



# White Mountain Montessori School

Learning for a Lifetime

## **PARENT HANDBOOK**

Revised January 2011

421 S. Woodland Rd.  
Lakeside, Arizona 85929  
(928) 367-1201

P.O. Box 1819  
Pinetop, Arizona 85935

White Mountain Montessori School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

*Dear Parents:*

*We welcome you to White Mountain Montessori School. Please take some time to read this handbook thoroughly. Keep it in a handy place for frequent reference. All parents are expected to be familiar with the school policies and to abide by them.*

*Sincerely,*

*Miss Jan, Miss Joey and Miss Tracy*

### **RESPONSIBILITIES OF THE SCHOOL:**

- To provide an environment that is safe, clean and attractive.
- To maintain the standards and licensing required by state, county and city agencies.
- To provide a program that is stimulating, developmentally appropriate and the best possible.
- To provide teachers and assistants who are exceptional in their capacities for guiding and caring.
- To remain committed to professional growth and openness to new ideas.

### **RESPONSIBILITIES OF THE PARENTS:**

- To bring and pick up your child on time.
- To fulfill financial and legal obligations to the school promptly.
- To support both school and child:
  - by attending parent meetings and conferences;
  - by keeping informed on goals and policies of the school;
  - by volunteering time, effort, and talent as possible.

### **RESPONSIBILITIES OF THE CHILDREN:**

- To construct the adults they will become.

We have created a Montessori environment in which children can develop themselves independently using didactic (self-correcting) materials. The Montessori Teachers act as a guide for the child, giving presentations of the materials and allowing the child to repeat the exercise at the direction of their needs. The need to manipulate the environment and work with the materials are the result of the child's sensitive periods of development, during which the child is attracted to certain activities above all others. Your child will have the freedom to follow this inner direction, with the Montessori teachers aware of the growth and development that is occurring, and they will provide your child with the next level of work which can further aid in his/her development. The Teachers also help the child learn to respect the work of others while enjoying conversation and freedom of movement in the classroom. Children love Montessori because they are loved and respected for being unique individuals in the process of constructing themselves.

Montessori offers a complete educational program for even the youngest child, and the lessons are presented in ways that allow the child to absorb the knowledge effortlessly as part of his/her natural development.

The Montessori prepared environment has a full range of materials, including the Exercises of Practical Life, the Sensorial Apparatus, Language Exercises, Mathematics Exercises, and work in cultural areas including Geography, Science, Art, Music, Biology, and Botany.

Your child's Montessori teachers are Jan Krening, Joey Valichnac and Tracy Breedlove. Miss Jan began at WMMS in 1999 and Miss Joey has been with WMMS since January 2005. Miss Tracy joined WMMS in 2011.

According to Dr. Montessori, it is the duty of the Montessori Teachers to see that "the environment is treated with respect, and to cultivate an approach which conveys the impression of communal ownership and a familiarity of careful usage." When accidents happen, they provide the opportunity of introducing living techniques—such as how to avoid spilling water, or how to do things quietly and correctly without disturbing your neighbor. Manners, habits, and customs are demonstrated with great patience, kindness and love.

Parents are welcome to observe our classroom and may make an appointment to do so. Observers will be given guidelines for observing a Montessori classroom. We will conduct periodic parent conferences, educational meetings, and will inform parents about the Montessori method. We encourage you to borrow books and tapes from our Montessori library. You may find that you want to implement some of Dr. Montessori's philosophies and practices into your family life as well. We have a partnership with parents in raising joyful children with healthy personalities and a love of learning which will last a lifetime. The child is the most important member of society—the representative of the future, and our promise for peace.

**Again, welcome to White Mountain Montessori Schools.**

## **MISSION STATEMENT**

The mission of White Mountain Montessori School is to provide quality Montessori education to the children of the White Mountains. We seek to provide a peaceful learning environment that promotes respect and appreciation for one another as well as other cultures.

## **INCORPORATION**

White Mountain Montessori School incorporated in August 1997 as a Non-Profit Organization.

