

2017-2018



Family Handbook

2017-2018

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CHAPTER 1

About Our School

Vision

We believe that everything we do, we do with the children in mind. We believe that we can improve education by challenging the traditional status quo. We believe in providing an inspiring environment, with beautiful learning instruments. We believe that we can make a revolution and provide the best education. We believe in forming leaders, entrepreneurs, singers, athletes, philosophers, politicians, comedians and future parents. We want our students to be auto-didactic, independent and successfully happy.

It is our vision to live in an interdependent global community in which all people and life are treated with respect. This peaceful world is achieved through the education of those that can truly lead us there: our children.

Mission Statement

At Lake Montessori, students receive a world-class education in a happy and caring environment with wonderful teachers.

Classroom Rules

1. Be Proactive- Do the right thing even when no one is watching
2. Do no harm- Keep your hands and feet to yourself and respect the environment
3. Be mindful-Listen to the teacher and other when they are talking
4. Begin with the end in mind- what is the purpose of what you are doing? How will it improve you

Lake Montessori Stands on Four Pillars

1. The cultivation within our students of a passion for excellence in everything they do, both inside and outside of school.
2. The development of a strongly held set of universal values which include: self-respect, respect for others, honesty, integrity, responsibility, empathy, compassion, kindness, peacefulness, a sense of concern for others, warmth, and a love of community.
3. The development of a global perspective and a sense of international understanding.
4. A lifelong commitment to giving something back through service to others who are in need.

Narrative History of the School

Lake Montessori has served the Leesburg area as the only Montessori school in the area for the last 30 years. It has gone through a few different owners over the years. Hugo Hormazabal Sr. purchased the school in 2011. He comes from a long line of school administrators, school owners and teachers. Over the last 63 years, his family has purchased 30 charter schools in Chile in the more urban parts of Santiago.

Lake Montessori has undergone many changes to improve the classrooms to update the Montessori materials, to clean up the building and the surrounding 3 ½ acres. We are very fortunate to be surrounded by so many strong educators with a clear vision for our school. Lake Montessori currently has a toddler classroom (18 months-3 years old), a primary classroom (3-6 years old) and an elementary environment (6-12 years old).

Over the years, the focus has remained the same: to be true to the Montessori philosophy. Lake Montessori emphasizes hands-on learning. The children learn at their own pace according. They are free to choose, move around, and work with whom they want regardless of age. The multi-age classrooms are set up with the specific needs of the children in mind. The teachers are all Montessori certified and have a love of learning.

The Seven Habits



Habit 1 — Be Proactive You're in Charge

I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.



Habit 2 — Begin with the End in Mind Have a Plan

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.



Habit 3 — Put First Things First Work First, Then Play

I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.



Habit 4 — Think Win-Win Everyone Can Win

I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for third alternatives.



Habit 5 — Seek First to Understand, Then to Be Understood

Listen Before You Talk

I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.



Habit 6 — Synergize Together Is Better

I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than anyone of us can alone. I am humble.



Habit 7 — Sharpen The Saw Balance Feels Best

I take care of my body by eating right, exercising and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I find meaningful ways to help others.

Chapter 2

Your Child At School

School Schedule

7:00 - 8:30	Educare (before school)
8:30 - 2:30	Primary
8:15 - 2:45	Elementary
2:45 - 6:00	Primary Educare (after school)
3:00-6:00	Elementary Educare (after school)

School Year Calendar

Although we offer the advantage of an all-day program, we are first and foremost a school. Therefore, we do have time off during the school year for holidays, preparation for the new school year, conferences, etc. The tuition has been calculated to include these times. We do our best to plan the calendar properly. However, unforeseen events may cause changes to the schedule. We will try to give you as much advance notice as possible if changes are necessary.

Arrival/Tardiness/Early Checkout

It is important that the elementary child arrives at school by 8:15am and the Toddler and Primary aged children arrive by 8:30am. This ensures that he/she receives the full benefit of the program. Latecomers disrupt the atmosphere in the classroom and cause a distraction for the children already engaged in personal or group activities. Late arrivals must sign in at the school office. Elementary students are late if they arrive after 8:15am. Primary and Toddler students are late if they arrive after 8:30am. Tardies are tracked and reported on the student's progress report. *After 5 tardies, the teacher will schedule a parent/teacher conference to discuss the tardy issue.* A call will be made from the office after your child has 3 tardies to help identify the problem. Please try to schedule your child's personal appointments for before or after school hours. In the event that your child needs to be picked up early, please come to the office to notify the teacher that you have arrived. The child will clean up while you sign them out up in the office. These procedures are to minimize the disruption of the class and to show respect to the students who are already at work.

Absences

We ask that you call or e-mail us by 9:00 am when your child is not coming to school. In the event that you have verification that your child or anyone else in the family has a communicable disease (strep throat, pink eye, chicken pox, scarlet fever, head lice, etc.), please call or e-mail the school immediately at admin@lakemontessori.com so that the teachers can be informed, and we can help stop the spread of the disease. We will need a doctor's note for any communicable diseases.

