



Montessori
SCHOLARS ACADEMY



MONTESSORI SCHOLARS ACADEMY: PARENTS HANDBOOK

13100 Morris rd.
Milton, GA 30004

www.montessorischolars.com

770.754.0777

montessorischolars1@gmail.com

Welcome	3
Mission Statement	4
Vision	4
Core Values	4
Accreditation, Licenses, Affiliations, and Memberships	4
Accreditation	4
Licenses	5
Affiliations	5
Memberships	5
The Montessori Program	5
Infant Program	5
Toddler Program	5
Primary Program	5
Elementary Program	6
Admissions	6
Admissions Policy	6
Immunization Requirements	6
Immunization Exemptions	6
Enrollment Forms	6
Toilet Training	7
Classroom Placement: Multi-Age Grouping	7
Siblings and Friends	7
Parents Requests	7
Transition	7
Tuition and Fees	8
Tuition	8
Sibling Discount	8
Outstanding Tuition Balances	8
Tuition Assistance Program (TAP)	9
School Withdrawal	9
Supply Fee	9
Registration Fee	9
Medication, Health and Safety	9
Medication	9
Health	9
Reasons to Keep your Child Home	10
Mandatory Reporting	11
Safety	11
Emergency Situations	11
Emergency Notification	11
Emergency Drills	11
Holidays and School Closings	11
Holidays	11
Inclement Weather	11
Arrivals and Dismissals	12
Drop-Off and Pick-up Procedure	12
Early Arrival	12

Easing Separation Anxiety at Drop Off	13
Dismissal	13
Attendance and Tardiness	13
Late Pickup	14
Lunches and Snacks	14
Classroom Snacks	14
Allergies	15
Dress Code	15
Toddler, Primary	15
Elementary	15
Extra Clothes	16
Personal Items	16
Lost and Found	16
Birthdays	16
Naps/Cloths	17
School Calendar	17
Confidentiality	17
Fire Drills	17
School Pictures	17
Holidays and Extended Absences	17
Field Trips	17
Going Out Program	18
Change of Personal Information	18
Cancellation and Change Procedures	18
Parent Communication/Conferences	18
Parent Expectations	19
Respectful Communication	19
Email	19
Communication with Teachers	19
Conferences	19
Parents Meetings	20
MSA-FA	20
Changes in Pick-up Routine	21
After-School Enrichment Programs	21
Non-Solicitation Policy	21
Discipline Policy	21
Outside Assessment and Guidance	23
Appendix A: Meal Guidelines- Ages 1 to 12 Years	26
Appendix B: Encouraging Children- Ages 18 Months to 12 Years	30
Expectations from Parents & Guardians	32

Welcome to Montessori Scholars Academy(MSA)

***“The true kindness and love are invincible,
Once they flourish, they are immortal!”***

~David Shokkahi, Founder of MSA

Dear Families,

Welcome to Montessori Scholars Academy. We are happy to have your loved one enrolling at MSA. All our experienced teachers are very excited about the upcoming year, looking to meet new friends to share their thoughts.

Our united team consists of Montessori certified teachers who hold bachelor's or master's degrees. Our professional teachers provide warm, loving and an academically enriched environment which fosters the development and growth of happy well-adjusted children.

MSA follows the Montessori method of teaching and its philosophy of education. This method is a child centered approach to education that assists students in developing their individual abilities and potentials. This method was possibly the first unique framework of ECE that was founded on the concept of education the “whole child”. The Montessori children are often described as self-courteous and joyful with a true love for learning. They build up self-esteem and confidence when they learn through Montessori curricula.

Thankyou for entrusting us in the care and education of your child. We strive to provide a healthy environment with Love and Logic. Please feel free to call or email us at any time if you have any questions or concerns. Montessori Scholars Academy is world class accredited by both Southern American College and School(SACS) and Advanced ED. Based on survey by YELP, it is ranked number one among Ten best Montessori schools in the area. The center was constructed from foundation and up by the owner with high ceilings, large classrooms, plenty of windows to be bright and pleasant to the children and families.

Educationally yours,
David Shokoohi,
President and Founder of MSA

Our Mission

We seek to consistently serve children in a safe and nurturing educational environment by challenging and inspiring their individual quest for knowledge and skill, and by empowering the development of their self-discipline and self-confidence.

Our Vision

We envision children who grow up to become engaged, productive and compassionate members of society. We envision our school as a pathway to future generations of critical thinkers, creators, leaders and professionals who trust themselves and understand the world in such a way that they will confidently be able to create positive change.

Maria Montessori believed that the world could be improved through education, and that the role of education was to foster each individual's fullest potential.

Core Values

- Academic Excellence – Application and use of Montessori Method and materials to support the individual's search for knowledge and to prepare them for the next level of education.
- Integrity – Our community values and acts honestly in all of its actions and decisions, and strives to instill this value in all students
- Diversity – Celebration, respect and appreciation of individual differences, abilities and skills.
- Community – Our mission and vision depends on parent and family involvement: MSA is a community formed by staff, educators, administrators and learners that care and support each other to further our mission and vision.
- Kindness – MSA, as a community demonstrates and teaches care and respect toward self, others and our environment. We show compassion towards others and help those in need.
- Self-confidence – Children are empowered to search for knowledge and acquire and develop skills. They are taught how to defend their beliefs and how to decide for themselves regarding other people's actions or views.
- Passion – MSA believes passionately in Maria Montessori's legacy, her philosophy and her method of teaching. We feel enthusiastic regarding our work, our school and the mission we are accomplishing. Children feel our engagement and learn to be passionate and show passion in their work, beliefs and endeavors

Accreditation, Licenses, Affiliations, and Memberships

Accreditation

Certification of Accreditation by the NCA Commission on Accreditation and School Improvement, the Northwest Accreditation Commission, and the SACS Commission on Accreditation and School Improvement.

Licenses

Bright from the Start licenses Montessori Scholars Academy. The Georgia Department of Early Care and Learning inspects the school to ensure we are meeting standards required by the State of Georgia. MSA is Quality Rated by BFS DECAL.

Affiliations

The Montessori Scholars Academy is affiliated with the American Montessori Society (AMS) and the Association Montessori Internationale (AMI).

Membership

Montessori Scholars Association is a member of GCCA.

The Montessori Program

Operating Hours

Office Hours

6:30 AM -6:30 PM

School Contact Information

13100 Morris rd.

Milton GA, 30004

www.montessoirscholars.com

Infant Program

Ages 6 weeks – 18 months. A 3, 4 or 5 day program is available in our Infant Program.