White Mountain Montessori School provides full-day and part-day learning for three to six years of age.

The Board of Directors of White Mountain Montessori Schools consists of:

President, Anna Atencio

Vice President, Melissa Amos

Secretary, Jennifer Denton

Treasurer, Jennifer Brimhall

Board Members: Beth Alwin, Brigid Maloney, Adam Nolan, Steve Nolan, Michael Stover, Jana Towne

Montessori Teachers:                   Jan Krening – Overview of Montessori Methods, Boulder, CO  
                                                          Joey Valichnac – Montessori certified  
                                                          Tracy Breedlove

## **ADMISSION REQUIREMENTS**

The school has a non-discriminatory admissions policy. The child should be at least 3 years of age and potty trained. White Mountain Montessori strongly endorses a three-year program of five days per week to provide maximum advantage of the Montessori method, including the kindergarten year. A two-year program is the minimum recommended enrollment (unless the child has had previous Montessori training.) Manageable behavior and obedience are expected. The child should be able to follow simple directions such as, "Put the puzzle on the shelf and come sit down." If no spaces are available in the school, the child will be placed on a waiting list after the parent completes a tour of the school. No guarantees are made for desired placement, which is dependent upon space as available.

WMMS is not DES certified.

## **ENROLLMENT PROCEDURE**

The parents and child visit the school for an interview with the director or a teacher by appointment. At this time, the teacher, while in the classroom, observes the child. During this time, the program is explained to the parents and questions are asked and answered regarding policies, schedules, fees, staff qualifications, discipline, etc. Shortly thereafter, the administrator will notify the parents as to their child's acceptance.

The following forms **must** be completed at the time of enrollment:

1. Application for admission
2. Discipline Policy
3. Emergency Care Agreement
4. General Release Form
5. Financial Policy
6. Volunteer Program Agreement
7. General Information
8. Emergency Information and Immunization Record Card

Fees to be paid upon enrollment:

1. \$125.00 annual registration fee (nonrefundable)
2. First month's tuition
3. \$100.00 annual activity fee (nonrefundable)
4. \$60.00 orientation fee (for new students attending orientation week) (nonrefundable)

### **DISENROLLMENT**

A parent may dis-enroll their child at any time. If a child is removed from the school, we request that the parent(s) tell us why, particularly if the parents feel less than satisfied with the school or its staff.

On occasion, we will determine that we are unable to satisfy the needs of a child or his/her parents. The authority to enroll (and disenroll) children is vested in the school. The decision to enroll is based on the initial observation of the child and a brief interview. The decision to retain a child is based on continued observation of the child and on feedback from the parents regarding their judgment of our program and the school environment.

If the child is not adjusting, or the relationship between the school and the family is not progressing positively, the matter will be discussed with the parents. If concerns persist, we may suggest alternative child care/education in a setting more appropriate to the needs of the child or the desires of the parents.

We sincerely hope that our disenrolling a child, either temporarily or permanently, causes no ill feelings and that the parting can be regarded by all concerned as a professional decision made in the best interests of everyone.

### **LICENSING**

As a private school accommodating young children, we are required to be licensed by the Arizona Department of Health Services, Office of Child Care Licensure, 1500 E. Cedar Ave., Suite 22, Flagstaff, Arizona 86004. Phone (928) 774-2707. Inspection reports are available upon request at the Department of Health Services, Office of Child Care Licensure. Our license number is CDC-9981. Inspection reports are also available at White Mountain Montessori Schools and may be reviewed upon request.

### **INSURANCE**

The school is insured for General Liability and Student accidents. A copy of the policy is available for review in the office.

## **SCHOOL POLICIES**

Please read the school policies very carefully. We ask for your cooperation in following them at all times.

