* Treat students with respect regardless of race, color, religion, sex, age, national or ethnic origin, political beliefs, handicapping condition, sexual orientation, or social and family background and shall make a reasonable effort to protect each student from harassment or discrimination.
* Guard students’ legal rights.
* Keep personally identifiable information in confidence unless disclosure serves professional purposes or is required by law.

**4.** We expect all employees and parents of our school to display the highest degree of ethical conduct by maintaining honesty and respect in all professional dealings and to work for the common good.

**5.** All persons on the Moultrie Montessori School campus are expected to abide by these standards of ethical conduct.

***“The education of even a small child, therefore, does not aim at preparing him for school, but for life.”
Maria Montessori***

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 **PARENT HANDBOOK
2019 - 2020**

**Welcome to Moultrie Montessori School**

**Mission***To create an environment that encourages the full development of a child’s potential, including knowledge, skills, and values for life.*

**Annual Family Events**

**\*weather permitting**

Family Thanksgiving Feast/Potluck

Holiday Sing-a-Long

Family Garden/Work Day

Spring Festival and Auction

End of Year Showcase and Picnic

**School Hours:**

8:10 a.m. - 2:15 p.m. - Elementary

8:20 a.m. - 2:30 p.m. - Primary and Toddler

**After Care** is offered Monday through Friday, except on early release days, from 2:30 to 5:00 at a cost of $15.00 per day, per child or $60 per week.

After care fees are paid in advance daily, weekly, or monthly to Ms. Heather, during aftercare hours.

**Late fees**: 5:01 - 5:05 **$20** | 5:06 - 5:10 **$40**, etc.

**Arrival and Dismissal**

Arrival is 8:10 for Elementary and 8:20 for Primary and Toddler classes. The gate is locked at 8:30.

Enter the driveway from Anderson Street and exit RIGHT onto South Dixie. In order to have a smooth flow, teachers will meet children at the car and help them out in the morning and into the car at pickup. Staying in your car makes the transition to the classroom easier for your child. We ask that parents of Primary and Toddler children NOT arrive before 8:20 a.m. or 2:30 p.m. Primary children who have Elementary siblings will arrive and dismiss at the earlier time.

We must have a continuous flow of traffic. The city does not allow cars to stop on Anderson Street. If you are unable to enter the driveway, please go around the block.

Transitions can be difficult and the moment of goodbye may bring a little anxiety. Children do best when parents are matter of fact and confident that their children will be safe and happy. A short, cheerful goodbye lets your child know that all is well. Practicing in advance and talking about things that your child enjoys at school can help to establish a smooth transition.

For the first six weeks we ask that parents not come into the classroom in the morning so that children adjust smoothly to the routine and their day. After that, parents may schedule a time to observe and volunteer.

**Tardy Policy:** Moultrie Montessori is focused on the growth, development, and education of children. Our mission is to create an environment where the spirit of the child is nurtured and where a love of work and learning is fostered so that they can develop their full potential. Our ability to achieve our mission is greatly enhanced by all children arriving at school on time. Late arrivals disrupt the educational and developmental process of everyone.

An orange cone will be placed at the front entrance at 8:30 to indicate that the gate has been locked and lessons have begun. Students must be through the gate by 8:30. Exceptions may be made the day before by talking with the Director or your child’s teacher. i.e., dentist or doctors appointments. If you miss the morning drop off, there is a second drop off time at 11:30.

**Dismissal** is at 2:15 p.m. - Elementary and Primary siblings, 2:30 p.m. - Primary and Toddler. To ensure their safety, children are asked to remain seated until their names are called. Our parking line is constantly moving. If you choose to park and bring/pick up your child at the gate, please hold his or her hand at all times.

Safety is of utmost importance to Moultrie Montessori School. All doors and gates are kept locked. Children are asked to remain away from the door at all times. They are dismissed one at a time to their parents or other authorized person. The playground is closely supervised and children learn to play safely and watch out for their friends.

**Sign In/Out**

State law requires the following: A signature must be included next to time of drop-off and next to time of pick up for each child under school age, five before September first. **Initials are not accepted**.Teachers will bring the attendance log to your vehicle for signing. Attendance for Elementary children will be kept in the classroom.

If someone other than the parent is picking up the child, a note from the parent stating that another individual is authorized to pick up the child is required. This could be the registration form with persons allowed to pick up the child listed or a separate document for occasional pick-up by a person not listed on the registration.

**Lunch**

Children bring their own lunches and snacks.We request that they bring placemats to provide a personal space that helps the child keep the lunch organized. Put the placemat and napkin on top, to that it is the first thing to take out.

