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# *The Montessori House*



THE MONTESSORI HOUSE  
"GIVE YOUR CHILD A GIFT FOR LIFE."

## Parent Handbook 2016-2017

**426 Knickerbocker Rd.  
Tenafly, NJ 07670**

**Telephone: 201-816-8343  
FAX: 201-816-8313**

**School e-mail: [office@themontessorihouse.com](mailto:office@themontessorihouse.com)  
Website: [www.themontessorihouse.com](http://www.themontessorihouse.com)**

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Dear Parents,

Welcome to The Montessori House, a place where children come together for discovery and growth. The Montessori House is guided in all its activities by a profound respect for the person and potential of the individual child. We desire to work in close harmony with parents to optimize all that the child is capable of becoming. We welcome you and your young student to The Montessori House community of life-long learners.

This Parent Handbook is a guide to our school policies and procedures. Please keep it in a handy place for reference during the school year. If you have any questions about the handbook contents or issues not covered in the handbook, please contact me.

We look forward to a rewarding year with you and your child.

Sincerely,

A handwritten signature in cursive script that reads "Maria Morningstar". The signature is written in black ink and is positioned above the printed name and title.

Maria Morningstar  
Director

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## USEFUL INFORMATION

|                                    |  |
|------------------------------------|--|
| <b>School Phone Number</b>         | <b>201-816-8343</b>  |
| <b>School e-mail</b>               | <a href="mailto:office@themontessorihouse.com">office@themontessorihouse.com</a> |
| <b>School website</b>              | <a href="http://www.themontessorihouse.com">www.themontessorihouse.com</a>       |
| <b>My Parent Website User Name</b> |  |
| <b>My Parent Website Password</b>  |  |
| <b>Names of Our Teachers</b>       |  |
|                                    |  |
|                                    |  |
|                                    |  |

## ADMISSIONS

The Montessori House welcomes students of all races, religions, and genders, and national, ethnic, and language-group origins. We believe our students flourish best as a learning community of children with a wide diversity of backgrounds. Although we use English in the classroom, we encourage the multi-lingual enrichment of all our students.

## PROGRAMS

The school has four program levels:

1. **Stepping Stones for ages 2½ - 3+ years (half-day)**  
This program is for a half-day. Initially the children attend three days a week, expanding to five days a week. There are two separate Stepping Stones sessions: an early session and a late session.
2. **Montessori Pre-primary for ages 3 - 5 years (half-day)**  
This program is two hours and forty-five minutes a day. The children attend five days a week. This is the classic Montessori mixed-age early-learning program, as recognized by the national Montessori associations (American Montessori Society (AMS) and Association Montessori Internationale (AMI)). Children progress in stages according to their individual development patterns. There are two separate Pre-primary sessions: morning and afternoon.
3. **Montessori Pre-primary plus Enrichment for ages 3 – 5 years (full-day)**  
Children participate in the half-day Montessori Pre-primary program and spend the other half of the day in our Enrichment program which includes art, music, dance, strategy games, and cultural enrichment. Children attend 5 days a week with lunch and rest time between their Montessori and Enrichment sessions.
4. **Montessori Kindergarten and First Grade for ages 5 -7 years (full- and half-day)**  
This is a full-day program, or a long half-day starting at 11:15 AM. The children attend five days a week. The child's growing capabilities come together and blossom during these important years of self-discovery and learning. Students realize their potential in math, language, science, and cultural studies through continued mental and physical efforts.

Stepping Stones AM.....8:45 AM – 11:15 AM

Stepping Stones PM.....12:20 PM - 2:50 PM

**Three days a week initially, expanding to five days a week by January**

Pre-primary AM.....8:30 AM - 11:15 AM

Pre-primary PM.....12:15 PM - 3:00 PM

**Five days a week**

Pre-Primary plus Enrichment.....8:30 AM - 3:00 PM

Kindergarten.....8:30 AM - 3:00 PM (half-day 11:20 AM – 3:00 PM)

First Grade .....8:30 AM - 3:00 PM

**Five days a week**

## PARENT PARTICIPATION

Cooperation between home and school is a very important part of Montessori learning. Therefore, we encourage your participation in your child's learning process. The children always benefit when our efforts at school are reinforced by yours at home.