### **SIGN-IN / SIGN-OUT PROCEDURES**

Each child must be signed in and out each day with the time of arrival and departure noted. There is a book kept on the entry table for signing in and out. Please write legibly and use your full name. Adults only may sign and signatures must be in INK. This procedure is a state law and must be followed on a daily basis. This also helps us to keep an accurate attendance record. **Please make contact with staff at time of drop off and pick up.**

### **RELEASE OF CHILDREN**

We must know to whom your child may be released. We strongly prefer a written note if someone, other than the parent or guardian, will pick up your child. The necessary permission forms are in the sign in/out notebook. In case of emergency, phone authorization for release of your child will be accepted. This person **MUST** have identification to show us or we will not release your child to them. Please call as soon as possible to let us know when someone else will be picking up your child or if you are unavoidably delayed and will be late. **Make sure your phone numbers are always up-to-date in the school's office.**

### **TRANSPORTATION**

Transportation is not provided.

### **ABSENCES**

Please phone us by 10:00 a.m. if your child will not be attending on a particular day. We are required to report any serious illnesses to the State Health Agency, and to keep accurate records of all children who are absent along with the reason for the absences.

### **FIELD TRIPS**

Parents will be notified in advance of field trips. Adults—volunteer parents—will transport the children. All children are to have car seats or seat belts in cars according to state regulations. The parent/guardian will sign permission form for the individual trip. Drivers are required to provide a copy of their driver's license and insurance.

### **TUITION**

Tuition is based on the assumption that your child is enrolled for the entire academic year (September through May). For your convenience, we have broken down the cost into monthly installments. Tuition is due by the 10<sup>th</sup> of the month. You may also pay in monthly installments. A late fee of \$25 will be

imposed for every late check. Even though your child's monthly attendance may vary due to holidays or absences, the full monthly payment is still required.

Tuition:

Preschool:	5 half days (8:30 am – 12:30 pm, mornings only)	\$350/month
	5 full days (8:30 am – 3:00 pm)	\$515/month
Kindergarten:	5 full days (8:30 am – 3:00 pm)	\$525/month

### SCHOOL HOURS

White Mountain Montessori School is open during the hours of 7:30 a.m. to 5:30 p.m.

The school hours are: **full day** 8:30 a.m. to 3:00 p.m.; **half-day mornings** 8:30 a.m. to 12:30 p.m. Please be prompt in bringing your child to school and picking up after school, unless arrangements for before and aftercare have been made. Please enter by the Christmas Tree Restaurant driveway. Please exit driveway on Navajo Lane. **Never drop off your child without making contact with a staff member and signing the sign-in sheet.**

Should any changes occur, however temporary, please make note of it on the appropriate form in the attendance book. We cannot release a child to an unauthorized person. **Always inform a staff member** when picking up your child. We appreciate your efforts in all of these procedures. Before or aftercare is available upon request, at a rate of \$4.00 per hour.

During winter weather, we will follow the Blue Ridge Schools' delays and closures. Listen to the radio for delays and closures. We will also leave a message on our answering machine.

A parent has access to the areas where his/her child is receiving child care services.

### SPECIAL INFORMATION FROM HOME

In the event that a significant change occurs in your home, please consider informing the school as soon as possible. All information will be regarded as confidential. We will accept your judgment as to the kinds of changes that may affect your child's behavior, security and general well-being. Common causes of distress include: either or both parents being away from home for any reason for an extended time; new person living in the home; accident or death in the family; new caretaker or any new employee; moving or death of a pet.

### TELEPHONE MESSAGES

Please note that telephone messages are handled by our secretary or voice mail while the staff is holding class. Please call to schedule an appointment with the teachers if you wish to discuss any item of importance. The teachers are available for these appointments between the hours of 8:00-9:00 a.m. and 3:00-4:00 p.m. Please respect their time.

### EMERGENCIES

Mr. Adam Nolan will be notified of all emergencies. In his absence, the school secretary will handle emergencies. (911 will be notified if the school cannot handle the emergency situation).

