

Montessori Children's School Parents Handbook  
Revised July 2023

**MCS**  
**PARENT**  
**HANDBOOK**  
**2023-2024**

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## **Introduction**

### ***History***

Montessori Children's School ("MCS") is a not-for-profit 501 c3 Ohio Corporation governed by a Board of Directors including 1 appointed volunteer Montessori staff representative, 1-2 appointed parent representative, and at least 3 outside community member representatives.

Our school was founded in Westlake, Ohio in 1971. At that time, it was known as the Montessori Children's School. In June of 1981, the school was moved to Forestview Road in Bay Village, and in 1991, parents voted to change the name to Bay Village Montessori School. In August 2003, our school returned to its original name of Montessori Children's School and moved to 28370 Bassett Road, a facility that was purchased and renovated to accommodate our Montessori programs. In 2007 we broke ground and built our annex facility, which houses three additional classrooms.

Our Toddler & Pre-Primary Programs are licensed by the Division of Early Childhood of the Ohio Department of Education; The State of Ohio Department of Education charters the Extended Day Kindergarten Program. Our school meets or exceeds all established state requirements. MCS is affiliated with the American Montessori Society.

### ***Goals and Mission Statement***

The goals of Montessori Children's School are:

- To provide a warm, caring, family-oriented atmosphere that encourages children to develop and grow, both academically and personally, into responsible members of their community.
- To develop a solid academic foundation and encourage creativity beyond the foundation.
- To cultivate the child's sense of self-worth and sense of self within the greater community.

These goals are accomplished by respecting each child's personality, uniqueness and trusting in the potential of everyone. These are the foundations of a successful educational alliance. It is through a cooperative atmosphere in which the students, teachers, parents, and administrators work together as a team to achieve these goals.

The mission of Montessori Children's School is:

- To enrich the educational opportunity of the community by providing excellence in education for children ages two through twelve.

### ***Montessori Philosophy***

The Montessori Method is based upon the observations and discoveries of the first female Italian physician, Dr. Maria Montessori. Her method nurtures in children the joy of learning at an early age. It provides a framework in which intellectual and social disciplines coexist. Dr. Montessori believed that education is a lifelong process, and it should be an aid to life. Children learn at their own pace; they

develop according to their own timetable, their physical, emotional, psychic, and intellectual parts are interrelated. They must have freedom, within clearly defined limits, to develop their full potential.

Montessori education provides children with a prepared learning environment that helps them to think, to organize, and to observe. The prepared environment and the role of the teacher distinguish the Montessori Method from other educational approaches. This child-manageable environment allows children to work in an independent manner. The teacher functions as a guide or Directress, aiding children in their choice of developmentally appropriate learning materials.

## **Educational Programs**

### ***Toddler Programs***

The Toddler Program fulfills the 24 to 36 month age basic need for exploration, movement, independence, language acquisition, and self-esteem. The Toddler environment, under the direction of specially trained and caring teachers, encourages motor development and problem-solving skills.

### ***Preprimary/Extended Day Kindergarten Program***

The Preprimary Program is a three-year program for children aged three to six (3-6). As required by our State operating license, **all students enrolled in the Preprimary program must be completely toilet trained. No diapers or pull-ups are allowed to be worn in the Preprimary classroom.** (Our staff will assist any child who has had a toilet accident; however, in accordance with our license, we cannot retain a child who continues to have toileting accidents.) A parent or family member will be required to come to school and change a child when toileting accidents occur. Withdrawal from the Preprimary program may be required if toileting accidents continue.

The Preprimary classroom is prepared and filled with carefully chosen manipulative learning materials. Children, guided by their trained teacher, choose their work from among the beautifully arranged, self-correcting materials. Through working with the materials, the children grow towards self-discipline, order and concentration. Dr. Montessori speaks of the "absorbent mind" as this period in a child's development when he or she exhibits a heightened capacity to absorb everything from the surrounding environment.

The third year of the Preprimary program is referred to as the Extended Day Kindergarten year. Students will stay beyond the morning session, for an extension of their working day. During this time, students are exposed to more in-depth exploration in the areas of reading, writing, mathematics, and cultural subjects.

### ***Lower Elementary Program***

The Lower Elementary Program reopened effective the start of the 2022/23 school year. This program is a three-year program for children aged six through nine years of age. The elementary curriculum was designed to critical thinking, foster self-management, and cultivate independence. This "second plane of development" can be characterized by children's endless curiosity and passion for hands-on exploratory research. During this second plane of development, children start to develop their abilities to reason and understand abstract concepts. Daily schedules include math, reading, language arts, and

culture studies. A 2-3 hour concentrated work period offers students the flexibility to manage and complete work at their own pace. Children learn to initiate, choose, and complete work independently.

