

# *Growing Light Montessori School*

*Educating for a brighter tomorrow, one child at a time.*

## Parent Handbook

Dear Parents,

Welcome to the Growing Light Montessori School community. We look forward to working in partnership with you in the education of your child.

In this handbook you will find a convenient reference to the family's responsibilities, guidelines, and school procedures. Should you have any question or need clarification of these policies and procedures, please do not hesitate to call us.

Sincerely,

Tara Stafford and Sarah Harrigan  
Head Teachers and Directors  
GLMS

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## **I. What to Bring**

**It will be required that we have on file for each child the completed and signed release forms (enclosed). We will also require that we have on file your bank account release form before June 1, 2018. Payments will be automatically deducted from your bank account on around the 5<sup>th</sup> day of each month.**

### Clothing

Children should come to school dressed comfortably and prepared for many indoor and outdoor activities (including water play). The school's policy is that all children go outside as a group for play in most weather. We expect that your child will be appropriately dressed.

Every child enrolled in our program must have a full change of clothes (shirt, pants, socks, and underwear in their cubby at all times. It is the parent's responsibility to make sure that the change of clothes is always restocked and changed for each new season.

**We request that until a child knows how to tie their own shoes that they wear slip-on or Velcro shoes. This helps to build their independence in dressing themselves.**

### Snack

Snack will be available to every child each day during the Morning Class. We will encourage each child to try new foods and to make healthy choices for growing bodies and brain function.

### Lunches

For children enrolled in the Early Childhood Full Day Program, they will be required to bring a well-balanced lunch. We will study the food groups at the beginning of the year. Please include your child in selecting nutritious foods from each food group. You may be surprised at how much they know and how much more they enjoy their lunch when they have had some input. Candy, chocolate, highly sugared foods, or foods with excessive quantities of additives are not to be included. **No Lunchables please.**

We will provide a placemat, napkin, plates and utensils for use during lunch. Washing the plates and utensils will be part of our lunch time clean up procedures. Having a proper place setting teaches responsibility, grace and courtesy.

A microwave can be found in the classroom for the children to use with a teachers assistance. Microwave is to be used for reheating only and not for cooking. Proper instruction and safety will be discussed.

### Picture

Please bring a framed 4x6 photograph of your family to display in our classroom.

## **II. Drop-Off / Pick-Up**

**It is important that arrival and dismissal times be closely observed. Children who arrive late and are picked up late feel awkward and uncomfortable.**

**Please pull all the way forward in the semi-circle driveway and stay in your vehicle. A teacher will assist your child in getting out of/into the vehicle. If you need to get out of your vehicle for any reason, please park outside of the pull through.**

In the event of your late arrival due to circumstances beyond your control, please quietly escort her into the classroom.

If a late Pick-Up is inevitable, please notify the office ASAP.

In the classroom we practice common social courtesies. We ask that you and your child say hello and goodbye to his teacher daily. This also helps to ensure the safety of your child.

We request that you do not leave your car idling in the parking area for an extended time period. Our playground is in close relation to the parking area and exhaust fumes do travel into the play area.

We request that you do not use your cell phone in our classroom or on our playground. We believe that children deserve your full attention at drop off and at pick up times.

Drop-Off will be from 9:00-9:15 am on the playground. Teachers and staff are in the classrooms earlier, but are preparing lessons and cannot be responsible for students before 9:00 am. (Morning Drop-Off will be changed to inside during colder winter months)

Pick-Up will be from 11:45-12:00 pm for the Morning Program and from 2:45-3:00 pm for the Full Day Program.

### **III. Policies / Procedures**

#### Bottles and Sippy Cups

We do not allow bottles or sippy cups in our classroom. We will be learning to drink from a glass and encourage children to begin practicing this at home.

#### Toilet Training

Children will not be permitted to enroll in our Early Childhood Program until they are fully toilet trained. "Toilet Trained" means that your child is able and willing to independently use the toilet in all aspects, including dressing/undressing, wiping, etc. We understand that a toilet trained child may have an occasional accident. However, we would not consider a child that is having accidents on a daily basis to be toilet trained.

#### Early Withdrawal

Students are enrolled for the full academic year. Early Withdrawal only applies to families that are relocating, have a documented illness, or are dismissed by the school. We require that you give us at least one month's notice of Early Withdrawal. It takes us approximately one month to fill a space in our program and you will be charged for that month.

Vacations are not considered Early Withdrawal and your monthly tuition will not be discounted. If you intend to take a vacation, please notify your child's teacher in advance and indicate the dates that she is expected to be away from school.