**RECOMMENDED ACCIDENT, EVACUATION, AND EMERGENCY PLAN**  
**A.A.C. R9-5-514 (B) (1-5)**

1. The first aid kit is located Teacher Observation Booth

2. The staff with current first aid certification are:

<b>Name</b>	<b>Date Exp.</b>
<u>Jan Krening</u>	<u>02/12</u>
<u>Joey Valichnac</u>	<u>02/12</u>
<u>Beth Alwin</u>	<u>09/12</u>
<u>Adam Nolan</u>	<u>09/12</u>

3. The staff with current CPR certification are:

<u>Jan Krening</u>	<u>02/12</u>
<u>Joey Valichnac</u>	<u>02/12</u>
<u>Beth Alwin</u>	<u>09/12</u>
<u>Adam Nolan</u>	<u>09/12</u>

4. In the event of an accident or emergency, parents are to be notified verbally within 30 minutes by phone or other expeditious means, which will be accomplished by doing the following:

Secretary or Director will call

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In the event of an accident or emergency, parents are to be given written notification within 24 hours, which will be accomplished by doing the following:

Teachers or the secretary will write and place in parent boxes

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5. The facility's address is: 421 S Woodland Rd.  
Emergency Phone Numbers (Actual Phone Numbers in case 911 is down):  
Fire Department: 368-6112  
Police Department: 368-8800  
Ambulance Service: 367-2199  
Poison Control Center: 1-800-362-0101

Update completed: 01/10/2011 (Update every 12 months or when information changes occur.)

### **SICK CHILDREN**

We understand that keeping a child home with a mild case of "sniffles" is unrealistic; however, we have an obligation to all parents to ensure a healthy atmosphere for all children. The following is a list of signs of illness that would prevent your child from being allowed to attend school (or which would lead us to call you to pick up your child from school):

1. A fever of 100 degrees or more
2. An obvious infection for which the child has not been on an antibiotic for at least 24 hours
3. A child complaining of severe headaches, severe stomach aches or vomiting
4. Diarrhea

**NOTE: Your child may return to school when he or she has been fever, vomit or diarrhea free without medication for 24 hours from the last occurrence.**

If your child comes down with a contagious disease to which others may have been exposed, please let us know right away so we can notify the other parents.

### **CERTIFICATE OF HEALTH AND IMMUNIZATION**

There is no requirement for a certificate of health before a child may register. However, after a child has had a communicable disease, such as chicken pox, impetigo or hepatitis, a letter from your pediatrician stating that the child is fully recovered is required.

Immunization dates must be presented at the time of admission along with a copy of your child's immunization records. All records are reviewed annually. State law requires that your child be up-to-date on all immunizations. Please let us know when your child has received another vaccination.

### **MEDICINE**

White Mountain Montessori School has the right to refuse to give any medication. State law prohibits schools from dispensing any kind of medication (including Tylenol, cough syrup and aspirin) unless all of the following rules have been observed:

1. Medication must be in the original container
2. We must have a completed request form including the name of the child and medication, parent/guardian signature, the dosage and the hours the medication is to be given. Forms are available in the office.

3. Non-prescription medication (including Tylenol, cough syrup and aspirin) may not be dispensed unless specifically ordered by the physician and submitted on a prescription form.
4. A medication log must be kept for each child receiving medication including the name of the child, the name of the medication, the dosage, the time the medication was given, and the initials or signature of the staff member giving the medication (this log is kept as part of the request form).
5. All medications are stored in a closed and locked container.

Should your child need medicine, **please follow these guidelines and inform our staff of the need.** More medicine request forms are available in the office. Please do not ask us to dispense any medication except in accordance with the above regulations. Do not send medication with the child. Thank you!

### **SUN SAFETY PROCEDURES**

If your child is particularly sensitive to the sun due to the elevation, the skin type, and/or the length of time normally out in the sun, we suggest you apply sun screen before school. If you want it to be reapplied later, please provide a bottle of sun screen with your child's first and last name printed on it and written instructions for application of the product. Also send and label any other pieces of clothing that you feel to be necessary for your child to be protected from overexposure to the sun.