### VISITING SCHOOL

We encourage parents of enrolled children to visit The Montessori House at any time. Parent-controlled cameras and closed-circuit TV monitors allow individually focused viewing in all classrooms. When viewing, please be considerate of others waiting to use the cameras.

**At no time should parents enter the classroom, unless invited to do so by a teacher.**

### PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled twice a year (fall and spring). You will be advised in advance about the conference schedule. At the conference, the teacher will share her observations about your child's progress in school, and she may ask about your child's interactions and activities at home.

Conferences last 20 minutes. Please respect the time limit. If a particular situation requires a longer conference, one will be scheduled for you. Please do **not** bring any children (unless an infant) to the conference; it is difficult to speak freely about children when they or their siblings are present. Both parents are encouraged to attend conferences.

### SCHOOL MEETINGS FOR PARENTS

Parent meetings covering various topics may be held during the year. These meetings will be held after school, or during the evening and/or weekend hours. The first meeting of the year is the Back-to-School Night meeting. This meeting covers essential information about the school, and it provides an opportunity for parents to meet the teachers and other parents, and to explore the classrooms.

### CONTACTING TEACHERS

The teachers are eager to hear from you regarding your child's interests and/or concerns. You may call the office and leave a message for your child's teacher(s) any school day. Teachers will return your call as soon as possible. Please note that teachers cannot take calls during class time, and any conversations you have with them during arrival and dismissal should be very brief. You may call teachers at home **only** if they ask you to do so. You may contact the school and the director via e-mail at any time.

### PARENT COMMITTEES

Parent involvement is a benefit for everyone. The children, in particular, love having their parents participate in school activities, both inside and outside the classroom. At the Back-to-School Night meeting, we will explain all of the parent committees and encourage you to join.

## COMMUNICATING WITH PARENTS

Communication with and among parents is an important part of making school a positive and productive experience for your entire family. The Montessori House will communicate with you both on-line (e-mail and website) and otherwise (in person, on paper and via phone).

Please keep your contact information current, including e-mail address, street address and phone numbers. You will also receive log-in credentials to access the Parents sections of our website.

## COMMUNICATING OTHERWISE

### Meetings

Parent Conferences are discussed above. If your child's circumstances require additional meetings, please call to request an appointment. Recognize that, in order to keep great teachers teaching in the classroom, our teachers have very limited availability for meetings.

Please know that our Director will make herself available outside school hours to meet in person or on the phone, and she'll make sure the right people are available to you.

### The Whiteboard and Table

On many school days, you'll see our *Whiteboard* and *Table* at the school entrance. We use the *Whiteboard* for reminders, amusement, and celebration. It's quick and easy to check.

On the *Table* at the school entrance, you'll find handouts and announcements. Weekly you'll find file boxes with a separate file folder for each Montessori House student. Check your child's file folder for work or materials we send home. Also, check the *Table* for "lost & found" items.

### The Phone (201-816-8343)

You can almost always reach someone in our office between 8 AM and 4 PM. If no one is available, please leave a message. If you want the school to have information in the next 24 hours (e.g. your child is ill), please phone, do not e-mail the information. Note, we only accept After Care appointments by phone (leave a message); do not e-mail After Care requests.

Similarly, if you need a response by the next school day, phone. Likewise, we'll phone you when there's a short time frame involved (e.g. your child is ill and needs to be picked up).

If no one answers the phone during school hours and you have a true emergency, you may call Trinity Luther Church at 201-568-8821. Like "911", please call this number only in the case of any emergency that requires immediate action.

