



*...sowing the seeds of culture at just the right time because  
the seasons turn differently in each child.*

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# Parents Manual

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This manual has been devised as a resource for you—the Montessori parent — to use throughout the academic year as your guide to information about school policies. We encourage you to review the manual at the beginning of the year and keep it in a handy place for future reference.

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All policies and procedures set forth in this manual pertain to The Montessori School and Emerson Farm Middle School students.

The Montessori School is approved by the Maryland State Department of Education, accredited by the American Montessori Society and Middle States Association of Colleges and Schools and is a member of the Association of Independent Maryland Schools.

The staff and student body of the Montessori Society of Central Maryland are comprised of individuals with diverse racial, ethnic and cultural backgrounds. It is the firm policy of the Society to enroll students and hire staff without regard to race, color, religion, national origin, gender or disability.

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# *History, Mission & Philosophy*

## **History of the Montessori Society of Central Maryland**

Starting in one small rented room with borrowed equipment, the Montessori Society of Central Maryland (MSCM) was founded by a handful of parents in 1962. It began as the Suburban Child Study Group of Baltimore, an informal gathering of approximately seven couples who were in search of preschool programs at a time when kindergartens were not common. Having learned about the teaching of Dr. Maria Montessori and accepting it as the best method of education for their children, these enthusiastic parents decided to form their own Children's House preschool program. In 1974, the Society expanded the school to include its first lower elementary class for children ages 6 to 9, and later added an upper elementary program for ages 9 to 12. Emerson Farm Middle School, established in 2005, offers a Montessori-based program for ages 12 to 14.

The Montessori School celebrates fifty years of excellence in education which has been provided to thousands of children since 1963. The school, a not-for-profit organization, is supported by tuition income as well as charitable gifts. A volunteer Board of Trustees supports the Head of School, to whom it delegates authority to manage the school; it develops broad institutional policies that guide the Head in running the school; and it is accountable for the financial well-being of the school.

The Montessori Society also operates the Maryland Center for Montessori Studies (MCMS), a teacher training center located on the Emerson Farm campus. The training center, which opened in 1993, certifies college graduates to teach the Montessori method. Graduates receive their certification from the American Montessori Society and are eligible to teach primary level classes at schools nationwide.

In 1997, MCMS established a partnership with Goucher College, giving students the opportunity to acquire a master of education degree with specialization in Montessori studies upon completion of MCMS training and Goucher course work.

## **Our Mission**

The Montessori School's mission is to nurture and preserve each child's natural curiosity for learning, thereby providing an "education for life" in which students develop socially and academically to their fullest potential.

# Our Philosophy

The Montessori philosophy, which influences policy, guides administrative practices, directs activities of The Montessori School, the Maryland Center for Montessori Studies and all MSCM outreach programs, includes the following beliefs.

We believe that:

- Developmental needs of children are universal and transcend cultural differences.
- Children have within them a natural urge to explore and discover the world around them and find joy in learning when they are actively engaged in the learning process.
- Children learn best when competencies are fostered through repetitive, successful experiences and failures are de-emphasized.
- Children internalize concepts and skills at their own pace.
- Children learn best in an environment of mutual respect and one that provides opportunities for cognitive, social, emotional, moral and physical growth.
- Children need opportunities to make choices. These choices foster independence, self-esteem and self-discipline.
- Heterogeneous and multi-aged grouping provides opportunities for peer teaching, sharing and natural social development.
- A multi-sensory approach maximizes learning because it provides for individual learning styles.

# Our Goals and Objectives

- To guide children in their natural development.
- To provide rich experiences.
- To stimulate growth and socialization.
- To provide tools to help acquire skills.
- To foster independence.
- To encourage creativity.
- To create a love of learning.
- To develop the child’s potential to the fullest.

# Accreditation, Affiliations and Memberships

The Montessori School is a member of the Association of Independent Maryland Schools (AIMS) and the North American Montessori Teachers Association (NAMTA). Teachers hold Montessori teaching certificates from the American Montessori Society (AMS) or the Association Montessori Internationale (AMI). The Montessori School and Emerson Farm Middle School are approved by the Maryland State Department of Education (MSDE). The Montessori School is also accredited by both AMS and the Middle States Association of Colleges and Schools.

# *The Montessori Curriculum & Class Structure*

## **Toddler Preschool Curriculum & Class Structure**

Toddler children learn by absorbing impressions from their surroundings. In a Montessori classroom, the goal is to promote social, emotional and cognitive growth in the child in a carefully planned environment using positive and constructive experiences.

The Montessori Toddler Preschool program is designed for children ages 2 to 3. The classroom is equipped with tot-sized furnishings and materials that invite the child to touch, manipulate and learn. In an environment designed for their comfort and stimulation, children gain mastery over their own actions and begin to be more independent. Children should be able to separate from their parents within a reasonable amount of time which will be determined by the teacher depending on the needs of the individual child. This is a five-day a week program.

Teaching is indirect rather than direct. The Montessori teacher guides children to materials that are age-appropriate and self-correcting. The curriculum includes activities for fine and gross motor control and coordination, sensorial and practical life exercises, music, art and movement.

### ***Library***

Beginning with their first “trips to the library”, our toddler students begin to develop a love of books. The children visit the library every week for a story time, which includes finger plays and poems, and take home a book for the week.

### ***Physical Education***

In addition to their daily outdoor playtime, the toddler children have physical education weekly, and use incline mats, mini-trampolines, mats, climbing horses, parachutes, balloons, foam shapes and a variety of other equipment to develop large muscle coordination.

### ***Foreign Language***

Toddler classes receive two French lessons weekly. At the toddler and primary level an aural-oral approach is used. The children hear the spoken words and repeat the material presented. They are also given the opportunity to identify objects in French and to follow simple commands. The program is outlined in units which contain basic conversation patterns, vocabulary categories, pronunciation practices and songs.

## **CLASS STRUCTURE**

- One qualified Montessori teacher per class
- One assistant per class
- Teacher/student ratio approximately 1 to 8
- Toilet training is not required

### ***Program Hours***

Toddler Morning Half-Day Program: Monday- Friday, 9:30 a.m. to 11:30 a.m.

Toddler Full-Day Program: Monday-Friday, 9:30 a.m.-2:30 p.m.

## **Primary Curriculum & Class Structure**

The goal of the primary curriculum (for children ages 3 to 6) is to help the child develop mastery of self and environment, self-discipline and social competence. At this period in a child's development, rather than force him to follow a pre-selected course of study, our curriculum allows him to cultivate his natural desire to learn. To facilitate this goal, the role of the Montessori teacher is to provide a multi-sensory environment filled with hands-on experiences.

Before the age of 7, children have a sensorial relationship with their environment. Bearing this in mind, Dr. Montessori prescribed an enriched classroom where a child could handle materials to educate himself in math, language, geography, science, art and music.