Half Day (8:30 am - 12:00 pm)

Full Day (8:30 am - 3:00 pm)

Extended Day (8:30 am - 4:30 pm)

All Day (8:30 am - 6:30 pm)

Special Hours 6.30 am & after; see Director for particular hours.

Toddler Program

Ages 18 months– 36 months. A 3, 4 or 5 day program is available in our Toddler Program.

Half Day (8:30 am - 12:00 pm)

Full Day (8:30 am - 3:00 pm)

Extended Day (8:30 am - 4:30 pm)

All Day (8:30 am - 6:30 pm)

Special Hours 6.30 am & after; see Director for particular hours.

Primary Program

Ages 3 year – 6 years. A 5 day program

Half Day (8:30 am - 12:00 pm) 3 to 4 ½ years old

Full Day (8:30 am - 3:00 pm)

Extended Day (8:30 am - 4:30 pm)

All Day (7:00 am - 6:30 pm)

Special Hours 6.30 am & after; see Director for particular hours.

Elementary Program

Ages 6 year – 12 years. A 5 day program

Full Day (8:30 am - 3:30 pm)

All Day (8:30 am - 6:30 pm)

*Academic Programs start promptly at 8:30 am.

Admissions

Admissions Policy

Montessori Scholars Academy is inclusive. We welcome children without regard to race, color, religion, sex, or national origin.

The applicant should be approximately 6 weeks to 17 months for the Infant Program 18 months to 3 years of age for the Toddler program, 3 to 5 years of age for the Primary program, and 6 to 12 years of age for Elementary Programs. For Primary and Elementary programs, currently enrolled students have priority for admissions.

Immunization Requirements

In accordance with Georgia State Law, every child must submit an immunization record. The form (GA 3231) may be obtained from his/her doctor or the county health department and will be kept on file at the school. The immunization record is due within one week of the start of school. Failure to provide these records will render the child ineligible to continue attending the class.

Immunization Exemptions

In order to exempt a child from providing vaccination records, a parent needs to fill out one of two forms:

- Affidavit of Religious Conflict with Immunization Requirements
- Refusal to Vaccinate

Religious Affidavits must be notarized and signed. "Refusal to Vaccinate" form must be filled out and signed by a parent and child's physician. Both forms are available at the front office.

Enrollment Forms

Enrollment forms must be completed in their entirety and returned to us by your child's first day of attendance. These forms contain vital information that we must have in the case of an emergency in addition to important allergy information about your child. Please report any changes in this information promptly to the office. This is especially important for changes in emergency contact numbers, as well as any changes in your child's medical information.

Toilet Training

Toilet training is part of the toddler curriculum for students 18 months or older. Primary children **are required** to be toilet trained before beginning the Primary program. Teachers understand that newly trained children may have bathroom accidents, however, we expect children to be able to meet their own needs with a reasonable degree of independence.

Classroom Placement: Multi-Age Grouping

- Toddler Class: 18 months to 3 years
- Primary Class: 3 to 6 years
- Elementary Class: 6 to 12 years

At each level, children are grouped in classroom communities for multiple years. Children work with others who are older and younger than them. The older students serve as role models and tutors for the younger students. In the process, they gain confidence in their own abilities and self-esteem regarding their skill level and expertise. The younger students watch the older students and gain a clear vision of what is expected of them. Through this process, the students benefit from working with and learning from their peers as well as the teacher. The classroom community is a direct preparation for life in the family and in the workplace. Communicating and working well with others are important life skills.

Siblings and Friends

Siblings and friends are not always placed together. A child grows from developing new relationships with others. Building community requires individuals to extend themselves beyond their immediate circle of comfortable relationships.

Parent Requests

The school cannot guarantee that parent requests will be honored for children to be placed in particular classrooms. Administration and teachers work together to make sure that each child is placed in an environment where his or her needs will be met. If parents have specific questions or concerns about the child's placement, please see the Director to discuss.

Transition

- **Toddler:** The first transition often occurs when a child leaves home and enters the Toddler Community. Children enter the Toddler classroom at ages as young as 18 months. A child must be a confident walker to be ready for the Toddler classroom.
- **Primary:** For some children, entering the Primary class is their first school experience. For others, they move up to Primary from Toddler. In either event, this transition occurs approximately at the age of three years. Independent care of self is one sign of readiness for the Primary: this includes toileting and dressing. We also look to a child's sense of order and independence. The sense of order can be seen in careful handling of classroom materials and in following a daily routine. Independence is shown by the child's successful separation from the parents and in the ability to choose his/her own work in the classroom.

• **Elementary:** The transition from Primary to Elementary marks the end of the first plane of development and the onset of the second plane. The minimum age for entry into the Elementary program is six years by the start of school. Primary and Elementary teachers first look at the child's social and emotional maturity, when determining the child's readiness to move up. Academic skills, such as reading and writing with fluency are considered. The child also needs to have a strong sense of self-direction and independence, and the ability to work both independently and in groups with concentration. At times a child may move to Elementary mid- year depending on readiness.

Tuition and Fees

Tuition

Please ,see the Application for Enrollment regarding tuition in detail.

Please,see the Head of school for a long vacation or going out of state,for tuition matters.

Tuition is due to the office the **1st of each month**, we offer the following Tuition Express payments options:

- Automated Credit or Debit Card Transactions
- Automated ACH Transactions

A \$45 per month late fee will be assessed for any payments made beyond the 1st. of each month. An additional \$20 late fee will be assessed if tuition payment is not paid by the 15th of the month. A \$45 service charge will be assessed for any returned auto drafts. In fairness to all, we will not overlook late fees.

In the event a family takes a vacation, 100% of the scheduled tuition must be paid in order to secure your child's placement in the class.

Tuition that is more than 30 days late may result in the student not returning to school until the balance, including late fees, is paid in full. Also, any outstanding fees or balances must be paid before the enrollment contract can be processed.

Sibling Discount

If there is more than one child enrolled in the school, we offer a 10% discount for the second child and 5% discount applied to the third child.

Outstanding Tuition Balances

The previous year's tuition must be paid in full by May 10 in order for the child to re-enroll at Montessori Scholars Academy for the following year.

Tuition Assistance Program. (TAP)

Georgia Tuition Aid Providers, Inc (GeorgiaTAP) is a 501(c)(3) non-profit charitable organization registered in GA. Its mission is to provide education scholarships or tuition grants for eligible students to attend any qualified Georgia private school of their choice that fits their needs and/or reach their full potential.