### ***Enrichment Care Program***

The Enrichment Care Program (EC) is available for toilet-trained students who are three years or older, and enrolled at our school. We provide a comfortable and caring play environment before and after class times. Parents who foresee the need for EC must first register for this service. Reservations will be accepted on a first come, first served basis, and must be made in advance. Billing for EC is done on a monthly basis for the time blocks reserved during the preceding month. **ALL PAYMENTS MUST BE CURRENT IN ORDER FOR THE CHILD(REN) TO CONTINUE TO USE THE ENRICHMENT CARE PROGRAM.**

Ec is charged by the quarter-hour (i.e if you pick up at 3:30 you will only be charge until that time)

Enrichment Care may be reserved using the following time blocks:

7:30-8:30	3:00-4:00
11:30-1:30	3:00-5:00
11:30-3:00	
11:30-4:00	
11:30-5:00	

If a child is not picked up at the designated end time for the reserved time block, the family will be charged for the next time block.

## **Academic Policies and Procedures**

### ***Non-Discrimination Policy***

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

Montessori Children's School is an Equal Opportunity Employer and complies with federal, state, and local laws and regulations as they apply to services and employment without regard to race, color, sex, disability, religion, or national or ethnic origin.

### ***Enrollment Procedures***

Families interested in enrolling their children may phone the school office to schedule a classroom observation time. After the observation, an application form and a non-refundable application fee may be submitted. The school will contact the family to arrange to have the child interviewed. Following the personal interview, the school will send notification regarding the child's enrollment status. If the child is accepted to the school, the family must provide a NON-REFUNDABLE DEPOSIT, which will be applied to the total tuition amount, within two weeks. Interested families will then need to sign a Tuition Contract

Agreement and return the first tuition deposit when it is due in order to ensure classroom placement. In accordance with MCS Tuition Policy, the child will be enrolled for the entire school year, and the total tuition balance is due and payable to MCS.

### ***Classroom Placement***

Our goal is to establish well-balanced classrooms, based on boy-girl ratios, age ratios, student/teacher ratios, and personality blending. If a family has a particular placement preference, the family must submit a request in writing stating the desire for a particular classroom, listing the reasons for the request (e.g. prior attendance by sibling). Although every effort will be made to accommodate these written requests, MCS cannot guarantee classroom placement of any child.

Based on the teacher's evaluation of the student's developmental level, MCS reserves the right to conditionally accept a student on a probationary basis. The teacher will monitor a student who is conditionally accepted and regular communication with the family will be ongoing until the probationary status is removed.

### ***Observations & Conferences***

Classroom observations during regular school hours are valuable experiences for Montessori parents. We highly encourage parents to observe and learn more about the Montessori Method and its materials used in the classrooms. Observations may be scheduled directly with classroom teachers.

Parent conferences are scheduled twice per school year and are also available with classroom teachers by appointment. Parents are asked to inform teachers of any unusual circumstances that might affect a child's school life. Various books and videos about the Montessori Method are available for rental from our school library. To learn more about MCS or to discuss any school concerns, appointments with school staff are welcome and may be scheduled through the school office.

### ***Divorced, Separated, and/or Separate Household Parents***

Our school policy prohibits staff members from becoming involved with or otherwise participating in the legal and/or marital disputes of our family members. Our employees are educators, not qualified legal professionals. We **cannot** and **will not** offer opinions, become personally involved, and/or attend any legal proceedings. Our staff **will not** appear under any circumstances, except as required by law. To avoid any miscommunication, we require **both parents** (unless otherwise restricted by law) to attend any and all conferences and meetings regarding the child together. School communications and information will be sent to any non-custodial parents via US Mail at the address provided. Montessori Children's school will comply with the most recent legal documents provided to the school. ***It is the responsibility of the parents(s) to provide the school with updated copies of any legal documentation in the event of any changes.***



### ***Health Records & Immunizations***

As established by the Ohio Department of Education, each student accepted into MCS must have a completed physical by a licensed physician. In addition, each student must have a yearly medical statement signed by a licensed physician, updating immunizations, noting changes in the child's condition, and stating that the child is in good health. The school office will provide these forms. MCS is required by the Ohio Department of Education to exclude any student from school who does not have on file a proper record of immunizations or legal waiver of such.

### ***Field Trips***

The school arranges field trips for the purpose of enhancing classroom experiences or to take advantage of special programs offered in the Greater Cleveland area. Off-site field trips are held for Kindergarten and Elementary classes only. Each field trip will be announced in a note sent home in the children's' Friday Folders from the classroom teacher. A fee may be requested to cover expenses. Parents will be required to sign a Field Trip Permission Form and comply with the State of Ohio Child Safety Seat rules and regulations.

### ***School Roster***

The School Roster is prepared at least once annually for each group of children in each program. The school roster includes the name, address, and telephone numbers for the children and the children's parent(s). Preparing the school roster of all children in each program and, upon request, making that roster available to each parent with a child in the program, requires:

- securing from each parent a signed statement indicating whether the parent desires to be included in roster; and
- Ensuring that a roster is not furnished to any person other than a parent.