Using methods and materials developed by Dr. Montessori, the teacher provides a sequence of tasks sufficiently challenging and interesting to engage the child. To follow the child's natural curiosity and allow him to progress at his own pace, tasks are not forced upon a child in school, nor is homework appropriate at this time. There is a balance of mental and physical activity with emphasis on the process of learning rather than the product of learning.

### ***EXERCISES OF PRACTICAL LIFE***

The exercises of practical life are those daily activities that help the child acquire independence, coordination of movement, concentration, and lessons of grace and courtesy. Activities include elementary movements needed for independence, care of one's self, care of the environment and social relations. In the Montessori classroom, materials used for daily living skills are child-sized and easy to handle, and the activities are interesting for the children to perform.

The exercises of practical life lay the basic foundation for all other areas and provide indirect preparation for sensory integration, logic and language.

### ***SENSORIAL EXERCISES***

Sensorial education is central to the Montessori method. In all areas of the curriculum, the child learns concepts through a multi-sensory approach.

Impressions absorbed by the young child need to be categorized, distinguished and compared. To achieve these goals, we introduce materials to sharpen visual, auditory, olfactory, tactile, stereognostic and chromatic senses.

### ***MATHEMATICS***

In a Montessori class, math is first presented to the child in concrete form. Perception of similarities and differences, seriation, functioning of the decimal system and the four arithmetical operations are taught using concrete math materials. The vocabulary and symbols are introduced as the child is ready for them at each stage of learning. Memorization of facts is done by manipulation of materials rather than by rote learning. As the child begins to understand a mathematical concept, he discards the materials and moves into abstract work.

### ***LANGUAGE***

Language is of the utmost importance in a Montessori class. From “I Spy” word games to word and sentence analysis, various aspects of language are made available to the young child. The Montessori Reading Scheme is based on phonics and is introduced to the child through the use of concrete materials such as the sandpaper letters and movable alphabet. Story time and musical games enhance the child’s language experience.

### ***CULTURAL SUBJECTS***

Since the Montessori primary curriculum is interdisciplinary, art, music and nature are integrated into the cultural studies area.

Art and music complement the daily exploration by the child. Various media are available to the children for all forms of self-expression. Chalk, crayons, paint, clay and a variety of paper are at the children’s disposal.

The sensorial curriculum offers indirect preparation for form, space and sound. Movement activities on the line, listening exercises, the Montessori Bells and group singing provide many opportunities to enhance children’s natural ability in music. Botany and zoology are explored regularly. Classification of living things is introduced in the primary class through natural materials and prepared nomenclature activities. The Science Room is equipped with many specimens and simple experiments for young children.

### ***PHYSICAL EDUCATION***

In addition to their daily outdoor playtime, the primary children have physical education weekly, and use incline mats, mini-trampolines, mats, climbing horses, parachutes, balloons, foam shapes and a variety of other equipment to develop large muscle coordination.

## ***FOREIGN LANGUAGE***

Primary classes receive two French lessons weekly. At the toddler and primary level an aural-oral approach is used. The children hear the spoken words and repeat the material presented. They are also given the opportunity to identify objects in French and to follow simple commands. The program is outlined in units which contain basic conversation patterns, vocabulary categories, pronunciation practices and songs.

## ***LIBRARY***

The library program is designed to support classroom activities that enrich the child's vocabulary, foster reading readiness skills, and develop a love for books.

The children visit the library every other week for a story hour and receive a list of books, fingerplays and poems to acquaint them with the story theme of the month.

## ***CLASS STRUCTURE***

- One qualified Montessori teacher per class
- One assistant per class
- Teacher/student ratio approximately 1 to 12
- Every effort is made to ensure ages of children are evenly distributed from 3 to 6 years
- Every effort is made to balance genders

## **Program Hours**

### ***Half-Day Primary Program (Ages 3-5)***

The Half-Day Primary Program is a five-day per week program from 9:00 a.m. to noon for children ages 3 to 5.

### ***Full-Day Primary Program (Ages 3-6\*)***

The Full-Day Primary Program is offered Monday through Thursday from 9:00 to 2:30 p.m. and Friday from 9:00 a.m. to noon for children ages 3 to 6.

\*Children who will turn five by September 1 are required to stay all day in preparation for the elementary program.

## **Elementary Curriculum & Class Structure**

As children move through their sixth year and approach age seven, they enter the second phase of their development. Montessori elementary classes are designed to meet the needs of the child at this particular stage.

From birth to age 6, children are constructing themselves. They learn to walk, talk and explore their environment sensorially. They absorb impressions from their environment with little effort.

Older children, however, use reasoning powers to gain information. Because of this, we give it more prominence in the child's learning process at the elementary levels.

While the younger child's questions consisted of what, where and who, the questions of the older child are why, how and when. During the second phase of development, the child is interested in the relationship of facts rather than the facts themselves. According to Montessori, this is the time for "sowing the seeds of culture."

Elementary children still manipulate concrete materials to learn abstract concepts. As the internalization of these concepts takes place, children are able to think more abstractly. At this age level, children are actively involved in building their community, are less egocentric and like to be part of a group. Montessori calls this "the herd instinct." Children are more socially oriented, less tidy and always eager for more knowledge and exploration.

### ***A COSMIC CURRICULUM***

To satisfy the intellectual curiosity children possess at the elementary level, Dr. Montessori prescribed "A Cosmic Curriculum." A vision of the whole universe is presented in a truly integrated curriculum.

The elementary curriculum is characterized by the following:

1. A balance of individual activity and group participation
2. Freedom of choice is based on knowledge
3. Children are encouraged to use imagination in problem solving
4. The child is free to pursue areas of interest

### ***LANGUAGE***

Language is an important component of the elementary curriculum. Once the child has mastered reading and writing, the Montessori teacher introduces other subjects such as literature analysis, spelling, grammar, punctuation, word study, creative and expository writing, and reference skills. Further experiences in language come through the child's research in the areas of geography, history and science, and through exposure to various forms of poetry and prose.

## ***MATHEMATICS***

Manipulation of concrete materials leads elementary children to abstractions. Once they grasp a concept, the students put aside the materials because they realize that their mental processes work faster than the manipulation of materials.

## ***THE HUMAN RELATIONS CURRICULUM***

Geography, history, sciences, anthropology, geology, music, art and all other related subjects are included in the integrated curriculum.

Botany and zoology give the child a means of classification. The study of these two subjects also gives a broad ecological view of the world, which Montessori calls the “Cosmic Plan.”

History gives a view of the development of the solar system, the development of human kind, and early civilizations followed by the recorded history of the world.

Geography deals with political and economic geography, physical configurations of the world, and the interdependence of the world’s people.

Earth science gives children a basic knowledge of the earth, its composition and properties.

Physical science and chemistry assist the student in making connections throughout all the sciences.