The Georgia Private School Tax Credit law allows eligible private citizens and corporations (Sponsors) to receive tax credits for donations to Georgia Student Scholarship Organizations (SSOs) such as GeorgiaTAP, which in turn awards scholarships to parents that will help cover the cost of a private school education for their children in the state of Georgia. See office manager for details.

School Withdrawal

As outlined in the Parental Agreement, a 30-day notice is to be given on the first (1st) of a given month if a child cannot complete the academic year. A "Withdrawal Notice" form may be obtained from the school office. The tuition for this 30-day is payable to MSA.

Supply Fee

Rather than ask parents to provide a variety of items for which you must go shopping, MSA asks each parent to pay a supply fee for the year. This fee is due with the registration payment and covers some of the cost of consumables supplies.

Toddlers Supply fee \$100

Primary Supply fee \$150

Elementary Supply fee \$200

Registration Fee - \$250

There is an annual registration fee, which is non-refundable and is not applied toward regular tuition.

*All these fees are non -refundable.

Medication, Health and Safety***Medication***

School will not dispense medication of any kind to children. If needed, parents should make appropriate arrangements to dispense medication. Exceptions are made for life threatening conditions, such as severe allergic reactions. If your child takes medication on a regular basis, please ask your pediatrician to adjust dosages so that it may be taken outside of school hours, or make arrangements to administer medication yourself during school hours.

Health

If a child exhibits signs of illness at school, we will call the parents or another authorized person to pick up the child. The child must then be picked up within one hour of notification. It is important to keep authorization forms updated.

Reasons to Keep your Child Home

Parents are required to keep their child home if there is any question of their health. Please remember that illness spreads quickly in a school environment. If the child exhibits any of the following symptoms, please keep the child at home:

Fever

A child with a temperature over 99 degrees taken under the arm, or 100 degrees taken orally, will be sent home. Your child must have a normal temperature for 24 hours, without the aid of medication, before returning to school.

Intestinal Issues

A child with diarrhea should remain home and not return to school until he or she is free of diarrhea for at least 24 hours.

Nausea or Vomiting

A child with any nausea or vomiting should remain home and not return to school until free from vomiting for at least 24 hours.

Colds

Children experiencing constant sneezing, coughing, and nasal discharge (especially yellow or green color discharge), should remain home.

Rash

If your child has a rash and has a fever or itching, please keep your child at home.

Sore Throat

If your child has a sore throat with a fever and swollen glands, please keep your child at home.

Eye Discharge

If your child has thick mucus or pus draining from the eye, or pinkeye, please keep your child at home.

Scabies, Lice, or other infestations

Children should return to school after appropriate treatment and are free of infestations.

Communicable Diseases

Parents must immediately notify the school office if their child contracts a contagious disease or illness such as, but not limited to, mumps, chicken pox, measles, impetigo, head lice, pink eye, influenza, strep throat, Fifth Disease, etc. We must notify other families in order to contain the contagion and relate the symptoms.

Mandatory Reporting

Montessori Scholars Academy is required to report child abuse as defined by the Georgia Child Abuse Laws (Code Section 19-7-5). This code, among other things, states that teachers and administration require mandatory reporting

Safety

Montessori Scholars Academy is equipped with fire security equipment including overhead sprinklers.

There is only one public entrance door to the school and it requires a code to be opened. Only parents and staff will have access to this code. All others will have to ring the bell.

Health:

The School is built far distanced away from the main road to prevent auto-carbons penetrating into the classes. It is a modern facility with large classes with high ceiling and large windows for air quality, brightness so children would enjoy a Healthy-Happy environment.

Emergency Situations***Emergency Notification***

In case of emergency, the parents or an authorized person will be contacted for instructions. If no emergency instructions can be obtained, the child will be transported to the closest hospital, (by ambulance, if necessary) and instructions and recommendations of the attending physician will be followed. A designated person on school staff will stay with the child until a parent arrives. A signed emergency medical release is required to ensure prompt medical attention. Medical emergency cases will be handled at **North Fulton Regional Hospital or NorthSide Hospital**.

Emergency Drills

Periodically, we will hold emergency drills for fire and tornado to acquaint children with evacuation procedures.

Holidays and School Closings***Holidays***

MSA is open all year around even during Spring break, Summer break, Fall break, and Winter break. We are closed only on National Holidays.

Inclement Weather

"School Closed" means no school, no childcare.

The school will be closed due to inclement weather in accordance with the Fulton County School system. The radio or TV stations will announce closings for "Fulton County Public Schools". "Two Hour Delay" means classes start 2 hours later than usual. Because of possible staff delays, call first before bringing your children for childcare. **In the event of a closing due to extreme weather, information will be announced on Channel 2 news, Channel 11 and social media FaceBook.**

Arrival and Departure

Drop-Off and Pick-up Procedure

Parents dropping off children must park in the parking spaces around the perimeter of the school. Parking in the spaces under the awning is not allowed during drop-off and pick-up times. Parents **must** park their car in such spaces and walk their child to school.

The purpose of this procedure is the protection of children, adults and property, as cars parked under the awning maneuver too close to other vehicles, the walls of the building, and the signs, plants, benches and flower arrangements which are placed by the front door. It is hard to see a small child when several cars are parked in such close proximity.

Orange cones are placed to block access to the area in question during the high traffic times (drop-off and pick-up).

We appreciate your strict compliance with this important safety procedure.

Early Arrival

MSA opens at 6:30 am. You may drop off your child as early as 6:45 am, if your agreement with MSA is set up for before hours. In an effort to foster and encourage independence in the children, and to create a smoother morning drop-off routine for children, parents, and teachers, primary and elementary, toddlers will be escorted by a MSA staff to his/her classroom and primary and elementary students will then be guided to make their own way to their classrooms (or the "early room" if applicable). Please have their belongings ready for them to carry by themselves from the front lobby into their classrooms. Parents are not allowed to go to the classrooms.

We understand that it is difficult to leave a distressed or crying child, but please trust that the teachers and assistants will be available to comfort your child and guide him or her towards work and interaction with friends right away, which will take their minds off of the fact that they will be missing you all day! Early room teachers will also guide the children towards independently taking care of their own breakfast needs, which should be finished by 8:30, to start the instructional day.