The roster WILL NOT AND MAY NOT be used for solicitation of any kind. The roster does not include families who request to be excluded. Out of respect and for the security and privacy of our MCS families, we ask the any family in receipt of the roster place the roster in a secure place. The roster is to be used only for personal use (e.g., organizing play dates, birthday parties, carpooling, etc.) of MCS families.

### ***Volunteers***

Classroom volunteers and visitors are always welcome in our school. Every individual seeking to be a volunteer or visitor will be required to complete a Non-Convict Statement that will be kept on file in the main office. In accordance with Senate Bill 187, volunteer field trip drivers will be required to complete a background check in the office prior to being authorized to drive. MCS or its authorized administrators may require volunteer drivers to provide a set of impressions of their fingerprints and a criminal records check may be conducted.

### ***Procedure for Withdrawal***

When necessary, MCS reserves the right to require the withdrawal of a student, in accordance with the following procedures:

- 1) The Administrative Director shall conduct a teacher/student conference and shall note this in the student's record file. This conference shall be reported to the parents/guardian within twenty-four hours.
- 2) The family shall be offered the opportunity to confer with the teacher and the Administrative Director within a reasonable amount of time following the teacher/student conference.
- 3) MCS may condition the child's remaining in school upon referral of the child to professional counseling.
- 4) Upon a decision to request the child's withdrawal from school, MCS agrees to facilitate the transfer of the child's records and other documentation to whatever school is requested by the parents/guardians. MCS shall prorate and return tuition fees on the basis of the average daily charge for that school year.
- 5) Montessori Children's School reserves the right to withhold records of withdrawing students until all accounts are paid in full.

### **Discipline Methods**

Discipline methods at Montessori Children's School shall be in accordance with Ohio Law. All staff members in charge of a child or group of children shall be responsible for their own discipline and shall be restricted as follows:

- 1) There shall be no cruel or harsh punishment, corporal punishment, or unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- 2) No discipline shall be delegated to any other child.
- 3) No physical restraints shall be used to confine a child by any means other than holding the child for a short period of time, such as in a protective hug, so the child may regain control.
- 4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or similar enclosure.
- 5) No child shall be humiliated or subject to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
- 6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- 7) Techniques of discipline shall not humiliate, shame, or frighten a child.
- 8) Discipline will never include withholding food, rest, or toilet use.

- 9) Separation from other students, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
- 10) The school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- 11) Imposition of tasks for punitive purposes is inappropriate.

## **General Operating Procedures**

### ***General Information***

AM Preprimary classes begin promptly at 8:30 a.m. Arrival aids will be stationed to greet children arriving by car. Toddler parents shall follow the arrival/dismissal procedures outlined below. Families should understand that our special classes begin directly following arrival, and promptness is appreciated. Children who need to arrive in the morning earlier than 8:25 a.m. must be enrolled in the Enrichment Care program. Children arriving after 8:40 a.m. will be considered tardy.

### ***No Cell Phone Zone***

Families should understand that for the safety of our children, we have enacted a NO CELL PHONE ZONE in our arrival/dismissal lines. There have been several close calls in our parking lot, so families are kindly asked to refrain from using cell phones during the arrival/dismissal processes. If a family member needs to complete a call, they should pull out of line into one of our parking spaces and resume the arrival/dismissal process once the phone call is complete. Cooperation with this policy is expected and appreciated.

### ***Arrivals***

#### **Toddler Arrival**

Parents may park in the parking lot in the designated general area (away from the arrival line) and walk their children into the building using the crosswalk area. PLEASE USE CAUTION WHEN CROSSING THE PARKING LOT, as arrival/dismissal procedures are ongoing.

#### **Preprimary and Extended Day Kindergarten 8:25 a.m.**

Parents should enter the main parking lot entrance off of Bassett Road and bear to the right. From there, they should follow the perimeter of the parking lot until they reach one of the arrival stations. Children should be ready to immediately exit the vehicle. Following drop off, parents should follow the one-way exit area to Bassett Road (Left side, Exit South; Right side, Exit North). We will guide children to the main doors where they will greet their teachers inside the building.

If you have a message for any school personnel, please deliver your messages in writing and clear the arrival area. If you need to personally speak with someone, please park your car in the designated area, away from the arrival line, and enter the school building. NO VERBAL MESSAGES WILL BE ACCEPTED AT THE VEHICLES DURING ARRIVAL. In order to ensure that the arrival line moves quickly, it is imperative that all families cooperate with these arrival procedures.

### Late Arrival

In the event of a late arrival, a parent or guardian must accompany and sign in their child at the School Office. Office personnel will take the child to the assigned class. **Students arriving after 8:40 a.m. will be marked tardy.** Daily promptness is encouraged to give children a positive start to the morning. Tardiness is uncomfortable for the child and disruptive to the classroom routine.

### **Dismissals**

Toddler Dismissal 11:30 a.m.; AM Preprimary Dismissal 11:30 a.m.; Extended Day/ Kindergarten and Elementary Dismissal 3:00 p.m.

For both AM and All-Day Dismissals, parents should come to the appropriate building and door to pick up their children. Multiple staff members will be on-site to ensure the safety of the children at dismissal.