Finally, in situations that may close the school (for example, snow emergency or power failure), phone the office 24/7 to hear our school voice-mail announcement; this announcement, together with website and e-mail bulletins, will keep you up to date.

### Handouts and Mailings

You will receive a hard copy of any forms we want completed and returned (for example, medical forms, invoices, or enrollment for next year). In most cases you can also access generic forms electronically. Otherwise, we distribute most handouts and announcements via e-mail or on the website. Occasionally we have handouts at the *Table* during arrival and dismissal, but items you must receive are also sent by other means.

## COMMUNICATING ON-LINE

Much of our on-line communication is via e-mail, as well as through the [News](#) section and [Calendar](#) sections of our [website](#).

### **E-mail ([office@themontessorihouse.com](mailto:office@themontessorihouse.com))**

Most of our communication with parents is now via e-mail. Often e-mails include hyperlinks to more extensive documents (usually Adobe Acrobat PDF format).

You may e-mail the school with questions or requests; we'll be sure to respond by the next school day. Please direct your e-mail correspondence to [office@themontessorihouse.com](mailto:office@themontessorihouse.com). (Note, please phone for After Care, to report an absence or sickness, or to change pick-up arrangements.) Likewise, we e-mail parents on matters requiring their attention only when we do not need an immediate response.

If you have a confidential matter you may address it to our Director's e-mail: [maria@themontessorihouse.com](mailto:maria@themontessorihouse.com). (This e-mail is for the Director's eyes only, and should be used rarely and with discretion.) If it's urgent and confidential, please call our Director.

### **Website ([www.themontessorihouse.com](http://www.themontessorihouse.com))**

You'll find much useful information on our website, including the means to reach out to other Montessori House parents.

### ***News***

Here you'll find items of interest to Montessori House families: reports on special events (including pictures), links to articles, reminders, etc.

You'll also find time-critical, urgent information in *News*, most importantly information on weather-related closings (e.g. "snow days"). Note, for emergency closings you can listen to our voice-mail announcement or check the website.

### ***Calendar***

You can consult our entire school-year schedule in *Calendar*. Throughout the year, as additional events are scheduled, we update *Calendar*.

### ***Parents (password-protected area)***

The *Parents* section of our website is available only to the families and staff of The Montessori House. It provides a safe way to share (especially photos and videos) and a vehicle for Montessori House parents to communicate with one another.

In *Parent Contacts* you'll find an on-line, searchable directory of families with children currently enrolled at The Montessori House (plus recent Montessori House alumni). You control the information you want to share with other families.

Also, when logged in to *Parents*, you'll see a list of other users currently logged-in. You can "instant message" any of these other parents by clicking on their name.

The *Committees* section provides a tool for parents to manage their committee activities, and for parents who are committee chairs to communicate with committee members.

## PREPARING FOR SCHOOL

### PHASING-IN

Montessori House schooling begins with a "phasing-in" process that lasts approximately one week for children 3 and older, and several weeks for Stepping Stones children. We begin by introducing children to their school in small groups and for initially shortened class periods. As the children become comfortable with school and each other, the size of the groups and the class periods increase. This gradual process leads to greater success for everyone in making the adjustment to school.

**You will be informed before school starts in September regarding your child's individual "phasing-in" schedule.**

### SCHOOL CLOTHING

Children need to attend school in the simplest, most practical, and most easily replaceable clothes as possible. School is a "work" place. Fabrics that allow the most freedom of movement are best. Sneakers or soft rubber-soled shoes are necessary for safety in climbing, running, and jumping.

Children take great pride in being able to dress themselves. One simple step toward this goal would be to provide your child with clothing that he can easily manage, such as elastic-waist pants and large buttonholes. For winter, we recommend snow pants with elastic waistbands and cuffs, and mittens instead of gloves. We do **not** recommend one-piece snowsuits or bib overalls with metal hooks and buttons.

Please note that we try to get outside as often as possible, so you will need to dress your child in appropriate outdoor clothing every day.