Children should be responsible for placing their own bags on the shelf when they enter the classroom, and to hang their own jackets, coats, and sweaters if necessary. (And, taking care of their own breakfast, if applicable.) Children are fully capable of these tasks at a very young age, and, with initial guidance, will quickly be able to complete these tasks on their own and achieve independence. They will also take great pride in their abilities, and will quickly find comfort in routine. This new procedure will also help to minimize distraction for class already in progress if you happen to arrive late to class (arrival between 8:30 AM- 8:45 AM).

Morning arrival times are as follows:

- Elementary - 8:30 a.m.
- Primary - 8:30 a.m.
- Toddler - 8:30 a.

Parents must check in via fingerprint system dropping off and picking up their child. If a child arrives before the assigned time, he/she will go to the school before school. Early and late arrival is defined as any time prior or after the designated time for the child's program. If a child needs to stay late, notify the school and the appropriate fees will be included in your monthly invoice. Should the child need to arrive earlier or stay later, the child will be in the Before School or After School Care classroom.

There will be a late pick-up fee of \$1.00 per minute after the first 5 minutes of grace period that the child is in our care. Late pick-up after 6:30 p.m. is highly discouraged. A charge of \$1.25 per minute is assessed for pick-ups after 6:30 p.m. Please pay directly to the school caregiver on the same day.

Easing Separation Anxiety at Drop Off

Parents/Caregivers can take the following steps to ease separation anxiety at drop off:

- Strive to have an unhurried morning with a relaxed adult.

- The best person to drop off the child is the adult whom the child will leave most easily and the adult that can most easily leave the child.
- Kind, firm, calm, consistent behavior on the part of the adult will reassure the child.

Dismissal

Dismissal times for all programs are as follows:

- Noon dismissal:
 - o Toddler - 12:00
 - o Primary - 12:00
- Afternoon dismissal:
 - o Toddler - 3:00
 - o Primary - 3:00
 - o Elementary - 3:30

For departures of the Half-Day children, parents, again, are asked not to enter the building lobby. Please refrain from entering the classroom, as this will interfere with the class in progress and healthy safety factors.

Parents must check in and out at the terminal when dropping off and picking up their child at school, after the pandemic era.

Please do not engage staff in conversation at drop off or pick up. Instead set up a time arrangement if imperative.

Attendance and Tardiness

It is very important that each student attends class on a regular and timely basis. He/she is an important and integral part of the class. Consistency is vital to the child's success in the classroom. The work is progressive and depends upon consistent attendance.

It is vital that your child arrives to class on time. Toddler, Primary and Elementary children arriving after 8:45 AM are considered tardy. Please set a good example for your child by arriving on time.

Late pickup

- Late Pick up after schedule will be charged at \$1.00 per minute after the 5 minutes grace period

Late pick up will automatically be invoiced to your account

Lunch and Snacks

Primary and Elementary parents have the option to send their child's lunch from home or purchase from school. Parents must provide healthy, balanced lunches for their children. Every lunch must contain a serving of fruit, vegetable, and a source of protein (see Appendix A for USDA Meal Guidelines). Lunches with items requiring refrigeration must be sent in a thermal lunch box with ice pack. Foods that must remain hot should also be packed in a thermal container. The school is not able to warm or reheat food from the lunchbox. The school will provide milk. Lunch boxes should be labeled with the child's name. Parents of Toddler students must adhere to the following guidelines set forth by Bright from the Start: Georgia Department of Early Care and Learning:

Rules of Bright from the Start: Georgia Department of Early Care and Learning, Chapter 591-1-1, Child Care Learning Centers, Section 591-1-11.15 Food Service and Nutrition, "(7) Restrictions. Peanuts, hot dogs, raw carrots, popcorn, fish with bones and grapes shall not be served to the children under three (3) years of age. Children older than three (3) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking."

(See appendix A)

Classroom Snacks

MSA classes have a snack in the traditional Montessori manner. The snack is designed to incorporate several lessons as well as provide a variety of foods. The children help prepare snacks and learn manners and the social grace associated with having a snack with others. Each day children will have a Healthy snack. If current classroom discussions involve a certain geographical area, another culture, or a certain holiday, snacks associated with these lessons will often be introduced as an alternative snack for the day.

Allergies

Due to severe allergy issues, foods containing peanuts or nuts of any kind, nut products or foods prepared in a facility using nuts are **STRICTLY PROHIBITED**. While we take all reasonable precautions to prevent exposure, we are not liable for events outside of our control. Parents are responsible for preparing their child for our school just as they would prepare to go into any group situation that was not totally allergy-controlled. If a child has eaten food containing any nuts before coming to school, please ensure that his or her hands and face are washed thoroughly with soap and water. If there is any food on their clothing, please change their clothing before coming to school.

In an effort to create a pleasant lunch atmosphere, teachers will use table cloths/placemats and fresh flowers on the tables. Children will transfer their lunches onto a china plate. It is all part of growing up with grace! The children will learn to wash the dishes. In our busy society, this is also a part of being gracious!

Dress Code

Toddler, Primary: Clothing should be simple and comfortable so as not to interfere with the child's enjoyment of school activities. **Sweaters and jackets should be labeled** with the child's name. Flexible rubber-soled shoes are recommended.

Appropriate clothing for outdoor physical activity on cooler days is needed. In addition, each child will need one complete change of clothing to keep at school, appropriate for the season, including underwear, pants, shirt and socks. **For children under the age of 4 years, we request two changes of clothing.** Soiled clothing should be taken home and replaced with a fresh set the following day. All clothing should be sent to school in a labeled zip-lock bag. **We encourage parents to purchase clothing the children can easily manipulate.** This helps foster their independence. We also ask that clothes depicting any characters not be worn.

Elementary students, please follow the clothing guidelines below:

- Shorts – 4" inseam or longer
- Skirts – minimum mid-thigh length when sitting down, or wear tights or legging pants underneath, if shorter
- Outdoor shoes – appropriate for activities, such as running and outdoor games, with closed toes
- T-shirts – respectful, tasteful logos such as ecology, nature, sports, or travel. Please no movies, TV, video games, etc.

- Straps on tank tops should be at least three fingers wide
- No undergarments showing
- Modest necklines
- Clothes fit appropriately

Extra Clothes

All students must keep a complete change of clothes at school sent with them on the first day. A young child may need several changes of underwear and pants. Please send these clothes in large Ziploc bag labels with your Child's name. **Each article of clothing should also be labeled with your child's name.** The change of clothes should include underwear, socks, shorts or pants, and a shirt. Please consider the season when preparing the spare clothing.