### Alternative Dismissal

If you will be late picking up your child, please notify the office as soon as possible so we may reassure your child. If your child will be riding with a different driver (e.g. car pool, play date), notification must be submitted to the teacher in writing in advance. Please send a note to the classroom teacher in the morning to avoid confusion at dismissal time.

*In the event of an emergency that prevents the parent, guardian, or designated driver(s) on file from being able to pick up a child, the office must be notified and informed verbally as to who is authorized as the child's designated emergency driver. The designated emergency driver must report to the office and submit their driver's license before the school can release the child to them.*

### Appointment Dismissal

If a student needs to leave school early, a note from the parent/guardian should be sent to the classroom teacher stating the time and the reason for the early dismissal. The parent or guardian must come to the office to sign the child out of the building. Office staff will escort the child to the office for pickup. If the child returns to the school that same day (e.g. following a doctor's appointment) the child must be signed back in through the office, and the office staff will escort the child back to their classroom.

### **School Closings**

School will be closed when anticipated emergencies and/or weather could endanger the health or safety of the children and staff. We make every attempt to notify our families of unplanned closings as early in advance as possible. **You will receive an email from the Executive Director if MCS is closing, and MCS also notifies several media outlets in the event of a school closing. If the weather appears to be severe or questionable, please check your messages and/or consult the school closings scroll on the following stations for information prior to leaving for school: WKYC Channel 3, WKYC.com, WVIZ Channel 25, WKSU 89.7 FM, WCPN 90.3 FM, WCRF 103.3 FM, WCLV 104.9 FM.** Due to the various resident locations of our students, the weather may be better or worse where you reside. If MCS is not closed and you are concerned about the weather in your area, please notify the school office if your child will not be attending class. Our school calendar includes two (2) emergency closing calamity days.

If emergency closings require MCS to use more than the two allowed days, we will make up the additional time missed by adding school days to the June calendar. MCS uses Westlake City Schools as a guide for school closures during inclement weather, **but we do not always close when they close.** Unless you receive telephone notification - MCS is open and operating regular hours.

### ***Lunch***

Extended Day Kindergarten and Elementary and Enrichment Care students need to bring a packed lunch with a beverage each day. Any necessary silverware should be included. For the safety of the children, glass bottles are prohibited. Parents are requested to assist children in packing lunches with attention to nutrition and child manageable containers and wrappings. So that parents can monitor their children's lunch consumption, any uneaten food will be returned via the lunch box.

### ***Clothing and Personal Belongings***

School clothing for students should be manageable and appropriate to allow for the students' movement. Parents are requested to provide a complete change of clothing to remain at school and stored in a large, clear plastic bag in case the student requires a change of clothing during the school day. Tennis shoes may also be stored at school. Please do not allow your child to bring toys to school.

### ***Snack Policy***

Our school is not equipped to prepare or store food. Therefore, we will not and cannot supply any food to the children. Parents are asked to supply a daily snack for their children to consume during classroom snack time. Glass bottles are prohibited. Parents are requested to assist children in choosing a snack with attention to nutrition and child manageable containers and wrappings.

### ***Birthday and Other Celebrations***

There are many times during the year that classes will celebrate as a community. Cultural lessons abound during these times. We are a multicultural community and welcome opportunities to teach that respect for others' heritage and celebrations is important. Teachers welcome the opportunity to share a child's birthday and/or heritage celebration with the class. A birthday celebration form will be distributed one week prior to your child's celebration. As the school is not equipped to prepare or store food, and in light of potential allergies, no food treats are allowed. Donations to the classroom and/or school library to honor a child's birthday are appreciated. Families may also share non food items with the classroom (e.g., stickers, pencils, etc.) No exchanges of presents from friends should occur at school. Invitations to outside parties may only be distributed via school folders if all classroom students are invited.

### ***Folders and Backpacks***

All children will be provided with a folder in which to keep their papers and office notes. Folders are sent home on Wednesdays and should be returned on Monday of the next week. (3-Day Toddlers folders will be sent home on Monday and should be returned on Tuesday). Parents will be charged for replacement folders. Backpacks for Extended Day Kindergarten students should be reviewed daily.

### ***Transportation***

Transportation of students is the responsibility of the parents. Transportation or transportation reimbursement from the State of Ohio via the local school district may be available to the parents of Extended Day, Kindergarten, and Elementary students. Parents are encouraged to contact the local school district in which they reside for details, as each district's policies are different. Our office will gladly assist by returning all paperwork required by the school district.

### ***Absences***

Extended Day Kindergarten and Elementary parents are REQUIRED to provide telephone notification of a child's absence. Please notify the school before 9:00 a.m. if your child will be absent. If a child is absent without prior notification from the parent, the school is required to call the home to confirm the reason for the child's absence. Toddler and Preprimary 1<sup>st</sup> and 2<sup>nd</sup> year students WILL NOT be contacted regarding absences. Parents should coordinate with their child's individual teachers regarding make-up work for planned vacations and /or extended illness.