#### Illness

Children are expected to be in good health when in school. Please do not send your child to school if he shows any signs of illness. We reserve the right to send a child home who shows definite or continued signs of ill health that might jeopardize the general welfare of the class. Included in these symptoms are a continuous cough, excessive mucus, a fever, diarrhea, or vomiting. We also ask that children be kept at home for 24 hours without having a fever, to ensure that the contagious period has passed.

Pink eye is very common and highly contagious in pre-school and Kindergarten age children. Our policy on pink eye is that all symptoms, including the redness and any drainage be completely cleared up before a child returns to school. Please notify us of any communicable diseases as soon as they are diagnosed.

We are not licensed to administer medication.

### Emergencies

In the event of an accident or sudden onset of illness, the school will not hesitate to seek proper care of your child. The child's individual emergency form will be kept in the school office. Parents will be called immediately. If necessary, your child will be transported to the appropriate facility by ambulance.

The emergency form will accompany your child so that treatment can be given immediately, in the absence of the parent. It is the parent's responsibility to keep the emergency information in our office up-to-date.

### Snow Days

If Wasatch School District closes because of bad weather, so will we.

### Conferences / Observations

Conferences are held twice per school year. We encourage parents to set aside time to meet with the teachers at any time during the year. Appointments can be made by calling the office.

We encourage all parents to come and observe our classroom after we have had time to settle in. An appointment is recommended to observe our school. In addition, we ask that you respect the children's concentration by avoiding interaction with them.

Parent participation in the school's activities is highly encouraged. We invite parents, relatives, and friends to be involved in our activities and events. Please feel free to discuss any questions you have with us.

## **IV. Birthdays / Holidays**

### Birthdays

Because of increasing allergies and food sensitivities, we ask that you do not send any food or treats for your child's birthday. Please do not send your child to school with birthday invitations intended for the other children. We are happy to provide addresses for invitations to be mailed.

As part of our special celebration, we do invite you to join us and bring a pictorial timeline of your child's life. A special circle time ceremony will celebrate each child on his/her birthday. Please discuss an appropriate date and time with your teacher if you would like to attend.

Children are invited to present their class with a book for the school library to celebrate their birthday. We feel that on this special day, children can learn the value and pleasure of giving as well as receiving.

## Holidays

One aspect of our school's curriculum is the study of traditions, cultures, and customs of different people throughout the world, including the United States. One significant way to learn about people and their cultures is through the study and recognition of holiday customs. These holidays may or may not be celebrated by the students in their homes, but it is the school's task to educate the children so that there is a basic understanding of what is happening in the world around them.

## **V. Helpful Hints**

### Saying Goodbye

It is in the child's best interest that parents do a thorough job of preparing them for the new school year. This can be accomplished by role playing, driving to the school, meeting the teachers, and discussing in depth the morning routine. When it is time for the real thing, a quick and loving goodbye is best. Tears only last a few minutes, and will worsen if you hesitate. Explain to your child that school is a safe place to be and that you will be back soon. Then make sure you are on time for pick-up. Adjusting to a new routine can be taxing on a child. Your patience and consistency make this transition easier on your child. Think of this practice as building "emotional muscle" in your child. Crying is ok! By being confident in your drop off routine, you are sending your child the message "you are capable". Reasoning with a child sends the opposite message. You are helping your child get ready for life's normal challenges and we are here to help.

### Discipline

The disciplinary framework that we practice in our classroom is natural, can be implemented calmly, and is most effective. Discipline is never punitive.

Natural consequences do not involve the teacher or parent. They allow the child to experience the results of his own actions. For example, a child disrupts another child's work, the other child corrects the offender, thus eliminating the need of adult interaction.

Logical consequences are also not perceived or administered as punishments. They are most effective when their application is appropriate to the infraction. For example, a child tears the pages of a library book. The logical consequence is that the teacher removes the book from the child's possession, after the child helps to repair the page. If this marks a repeated infraction, the child might experience loss of library privileges for several days. **Practice in fully experiencing the results of one's own choices act as the most effective means toward the growth of self-discipline.**

If you have difficulty understanding these consequences, please feel free to ask your child's teacher for more ideas and examples.

## VI. Recommended Reading

Over the years we have been asked for sources of information about the Montessori educational method and regarding parenting. The books which Dr. Maria Montessori has written are the first we suggest. However, there are many other books written about her and her philosophies that would be great additions to any library. Listed below you will find some of these books and others written about parenting skills which we hope you will find helpful and enlightening.