Should your child need to use the extra clothes, the soiled ones will be sent home in a labeled plastic bag. Please send a fresh set the following day in a bag labeled with the child's name. If your child is sent home with borrowed clothes, please wash these and note this on the return bag, as well, **Unidentified articles of clothing will be added to the spare clothing box for use by any child who needs an extra change of clothes.**

Personal Items

Please do not allow your child to bring personal items to school. MSA provides an interesting variety of daily activities for all students. Personal items such as toys brought from home can be distracting and disruptive. Of course, if your child has an item related to a current topic of study, such as a book, etc., he may bring it in. If you are in doubt about what is appropriate, feel free to ask your child's teacher ahead of time.

Lost and Found

Jackets, shirts, pants, shoes, and lunch boxes that are left behind at school are deposited in the Lost & Found box, currently located in the lobby area. Items labeled with names are returned to students. Once a month, the unclaimed items are removed and donated to a local charity. Parents are responsible for checking for missing items. Please check monthly for missing items.

Birthdays

At Montessori Scholars Academy we like to celebrate children's birthdays by telling their life story in a special way. Parents should inform their child's teacher of the upcoming birthday. The teacher will inform the parents of what will be needed to celebrate this special day. In general, the teachers ask for pictures of the child taken during each year of his or her life. **Parents are not allowed to hand out invitations at school. To have a hospitality environment, some families have suggested pizza, especially vegetarian ones for children for their birthday party at MSA.**

Naps cloths

Children under the age of 4 ½ (4 years 6 months) years will have a rest period after lunch. For naps we provide a mat. The child must bring a labeled blanket and fitted toddler size sheet in a pillowcase labeled with the child's name. Every Friday, Families may take their blanket and sheet for laundry and return by Monday.

School Calendar

The school calendar is sent out to new and existing families before the school year starts in August. The calendar provides school events, activities, closings, holidays, vacations, PTA functions, etc. throughout the year. All events are subject to change, and you will be notified if there is a schedule change. The school calendar is available on our website : <http://www.montessorischolars.com>

Confidentiality

The protection of confidential information kept for every student is vital to the interests and success of Montessori Scholars Academy. Access to student files is restricted to the school administration and teaching staff. Student files are available to parents upon request at any time.

Fire Drills

All schools are required to have a fire drill each month. The Fire Marshall comes to our school annually to test our competency and equipment. In order to train the children properly in the fire drill procedure, it is necessary to sound the alarm. Even though the teachers prepare the younger children in advance to calm their fear of the loud noise, they still become frightened when the alarm is sounded. We ask that parents talk with the child about the sound and let the child express how he/she feels about the experience. The fire drills are practiced at least once a month.

School Pictures

School pictures are taken twice a year. Purchase of these photographs is optional.

Holidays & Extended Absence

Montessori Scholars Academy is open all year around except National holidays. There will be no adjustment in tuition for holidays or for days that the child does not attend for other reasons. Parents are also responsible for any fees associated with After-School enrichment classes and the hot lunch program during absences. **Please see our academic calendar on the website for more details.**

Field Trips

Children in the Toddler and Primary program do not participate in field trips. Montessori Primary environments seek to serve the child within the Prepared Environment found in the classroom and gardens. While the children will have the opportunity for many cultural experiences, these will take place in the Montessori environment rather than on a field trip. Presently ,health and safety of the children are our top priority.

Going Out Program

Students in the Elementary Program participate in Going Outs. A Going Out is a carefully designed core element of the Montessori Elementary class. It is supervised by the guide and parents, and consists of excursions that are initiated, planned, organized and carried out by the students themselves. The direct purpose is to extend knowledge, information, or experience in relation to classroom studies. It is different from a field trip and is undertaken by 1-4 children at a time.

Change of Personal Information

Parents should notify the school if their home address, home telephone, cell phone, work address or work telephone changes. School communication is done through emails. Parents should check their emails frequently. Also, change of email address should be communicated to the school promptly. (See attached form)

Cancellation and Change Procedures

Parents must provide any changes to their child's program, such as After-School enrichment programs, lunch programs, etc. in writing using the appropriate forms available in the school office. Changes and/or cancellations require a 30-day advance notice and must be made on the first (1st) of the month. The school will not be responsible for honoring requests made verbally or by email either to the staff or the school administration.

Parent Communication/Conferences

The opportunities for a child's growth are maximized when the home and the school share common goals and values. Parent communications and involvement are a critical part of our "curriculum" as we work with parents to create a healthy environment that allows the full development of the child's unique potential.

Communication is a collaborative process, promoting expanded awareness and greater understanding of the child. A working partnership with active involvement and frequent communication demonstrates our shared commitment to serve the needs of the child.

Parent Expectations

We expect our parents to understand and embrace the Montessori approach and continually work with the school to achieve our mission. MSA will inform each individual parent to one to one meeting with the teacher.

Respectful Communication

Our goal is to create an open, honest, timely, and respectful communication between the parents and the school. Teachers will communicate with parents two times per year with Parent/Teacher conferences, as well as send emails and monthly newsletters about their classrooms. Please note that parent email is not shared with anyone. The Director manages all school wide distributions of email.

Email

Montessori Scholars Academy communicates school and classroom news with a monthly newsletter and through frequent email. To remain connected to the community, please provide at least one email per family to the director. This email will remain confidential and the school does not share the email lists with anyone.

Communicating with Teachers

Communication between parents and teachers is very important; however, arrival and dismissal times are not appropriate times to communicate with the teachers. Children need the full attention of the teachers at that time and she must keep to a schedule. Parents may send a note, e-mail, or talk to the office manager and the teacher will respond within 24 hours. For Emergency matters, please talk to the office manager.

Conferences

Parent conferences are scheduled in fall and spring. These are occasions for parents and teachers to share information and insights about their children. We encourage both parents, whenever possible; to attend these conferences as each parent has critical influence upon his/her child's life and work.

Parent Meetings

Parents are required to attend regularly scheduled meetings held during the school year. These meetings review areas of the curriculum such as Practical Life, Sensorial, Language, reading, writing and Math. The meetings offer parents an opportunity to understand what their children are learning and how that learning takes place. The teachers hold the sessions. By attending these meetings, parents will be better prepared for parent-teacher conferences and will become familiarized with the Montessori curriculum and material used.

Montessori Scholars Academy Family Association (MSA-FA) (PTO)

Welcome to the **Montessori Scholars Academy** Association (MSA-FA)! We are MSA's designated Parent-Teacher Organization.