### ***Classroom Visitation Policy***

Montessori Children's School maintains an open visitation policy; parents are always welcome to visit. For security reasons, all exterior doors will be locked at all times. Parents visiting at times other than arrival and dismissal must check in at the school office. Former students who request a visit at MCS are also always welcome. However, due to insurance requirements, pre-arrangements must be made with our school office. Discretion will be used as to the length of time the former student visits so as not to disrupt the learning process. Each individual teacher will schedule the best time for these visits. Parents of visiting former students must remain on school grounds during these visits or complete an Emergency Contact Form prior to leaving the school.

### ***Parent Feedback and Concerns***

Although most feedback and concerns can be addressed through ordinary communication, there may be instances when this is not possible. Parents are asked to raise any concerns or provide feedback according to this policy:

- 1) Any parent with feedback or a concern relating to a school activity, a school policy, or the school's compliance with federal or state law is encouraged to discuss the matter directly with the individual responsible.
- 2) If such a discussion does not resolve the matter to the satisfaction of the parent, the parent should submit concerns in writing to the Administrative Director with a copy to the President of the Board of Directors. The submission should contain specific details describing the concern and, if applicable, the desired resolution.
- 3) The Administrative Director will respond in writing to the parent with a copy to the President of the Board within five (5) school days of receipt of the written concerns.
- 4) If the parent is not satisfied with the resolution of the concerns by the Administrative Director, the parent should submit a written request to the Board of Directors for a personal meeting with a Board representative.

- 5) One or more members of the Board of Directors will meet with the parent, will review the issues raised, and may conduct an investigation. The Board of Directors will respond to the parents within twenty (20) school days following the meeting with the parent. The decision of the Board will be the school's final determination regarding the concern.

### ***Parent /Guardian Commitment***

Our school seeks to achieve standards of excellence. It is expected that each parent/guardian will responsibly accept and support the school's values: respect for the rights of the individual, mutual trust, honesty, and a shared concern for Montessori Children's School. Parents have a responsibility to work through the proper channels. Following the established guidelines protects the rights of others as well as directs and restricts proper or improper conduct.

### ***No Solicitation Policy***

There is to be no solicitation on school grounds. Occasionally, the school may distribute informational flyers via Friday Folders. MCS assumes no responsibility for the content and/or outcome of these non-school related flyers.

### **Illness and Injury**

#### ***Illness***

If your child appears to be ill in the morning, please keep your child at home. Communicable Disease Guidelines suggest that if your child has a fever, vomiting, or diarrhea within 24 hours of school time, your child should remain at home for at least 24 hours after the symptoms disappear. For the prevention of the further spread of any disease or illness, the school ask that you follow these guidelines. And, as always, follow the directions of your child's Physician. At the discretion of our MCS staff, the school reserves the right to send a child home and/or deny re-admittance to school due to illness or injury that risks the health of other students or staff.

#### ***Use of Medication***

It is the policy of MCS that a parent administers a student's medications and/or medical procedures at home. Under exceptional circumstances, school personnel may administer a medication and/or medical procedure when recommended by a licensed physician under the following guidelines:

- Students may not carry medication with them during the day.
- A physician must submit a completed medication requirement packet to be kept on file in the school office.
- New medication request forms shall be submitted each year and/or for each medication required.
- school personnel WILL NOT administer medication such as aspirin, Tylenol, cough drops or cough syrups under any circumstances unless prescribed by a physician.
- Medication shall be received in its original container and labeled with the student's name, medication name, dosage, administration time, and the licensed pharmacist's name.

- Over-the-counter medications must be in the original container and labeled with the child's name, dosage, and administration time. The medication request form, completed and signed by the physician, must accompany all over-the-counter medications.
- parents/guardians shall agree to:
  - Deliver medications to the school office
  - Notify the school if they change physicians.
  - Submit a revised request form signed by the prescribing physician including any pertinent information.

**No medication may be administered unless the properly completed and signed forms are submitted to the office.**

### ***Procedures for Allergies***

Children with allergies will be required to submit a Medical Action Plan completed by the child's physician for all allergies listed. Any medications required for said allergies will follow the procedures listed in our "Use of Medications" policy. The parents and/or guardians will meet with all involved personnel to review policies and procedures and create an action plan.

### **Communicable Disease Policy**

Children who become ill at school are immediately isolated from other students and carefully monitored. The school will contact the parents immediately; if parents cannot be reached, the school will attempt to contact the other persons listed on the child's emergency forms. The ill child should be picked up from the office area as soon as possible. MCS is equipped to give first aid to children who become ill or injured during the course of the school day. If emergency medical treatment is necessary, parents will be contacted at the numbers which they provided for emergencies. If parents are not available, the student will be taken to the nearest emergency room and instructions followed as indicated on the Emergency Medical Authorization Forms.