**Please write your child's name in all his/her clothes.**

### EXTRA CLOTHING

The school keeps its own extra sets of clothing on-hand for use by any of the children. Do not send in any extra clothes for your child. In the event of an "accident", we will send your child home in the extra clothes we have, along with the soiled clothes s/he wore to school. Please clean and return the school's clothes.

### TOILET TRAINING

Children over the age of 3 are expected to be toilet trained with good hygiene habits before they come to school. We expect children to do the following without adult assistance: undress, use the toilet, exhibit proper hygiene (able to wipe themselves), dress, and wash their hands. Stepping Stones students (age 2-1/2 to 3) should be toilet-trained, or well along in their training. Of course, we understand that accidents do happen, particularly at the beginning of the school year when the child is adjusting to school. In the case of an accident, a teacher will deal with it quietly and sympathetically, helping the child clean himself and change into clean clothes.

## **ABOUT THE SCHOOL**

### **CURRICULUM**

The Montessori House School provides a program of learning that progresses systematically as the child develops. Stepping Stones is a special program for children ages 2½ - 3+ years. It is preparation for the larger, mixed-age group of children ages 3-7 years in the Pre-primary, Kindergarten and First Grade programs. All Montessori House academic programs offer a carefully designed environment for intellectual, social, and physical growth, incorporating the Montessori methods of learning and using the Montessori-based materials.

### **CLASS ASSIGNMENT**

Class assignments are made by the school. We try to accommodate parents' requests in determining which class is appropriate for each child, but the decision is ultimately left to the school director. This decision is based on many factors including age, physical growth, maturity, sex, and compatibility with the group of children already assigned to a particular class. Children will be transferred from one class to another during the year only if it is considered in their best interest. Transfers are made solely with the recommendation of the teachers.

### **SCHOOL DAY**

Throughout the class session, the teachers give individual and small-group lessons, assist children as needed, and make observations. In addition, the children gather briefly once or twice a day as a group. During this time, the teacher may give a lesson, initiate conversation, play games, dance, or sing songs, among other activities. The teaching teams meet daily to discuss their observations of the children and plan for the next day. This careful observation and planning focuses on each child's need for individual attention and development. The child's wish to work alone is protected while small-group activities are assisted so they are productive. The child's need for nature, unstructured play, and group-directed play is recognized with time outdoors most days.

### **BEHAVIOR AND DISCIPLINE**

Montessori education is noted for its warm and respectful school environment. Children adapt quickly to classroom customs requiring them to act responsibly toward themselves and others in a manner appropriate to their age. They learn to share an appreciation for each other's work. The classroom is a special place that the children grow to treasure as their own. No child is permitted to willfully harass or harm another child. Violation of this code is one of the rare situations in a Montessori classroom calling for immediate teacher intervention.

The discipline policy at The Montessori House is based on the Montessori philosophy of profound respect for children and their work of self-development in a peaceful environment. The teachers solicit the students' cooperation in setting a standard of respect for each other's worth, the value of the learning environment, and the materials used by all. When respect is not being shown, the teacher tries to lead the child to more appropriate behavior by using the techniques of role-modeling and positive reinforcement.

If the child continues to resist, he may be asked to separate briefly from the group until he or she is ready to cooperate. The child may spend this time holding on to the teacher's hand. If a child is consistently abusive, the child's parents will be called to a conference to determine a more permanent solution. The ultimate sanction for consistent misbehavior is expulsion from school (you'll receive a separate disclosure document on our policy on Discipline and our policy on Expulsion).

## **IN THE CLASSROOM**

### **SNACK**

The Montessori House provides a daily snack for all of the children. The snacks may include fruit, vegetables, cheese, oatmeal, and yogurt. Nuts and sugary foods are not served. In each classroom, two children at a time may eat snack together. Children may choose to eat snack or get a drink of water any time during class. Children may not bring in their own snacks. The cost of snack is included in tuition.