The **Montessori Scholars Academy** School Families' Association (MSA-FA) was founded in September 2012, and it is the body for representation and involvement of families in our school. MSA-FA is made up of parents and family members of MSA students. Its main goal is to enhance the sense of community in our school, creating a healthier and inviting environment for our children and their families.

What does the MSA-FA do?

MSA-FA volunteers for the following roles and activities:

- Supporting the school in organizing school fairs, festivals and celebrations - Gather opinions, input and suggestions from parents in order to implement changes in the school
- Supporting the school accreditation process
- Fundraising and volunteering for school projects
- Support on Picture Day and any other special school activity
- Gardening committee
- Organizing book fair
- Chaperones for Going-outs
- Other school activities

How often does the MSA-FA meet?

MSA-FA holds regular meetings on the first Thursday of every other month from 5 pm – 6 pm. Extraordinary meetings are announced ahead of time via e-mail, Facebook, the school online calendar and with a sign on the reception desk.

MSA-FA's main fundraiser: The Yearly Fee

MSA-FA's yearly fee is a minimum of \$50 per family. Families are welcome to donate more, if desired, which is tax deductible.

Funds collected are used for school improvement projects, to help defray expenses of the two yearly festivals, or for other special projects. Use of the funds is proposed and discussed during MSA-FA monthly meetings.

It is easy to join MSA-FA!

To join MSA-FA, please fill out the attached form (see your application you filled up for enrollment of your child) and submit your family's yearly fee to the office.

Changes in Pick-up Routine

If the child is to be picked up by anyone other than the person who usually picks him/her up—even if that person is listed on the Registration Form — the parent must notify the school office. All requests are subject to verification, and anyone picking up a child may be required to display personal identification. These measures are in place for the protection and safety of the child—and for the parent’s peace of mind.

After-School Enrichment Programs

Enrichment classes in subjects such as violin, piano, capoeira, yoga, ballet, the visual arts, foreign language, and sports are offered to school Montessori Scholars Academy students. Classes are taught by Montessori Scholars Academy, and by qualified outside teachers. Initial enrollment takes place in August with classes beginning the first week of September. However, parents may enroll their children throughout the school year provided there is space available. Class descriptions and information about times and costs are available at Parent Orientation and the school office.

Non-Solicitation Policy

Montessori Scholars Academy families may not use class mailing lists, directories or email addresses to solicit business from the school community. This includes families, staff, grandparents or alumni.

Discipline Policy

Our approach to class management is to help the children learn that they are responsible for what they do and that their actions have consequences. Children are taught the basic classroom and playground rules. The area of the curriculum “Grace and Courtesy” emphasizes all the rules and gives the children the opportunity to practice following them. The basis of discipline is respect for oneself, for others and for the environment. Limits are set for behavior based on the group’s need for a safe and mutually respectful community. If a student has difficulty following the rules of the community, the response will be age appropriate. Personal attention, distraction, substitution and/or removal from the situation are typical approaches.

Student Conduct Policy

Montessori Scholars Academy strives:

- To balance freedom and responsibility of the individual with the need for cooperation, order, restraint, and goodwill within the group;
- To provide an environment of encouragement, affirmation, and community;
- To ensure physical and psychological safety for each student;
- To aid each student in developing moral integrity through growth in self discipline;
- To help students grow into mature, responsible adults;
- To maintain a high standard for student behavior that reflects positively on self, family, school, and community;
- To nurture each student with loving firmness, respect, and fairness.

Montessori Scholars Academy expects each student:

- To treat others with dignity and respect;
- To treat herself/himself with that same respect;
- To respect both the work and the property of others;
- To have consistent attendance and punctual arrival

Misbehavior is defined as minor or major. Minor misbehavior is characterized by a child's continued refusal to follow classroom rules or disrupt other children's activities. It does not involve causing physical harm to another child or to the classroom environment.

The following are considered major misbehavior:

- Physical hostility (hitting, kicking, punching, or biting)
- Verbal hostility (teasing, taunting, threats or intimidation)
- Bullying or emotional aggression (social alienation, intimidation, verbal aggression) is defined as:
 - “physical, verbal, or excluding behaviors that include but are not limited to hitting, kicking, pushing, choking, punching, threatening, teasing, starting rumors, hate speech or telling other children not to play with others, or not be their friend.”
- Disregard for basic rules of safety (within the school and outside) • Repeated emotional disruptions or uncooperative behavior that can harm himself or others
- Damaging, abusing, or stealing any school or personal property

Response to minor misbehavior

In the cases of minor misbehavior, the student and teacher discuss and work cooperatively to resolve the problem.

Response to major misbehavior

- In the event of major misbehavior by the student, the office will set up a time for the teacher to speak to the child's parents either in person or by phone.
- Repeated infractions may include, but are not limited to, the following consequences:
 - Parents receive further verbal communication followed by a formal letter detailing the behavior. The letter will include subsequent steps if the behavior continues.
 - Parents are called and the child leaves school for the day. In the event that an issue arises in the afternoon then the child will stay home for the following day.
 - If behavior continues, the possibility of suspension and/or dismissal will be considered.

The school is committed to working together with the student and the family on issues of conduct. At the same time, Montessori Scholars Academy reserves the right to dismiss any student at any time if, in its sole judgment, the student's continued presence at the school is detrimentally unsafe to himself, to others, or to the community as a whole.

Policy for Grounds for Dismissal

The following constitutes grounds for a child's dismissal from our program:

1. Inability to function in the Montessori classroom. Occasionally, a child needs more help than we are equipped to give. Parents will be informed if the teacher feels a problem exists.
2. Habitual absences and/or tardiness either arriving late or leaving early.
3. Continued failure by the parent to attend parent/teacher conferences. 4. Lack of parental involvement and assistance in support of the classroom and the school.
5. A parent or guardian convicted of a crime or moral turpitude.
6. Overdue Tuition
 - a. Since we operate solely on tuition, we need your cooperation in making payments on time. If you are having difficulty in this area, please contact the Director who will be able to work out a satisfactory solution. If parents are two months behind on their payment schedule and have not made special arrangements with the Director, their child will not be permitted to attend class.
7. Parent behavior that is neither respectful of or conducive to community, including unresolvable differences regarding school policies.

Outside Assessment and Guidance

The Montessori classroom can meet the needs of a wide range of children. However there are times when teachers need more information to assist the child in the classroom.

The school and its staff are committed to open and ongoing dialogue with parents regarding special concerns about every child's progress. The teacher and Director may request outside assessment and guidance for working with individual students. Reasons for this request vary greatly, such as the teacher needing information about the learning style of a student in order to work with the child more effectively.