The Montessori elementary curriculum is open-ended. Its purpose is to give children a chance to develop critical thinking skills and to discover, explore and understand the wonder of the universe in a challenging academic setting.

## ***POLICY ON ELEMENTARY HOMEWORK AND STANDARDIZED TESTS***

Homework is assigned to students in the elementary program to reinforce work done in school. Homework is given in the areas of math, language arts, science and cultural subjects. Additional work may be assigned as necessary.

Lower elementary homework is assigned on Mondays and is due on Fridays. Daily homework is assigned to upper elementary students.

Although we discourage too much parental assistance, we expect the parents to oversee the completion of assignments each week. It is the responsibility of the parents to see that at least half an hour is set aside for the younger children and the time necessary for ten- and eleven-year-olds.

Standardized tests are administered to elementary students in grades three through six in the spring of each year. They primarily serve as an exercise in test-taking skills. Teachers also use these tests as an additional diagnostic tool to help strengthen children's skills during the school year.

### ***COMPUTER***

The computer classes, held in the computer lab, are designed to enhance the lower elementary program and are scheduled throughout the school year.

The computer program consists of: computer literacy, keyboarding, computer applications (word processing, spreadsheets and digital photography) and using the Internet for research. Special attention is given to the development of problem solving strategies, critical thinking skills and memory building.

The computer lab is also available to the elementary classes so that children may access information for research and various other projects.

### ***ART***

Art is integrated into the curriculum in such activities as geometric drawings, map skills, botany and zoology nomenclature and architecture. The Human Relations Curriculum offers the study of the development and styles of art. In addition, formal art instruction gives the elementary child a variety of techniques and media for artistic expression.

### ***MUSIC***

The music program consists of singing, tone matching, music reading using the Kodaly method, rhythm activities, music appreciation and singing games. Students may use Orff instruments, recorders, keyboards or guitars to enhance songs learned in class. In addition, music is integrated into the curriculum through the study of history and different cultures.

### ***PHYSICAL EDUCATION***

Elementary students have an hour of physical education instruction per week. In addition to movement activities, they are instructed in team sports.

## ***LIBRARY***

Elementary children visit the library once a week for library instruction and literature enrichment and throughout the year for research purposes. They may borrow books for a two-week period. Our library collection presently contains over 12,000 volumes. Parents are welcome to borrow books during the school year.

## ***FOREIGN LANGUAGE***

The aural-oral approach is continued at the elementary level with the gradual introduction of the written word. The children see words that they already know and then later begin to write them in controlled situations. The program is outlined in units which contain expanded conversation patterns, vocabulary categories, pronunciation practice, songs and cultural insights.

## ***FRIDAY AFTERNOON PROGRAM***

The Friday Afternoon Program for lower elementary children is an enrichment program which may include such activities as movement, art, music and sports. Each session lasts seven or eight weeks.

## ***CLASS STRUCTURE***

- One qualified Montessori teacher per class
- One assistant per class
- Teacher/student ratio approximately 1 to 12
- Every effort is made to have the ages and genders balanced
- A three-year age span is maintained

## ***Program Hours***

Lower Elementary Program: Monday- Friday, 8:45 a.m. to 3:00 p.m.

Upper Elementary Program: Monday- Friday, 8:30 a.m. to 3:15 p.m.

## **Middle School Curriculum & Class Structure**

Please see middle school handbook.

## ***Additional Programs***

### **EXTRA TIME (ET)**

In accordance with the Maryland State Department Office of Childcare, the ET Program is available before and after regular school hours throughout the school year for children enrolled in primary (must be toilet trained) through middle school. Designed to complement the child's regular classroom hours, the program provides planned activities and continues in the Montessori tradition, following the same school rules.

Since ET is a licensed day care program, enrollment is limited with priority given to those requesting five-day a week spaces. Parents are urged to be prompt when dropping off or picking up their children from the program. When dropping off, parents must walk their children into the Multi-Purpose Room where they will be received by a staff member. There is a \$1 charge for each minute a child is dropped off early or picked up late beyond his or her scheduled time. Families who are continually late will be billed accordingly and may be asked to withdraw from the Extra Time program. ***Emergency ET is available until 5:45 p.m. for those who call ahead to make arrangements. There will be a \$5.00 fee for every half-hour or portion thereof.***

It is important to remember that our ET program ends at 5:45 p.m. At that time our staff needs to leave the campus in order to keep other commitments with their own families, their coursework, etc. If parents repeatedly fail to pick up their children by 5:45 and cannot live within the parameters of the ET program, we will be forced to drop them from the program.

Parents must tell a staff member when taking their child home. It is also imperative that the ET staff be informed in writing of any changes, special instructions or restrictions concerning with whom children may or may not ride.

Important note regarding ET: Due to state regulations, before and after school care is available only to those children whose parents have enrolled them in the ET program. Children who are not enrolled, may not attend ET.

## **SATURDAY TODDLER–PARENT PROGRAM**

In the Saturday Toddler–Parent Program, parents and children learn together under the direction of a Montessori directress or director. Little children love to come into the appealing Montessori classroom which has been especially prepared for children 18 months to 2<sup>1/2</sup> years of age. The many special materials and activities are designed to arouse their interest and involvement, and develop their concentration. Parents learn to guide their child into positive activities, and when to participate and when to stand aside.

There is a pattern to the classroom and activities that satisfy the children's innate need for order. This prepares them for intellectual growth. As they expand their world and their perceptions, they demonstrate their independence.

The eight one-hour-and-fifteen-minute sessions, held in the fall and spring, serve as a good introduction to the qualities and values of the Montessori classroom.

## **SUMMER PROGRAM**

A six-week summer program is held in June and July. Some of the programs offered may include summer Montessori, summer toddler preschool, arts, crafts, music, nature, cultural studies and indoor and outdoor recreation. Morning and afternoon before & after-school care is also available for ages 3 to 12 during the summer program. Brochures outlining the summer sessions are available in February.

## *Parent Communication*

Good communication between you and your child's teacher is essential to your child's progress. Please contact your child's teacher to clarify any questions or concerns during the school year. Written notes on the children's progress are provided to parents twice a year. Regular parent/teacher conferences are held twice a year and are scheduled through the school office.

All other conferences should be scheduled directly with the teacher. Please call the school office to leave a message for the teacher and he or she will return your call to set up an appointment. If your child's teacher has been unable to satisfy your concern, you may request a meeting with the academic dean by calling the office. If you are in need of further assistance, you may request a meeting with the Head of School.

Notices regarding school activities and other timely information are sent via e-mail (unless families specifically request hard copies). It is also a good idea to check your child's lunch box or backpack daily for notes.

## **Parent Orientation**

It is essential that ALL RETURNING PARENTS AND NEW PARENTS attend the fall orientation to learn more about your child's daily routine, ask questions and meet the teachers as well as the parents in your child's class.