Drink bottles, including water, and juice boxes should be left at home in order to reduce drips, sticky spots, and ants. Lunch boxes and packaging should be free of characters or violent images.

**POLICIES**

**Admission**

Moultrie Montessori School admits students of any race, color, creed, religion, gender, nationality or ethnic origin. Moultrie Montessori does not discriminate on the basis of race, color, religion, gender, nationality, or ethnic origin in the administration of any of its policies or programs. Admissions are based solely on space available. We request all admission information, health and immunization records, first month’s tuition, and registration fee be submitted before your child begins school. Moultrie Montessori welcomes all children. We seek to keep a balance of boys and girls, ages, and children with special needs. If a child is on a waiting list, parents will be contacted based on the available spot.

**Tuition**

Tuition is $898 for full time attendance and $698 for part time attendance, paid monthly for ten months beginning July first.

● One payment on or before July 1st, less a 10% discount for this payment option.

● July's tuition payment is applied to May’s tuition. Then nine equal payments are due on the first of each month.

A deposit of $200 will be paid at the time of re-enrollment, in the Spring. This deposit will be applied to the last month’s tuition for the upcoming school year. The remainder of the last months tuition, for the following school year, will be paid in May of the current school year.

Tuition for May, 2021 will be paid in May, 2020.

Parents are responsible for the entire tuition. In the event of early withdrawal or dismissal by Moultrie Montessori School, fees may apply. A late fee of $25.00 will be assessed if the monthly installment is not received by the 10th of each month unless prior arrangements have been made. A fee of $25.00 will be assessed for a returned check.

**Discipline**

The staff of Moultrie Montessori School seeks to resolve discipline problems through Nonviolent Communication and meeting the needs of all concerned. A child may be asked to remove him/herself from the group until an adult is able to talk with him/her about a problem. If a child’s behavior causes a concern for the safety of either himself or anyone else, parents will be called to pick up their child immediately. Teachers may request conferences with parents if there are recurring problems or concerns.

**Dress Code**
Moultrie Montessori School is committed to nonviolence and requests that all clothing, backpacks, shoes and other items be free of violent and commercial/character images. These include Disney princesses, Barbie, Spider Man, etc. Sports uniforms, slashed jeans, short shorts and spaghetti straps are not appropriate school attire. We strive to nurture our students’ natural sense of respect and compassion for all people and other living things. Sneakers are required for safety during outside play. Shoes will be removed when inside the building. Children may wear slippers or non-skid socks.

**Sick Policy:** Moultrie Montessori adheres to the Florida Administrative Code chapter 65C-22.004, Health Related Requirements: “Any child suspected of having a communicable disease shall be removed from the group and placed in an isolation area until removed. Such a person may not return without medical authorization or until the signs and symptoms of the disease are no longer present. A child’s condition shall be reported to the custodial parent or legal guardian. Children must not have fever, diarrhea, or vomiting for at least 24 hours before returning to school.” For everyone’s health and well-being, please keep your child at home if he or she has a sore throat, a fever, a runny nose, a cough or seems under the weather.

**Rash illnesses:** The health department and the CDC advise the following policy for rash illnesses such as chicken pox, mumps and measles. The purpose of the policy is to protect those who are vulnerable, i.e., children too young to be immunized, those who are immune compromised, and unborn babies.

If anyone at MMS contracts chicken pox or measles, non-immunized children will be asked to stay at home during the incubation period, 21 days. Should another person get measles or chickenpox, a new incubation period will begin.

**Parent-Teacher communication**

We value parent-teacher communication and hope that you will ask questions, bring up concerns, or make suggestions that you think will enhance your child’s experience at Moultrie Montessori School. Parent-teacher conferences are scheduled at least once a year, and parents or teachers may request to schedule a conference at any time. Parent-teacher conferences take place on campus between 7:45 a.m. and 3:00 p.m. on school days or scheduled conference days. Call the school, **(904) 826-0216** to leave a message regarding pick up, attendance, etc. or to request that a teacher contact you.

**Teacher emails**

**jeannie@moultriemontessori.com**

**lisa.moultriemontessori@gmail.com**

**toni.moultriemontessori@gmail.com**

**beate.moultriemontessori@gmail.com**

**heather.moultriemontessori@gmail.com**

**Standards of Ethical Conduct**

**1.** Moultrie Montessori School values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of respect, kindness and peaceful resolution of conflict. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

**2.** Our primary concern is the well-being of students and the development of each child’s potential. Employees will strive for professional and personal growth and will seek to exercise their best judgment and integrity.

**3.** Concern for the student requires that our personnel:

* Make reasonable effort to protect student learning and mental and physical health and safety.
* Encourage students’ independent action in pursuit of learning.
* Respect diverse points of view.