### **HEALTH HABITS AND SAFETY**

Good health habits, such as hand washing, good table manners and toilet habits are taught and strongly encouraged by all staff members. Cleanliness is an important aspect of our daily routine.

Our building is equipped with smoke and carbon monoxide detectors as well as fire extinguishers. Fire drills are held regularly. The water heater is kept at or below 100 degrees to prevent any accidental scalding of hands.

An announcement will be posted 48 hours before a pesticide is applied on premise. In general, pesticides will be applied on Fridays after early release.

Safety rules are enforced. Our staff is certified in first aid and CPR.

### **HELPFUL HINTS FOR PARENTS**

We believe in the Montessori approach to learning. Montessori is a separate discipline and represents the study of the formation of the individual from birth to maturity. It is a method of education only as far as education is part of that formative process. It is a unique complex of psychology, philosophy and educational theory.

The Montessori goal is to arouse the child's interest, to stimulate development and to provide a learning atmosphere. This is the "Prepared Environment" that invites a child to get involved and puts the mind in gear.

Listed below are some helpful hints that will help your child be more comfortable in the school environment.

## FOOD

We believe that children deserve good, wholesome and nutritious food. Many children are hyperactive; studies show that this condition is aggravated by the intake of foods involving high sugar content, artificial food coloring and preservatives. For these reasons, we do not allow candy, soda or any type of food using artificial sweeteners, colors or preservatives at WMMS. Because chocolate causes special problems, the child will be asked to take it home to eat rather than eating it at school. We are unable to heat items in lunches. Please send containers that your child can manage independently.\*\*

## CLOTHING

In addition to being neat, comfortable, and appropriate for the weather, school clothes should be easy for the child to manage by himself, washable and every item should be labeled.

Shorts or pants with elastic waistbands are preferable for 3 or 4 year old children. Belts are difficult for the very young to manipulate. Long dresses are dangerous when climbing or running. Girls are encouraged to wear shorts under dresses for outdoor play.

There should be a distinction between “play” clothes, “school” clothes and “dress-up” clothes. Wearing school clothes to school gives the child the proper frame of mind. “Character-type” shirts or clothes should be saved for play or Saturdays. We have found that this type of clothing is often disruptive in the class and contributes to aggressive play outdoors.

Please send extra underwear and an extra set of clothes (socks too) to keep at school, even if you think your child is unlikely to need them. If your child comes home wearing borrowed clothes or underwear from those they came in, please launder and return them as soon as possible.

## SHOES

We strongly recommend that **soft-soled** shoes be worn to enable the children to effectively participate in activities that will develop coordination. Hard, leather-soled shoes and *cowboy boots* can be hazardous as well as defeat the purpose of these activities.

## TOYS AND PERSONAL BELONGINGS

Parents please remember there are absolutely no toys allowed in school. Toys are hard to keep track of and cause unnecessary problems between the children. Please assure your child that his toys are for home use and that at school he has special “work” to do.

Please check your child's pockets to see what they contain before school. Check especially for small "home" items and kindly check when he/she returns home for unfamiliar objects. These may be part of school equipment.

Children may occasionally be permitted to bring a book or very special items that relate to schoolwork.

### **CLASSROOM ENRICHMENT**

We encourage children to bring objects of educational value such as plants, flowers, nature and science objects and books or cassettes (marked with their name) to school. It should be understood, however, that these will have to be worked into the teacher's classroom plans and may not be able to be presented that day.

We ask for cooperation, however, in seeing that toys, treasures, money, play jewelry, etc., be left at **home**. These items only cause trouble since the children cannot play with them during the school period, and they are easily lost. Cowboy boots, guns, holsters, gum and candy also fall into this category.