### **LUNCH FOR FULL-DAY STUDENTS**

The children in the full-day programs (Enrichment, Kindergarten, First Grade) eat lunch between 11:00 AM and 12:15 PM. The children should bring lunch in a lunch box. Children's lunch must be nut-free (tree nuts and ground nuts), and children may not bring any drinks nor any "junk" food, such as sugary foods or fruit roll-ups. If your child brings a dessert, limit it to fresh fruit or something equally nutritious. Thanks for your cooperation in this regard.

### **TOYS AND OTHER ITEMS FROM HOME**

Children may not bring toys, dolls, stuffed animals, cards, or other such items to school. Unfortunately, these cause distractions – or worse, tears – in the classroom, particularly when they get broken or lost. This is an important rule for everyone and requires parental firmness. The Montessori House is not responsible for personal items brought to school.

### **OBJECTS FROM SCHOOL**

Please return to the school anything your child may inadvertently bring home that you don't recognize as his or hers. It could be an innocuous looking thing, but it might be a piece of school equipment, something to count, compare, stack, sort, or match. It could be a missing piece of Montessori work materials, which are difficult to replace. If so, the remaining set may be unusable until the particular piece is returned.

### **BIRTHDAYS**

Your child's birthday is an important time; a special day to remind your child that he is a unique and valued person. You will be given "My Birthday Book," which is a simple project for you and your child to do together. You will place a few pictures of your child into this book and bring it to school to share with the class. You keep this book for all your years at The Montessori House and add a page each year. When it is near your child's birthday, please call the office in advance and schedule a date and time to visit the school and celebrate with your child. On that day, in addition to sharing "My Birthday Book," you are invited to bring a favorite book from home and read it to the class as part of the celebration. The children will celebrate with a snack provided by the school. Please do not bring in any birthday food, treats or party favors.

### **HALLOWEEN**

In our haste to introduce our children to all the exciting holiday celebrations, we may overlook the occasional side effects some of them have. Halloween, with its emphasis on horror, monsters, or superheroes, falls in this category. Very young children can be unduly scared by the goings-on of this time. It is a day more appropriately celebrated at age seven and later. Therefore, we do not allow the children to wear Halloween costumes to school. Instead, we keep the atmosphere at the school as undisturbed as possible, and we appreciate your cooperation in helping us do so.

### **FIELD TRIPS**

The Montessori House invites educational programs to present at the school occasionally. In addition, the Kindergarten and First Grade children make a few off-campus field trips each year.

### **THE LIBRARY**

The school has a large library of children's books for use at the school.

## **USE OF SCHOOL FACILITIES AFTER HOURS**

Only children in a school-sponsored program (e.g. After Care or after-school classes such as Yoga, Piano, or Chess) may use school facilities after school hours. Once children are dismissed from school (at the end of the school day or from an after-school program), they may not enter the school building (including the bathrooms) or the playground.

## ARRIVAL AND DISMISSAL PROCEDURES

You or a guardian will accompany your child to school and pick him up afterward. Any other arrangements must be formalized in writing with an authorizing signature. The school must have a picture of any person who will be picking up your child.

A teacher greets each child upon arrival and releases the child to the appropriate person at dismissal. It is an integral part of the Montessori House's "quality life" practice that the arrival and departure greetings and good-byes are individual, personal, and polite.

### ARRIVAL

The school doors open at 8:30 AM for the full-day programs and the morning Pre-primary session, and 8:45 AM for the morning Stepping Stones session. The doors open at 12:15 PM for the afternoon Pre-primary session, and 12:20 PM for the afternoon Stepping Stones session. **Children should arrive promptly for class.** Children who arrive late may feel uncomfortable walking into a classroom full of children; in addition it is difficult for teachers to leave lessons to admit a late-arriving child.