## **Observations**

Parents are invited to observe their child at work in the classroom. (Prior to observing, please check in at the main office.) We ask that you sit quietly in the location designated by the teacher. Feel free to take notes and speak softly when spoken to by one of the children. If a child tries to engage you in conversation, please quietly suggest that he or she return to the work in progress. The calm and order of classroom work should be respected.

Arrangements for observations, scheduled from October through the third week in May, are made through the office. The best times to observe are from 9:30–10:30 a.m. or 1:00–2:00 p.m. Observations are for adults only—no children, please. No observations are scheduled on the day before a major holiday or the week before or after winter vacation or spring break.

## *Student Records*

Student records are confidential. Access to these records is limited to staff members, specifically, the Head of School, Academic Dean, Director of Admission and faculty. Parents of the child and the designated representatives of the State Department of Education and the Department of Human Resources also have access to these records. No other person will have access to the records without the written consent of the parents or legal guardians.

Requests by parents or guardians for information retained in these files will be addressed by the Head of School. A meeting will be scheduled with the parents, Head of School and/or Academic Dean and appropriate faculty member. In cooperation with AIMS, all admission and transfer information to other schools will be held in confidence and will not be shared with students, parents or guardians. Records requested by other schools will be mailed directly to those schools. The school has the right to withhold the transfer of referral forms and the child's academic records until all tuition and fees have been paid.

### **Withdrawal and Dismissal**

If, in the judgment of the administration of the school, it is not in the best interest of a child or the school for the child to continue attendance, withdrawal from school may be the only alternative. In such a case, some or all of the following procedures will be implemented:

1. The Academic Dean and the Head of School will observe the child and assist the teacher in dealing with the situation.
2. The teacher, Academic Dean and Head of School will meet with the child's parents and discuss the situation.
3. A full professional evaluation of the child may be required by the school within a specified period.

4. In case of a behavioral problem, the parents will be asked to keep the child at home for a period of time extending from one school day to a full week.
5. If, in the judgment of the teacher, the Academic Dean and the Head of School, the child cannot be accommodated within the realm of the school and its philosophy, the parents will be counseled to remove the child from school.
6. A portion of the tuition will be refunded.

## *Admission Policies*

In Montessori classrooms, there is a broad cross-section of children representing different socioeconomic, religious, cultural, racial and ability groups. As often as is possible, the ages and genders of children are evenly distributed in each class. Each teacher strives to create an environment with a balance of developmentally appropriate activities for maximum growth. In such an environment, we see children completing work cycles, exercising grace and courtesy, and showing a joy of learning.

Admission policies, procedures, curriculum and faculty at the Montessori Society of Central Maryland, Inc. (MSCM) have been approved by the Maryland State Department of Education.

### **Criteria For Eligibility**

#### ***Toddler Preschool Program (Ages 2 to 3)***

1. Children must be 2 years old at time of admission and do not have to be toilet trained.
2. Children should be able to separate from their parents within a reasonable amount of time as determined by the teacher depending on the needs of each individual child.

#### ***Primary Program (Ages 3 to 6)***

1. Generally, children should be between the ages of 3 and 5 by their start date.
2. Children older than 4<sup>1/2</sup> who have begun their Montessori education at another Montessori school may be accepted as transfers. If a child has had previous school experience, copies of school records will be required.

3. Applicants older than 4<sup>1/2</sup> who have no prior Montessori experience may be considered for admission after an extensive review by the Admissions Committee.
4. Children must be toilet trained. Diapers or pull-up diapers are not permitted. Cotton training pants are permitted.

### ***Elementary & Middle School Program (Ages 6 to 14)***

1. Previous Montessori experience is preferred.
2. Applicants who have no prior Montessori experience may be considered for admission after an extensive review by the Admissions Committee.
3. All transfer candidates, as part of the interviewing process, are required to spend at least a half-day in an elementary classroom.
4. Official records from the present school are required prior to classroom visits and acceptance to the program.
5. Children entering the elementary program must be over the age of 6 by September 1 and meet all requirements for placement.

### **Additional Admission Requirements (for all levels)**

1. All children over five years of age are interviewed by a Montessori director or directress before admission to the school.
2. All parents meet with the Head of School and/or the Director of Admissions.
3. Copies of any educational or psychological testing must be submitted before admission to the school.
4. Education for all children, including those with special needs, will be done within the parameters of the Montessori philosophy and its implementation in the classroom. This implementation implies a multi-sensory approach to education.
5. Specific trial periods and evaluation procedures may be established as needed.

### **Application Procedures**

- Requests for enrollment applications are taken by telephone, in person and on-line.
- An information packet consisting of our brochure, stating the philosophy and objectives of Montessori education and MSCM, a fee and payment schedule, and additional information regarding a Montessori education will be mailed or given to interested parents.

- Observation of a class by prospective parents is required. Observations are scheduled from Monday through Thursday of each week. Every effort is made to schedule them for the first convenient date. Observations are for adults only.
- Parents are supplied with an observation sheet before entering the classroom. A meeting with the Head of School and/or the Director of Admission is scheduled immediately following the observation to answer questions and explain the programs.
- Although the school follows a rolling admission policy, no new applicants will be admitted after spring break of each school year unless they are transfer students from another Montessori school.

## **Emergency Cards and Health Forms**

At the time of acceptance, you will receive several forms that must be completed and returned to the school's nurse by the child's start date. These include: health, immunization and medical authorization forms, emergency cards and allergy profile sheets. These forms must be filled out completely and accurately or they will be returned.

Parents of returning students will be required to update their emergency card at the beginning of each school year. Also, please remember to update your child's emergency card throughout the school year if any changes occur. Immunization update forms will be distributed in June and are due by the first day of school in the fall.

Not only do we need emergency cards and health forms in the event of emergency or illness, but we are also required by the Maryland State Department of Human Resources to have this information on file for every student.

## **Enrollment**

Enrollment of students is made on a first-come, first-served basis given the following priorities:

- a. Returning students are given first priority until March 15 of the school year preceding fall admission.
- b. Siblings, former Montessori families, staff children and children from other Montessori schools are given priority over new students until April 1 preceding the fall admission.
- c. The number of children that can be accommodated depends on Montessori guidelines and state regulations. When space is unavailable at the time of application, children may be placed on a waiting list at the parents' request.
- d. Deposits are required within ten days of notification that space is available. Should the date of application be the same for two prospective

students, preference will be given as in a. and b. above, and the location of the available space, i.e. toddler, primary, extended day or elementary class.

- e. Parents are notified in writing when their child has been accepted.
- f. Specific policies contained within the financial agreement are binding.