### **PARENT PARTICIPATION**

Many parents have expressed a desire to participate as volunteers in the Montessori training of children. This is welcomed and greatly appreciated. We count on you to pick those things you really like to do and to follow through and do it. When you do not, other families are unfairly imposed upon to carry your share. Each family should aim for a minimum of one hour per week. Your help in the classroom, preparing curriculum materials, participating in field trips, supervising lunch activities, caring for the grounds, maintaining playground equipment, writing newsletters, organizing fundraisers (and more) gets you involved in your children's lives and future.

The benefits of participation far outweigh non-involvement. By participating, you can model for your children how you value quality education. When they see you putting energy into their education, whether it is making classroom materials or repairing or building playground equipment, their energy and commitment to learning grows. As you become more involved, you know much more about the specific learning activities experienced by your child, and you can help custom tailor your child's learning program. Through shared experiences with other parents, you develop a wonderful community of friends for yourself and your children.

Those willing to volunteer in the classroom should discuss this with the teacher and the administrator. It is important that volunteers are consistent in the approach to discipline, philosophy and methods of instruction. If you sign up for a specific time, the schedule should be followed dependably. We also need volunteers for playground and lunchtime supervision. If you would like to speak to a class about your experiences in foreign countries, or teach a foreign language, music or art, please let us know. Parents can also speak to the classes about their occupations.

For parents who are unable to participate during school hours, other opportunities exist. There are committees on long-range planning, school functions, public relations, to name a few. Your participation in these areas will be greatly appreciated. As a non-profit corporation, opportunities such as grants or bequests may exist which need to be researched and written.

The activities outlined above are just a few that may need to be filled. If you find others that are needed, don't hesitate to let us know and offer your assistance in those areas.

WMMS requires parents to volunteer eighteen (18) hours per child per school year with a maximum of forty hours per family. Families which do not fulfill volunteer requirements will be required to pay a \$200 volunteer fee at the end of the year.

### **NEWSLETTER**

The school will keep you informed of any significant changes in the school environment that may affect your child as well. A newsletter will be distributed in parent mailboxes periodically. It will include news from school and news from school families that you may wish to share with the other school families.

### **BIRTHDAY CELEBRATIONS**

We celebrate birthdays with a group lesson on The Earth and The Sun. The aims of this activity are: to provide a first impression of the earth / sun relationship; to develop the impression that a year is the amount of time it takes for the earth to circle the sun one time; to prepare the child for a broader perspective of the solar system; to give the child an initial impression of his own life and development as a person through the birthday celebration. The child walks along the "line" around the "sun" (a candle) while he/she carries the globe. This symbolizes the passage of the earth around the sun over the years of the child's life and gives the child both an initial impression of the earth/sun relationship and the passage of the years from his birth to the present day.

It is both a geography and history lesson. Parents should provide us with some information about the child's life to mark the developmental milestones; for instance, the place of birth, how much he/she weighed, when he/she first walked, what his/her favorite toys were and so forth. It is especially helpful to have photos of the child at different ages. As the child walks, the parent is encouraged to tell us about their child from birth to age 1, then 1 to 2, etc. A few sentences about events and accomplishments each year is adequate. We appreciate the time and effort the parents expend to celebrate their child's birthday in this manner.

Example:

First year: John was born in Denver, Colorado, on December 15, 1998. He was a happy, healthy baby. During the summer, he went to visit his grandmother in Austin, Texas. He took along his favorite toy, a brown bear named Paddington.

Second year: When John was one year old, he stood up and walked to his dad. For his birthday, his cousins came to share his birthday cake. He made friends with the next door neighbor's dog, Spot.

On this special occasion parents, relatives, and/or friends of the family are invited to join us. Each parent should provide enough snacks for the entire class & teachers. Cupcakes without heavy sugary frosting are allowed. Fruit kabobs are wise choices. We celebrate every child's birthday at WMMS.

Another tradition is for the child to give a book or music cd to our school library. It may be wrapped as a "birthday present", then opened after the celebration & presented to the school. Please write your child's name and date presented to the school.