When you arrive at school, please park in a designated Montessori House parking spot, walk your child to the outside doors at the entrance of the school building, and remain outside until a teacher arrives for greeting. If you arrive after the greeting teacher has gone, ring the doorbell to announce yourself. You may be asked to either wait outside until a teacher arrives to admit and escort your child to the classroom, or you may be asked to come in and walk your child to the upstairs door, where a teacher will greet you and your child. **Please note this may take from 5 to 15 minutes, until the teacher is free to leave the classroom.** Please do not stop or park your car in the roadway portion of the driveway, no matter how brief your stop. All cars must be parked with the motor off. **Anytime your child is out of the car, you must hold his hand.** Please drive slowly and with care at all times while in the parking lot.

### DISMISSAL

**Pre-Primary, Kindergarten and First Grade.** There are two types of dismissal: dismissal from the playground, and car-line dismissal. The type of dismissal depends on the weather.

- **Dismissal from the playground:** Generally speaking, the children will be dismissed to parents or guardians directly from the playground. Teachers will line the children up on the playground and dismiss them to parents or guardians waiting outside the gate.
- **Car-line dismissal:** During the winter and on severe weather days, parents or guardians wait in a car line (facing Knickerbocker Road) until the children are dismissed to them. We fly a checkered green flag to let parents know they should form a car line. The first car stops near the double doors of the church living room. When your car reaches the head of the line, a teacher escorts your child by hand to your car. You should **not** get out of your car at all during car line. Once the teacher has placed your child safely inside the car with all the doors closed, move your car slowly forward as far as possible. At this point, you may stop and secure seat belts.

**Stepping Stones:** There are two types of dismissal for Stepping Stones children: dismissal from the playground, and dismissal from the building. The type of dismissal depends on the weather.

- **Dismissal from the playground:** Generally speaking, the Stepping Stones children will be dismissed to parents or guardians directly from the playground. A teacher will line the children up on the playground and dismiss them to the parents or guardians waiting outside the gate.
- **Dismissal from the building:** During the winter and on severe weather days, you should park your car in a marked space and wait outside the school door to receive your child.

### **FRONT DOOR AND VESTIBULE RULES**

During Arrival and Dismissal, parents must wait **outside** until a **teacher** opens the door. Due to fire and safety regulations, parents and children are not permitted to enter the building early and should never loiter in the vestibule waiting for the arrival/dismissal process to commence. Please wait outside the door. In the case of inclement weather, you should remain in your car until a **teacher** opens the school door to commence Arrival or Dismissal.

To comply with school security procedures, **parents should never open the door to allow others, including other parents, to enter the building.** All visitors, including parents, must announce themselves to school staff either in person or via the closed-circuit TV.

### **AFTER CARE**

The Montessori House offers families an After Care program. After the end of the school day, between the hours of 3 PM and 6 PM on days classes are in session, After Care provides a safe, supervised, familiar environment for the care of Montessori House children. For parents, After Care provides a convenient, high-quality childcare option for both scheduled late pick-ups or for unscheduled emergencies.

After Care is available for students scheduled to dismiss at 3 PM who are reliably toilet trained (i.e., no “pull ups”). The cost of After Care is not included in school tuition. Families are billed separately for After Care based on usage.

### **PICKUP BY SOMEONE ELSE**

**No child is ever allowed to leave the school with anyone other than his or her parents or guardian except by previously written authorization. The school must have on file pictures of parents, regular caregivers, authorized guardians, and anyone authorized to pick up your child. Please provide these photos prior to the beginning of the school term.**

If you form a car pool with other parents, please inform the school staff about it in writing. Include a list of drivers. Likewise, if your child will be picked up by someone not previously scheduled, **you must let the school know about the new arrangement before dismissal.** We prefer this authorization in writing; but once we are familiar with you and your child, we will take authorization over the phone, provided the person picking up is already on file with the school (e.g. another parent). If the person to pick up your child will be unfamiliar to the teachers, some form of confirming **authorization and identification** will be required before the child is released. If the person picking up is unfamiliar to the child, we will make a confirming phone call to the parent before releasing.

Whoever picks up your child **must** put the child in a proper car seat.