## **Class Placement**

- a. All class placements are made by the Placement Committee of MSCM. We do not accept parent requests for placement. Placements are made to maintain the balance within the classroom with respect to age and gender of children. Generally, children will remain with their classroom teacher until they are ready for placement in the next level appropriate to their educational, emotional and social needs, unless the MSCM placement committee feels a change is in the best interest of the child.
- b. The MSCM reserves the right to place children in order to maintain balanced classes with respect to numbers of children, their ages, gender and individual needs of students.
- c. Families will be notified of their child's placement during the early part of August.
- d. Teachers will assign a starting date for new students, which may differ from the announced first day of classes. The "phasing-in" of new students allows for a smooth transition for beginning children while maintaining an even rhythm of classroom activities. All phasing-in will be completed by September 30.
- e. All new elementary and middle school students begin on the first scheduled day of school.

## **Phasing-In Procedures**

To maintain balance in classroom activities and provide new students a smooth transition into the class, returning primary children will begin the school year on the first day of school. Toddler preschool children, primary Montessori transfers and children who attended primary Montessori for at least four weeks during the summer will be phased in within a period of time not exceeding seven school days from the first day of school. All other children will be phased in by September 30. When a routine has been established, the oldest of the new children is phased in at the discretion of the teacher, then the next oldest. This procedure continues until all children have joined the class, entering a settled environment. The established class welcomes each new child.

In August, teachers call parents of new primary students to tell them the exact day their child will begin. Please see your calendar for the starting dates of afternoon sessions for extended day students. The elementary program begins

as a full day from the beginning of the school year. New elementary transfer students will begin on the first day of school.

## **Re-enrollment**

Packets containing re-enrollment information are mailed to parents in the beginning of February. The deadline for re-enrollment of current students is the first week in March. Re-enrollment packets are sent only to those whose accounts are up to date with no balance due.

# *Financial Policies*

## **Information and Responsibilities**

MSCM is a nonprofit organization that depends on tuition as the major source of funding. The tuition payment plans have been made as convenient as possible for our families. Please contact the Admissions Office for details about payment plan options.

A late charge for accounts 30 days past due will be assessed at the rate of 1.5% per month on the unpaid balance as stated in parent contracts. Also, there will be a \$25.00 charge for handling returned checks.

Included in your first payment is a \$500.00 deposit on placement which is part of the total tuition and is NON-REFUNDABLE in case of withdrawal.

Tuition charges for admission and changes to an existing program after September 30:

To September 30	No change in fees
From 10/1 to 10/31	Minus 15%
From 11/1 to 11/30	Minus 25%
From 12/1 to 12/31	Minus 35%
From 1/1 to 1/31	Minus 40%
From 2/1 to 2/28	Minus 50%
From 3/1 to 3/31	Minus 60%

## **Re-enrollment and School Records**

If scheduled payments are more than 30 days in arrears, the school will not release academic records, transcripts to other schools, or may not permit the child to attend, re-enroll or move to a different level within The Montessori School as stated in the agreement form and financial information sheet.

## **Tuition Assistance**

MSCM offers a limited amount of tuition assistance that is given according to financial need and without bias regarding color, religion, gender, national origin

or disability. Formal applications are available in the school office in January and must be received by the end of February. An impartial review committee determines eligibility for tuition assistance. Awards are typically modest, in an attempt to provide assistance to as many families as possible.

## **Payment Plans**

### ***Plan A: Tuition in Full***

A tuition deposit of \$500.00 and an Extra Time (ET) deposit (if applicable) of \$860.00 is due with a completed enrollment form. Payment in full is due no later than May 1 preceeding fall admission. Tuition deposit is non-refundable.

### ***Plan B: Budgeted Payments***

FACTS Management Company provides flexible payment options. The cost of this service is \$38.00 per family annually, which is paid by the parents directly to FACTS. The tuition deposit of five hundred dollars (\$500.00) is due and payable to The Montessori School with a completed Agreement Form. The balance of the tuition will be paid through arrangements made directly with FACTS. If Extra Time (ET) is to be a part of the financing, the ET deposit of \$860.00 must be made directly to The Montessori School along with the Enrollment Form.

### ***Plan C: Education Loan***

Tuition Solution offers low fixed-rate loans with no upfront fees. Information is available at [www.yourtutionsolution.com](http://www.yourtutionsolution.com) or contact The Montessori School business office at 410-321-8555.

## **Refund Policy**

The Montessori School relies on its enrollment commitments to plan for the year; therefore, no tuition will be refundable after June 1. Requests for refunds will be acted upon within 45 days after a written request to the Head of School.

Refunds will not be given for days lost because of inclement weather or illness. Every consideration is given to make up lost days when the school calendar is prepared each year. As stated previously, the \$500.00 deposit on placement is non-refundable.

# Daily Guidelines

## The First Day of School

Many young children (and their parents) are nervous about the first day of school. It is often difficult for children to separate from their parents, but there are a few things you can do to minimize the discomfort.

**1** Visit the school often before the first day to familiarize yourself and your child with the campus. It is comforting to know where a lunch box is placed, where the bathrooms are and what the playgrounds look like.

**2** Be understanding, but in firm agreement with school procedures which require a staff member to take a youngster from the car and into the classroom. Consistent application of this procedure will help the child in the separation process.

**3** It is very important that your child knows where you will be during the day and that you will pick him or her up at a specific time. Please be punctual at dismissal time. This will help your child's transition to school.

## Arrival

**NEVER LEAVE CHILDREN AT SCHOOL WITHOUT TURNING THEM OVER TO A STAFF MEMBER.**

Please remain in your car; our assistants will help your children get in and out of the car. If you arrive late, you must walk your child into the building to ensure that he or she gets to the proper classroom and advise the teacher of the child's presence. Sometimes the classes are out of the room for special events, library or physical education. It is your responsibility to leave your child with his or her teacher. The office staff can help you locate the class. Please be sure NEVER to leave a child unattended on the school grounds. Traffic can be hazardous and we worry that a child can wander off. Always try to arrive on time.

## Length of School Day

PROGRAM	DAYS	DROP-OFF TIME	PROGRAM TIME
Half-Day Toddler	Monday–Friday	9:15 to 9:30 a.m.	9:30 to 11:30 a.m.
Full-day Toddler	Monday–Friday	9:15 to 9:30 a.m.	9:30 a.m. to 2:30 p.m.
Half-day Primary	Monday–Friday	8:45 to 9:00 a.m.	9 a.m. to noon
Full-day Primary	Monday–Thursday & Friday	8:45 to 9:00 a.m.	9:00 a.m. to 2:30 p.m. 9:00 a.m. to noon
Lower Elementary	Monday–Friday	8:30–8:45 a.m.	8:45 a.m. to 3:00 p.m.
Upper Elementary	Monday–Friday	8:15–8:30 a.m.	8:30 a.m. to 3:15 p.m.
Middle School	Monday–Friday	8:15–8:30 a.m.	8:30 a.m. to 3:15 p.m.