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/her parent or guardian:

- Diarrhea (more than one abnormally loose stool within a twenty-four hour period);
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
- Difficult or rapid breathing;
- Yellowish skin or eyes;
- Conjunctivitis;
- Temperature of one hundred degrees Fahrenheit taken by the axillary method when in combination with other signs of illness;
- Untreated infected skin patch(es);
- Unusually dark urine and/or grey or white stool;
- Stiff neck;
- Evidence of lice, scabies or other parasitic infestation.



At the discretion of our MCS staff, we reserve the right to send a child home and/or deny re-admittance to school due to illness or injury that risks the health of other students or staff.

A child with any of the following signs or symptoms shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the Montessori Director and the parent/guardian. The child while isolated at the program; shall be carefully monitored for symptoms listed above this rule as well as the following:

- Unusual spots or rashes;
- Sore throat or difficulty in swallowing;
- Elevated temperature; or
- Vomiting.

At the discretion of our MCS staff, we reserve the right to send a child home and/or deny re-admittance to school due to illness or injury that risks the health of other students or staff.

#### Communicable Disease Notification Procedure

All families will receive written notification via hand delivery of any reported Communicable Disease that their enrolled child may have been exposed to at school. For privacy reasons, the name(s) of the staff member, child, and or family will not be disclosed. Communicable Disease Notifications will be provided for instances including but not limited to: pink eye, ringworm, chicken pox, or lice. In addition to parents being provided a written note home, a prominent notification of any reported communicable disease will be displayed on the school entrance doors. Updates and reporting will also occur in the school email correspondence sent to each family weekly.

#### Communicable Disease Re-Admittance Requirements

Communicable disease guidelines suggest that if your child has a fever, vomiting, or diarrhea within 24 hours of school time, your child should remain at home for at least 24 hours after the symptoms disappear prior to re-admittance to school. For the prevention of further spreading any disease, parents are asked to adhere to these guidelines. And, as always, follow the directions of your child's Physician. At the discretion of our MCS staff, we reserve the right to send a child home and/or deny re-admittance to school due to any illness or injury that risks the health of other students and staff.

#### Isolating and Discharging an Ill Child

A child isolated due to suspected communicable disease shall be:

- Cared for in a room or portion of a room not being used in the pre-school program.
- Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised.
- Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or if soiled with blood, feces, vomit, or other body fluids, the cots shall be cleaned with soap and water then disinfected with an appropriate germicidal agent.

- Observed carefully for worsening condition; and
- Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

### ***Mildly Ill Child Procedures***

A mildly ill child means a child who does not feel well enough to participate in activities, is experiencing minor common cold symptoms but is not experiencing any of the signs and symptoms listed above of a communicable disease, and is not exhibiting a temperature of one hundred degrees Fahrenheit or above taken by the auxiliary method.

A mildly ill child shall be monitored as follows:

- Supervised in a room or portion of a room not being used in the pre-school program.
- Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised.
- Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent.
- Observed carefully for worsening condition; and
- Returned to classroom activities when the child feels well enough and is not exhibiting a temperature of one hundred degrees Fahrenheit or above taken by the auxiliary method.

## **Organizational Chart of Authority**

### ***Board of Directors***

The Board of Directors holds the School to the highest standards of service to the public from which the School derives its independence. The Board of Directors employs the Executive Director and the Montessori Educational Director; they work cooperatively in planning and developing School policy. The Board is ultimately responsible for ensuring the financial well-being of the School.

The Board of Directors has primary administrative responsibility for its own management, for managing the School's financial programs, and for fundraising. The Board is comprised of volunteers, each having skills, knowledge, resources, and judgments essential to the School. The Board is comprised of a minimum of 3 and a maximum of 9 members. Each year, the Board will appoint 1 MCS staff member and at least 1 MCS volunteer parent representatives who will join the Board of volunteer outside community members who must comprise a majority of the Board. The Board of Directors meetings will be held six (6) times a year. Parents who wish to place a matter on the agenda for Board review at a meeting must follow these guidelines:

- 1) Contact the Board president in writing, care of the school address.
- 2) State the purpose of the matter.
- 3) Request that the matter be placed on the agenda.

## **2022/2023 Board of Directors**

*Dr. Ed Blades, President*  
*Dr. Paula Hendryx, Treasurer*  
*Barb McGrath, Secretary*  
*Clare FitzGerald, Montessori Staff Representative*  
*Erin Vokes and Yasica Panora, MCS Parent*  
*Representatives*

### ***Faculty/Staff***

Every Toddler, Preprimary, All-Day, and Lower Elementary classroom includes at least one Montessori trained teacher. Our school is dedicated to maintaining a low teacher/student ratio, allowing for optimum teaching conditions. Each classroom is completely equipped with Montessori materials and a wide variety of didactic materials and assumes a characteristic atmosphere unique to its own teacher. Every employee works in conjunction with the Board of Directors and the Administrative Director to establish Montessori philosophy in all MCS policies.