### **VEHICLE TRAFFIC RULES AND SAFETY**

During arrival and dismissal **all** Montessori House traffic must enter the school driveways and parking lots from Riveredge Rd. and exit onto Knickerbocker Rd. The driveway is **ONE WAY** for our school traffic. Whenever there is a car-line dismissal, enter from Riveredge Rd. and join the waiting line of cars. **The police insist that the line of cars not back up onto Riveredge Rd.** If the vehicle line for dismissal stretches around the corner of the building near the playground, please begin a second line from that corner and back. These two lines are to merge at that juncture one by one into the single line waiting along the sidewalk. Dismissal and departure proceed as previously described. If you ever need to make a turn anywhere on the property, make the turn carefully in a wide-open area of the lot. **No U-turns** are to be made on the Knickerbocker Rd. side of the parking lot. This is a general traffic rule that applies anytime.

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## HEALTH

### IMMUNIZATION

The New Jersey Board of Health requires that all children attending school be inoculated against specific illnesses (the list may change but generally includes polio, measles, German measles, mumps, diphtheria, Hib, hepatitis B, tetanus, varicella, pertussis, and influenza). They must also receive a tuberculin test within one year prior to admission. **No child will be admitted to class unless proof of immunization is presented to the school signed by the child's physician. You must provide the school your child's immunization records prior to your child starting school.**

### ILLNESS

Children who are not well should remain at home until all observable signs of infection have vanished. Please be vigilant about keeping children home if they have any of these symptoms:

|                                      |  |
|--------------------------------------|--|
| Blood in urine                       | Acute diarrhea                             |
| Difficult or rapid breathing         | Yellow eyes or jaundice skin               |
| Lethargy                             | Episodes of acute vomiting                 |
| Fever                                | Infected untreated skin patches            |
| Profuse nasal discharge (runny nose) | Red eyes with discharge                    |
| Severe pain or discomfort            | Skin rashes with fever or behavior changes |
| Mouth sores with drooling            | Stiff neck                                 |
| Severe coughing                      | Skin lesions that are weeping or bleeding  |

With parent cooperation, we can substantially reduce overall days lost to sickness. **Please call the office if your child will be absent.**

Once your child is symptom free or has a physician's note stating that he no longer poses a health risk, he may return to school. Any child who comes to school with one or more of the symptoms noted above, or who in our best judgment exhibits signs of being sick, will be excluded from the classroom. A parent or the guardian will be called to take him home. Children who are sent home from school with symptoms of infection must remain at home at least through the following day.

It is school policy that a child well enough to attend school should be well enough to go outside each day. If for any reason the child is too ill for outside play, the child should not be brought to school. If a child contracts any of the following diseases, please report it to the school immediately. The child may **not** return to school for the period noted below. **If no time period is specified, a doctor's note stating that the child does not pose a health risk is required.**

### RESPIRATORY

| <b>If child has this:</b> | <b>he may return:</b>      | <b>If child has this:</b> | <b>he may return:</b>                                  |
|---------------------------|----------------------------|---------------------------|--|
| Chicken Pox               | when the vesicles are dry. | Mumps                     | after a minimum of 6 days.                             |
| German Measles            | 3 days from onset of rash. | Tuberculosis              | with a doctor's note.                                  |
| Hemophilus<br>Influenza   | with a doctor's note.      | Strep Throat              | 72 hours after medication<br>and with a doctor's note. |
| Measles                   | 5 days from onset of rash. | Whooping Cough            | with a doctor's note.                                  |
| Meningococcus             | with a doctor's note.      |                           |  |

**GASTRO-INTESTINAL**

Giardia Lamblia  
Salmonella  
Campylobacter

Hepatitis A  
Shigella  
Escherichia coli

**CONTACT**

Impetigo  
Scabies

Lice  
Shingles

**If your child is exposed to any excludable disease at school, you will be notified in writing.**

**MEDICATIONS**

No teacher or staff member is permitted to dispense medication to a child. The single exception is if a child's health would be severely threatened without the medication, such as extreme allergic reaction to certain substances. In this case we will administer the child's epi-pen as warranted. In order to have your child's epi-pen at school, you must notify the school prior to the start of the school year, complete a set of forms that include a written authorization from the parent or guardian giving permission to administer the epi-pen, provide a signed authorization from your child's physician, and provide the school with the two epi-pens in the original packaging with the prescription, directions for administration, and list of possible side effects directly attached to the packaging.