In these cases, the school expects to receive a complete copy of all test results and recommendations. The school commits to implementing all recommendations consistent with its mission and within its resources. The school expects the parents to follow through with recommendation for tutoring, therapy and other treatments.

Steps in Resolving Concerns or Problems Related to Student Behavior or Progress

1. Teacher informs parents of concern

- a. Describe observations/behaviors/changes.
- b. Solicit parent feedback.
- c. Ask parents to observe their child at home during a designated period of time and report back.
- d. If applicable, ask parents to consult with the child's pediatrician.

Either teacher or parent may initiate this first step. In the event of a parent-initiated call, the parent asks the teacher for feedback and requests the teacher to observe the child in the classroom for a designated time period.

2. Initial Parent/Teacher Conference

- a. Parents, Teacher and Level Coordinator discuss their observations with the parents.
- b. A consistent approach to address the concern is developed jointly. This approach typically includes:
 - i. Responses to child's behavior
 - ii. Follow-up plans
 - iii. Time tables

Teacher documents the conference with a copy given to parents.

3. Follow-up Conference

- a. Parents, Teacher and Level Coordinator discuss observations and evaluate progress.
- b. If the concern has been resolved, no further intervention is required. Teacher documents this resolution.
- c. If concerns remain, the level coordinator and Director suggest having behavior and/or educational evaluations performed by a specialist.

- d. The outside assessment, performed by a professional, will need to:
 - i. Identify the issues with the child
 - ii. The type of educational environment appropriate for the child
 - iii. If the Montessori environment is appropriate, the list of instructions for the teacher to follow in managing the needs of the child.
 - iv. If parents are unwilling to consult with a specialist, they will be requested to find another learning environment.
- e. The appointment with the specialist will be made within 2 weeks of the parent/administration meeting. The parents will keep the Director informed of the date scheduled for the evaluation.
- f. Parents will share the professional report with the school within 3 days of receiving it.

4. Meeting With Parents to Discuss Intervention Plan

- a. Parents, Teacher, and Level Coordinator review concerns and recommended intervention.
- b. Agreement is reached regarding type of intervention required, timetable, and follow-up evaluation.
- c. Teacher documents the conference with a copy sent to parents.

5. Subsequent Follow-up Conferences

- a. Follow-up conferences are scheduled as needed to include Parents, Teacher, and Level Coordinator, Director or other consultants or specialist.
- b. Progress is evaluated and further recommendations are discussed.
- c. If a different environment is recommended as more appropriate to the child's needs, support is given to parents in seeking appropriate placement.

APPENDIX A: MEAL GUIDELINES – AGES 1 to 12 YEARS

Sourced from USDA Food and Nutrition Service:

<http://www.fns.usda.gov/cnd/care>

BREAKFAST

Food Components	Ages 1-2	Ages 3-5	Ages 6-12¹
1 milk fluid milk	½ cup	¾ cup	1 cup
1 fruit/vegetable juice, ² fruit and/or vegetable	¼ cup ½ slice	½ cup ½ slice	½ cup 1 slice
1 grains/bread³ bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	½ serving ¼ cup ¼ cup ¼ cup	½ serving 1/3 cup ¼ cup ¼ cup	1 serving ¾ cup ½ cup ½ cup

LUNCH OR SUPPER

1 milk fluid milk	½ cup	½ cup	1 cup
1 fruit/vegetable[#] juice, ² fruit and/or vegetable	½ cup ½ slice	½ cup ½ slice	¾ cup 1 slice
1 grains/bread³ bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	½ serving ¼ cup ¼ cup ¼ cup	½ serving ¼ cup ¼ cup ¼ cup	1 serving ¾ cup ½ cup ½ cup
1 meat/meat alternate meat (we serve chicken or fish) or poultry or fish ⁴ or alternate protein product or cheese or egg or cooked dry beans or peas or yogurt ⁶	1 ounce 1 ounce 1 ounce ½ egg ¼ cup 4 ounces	1 ½ ounces 1 ½ ounces 1 ½ ounces ¾ egg 3/8 cup 6 ounces	2 ounces 2 ounces 2 ounces 1 egg ½ cup 8 ounces

SNACK: Choose 2 of the 4 components

1 milk fluid milk	1/2 cup	1/2 cup	1 cup
1 fruit/vegetable [#] juice, ² fruit and/or vegetable	1/2 cup	1/2 cup	3/4 cup
1 grains/bread ³ bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	1/2 slice 1/2 serving 1/4 cup 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/4 cup 1/4 cup 1/4 cup	1 slice 1 serving 3/4 cup 1/2 cup 1/2 cup
1 meat/meat alternate meat or poultry or fish ⁴ or alternate protein product or cheese or egg or cooked dry beans or peas or or yogurt ⁶	1 ounce 1 ounce 1 ounce 1/2 egg 1/4 cup 2 Tbsp. 1/2 ounce 4 ounces	1 1/2 ounces 1 1/2 ounces 1 1/2 ounces 1 1/2 ounces 3/4 egg 3/8 cup 3 Tbsp. 3/4 ounce 6 ounces	2 ounces 2 ounces 2 ounces 1 egg 1/2 cup 4 Tbsp. 1 ounce 8 ounces

[#] Nut product and/or juice strictly prohibited at school

¹ Children age 12 and older may be served larger portions based on their greater food needs.

They may not be served less than the minimum quantities listed in this column.

² Fruit or vegetable juice must be full-strength. Juice cannot be served when milk is the only other snack component.

³ Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

⁴ A serving consists of the edible portion of cooked lean meat or poultry or fish.

⁵ One-half eggs meet the required minimum amount (one ounce or less) of meat alternatively.

⁶ Yogurt may be plain or flavored, unsweetened or sweetened.

Montessori Scholars Academy Lunch Suggestions and Guidelines

LUNCHES

These lunch guidelines are extremely important for all students, especially the primary aged child. They allow the child an important opportunity to develop their will and gain independence!

Children should bring a nutritious, well-balanced meal and eat with appropriate social graces. Sugar based foods, artificially sweetened foods, and refined carbohydrates should be avoided. Please do not send candy or sugar based desserts in your child's lunch. Nutritional aspects aside, sugars in the lunch bag promotes any number of unpleasant situations during a time of day in which we strive for increased calm.