*The 2011–2012 school year provides for 172 school days.*

## **Dismissal**

Please pick up your child on time. It is very disconcerting to the child to be “left,” and it is difficult for the staff member involved. Children who are picked up late will be taken to the E.T. program, and parents will be charged \$1.00 for each minute of lateness. Parents who are repeatedly late in picking up their children will be required to have a conference with school administrators to discuss this issue. When your child is going home with someone other than the regular driver, a note **MUST** be given to the appropriate teacher prior to dismissal.

In accordance with the recommendations of the National Highway Safety Administration, our assistants will only place children in the back seat of the car at dismissal time. If parents prefer that their children ride in the front seat, they will be responsible for placing them. While our staff will make every effort to ensure that seat belts are fastened properly, parents are responsible for checking to see that the child is secure before leaving school grounds. We strictly enforce the Maryland State car seat laws for children. For the safety of all of our children, we ask that no vehicle be left running without an adult present. No children should be left alone in cars parked in front of buildings or anywhere on campus.

## **Transportation**

Transportation to and from school is the responsibility of parents. Those who wish to use car pools are given a zip code directory or class list including parents’ names, addresses and phone numbers. If someone other than a regular driver is to transport children, a written note must be sent to the teacher. **CHILDREN WILL NOT BE ALLOWED TO ENTER A TAXI UNLESS ACCOMPANIED BY AN AUTHORIZED ADULT. (THE CAB DRIVER IS NOT AN AUTHORIZED ADULT.)** Please note: The **SPEED LIMIT** on school grounds is 10 m.p.h. We are concerned about your children’s safety. Please, don’t speed.

### ***CAR POOL SUGGESTIONS***

Parents who assume car pool responsibilities should try to maintain order in the car during the ride to school. Roughhousing in the car can leave a child in the wrong frame of mind to begin the school day. It is difficult for the child and the teacher to restore a sense of order after an overly active car pool ride. Parents are also asked to be patient and courteous to other parents during car pool to ensure safe and efficient transportation of all children to or from the school.

## **Children’s Special Events**

### ***FIELD TRIPS***

Parents will be notified at least two weeks in advance of any field trips their

child's class will be taking. Parents' written permission for all field trips during the school year is included in the tuition contract agreement. Transportation for field trips is provided by a bus service contracted by the school.

### ***CULTURAL PROGRAMS***

On-site programs, including science shows, storytellers, poets, musicians and dramatists, are scheduled each year to delight our young audience.

## **Birthdays and Snacks**

The school's policy is to offer excellent nutrition to our children. Snacks include fresh fruits, crackers, vegetables or sugarless cereals, with milk or juice. Most snacks are offered in a form that allows the children to prepare and serve them.

Children are welcome to celebrate their birthdays in the classroom. Just notify the teacher a few days ahead of time that your child will be bringing in a birthday snack. A few alternatives to sweets for birthday parties are: muffins, breads or fruit compotes. Crackers and vegetables with dips are favorites among our students.

The Montessori Birthday Book Fund is a marvelous way to honor your child on that special day and at the same time enrich the school library in your child's name. A bookplate will be placed in the front of the book stating that the book has been given in his or her honor. Please call the school librarian for details.

## **Clothing for Toddler & Primary Children**

Each child needs a COMPLETE set of extra clothing at school in case of spills. School clothing should be practical and washable. Play clothes are suggested.

For safety during recess, physical education and some classroom activities, we do not allow children to wear sandals to school. Also, please remember to put your child's name on coats, sweaters, mittens, hats, boots—and on spare clothing.

## **Lunch**

If your child is to eat lunch at school, please pack a complete meal. Parents are asked not to put candy, soda or gum in their child's lunch. Please be sure to include a drink. Upper elementary students may want to include a snack in their lunch.

## **Toys**

Toys should remain at home. Please assure your child that toys are for home use and that at school the children have special work to do.

## **Cell Phones**

Students may not use cell phones on campus.

# *Health Issues*

## **Health and Absenteeism**

According to the Maryland State Department of Health Regulations Manual, evidence (in a manner approved by the local health officer) shall be furnished of immunization against diphtheria, tetanus, pertussis, polio, measles, Hib (Haemophilus influenza type b vaccine), hepatitis B, chicken pox, German measles, pneumococcol bacteria (Pevnar vaccine), mumps and any other immunizations deemed necessary by the Secretary of the Department of Health and Mental Hygiene. New children will not be accepted until the completed Maryland health and immunization forms providing such evidence are on file in the school office. Returning children must have a yearly health update form completed by your physician and on file by the first day of school. Each year the parents of returning children will be required to update their emergency card and allergy profile sheet.

When your children come to school please make sure that they are fully able to participate in all activities—indoors and outdoors—and that they are dressed appropriately for the weather. If your child is ill and staying home, please telephone the office before class begins. The school nurse **MUST** be informed immediately if there has been any exposure to or contamination from any communicable disease (other than the common cold). In addition, please notify the school if your child has asthma. If you are a working parent, please be sure to have a back-up plan for your child if he or she is sick. We do not have the facilities for a sick child.

## **Food Allergies**

Although the exact prevalence of food allergy is unknown, estimates suggest that up to 1% of school age children have food allergies. Since it is impossible for parents to inspect everything eaten by their children at school, these children must be taught about foods which are safe and foods which must be avoided. In addition, parents must inform the appropriate teachers about their child's food allergies.

## Outdoor Play

Each class has a scheduled outdoor activity program every day of the week. The children will not go outside when the outdoor temperature is below 25° or when the weather service has declared a code red during hot weather. It is important that your child is dressed appropriately with mittens, hats, scarves, etc.

We are unable to make special arrangements for medical conditions (e.g. asthma, allergies, etc.). Please keep your child at home if he or she is unable to go outdoors.

## Symptoms Guide

Following is a list of symptoms to guide you in deciding whether or not your child should be sent to school. Do not send your child to school on days when the following symptoms are present:

Fever (over 99.1° F)

Rash

Cough

Discharge of discolored or profuse amounts of nasal mucus

Diarrhea

Vomiting

Sore throat

## Some Common Childhood Diseases

Following are a few facts about the common communicable diseases of childhood for your information from the Department of Health and Mental Hygiene.

**CHICKEN POX** - Incubation period 14 to 21 days. Symptoms include slight fever, pimples, blisters and/or crusts in different stages. Excluded from school until lesions are scabbed over. Period of communicability: not more than 1 day before or 6 days after appearance of rash.

**FIFTH DISEASE** - Incubation period is 4 to 14 days. Symptoms are “slapped cheek” appearance with red, raised area on face - may have sore rash elsewhere. Excluded from school until seen and diagnosed by a physician.