## **HOLIDAYS**

Recognizing that children will have ample time to appreciate the holidays at home, we prefer not to duplicate or compete with the holiday images and energy made available each year through the media. This does not mean that we will ignore or fail to acknowledge holidays, but that we will choose "simpler pleasures" during holiday celebrations, with our focus on **seasonal** occurrences and celebrations.

We follow the Blue Ridge School District calendar for regular holidays and vacations. We do not follow their half-day schedule, parent-teacher conference schedule, etc. Listen to the radio for "snow days," if Blue Ridge is closed we will be closed. You can also call WMMS and listen to the message.

## **OBSERVATIONS**

We encourage parents to visit during the school term. We also welcome students, teachers and others interested in education to observe. Due to our limited space, an appointment is necessary. Should you be unable to keep your observation appointment, we would appreciate being notified so that someone may replace you.

### **Suggested Observation Guidelines**

#### **For Parents and Others Visiting White Mountain Montessori School**

So that you may better benefit from your visit, we have prepared the following guide to observations. Please remain at your place and refrain from talking with teachers or children or other observers. If a child approaches you or talks to you, respond briefly but do not engage in any extended conversation or activity.

If you want to arrange for follow-up discussion with the teacher or administrator, please leave a message for them.

As you probably know, while you are in the classroom, your child may not behave as usual. We would, therefore, like you to first watch the group as a whole.

1. Notice how the children initiate activities.

2. Note the different lengths of time the children are involved in their work. Notice that different children have different abilities to concentrate and be absorbed in their work. Notice too, how some children, even when distracted, return easily to their work.
3. Are some of the children working in small groups? Observe the level of interaction between and among children.
4. Notice the different types of activities in which the children are engaged.
5. Notice how the teacher presents lessons. You will see that the individual reactions to the presentations are different. Generally, observe for individual differences of many kinds in the children relating to age, experience, motivation and interest, etc.

### **THE TEACHERS**

Before school begins and during class hours, the teachers are very busy people. Please try not to hinder their work by asking questions about your child and his or her progress, etc., before and during school hours. You are more than welcome to call after school hours, or make an appointment for a parent-teacher conference any time after school.

### **CONFERENCES**

We feel White Mountain Montessori School will best serve the child if open communication is kept between staff members and the parents. Conferences will be scheduled at your convenience to discuss your child's development. Any problems that develop at any time will be worked on at once. Therefore, should we note changes in your child's behavior, we shall contact you and hope that you will keep us informed of any changes that you have noticed in your child. Although time during our classroom hours is limited for discussion of this type, a call to the school will be answered as quickly as possible by the staff.

Parent conferences will be scheduled twice per year. A notice will be posted in advance in order to allow parents to choose from the times available.

### **CRITIQUE**

White Mountain Montessori School is established for the sole purpose of providing the very best care and education of young children, and to help parents achieve their highest goals in the education of their children and in their family life. It is our goal to follow the teachings of Dr. Maria Montessori to the best of our abilities. Parents are expected to become informed on these teachings through study and reading. A small library is available for your use in the lobby. Please feel free to consult these books and articles freely.

If you have any suggestions, criticisms or comments to offer the staff, we will be eager to listen and discuss these ideas or needs with you. Please keep the lines of communication open with frankness, honesty, and respect and we will reply with the same.

Your cooperation on the above will help your child adjust easily to the school environment and aid the staff in establishing friendly and easy rapport with each child.

## DISCIPLINE POLICY

All discipline shall be of a positive nature and have as the goal: the safety of the child, the education of the child, the self-discipline and the character development of the child, and the collective benefit of the classroom and the school.

The basic rules are explained to the children:

Speak quietly

Walk slowly

Respect another's work

Only touch your own work

Walk around a rug

Sit down to work

Replace all materials as you found them

At group time:

Wait your turn to talk

Listen to the speaker

Watch the Teacher

Be polite always

Care for your friends and school

### Three Strikes Discipline Policy:

When a child first breaks the rules, it is assumed that he did not know the proper way to behave. The teacher will demonstrate to the child how to behave and what to say in a particular situation.