If you want to send a special treat, children enjoy a picture or short note. The school will provide beverages (2 % milk or water). If you send a beverage with your child's lunch it should meet lunch guidelines. Please save soda, carbonated waters, juices or chocolate drinks for home.

Any uneaten foods will be sent home in the lunch bag so that you are aware of which foods are eaten and in what quantity. All foods should be sent in re-sealable containers. Practice with your child to ensure he or she can easily open and close the containers. This will increase the child's sense of confidence and independence.

Please choose for your child's lunch one of the lunch boxes available in beautiful colors, or simply a reusable paper bag that your child has decorated. Often the design on plastic lunch boxes is large stickers. These can be removed and replaced with appropriate stickers or designs created by your child.

Please, no pictures of weapons, media characters, or personalities.

Lunch guidelines and examples

Lunches should include:

1. A protein-rich food:

- A Sandwich –cheese, tuna, egg salad, etc.
- Cheese – a hunk or slices
- Cottage cheese or cheese or cheese spread – in celery sticks, cucumber boats, or plain
- Tuna salad or egg salad – in celery sticks, cucumber boats, squash boats or wrapped in a lettuce leaf
- Chicken, turkey or other meat, in cubes, slices, or hunks

- Hard cooked eggs (shelled if appropriate)
- Plain yogurt

Luncheon meats, beef jerky, hot dogs, etc. contain nitrates and preservatives, and are highly salted, so should be used in moderation, or as a change of pace.

A note on sandwiches: A sandwich is usually 60 % bread, so it is important to use nutritious bread. Whole – wheat or whole- grain breads are the best choices because all the “enrichment” is there naturally. (Remember, if it says “enriched”, it only means the manufacturers have put back some of the nutritive elements that were processed out.) Crackers can provide grain food, and variety, when you don’t pack a sandwich.

2. A Vegetable:

Carrot sticks Celery Sticks Cherry tomatoes Tomato wedges Squash
slices Snow peas/beans Mushrooms Green pepper strips Turnips
Salads Sweet Potato Snap peas
Cucumbers Jicama Broccoli Brussels sprouts Cauliflower
Spinach

3. A Fruit:

Fruit can be fresh, canned, or dried, depending on the fruit, and season.

Apple Applesauce Peaches
Orange -quartered Banana Seedless grapes Nectarine Apricots
Mandarin-orange ,Blueberries Melons Pears
Tangerine Pineapple Raisins

4. Something Special:

** These will be saved to eat last.*

For children with larger appetites:

Popcorn Graham Crackers Pretzels
Bagels Granola Bars Trail mix

Note for Bread and Fruits: please try to avoid high fructose corn syrup

APPENDIX B: ENCOURAGING CHILDREN – AGES 18 MONTHS to 12 YEARS**18 months to 3 years old**

- Turn off lights while being carried
- Carry in the newspaper or mail
- Get her/his own cereal or snack from kid-friendly containers
- Pick up toys and clothes
- Wash tables and counters with a damp sponge
- Put a soiled or wet diaper in the diaper pail
- Wash vegetables, tear lettuce, and stir
- Help set the table
- Feed and water pets
- Help clean up after meals and play
- Wake up siblings
- Run simple errands around the house
- Help put groceries away
- Carry in light groceries.
- Put her/his own clothes away
- Take clothes out of the dryer
- Help make beds
- Put dishes in the dishwasher
- Make salads
- Bring recyclables to the garage
- Lead family prayer
- Scramble eggs, make toast
- Tell you when the traffic light turns green
- Clear dishes from table
- Seal and stamp envelopes

3 to 6 years old - all of the above, plus:

- Help find grocery items in the store
- Help fold towels and laundry
- Pour things
- Give you a back rub or foot rub
- Help measure ingredients
- Count items at the grocery store
- Sort white clothes from dark clothes for laundry
- Water plants
- Help with vacuuming, sweeping, and dusting
- Take library books and videos to and from the car
- Help younger siblings
- Help plant a garden
- Wash the floor
- Put dishes in the dishwasher
- Measure soap for the dishwasher and start the cycle
- Be responsible for compost buckets
- Haul things in a wagon.
- Assist in meal planning
- Make a simple meal

- Empty the dishwasher and stack dishes on the counter
- Rake leaves for short periods of time

6 to 9 years old - all of the above, plus:

- Make a simple breakfast
- Make the bed
- Set the table
- Clean their room
- Clear the table and wipe it off
- Take phone messages
- Help wash and dry the dishes
- Fold laundry
- Put away groceries
- Arrange clothing in drawers
- Help prepare food
- Dust
- Prepare a sandwich or other food
- Take care of pets
- Take out the trash, compost
- Water plants
- Recycling
- Clean out the inside of the car
- Help read recipes
- Help measure ingredients

9 to 12 years old - all of the above, plus:

- Read a recipe and help prepare it
- Sort clothes and learn how to use the washing machine
- Plan menus for the week
- Vacuum
- Write out a shopping list
- Rake leaves and pull weeds
- Shop for groceries with a parent
- Wash the car
- Take a calculator to the store and compare items
- Put younger siblings to bed

A. Expectations from Parents and Guardians

Parents must realize that school is a virtual second home for children. They need all the considerations in their favour by way of safety and security, love and co-curricular work. It is from this point of view that we expect parents and guardians to follow the norms given below.

1. Parents are expected to go through the school calendar carefully and make a note of important dates & events, especially Parent- Teacher Meetings, Activities and Assessments. We expect the parents to attend & meet the concerned teachers to discuss not only the academic progress but also other areas of personality development like attitudes, aptitudes, and confidence building.
2. **Parents/Guardians are not permitted to enter classrooms to meet their children or to seek unscheduled interviews with teachers during school hours.**
3. In case of emergency, parents/guardians must meet the Head of School and adopt a course of action in consultation with them.
4. **NO STRANGERS ARE ALLOWED TO MEET CHILDREN.**
5. Once the child has come to school, parents and guardians are not permitted to take him/her back home during the school hours unless there is a major emergency. In such cases, the permission of the Head of School is MANDATORY. If the head of school is not available, then the school office manager is authorized to approve it only in emergency situations.
6. Parents and guardians must immediately inform the School in case there is a change in their address and/ or telephone number, and e-mail.
7. Any communication that parents wish to make with the school must be addressed to the Head of School ONLY and not to the class teacher.
8. Last but not the least, we expect parents and guardians to be cordial and polite with the staff of the School even in the most taxing situations.
9. The school has similar policies for teachers ,staff in their handbook to be highly cordial and polite to parents-guardians, and children.