**GERMAN MEASLES** - Incubation period is 14 to 21 days. Mild rash with enlarged glands on back of neck. Permitted to return to school 5 days after onset of rash. Period of communicability: after start of rash and catarrhal symptoms to 4 days.

**HEAD LICE** - Symptoms: persistent itching in the scalp. An insect about 1/8” long in the hair around the ears and the back of the neck. The lice, which multiply fast, are almost always found in layers of hair underneath the top layer. White round nits (eggs) are firmly attached to the hair shaft in the same area.

A nit is about the size of a head on a straight pin, perfectly round and very hard. The child must be nit-free before returning to school according to the Baltimore County Health Department or they will be sent home.

**MEASLES** - Incubation period is 10 to 14 days. First symptoms include fever, runny eyes and nose, cough, extensive rash occurring first on the face. Period of communicability: from cough, runny nose to 9 days; after rash appears to 5 days. Student may return to school with doctor's permission.

**MUMPS** - Incubation period is 12 to 26 days. Symptoms include fever, swelling and tenderness of salivary glands below and in front of ears. Permitted to return to school 14 days after onset of swelling. Period of communicability: before symptoms to 7 days; after symptoms to 9 days.

**PINKEYE (Conjunctivitis)** - Very contagious condition with redness and watering of eyes; pus may be present. Student is excluded until the eye is clear or until released by a physician to return to school.

**POISON IVY** - May be contagious if seeping open sores are present. Entire rash area must be covered with a bandage. Any medication to be administered during the school day (even over-the-counter anti-itch creams) must be accompanied by a physician's medication order form.

**RINGWORM OF SCALP** - Incubation period is 10 to 14 days. Symptoms are areas of scaly patches of baldness; may begin as small pimples. Excluded from school until under treatment and released by a physician to return to school.

**SCABIES** - Tiny mites burrow under the skin causing streaked areas and intense itching. Excluded from school until diagnosed and treated.

**STREP THROAT** - Incubation period is 2 to 7 days. Symptoms may include fever, chills, body aches, painful swallowing, swollen glands and loss of appetite. The throat may become red, swollen or dotted with whitish or yellowish specks of pus.

If a child becomes ill at school or is ill when sent to school, the school nurse will contact parents. After a long illness, a physician's note is required for re-admission to the classroom. If a child returns to school exhibiting any of the conditions listed above, a physician's note will be required to be readmitted to the classroom. To ensure a safe response to children in the event of cuts, bruises and other injuries, our staff and faculty follow OSHA and Maryland state policies regarding AIDS and other bloodborne diseases.

## **Child Abuse Policy**

Staff members must report any suspected abuse. The school will follow the Annotated Code of Pub. Gen. Laws of Maryland, Article 27 #35A, Family Law Article, Title 5. The oral report to the Department of Social Services will be followed (within 48 hours) by a written report to:

1. Department of Social Services
2. Baltimore County Police (Youth Division)
3. State's Attorney for Baltimore County

## **Changes in Home Situation**

Parents should inform the school in writing if there is a change in the home situation such as a new baby, friends or relatives visiting, either parent away, separation or divorce, any family members who have become ill (especially a grandparent), a new baby-sitter, a change in car pool or in the child's daily routine, any fears, bad dreams or fantasies. A change at home probably will be reflected simultaneously or subsequently in school behavior. Communication from parents will enable the staff to attune themselves to and cope with a child's temporary difficulties.

Please be sure to notify the office, preferably in writing, of a car pool change, new address or new telephone number. Be sure to notify the teacher(s) if child is taking any medication at home.

### ***Communication With Second Families***

In situations where parents are separated or divorced, please advise the school of additional addresses for mailing purposes. In some cases, the school may require legal or court documents to verify custodial status.

Free and open communication between all parties is encouraged so everyone is fully informed, invited to school functions, part of parent/teacher conferences, etc.

## **Emergencies**

At the beginning of each school year, parents must complete the emergency card sent home for every child which requests telephone numbers where parents can be reached during the day. This is a good time for you to speak with your family, friends or neighbors and make a back-up plan in the event you cannot be reached. Also, please make back-up arrangements in the event of school closings.

In case of an accident or sudden onset of illness, the school will not hesitate to seek proper care for your child. The child's individual emergency instructions on file in the office are consulted immediately and the parents are called. If necessary, the child will be transported to the nearest hospital.

The medical authorization that the parent signs will be taken with the child so that treatment can be given immediately in the absence of the parents.

## **Medications**

No prescriptions or over-the-counter medicine will be given without written notice from you and your child's doctor. The first dose of medication should not be given at school. AUTHORIZATION FORMS ARE AVAILABLE IN THE MAIN OFFICE. Medication must be brought to school in its original container. Do not put medicine in lunch boxes. We will not administer medications put in a child's lunch box. We will not administer medication found in an envelope, tissue, etc. We will not allow a child to take any medication—even a cough drop or a throat lozenge—without the proper forms. Also, we are unable to apply or keep suntan lotion on hand for children so please put it on your child prior to leaving home when necessary.

Notify teacher(s) if child is taking any ongoing medication at home.

NO MEDICATION WILL BE ADMINISTERED TO CHILDREN WITHOUT WRITTEN NOTICE FROM THE PARENTS AND DOCTOR.

## ***Emergency Announcements***

### **Inclement Weather Closings and Delays**

Decisions regarding school closings or delays due to inclement weather are generally made by 6:00 a.m. Closing announcements will be phoned in to the following radio and television stations, and listed on our Web site:

Radio\*: WBAL (1090 AM), WLIF-Lite 102 (101.9 FM), WWMX- Mix (106.5 FM)

Television\*: WMAR-TV (Channel 2), WJZ-TV (Channel 13), WBAL (Channel 11), WBFF- Fox 45 (Channel 45)

Web site: [www.montessorischool.net](http://www.montessorischool.net) (See "School Closings and Delays")

*\*Please note that we are listed on TV and radio as "The Montessori School" or "Montessori School" and that this pertains to both The Montessori School and also Emerson Farm Middle School.*

Please remember that when a decision has been made to delay school, a subsequent decision to close may be made based on continually changing weather conditions. To ensure that the information you receive is as accurate as possible, we strongly suggest that you listen to or watch more than one station or check our website.

If it is necessary to close during school hours due to inclement weather, families will be notified by e-mail and an announcement will be issued on our website, as well as to the radio and television stations. School personnel will try to contact parents at home or at work according to the information given on each child's emergency card. If parents cannot be reached, we will call the other contacts listed. **Remember, we do not use the emergency phone tree for inclement weather closings and delays.**

## **Other Emergency Closings**

Emergency closings due to water main breaks, power outages or other unforeseen hazards may be handled in one of two ways depending upon the time of day they may occur. If a closing is called in the morning prior to the opening of school, the media will be notified and information will be posted on our Web site. In addition, the phone tree will be activated to provide parents with complete information. Remember, when using the phone tree it is important to make contact with the family you are responsible for calling. If the person you are calling is unavailable, and/or if you get an answering machine, you should leave a message, but it is imperative to then contact the next family in line on the phone tree so that the communication continues to reach each family as quickly as possible.