<b><i>Program Staff</i></b>	<b><i>Directress</i></b>	<b><i>Assistant</i></b>
<i>2 Day &amp; 3 Day Toddler</i>	<i>Tarra Oppewall</i>	<i>Dolores Bebble-Knaak</i>
<i>5 Day Toddler</i>	<i>Clare FitzGerald</i>	<i>Olivia Garlington</i>
<i>AM Preprimary</i>	<i>Amanda Griffith</i>	<i>Katey Woolfolk</i>
<i>AM Preprimary/Kindergarten</i>	<i>Gabriele Johnson</i>	<i>Melina Kantouros</i>
<i>AM Preprimary</i>	<i>Clara Vagadia</i>	<i>Crissy Walsh</i>
<i>AM Preprimary</i>	<i>Nicole Boose</i>	<i>Shirley Hill</i>
<i>AM Preprimary / All-Day Class</i>	<i>Sherry Donegan</i>	<i>Kristy Feyedelem</i>
<i>Lower Elementary</i>	<i>Melissa Lazuka</i>	<i>Crissy Walsh (PM)</i>
<i>Enrichment Care Coordinator</i>	<i>Kitty Klunk</i>	
<i>Music</i>	<i>Lisa Swisher</i>	
<i>Spanish</i>	<i>Christine Rhiew</i>	
<i>Library</i>	<i>Jamison Bays</i>	

### ***Support Staff***

<i>Executive Director</i>	<i>Deven Michaud</i>
<i>Administrative Assistant</i>	<i>Maryla Murawski</i>
<i>Director of Curriculum</i>	<i>Vicki Fisher</i>
<i>Office Assistant</i>	<i>Olivia Garlington (PM)</i>

***We want the child to realize the part that humanity has played and still has to play...History must be alive and dynamic, awakening enthusiasm, destructive of intellectual egoism and selfish sloth...But history of human achievement is real, a living witness to the greatness of man, and the children can easily be brought to thrill of knowledge that there are millions of people like themselves, striving mentally and physically to solve the problems of life, and that all contribute to a solution.***

**-Maria Montessori**

## **Tuition Policy**

When a student is accepted to MCS, parents are required to submit **a non-refundable deposit**, which shall be applied to the total tuition amount within two weeks following the student's acceptance. This deposit holds a place for the child at our school **UNTIL** the first tuition payment and paperwork are due.

A continuing student, in order to re-enroll, will be asked to provide a non-refundable "Intent to Return" deposit in the early spring. This deposit will hold a place on our roster **UNTIL** the time when the first payment and signed tuition contract are due (approx. July 15<sup>th</sup> of the upcoming year).

### **Tuition**

Regardless of whether the child attends Montessori Children's School for the enrolled school year, failure to return a signed tuition contract and payment by July 30<sup>th</sup> forfeits any guarantee of placement for the upcoming school year. Any payment submitted after it's due date will be subject to a 5% late fee. No child is permitted to attend school unless a signed contract is in place and the school is in receipt of the required tuition payments.

### **Tuition Payment Methods**

Tuition may be paid in the following ways:

Plan A*	One Annual Payment	Due July 30 <sup>th</sup>
Plan B*	Two Semi-Annual Payments	Due July 30 <sup>th</sup> and December 30 <sup>th</sup>
Plan C**	Eight Monthly Payments	Due monthly on the 27 <sup>th</sup> (paperwork must be submitted by July 30 <sup>th</sup> )

\*Plan A and Plan B may be paid either by check or electronically (via ACH or Credit Card) using QuickFee.

\*\*Plan C must be paid via monthly ACH withdraws from QuickFee. The Board of Directors reserves the right to review previous payment history and decline offering Plan C.

### **Annual Family Contribution**

To assist with our operating budget and to avoid significant tuition increases, we ask that each family also make an optional tax-deductible donation of a minimum of \$250.00 in addition to the listed tuition fees by December 15<sup>th</sup>. All families will receive an invoice reflecting an Optional Tax-Deductible Donation. A tax donation letter will be issued following the December 15<sup>th</sup> deadline. So that we may budget accordingly, if you choose to opt out of this annual family contribution, we ask that you provide written notice of non-participation.

### **Withdrawal and Refund**

Without exception, there will be no refunds of any Application fees, Admission Deposit fees, Intent to Return payments, and Tuition Payments. The Board of Directors will review on a case-by-case basis any written requests to withdraw enrollment and for release from any remaining tuition contract obligations. To avoid adversely affecting the school's operations and budget, the MCS Board generally does not release families from contractual obligations in the absence of extreme circumstances (e.g.,

unexpected financial hardship due to death or disability). All written requests will receive a response within four weeks of receipt. MCS will not release any student records until all outstanding financial obligations are paid in full.

***Late Fee and Debt Reconciliation***

Any delinquent tuition payments will be assessed a 5% Late Fee. Action by the Board of Directors will commence if an account is delinquent for 30 days or more. If an account remains delinquent for 60 days, the student will no longer be permitted to attend classes, and the account may be turned over to a collection agency. Families anticipating delinquent payments are requested to write to the Treasurer, MCS Board of Directors, 28370 Bassett Road, Westlake, OH 44145 PRIOR to the payment due.