**ACCIDENTS**

Our top concern at school is to provide a safe and supervised place for your child to learn. We are vigilant to avoid the remotest hazards to safety. If your child is injured at school, a member of the staff will notify you as soon as possible. If an injury requires more than simple first-aid treatment, the parent or legal guardian will be contacted immediately to choose the best course of action to follow. Should an injury require emergency attention, the Tenafly Police or Emergency Squad will be called into service first. If necessary, the child will be taken to the Englewood Hospital emergency room, accompanied by a staff member, unless we have specific instructions from you to go to another hospital in the area. Should an injury requiring more than minimal attention occur while the child is in school, you will be given a written report.

**HAPPENINGS AT HOME**

Please tell us about any events or changes at home that may be upsetting to your child. Life experiences that can impact a child's emotions and behavior include: the arrival of new brothers or sisters, traveling parents, sickness or death of relatives. Unresolved conflicts reverberate at home and school. We can help your child deal with these events if we are made aware of them. All private home information is kept confidential.

## THE SCHOOL YEAR

### THE SCHOOL CALENDAR

The Montessori House provides you a school calendar, which tracks holidays and important school events over the term. Please keep the calendar and this handbook as a ready reference throughout the school year. The children begin each school year with a phasing-in process. Parents are informed by mail about this gradual initiation into school and their child's individual starting date. The teachers occasionally require special workdays free of classes so they can adjust and renew the Montessori environment, attend seminars, and hold parent conferences.

### WEATHER EMERGENCIES

In the event of severe weather, bad road conditions, or other circumstances, it may be necessary to cancel classes for the day. In such weather emergencies a decision to close the school will be made before 7:00 AM. The school will most likely be closed whenever the Tenafly public schools are closed, but not always. On the days we **do** close, you can find closing information on the school website ([www.themontessorihouse.com](http://www.themontessorihouse.com)), and on the school voice-mail (201-816-8343). We will also try to send an e-mail to your address of record and update NJ Channel 12 School Closings.

There are extra days included in the calendar, which are added so that emergency rescheduling will not reduce the total number of school days in the year below that of comparable area schools. If these days are not required, the school may at its option end the school year early.

### ADDITIONAL COMMUNICATIONS

The school provides open channels of communication with all parents. Please do not hesitate to communicate your concerns and comments to us by phone, letter, e-mail, or in person.

Each year we move more of our communication with parents on-line via our website ([www.themontessorihouse.com](http://www.themontessorihouse.com)) and through e-mail. Generally we will communicate important information through the NEWS section of the website, through an e-mail blast to parents (or a subset of parents), via the information board at the school entrance, and through written communication distributed at school or mailed to the home. If we require a response you will always receive either an e-mail or a paper communication. If a response is optional or not needed, we will tend to rely on the website NEWS section to keep you informed.

## FINANCIAL INFORMATION

### TUITION PAYMENT

For specific tuition information, see your Agreement. Full tuition is due regardless of absences. Teachers **may not** accept tuition payments. All tuition payments must be mailed or handed in-person to the administrative staff. In general, you may leave non-cash payments in the school's mailbox.

### WITHDRAWAL FROM SCHOOL

The Enrollment Agreement stipulates that the parents are undertaking a full-year's tuition obligation, regardless or early withdrawal. Should circumstances require a child's withdrawal from school, parents must submit prior written notice stating the reasons for the withdrawal. The full tuition balance remains due.