If an emergency closing is necessary during school hours, families will be notified via e-mail and an announcement will be issued on our Website, as well as to the radio and television stations. The media will be notified and school personnel will try to contact parents at home or at work according to the information given on each child's emergency card.

## ***Parent Participation***

The success of the child in the classroom relies heavily on the interaction between the parent and the school. Our open door policy welcomes parents who have questions and concerns or who simply want to learn more about the Montessori philosophy. We encourage you to participate in the classroom and in school activities and have outlined below ways in which parents can help in establishing a positive school experience for their child.

## **Expectations**

### ***What you as a parent can expect from The Montessori School and Emerson Farm Middle School:***

- A safe, loving and secure environment.
- Faculty and staff who live by the stated philosophy of the school and follow the parents manual.
- Realistic goals for your child.
- Care and respect for your child.
- Good parent/teacher communications.
- Information about your child's progress and advice when appropriate.
- An open invitation to become part of the Montessori family.
- Appreciation of your point of view.
- Positive thinking and professionalism.

### ***What The Montessori School expects of you as a parent:***

- Attendance at parent/teacher meetings and seminars.
- Acceptance of the Montessori philosophy and adherence to the guidelines of the parents manual.
- Communication concerning situations which may affect your child's school performance.
- To read school communications so you are updated on school-wide and classroom events.
- Early communication to the teacher of problems or concerns.
- Setting realistic goals for your child and visiting the classroom at least once a year.
- Involvement in parent volunteer activities and other projects to support the school.
- Prompt response to tuition and paperwork obligations.
- A positive attitude towards the school and philosophy you have chosen for your child.

## **Volunteer Support**

There are numerous opportunities for parents to volunteer at The Montessori School. The school regularly seeks volunteers to help with fund-raising activities and special events.

## **Parent Coordinators**

Each class has parent coordinators selected by the teacher. The coordinator is a very important part of the school community whose responsibilities may

include some of the following:

1. Recruiting parent chaperones when needed.
2. Consulting with teachers about class needs and making materials.
3. Organizing class parties and picnics.

## **Classroom Participation**

We encourage family members with a talent, career, hobby or special interest they would like to share with the children to schedule information sharing times with the teacher.

# *Parent Education*

## **Parent Meetings**

The school provides meetings to help parents understand the Montessori philosophy and classroom structure. Consult your school calendar for specific dates.

**FALL PARENT ORIENTATION**, held in September, is essential for all new parents and should be attended by returning parents as well.

**MONTESSORI JOURNEY**, held in October, is a guided tour and in-depth overview of Montessori education from toddlers through middle school.

**PARENT/CHILD NIGHTS** give children an opportunity to share their work, classroom and teacher with their parents.

**ELEMENTARY & MIDDLE SCHOOL INFORMATION SESSIONS** are held throughout the school year and give parents the opportunity to learn more about the elementary program or Emerson Farm Middle School.

## **Study Groups**

To explore the Montessori method of educating children, a series of study groups is held throughout the year. Topics include the philosophy, prepared environment, role of the teacher and approach to discipline. These study groups are led by faculty members, and are open only to our MSCM families. To gain a better understanding of how and what your child is learning, it is strongly recommended that all parents attend the Montessori study groups. They are free of charge and open to the public. (See school calendar for dates and times).

# *Fund-Raising*

Like most private schools, The Montessori School solicits charitable gifts and has a limited number of fund-raising events each year to support its work with young children. These funds supplement tuition income and enrich our educational programs.

## **Annual Fund**

The major fund-raising activity for the school is the annual giving program, which begins each fall with a phonathon. Parents, staff, alumni and friends are asked to make a tax deductible gift to support the operations of the school. These charitable gifts provide funds for the extras not covered by tuition. Additional classroom materials, media resources, computer equipment, cultural performance programs, playground equipment and staff development programs are but a few of the many items that may be purchased with annual campaign funds. The annual campaign allows the school to operate with a balanced budget while maintaining an exceptional educational program.

## **The Endowment Fund**

Gifts to the Endowment Fund may be made at any time. Opportunities include commemorative gifts to mark an event such as a birthday or an anniversary, or memorial gifts to honor a deceased loved one. Donors may endow a named scholarship with a minimum gift of \$10,000. All bequests to the school are attributed to the Endowment Fund unless otherwise stipulated.

## **The Library Fund**

Funds to supplement library acquisitions are generated through the Book Fair. Parents may also support the library by participating in the Birthday Book Club, through which you may purchase a book in your child's name, or by making a contribution to the Library Endowment Fund.

## **Capital Donations**

Capital donations support major renovations to or expansion of the campus. Generally, these gifts are larger than an annual gift. Capital donations may be made at any time.

## **Special Events**

Special events not only raise revenue for the school, they also provide entertainment and opportunities to socialize with other Montessori families. All fund-

raising activities are supported by volunteers who dedicate countless hours of work enthusiastically planning, staffing and participating at events to further the quality of education for our children.

## **Other Ways of Giving**

Contributions to The Montessori School may be made in a variety of ways, some of which provide tax advantages to the donor.

The easiest and most expedient way to make a contribution is a cash gift. However, gifts of appreciated securities, insurance and real estate may offer additional tax advantages.

Because of a particular interest, some donors may wish to contribute an item for a specific purpose. These gifts-in-kind are as diverse as the interests of our friends and have included garden benches, computers and software, landscaping materials and antique items. The school is happy to accept gifts-in-kind such as these, provided there is appropriate need.

Bequests to the school may be made by adding a simple codicil to your will. Unrestricted bequests support the Endowment Fund, ensuring the future of the school.

You may get more information about ways to contribute and how to direct your gift by contacting the school.

## ***School-wide Events***

There are several social events throughout the school year such as the Halloween Party and Springfest. These fun-filled events enhance students' overall school experience and provide pleasant social gatherings for our school community.

Parents who are interested in helping with events should call the Public Relations office at 410-321-8555 for more information.

## *Truth in Advertising*

“WHEREAS, the Montessori Society of Central Maryland (MSCM) encourages and assists in the creation, development and management of Montessori study groups, schools and programs in the central Maryland area; and WHEREAS, MSCM creates, develops and manages Montessori study groups, schools and programs in the central Maryland area; and WHEREAS, MSCM publishes and distributes books, pamphlets and other periodicals relating to the Montessori method of education and such other matters as the directors may from time to time determine appropriate; and WHEREAS, MSCM holds high standards for itself in a wide range of educational programs; THEREFORE BE IT RESOLVED, that all advertising media pertaining to such programs shall contain true descriptions, procedures and statements.”