- The Absorbent Mind, Maria Montessori-New York: Dell Publishing Co., Inc., 1984
- The Montessori Method, Maria Montessori-New York: Schocken Books, 1964
- The Secret of Childhood, Maria Montessori-New York: Ballantine Books, 1991
- The Discovery of the Child, Maria Montessori-New York: Ballantine Books, 1990
- Maria Montessori: Her Life and Work, E.M. Standing-New York: New American Library, Penguin Books, 1984
- Montessori, A Modern Approach, Paula Polk Lillard-New York: Schocken Books, 1972
- Books from the Gesell Institute of Human Development:
  - Your One-Year-Old
  - Your Two-Year-Old
  - Your Three-Year-Old
  - Your Four-Year-Old
  - Your-Five-Year-Old
  - Your-Six-Year-Old
  - Your-Seven-Year-Old
  - Your-Eight-Year-Old
  - Your-Nine-Year-Old
  - Your Ten-to Fourteen-Year-Old
- Positive Discipline, Jane Nelsen, Ed. D., New York: Ballantine Books, 1996
- Positive Discipline For Single Parents, Jane Nelsen, Ed. D., Cheryl Erwin, M.A., and Carol Delzer, M.A., J.D., New York: Random House, Inc., 1999
- Healthy Sleep Habits Happy Child, Marc Weissbluth, 1987

## 2018-2019 Growing Light Montessori School Calendar

<b>Date</b>	<b>Activity</b>
September 4	First Day of School
October 18-19	Fall Break, No School
October 26	Professional Development Day, No School
November 9	Parent Teacher Conferences, No School
November 21-23	Thanksgiving Vacation, No School
December 21-Jan. 2	Christmas Vacation, No School
January 14	Professional Development Day, No School
January 21	Martin Luther King, Jr. Day, No School
February 18	Presidents Day, No School
March 8	Parent Teacher Conferences, No School
March 22	Professional Development Day, No School
April 4-5	Spring Break, No School
May 27	Memorial Day, No School
May 31	Last Day of School

Please refer to our monthly newsletters for a more detailed calendar for each month.

Student's name \_\_\_\_\_

### **Enrollment Agreement**

Growing Light Montessori School, P.O. Box 903 Midway, UT 84049, has accepted for enrollment, \_\_\_\_\_, for the school year 2018-2019, and enters into this agreement with the parent or guardian whose signature appears below.

\_\_\_\_\_  
parent or guardian      date

\_\_\_\_\_  
administrator              date

#### Payment Information

I am financially responsible for this student and agree to all the terms and conditions contained in the Parent Handbook. I understand that payments will be automatically deducted from the bank account of my choice on the 5th day of every month. I understand that an insufficient fund fee will be added to my payment if the account that I provided does not have sufficient funds at the time of deduction.

\_\_\_\_\_  
parent or guardian      date

Student's name \_\_\_\_\_

### **Release Form**

Please initial these statements and sign below.

\_\_\_\_\_ I hereby give permission for my child (the Student) to take part in all activities Growing Light Montessori School including athletic events and release the school from any and all liability to the Parent or the Student for any loss, damage or injury sustained by the Student as a result of participation in or attendance at Growing Light Montessori School, class, activities or use of facilities.

\_\_\_\_\_ I understand that the students of Growing Light Montessori School will participate in off-premises, pre-planned trips. Parents will be informed in advance of such trips. I give permission for my child to participate in these trips. I release the school, staff, and any volunteer parent drivers from any and all liability.

\_\_\_\_\_ I have read and understand all the terms and conditions of the Parent Handbook, and agree to follow these procedures.

\_\_\_\_\_  
parent signature      date

Student's name \_\_\_\_\_

### Medical Release Form

I hereby certify that my child, \_\_\_\_\_, is duly enrolled in the Growing Light Montessori School, and is therefore in the care and custody of the staff of that school during the school day. In the event my child becomes ill, is accidentally injured or is deemed contagious, and I cannot be reached, I hereby give my permission for my emergency contact person to pick up my child.

In the case of an emergency, I give my permission for my child to be transported to the closest hospital for emergency treatment. In addition, I hereby give my consent to the hospital and its staff to treat my child.

\_\_\_\_\_  
parent signature                      date

### Parent's numbers

\_\_\_\_\_  
home

\_\_\_\_\_  
office

\_\_\_\_\_  
cell phone

### Emergency Contact

\_\_\_\_\_  
name

\_\_\_\_\_  
relation

\_\_\_\_\_  
phone number