***Insufficient Funds-Unpaid Returned Checks***

All checks returned to our school as unpaid will be subject to a processing charge of \$50.00 in addition to any bank assessed fees.

Montessori Children's School Parent Handbook  
Revised July 2023

**July 31st-August 3rd-** MCS Summer Camp  
**August 7th-10th-** MCS Summer Camp  
**August 16th, 17th, 18th, 22nd-** Teacher in-service days (no classes)  
**August 21st-** Open House  
**August 23rd-** First day of classes  
**August 23-25th-** Phase in Start (see schedule sent out)  
**August 28th-** Regular School schedule starts

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

**February 2nd-** Groundhog Day  
**February 14th-** Valentine's Day (National Book Exchange Day)  
**February 16th-** Professional Development Day- No students  
**February 19th-** Presidents Day (no classes)

**September 4th-** Labor Day (no classes)  
**September 22nd-** Wild School Celebration\*\*

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH 2024						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**March 10th-** Daylight Saving Time Starts  
**March 17th-** Saint Patrick's Day  
**March 19th-** Spring begins  
**March 20th-** Conferences (no classes after 11:30a)  
**March 21st-** Conferences (no classes)  
**March 22nd-** Conferences (no classes)  
**March 29th-** Spring Break (no classes)

**October 6th-** Professional Development Day (no students)  
**October 11th and 12th-** Picture Day\*\*\*  
**October 27th-** Fall Fest (TBA)  
**October 31st-** Halloween

OCTOBER 2023						
S	M	T	W	Th	F	S
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22	23	24	25	26	27	28
29	30	31				

APRIL 2024						
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28	29	30				

**April 1st-8th-** Spring Break (no classes)  
**April 22nd-** Earth Day  
**April 26th-** MCS Earth Day Celebration and Administrative Professionals' Day

**November 1st-** Conferences (no classes after 11:30a)  
**November 2nd-** Conferences (no classes)  
**November 3rd-** Conferences (no classes)  
**November 5th-** Daylight Savings Time ends  
**November 22-24th-** Thanksgiving break (no classes)

NOVEMBER 2023						
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12	13	14	15	16	17	18
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26	27	28	29	30		

MAY 2024						
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12	13	14	15	16	17	18
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26	27	28	29	30	31	

**May 6th- 10th-** Teacher Appreciation Week  
**May 12th-** Mother's Day  
**May 24th-** International Cultural Festival (tentative)  
**May 27th-** Memorial Day (no classes)  
**May 31st-** Last day of classes/ Kindergarten graduation (no classes after 11:30)

**December 18th-January 1st-** Winter Break (no classes)

DECEMBER 2023						
S	M	T	W	Th	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2024						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**June 10th-13th-** MCS Summer Camp (tentative)  
**June 24th-27th-** MCS Summer Camp (tentative)

**January 1st-** New Year's Day (no classes)  
**January 15th-** Martin Luther King Jr. Day (no classes)  
**January 21st-** Open House

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULY 2024						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

\*\* More information to come  
 \*\*\* We will send out a schedule for picture day closer to the dates so you will know what day your child will be photographed \*\*\*

## PHASE IN SCHEDULE 2023-2024 SCHOOL YEAR

The times are split based on your student's last name

### Toddler 2-day (Thursday 8/24 and Friday 8/25)

Last names beginning with A-L 9:00a-10:00a

Last names beginning with M-Z 10:15a-11:15a

### Toddler 3-day (Wednesday 8/23)

Last names beginning with A-L 9:00a-10:00a

Last names beginning with M-Z 10:15a-11:15a

### Toddler 5-day (Wednesday 8/23, Thursday 8/24 and Friday 8/25)

Last names beginning with A-L 9:00a-10:00a

Last names beginning with M-Z 10:15a-11:15a

### Pre-primary 3-day, 5-day, all-day (Wednesday 8/23, Thursday 8/24 and Friday 8/25)

Last names beginning with A-L 9:00a-10:00a

Last names beginning with M-Z 10:15a-11:15a

**\*\*Wednesday, Thursday and Friday there will be no all-day Preprimary class. All students will leave either at 10:00a or 11:15a. All-day Preprimary classes will begin on Monday 8/28\*\***

All Kindergarten and Elementary students will attend normal hours during this time (8:30a-3p).

**Starting Monday 8/28, we will be on a normal schedule for all students.**

**\*\*\*ENRICHMENT CARE\*\*\* will begin on Monday 8/28.**

**Enrichment care will not be offered Wednesday 8/23- Friday 8/25**



***We want the child to realize the part that humanity has played and still has to play...History must be alive and dynamic, awakening enthusiasm, destructive of intellectual history of human achievement is real, a living witness to the greatness of man, and the children can easily be brought to thrill to knowledge that there are millions of people like themselves, striving mentally and physically to solve the problems of life, and that all contribute to a solution.***

***-Maria Montessori***