**Strike One:** When a child willfully disobeys, disrupts, injures or destroys, he is immediately, but gently, removed to a place apart from the group, but within the same room, when possible. This enables the child to observe other children behaving in a positive way. He may join the group or activities when he feels ready to participate positively.

**Strike Two:** When a child repeatedly has problem behavior, the parents are called in for a conference. Consistent methods of discipline are discussed. Parents are encouraged to always avoid spanking or abusive methods of discipline.

**Strike Three:** Three chances are given to correct the behavior. If all efforts fail to help the child, parents are asked to remove the child from the school. At the discretion of the lead teacher, alternative placements may be suggested that will meet the needs of the child.

## SNACKS AND LUNCHES

The staff at White Mountain Montessori School encourages and appreciates your participation with snacks. Families providing snacks allows a greater variety than would be possible if left entirely to the staff. A snack schedule will be posted at the beginning of each month. Some healthy suggestions:

- o Fresh fruit in season
- o Cereal bars
- o Raisins
- o Other dried fruit and nuts
- o Bagels
- o Whole-wheat crackers
- o Graham crackers
- o Peanut butter
- o Fresh vegetables
- o Cheese/cream cheese

Plenty of cold water is always available. Generally, all cake, candy, cookies, popcorn and sweets are **not** allowed.

## **LUNCH**

Each student will need to bring a lunch and drink, marked on the outside with the child's name. All lunches will be stored in the refrigerator. A compact lunch container is suggested. Please pack items that your child can open **independently**. Do not send either ring-top or flip-top cans, such as, soft drinks or pudding cans. These are dangerous for young children. In your child's best interest, we encourage you to send the most nutritious meals possible. Some suggestions and guidelines can be found in the following pages.\*\* We also encourage environmentally friendly packaging. For example, a reusable sandwich container instead of a disposable sandwich bag.

## **REST FOR FULL DAY STUDENTS**

During the day, each full day child may have a rest time. If you want your child to rest, please provide a small blanket and pillow, all marked with your child's name. We suggest that you launder these items regularly.

## **GUIDE TO PACKING NUTRITIOUS LUNCHES**

The food that children eat affects their growth and development, learning and health, therefore, nutritious and delicious ideas are offered here for use in packing the child's lunch.

For good health, a variety of foods should be eaten each day. In "bag lunch language" this means vary the type of sandwich, use different fruits and vegetables and be alert to new nutritious ideas. Lunches with variety are seasoned with surprise – they are fun for children to open and eat.

### **General Rules for Packing Nutritious Bag Lunches**

1. Choose foods that are low in fat.
  - a. Choose lean meat, fish, poultry, dry beans and peas, low-fat cottage cheese, low-fat cheeses, or peanut butter as protein foods.
  - b. Examples of high fat foods to avoid when packing lunches for young children include bologna, salami, excessive use of butter, margarine, or mayonnaise, potato chips, and taco chips.
2. Choose foods that are low in sugar, especially when packing lunches for young children.
  - a. Select fresh fruits.

- b. Keep all sugars, including white sugar, brown sugar, raw sugar, honey and syrups to a minimum.
  - c. Read food labels for clues on sugar content—if the names sucrose, glucose, maltose, dextrose, lactose, fructose, or syrups appear first, there is a large amount of sugar in the product.
  - d. Examples of sugar-containing foods that children should eat only in small quantities include jams and jellies, sugar-sweetened cereals, flavored milk, ice cream, candy, cookies, soft drinks, fruit drinks, kool-aid, cakes and pies.
3. Pack foods with adequate starch and fiber.
- a. Children should eat fruit and vegetables, whole grain breads and cereals, beans, peas, nuts.
  - b. Substitute starches (like bread, fruits and vegetables) for fats and sugars.
4. Choose foods that are low in sodium. Examples of high-sodium foods children should eat only in small quantities include potato chips, pretzels, salted nuts, condiments (soy sauce, steak sauce, garlic salt, catsup), pickled foods, and cured meats.