. Please always let an adult know you are taking your child.

Authorized Child Pick-up

Children are not allowed to leave the school with anyone that has not been authorized by you for pick up. This information is provided to us by you annually through your child's online database profile. If someone who is not listed on your pick up list will be picking up your child, you will need to send in a written note or call the office. Our staff will always check an ID the first time an unknown person picks up your child/children.

Snow Days

Any closings due to extreme weather will be sent out via our Mobile Text Alert System. To sign up for this service, text the keyword **provmont** to: 622-200-4303. Closings will also be announced on local television channels 18, 27 and 36. There will also be attempts made to post to our website and Facebook page. Our website is www.providencemontessoriky.org.

If you do not see our school listed on the closing list, we will have school.

We do not follow Fayette County and we do not do delays. When school is open, we are here at the regular time. Providence is not dependent on what local public school systems 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 and we understand the likelihood of this occurring if weather conditions are poor.

Traffic

- Please obey all traffic rules in the neighborhood around the school, especially stop signs and speed limits. Remember that we are located in a residential neighborhood, and we want to be respectful and respected. 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 driveways as you are waiting to pick up your child.
- Be extremely cautious near any 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 drop-off/pick-up circle in front of the school - even to run in for 'just a minute'. And NEVER leave your infant/toddler alone in your car.
- 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 in to and out of the car only from the door closest to the sidewalk, preventing them from crossing the busy 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 in to the parking lot, so that the cars behind you are not held up.