Cell Phones: Use of cell phones while driving on school property is prohibited.

Car line / Parking Lot Safety

Toddler and Primary parents may park in a designated parking spot and walk their child to the classroom. Elementary children may be dropped off at the curb. Large orange cones will be placed outside to assist parents at car line. The cones will signal where the drop off should take place. Please turn off the engine of your car for the first five cars in car line, to ensure that the children are safe while getting in and out of the car. If you can, install car seats on the right hand back seat; this makes the carline process safer. As the teacher approaches the car, they will assist the child to get in or out of the car. This door should open to the sidewalk. The teacher will hold the child's hand and walk him/her into his/her classroom. The same process happens in reverse order at dismissal. The teacher always needs to be holding the hands of the children.

Parents, please stay in your vehicle. If you need to go in and get your child or go to the office, PLEASE REMOVE YOUR CAR FROM CARLINE AND PARK TO BE RESPECTFUL OF OTHER PARENTS IN CARLINE.

Early Drop-Off Procedure

For your convenience, fees for Educare are assessed separately from the Montessori school tuition and are based on the hours the child attends. The charge is \$5.00 per hour. **The minimum charge within the first hour is \$5.00, and charges are assessed on an hourly basis.** You may drop your child off at Educare as early as 7:00 a.m. There is no charge between 8:00 a.m. and when your child begins class. However, you will be charged at the regular Educare rate if your child arrives before 8:00 a.m. For example, a child dropped off at 8:05 will have no charge, while one dropped off at 7:55 will have a \$5.00 charge.

Late Pick-Up Procedure

Children should be picked up promptly at the close of their school day at 2:45 pm for Elementary and 2:30 for Primary and Toddler. The Educare fee is \$5.00 per hour, and the charges begin at 3:00pm.

In the event that your child is not picked up from his Montessori class within ten minutes of class dismissal, he will be placed in Educare until you arrive. You will then be charged at the regular Educare rate. Educare charges begin at 3:00pm at \$5.00 per hour. Special consideration may be made for siblings with different dismissal times. If you are in this situation, please contact the office. The closing time for Educare is 6:00 p.m. **Educare closes at 6:00 pm. Parents who arrive late will be charged \$1 per minute until the child has been picked up.**

Time is calculated by the Educare clock. If you know you are going to be late, please call the school. The late fee still applies, but the staff will avoid calling to locate the parent and can reassure the child. Staff members will make accommodations for children waiting for their parents, but parents need to be aware that in many cases, staff members are unable to follow their normal schedule until all children are picked up.

Educare Closure

When school is closed for the day, we refer all day families to review the calendar for this program to see if this program is open or closed.

If county public schools have a one or two hour delay due to weather, Educare will be closed. When school closes early, due to changing weather conditions during the day, Educare will close as well. Parents are required to arrange for an early pick-up when necessary.

Locking Doors

All teachers and staff are responsible for unlocking the door to enter a classroom and locking the outside door after arrival and upon leaving. Their keys are to be kept on them during the day. Each door is checked for its security and locked if needed. We are vigilant with this process. If the door is approached by an unknown person, the teacher calls the school office and sends the person to the office. Parents need to sign in and have a name tag to enter the classrooms.

Birthday Invitations for all Children

In order to invite children from your child's class for a birthday party, all the children in the classroom need an invitation. The classroom teacher should be handed the invites at arrival. They will be distributed at the end of the day. This will avoid hurting the feelings of the child excluded from birthday parties. In the event that all of the children cannot be invited to a birthday party, the parent can personally hand out the few invites at dismissal to the parents.

Smoking

Lake Montessori is a smoke- and tobacco-free environment. Smoking or the use of tobacco products (including, but not limited to cigarettes, pipes, cigars, e-cigarettes, chewing tobacco) is permitted in any part of the school facility or grounds. This applies to all persons on the Lake Montessori property.

Montessori Education

Montessori Philosophy

Montessori Education is a preparation for life. Dr. Montessori taught us that the most important aspects of education are to teach the child how to learn. The motivations for learning must come from within the child. Human beings are born with the desire to know, the urge to explore, and the need to master their environment. Thus, the Montessori environment is carefully prepared to train the senses, to stimulate curiosity, to satisfy the child's need to know and to protect him/her from unnecessary failure. Dr. Montessori observed that when children grow up in an environment that is intellectually and artistically alive, warm and encouraging, that they will spontaneously ask questions, investigate, create, and explore. She believed that learning could and should be a relaxed, comfortable, and natural process.

Dr. Montessori found that at every level, students learn in different ways and at different rates. Many learn more effectively from direct hands-on experience than from studying a textbook or listening to a teacher's explanations.

Montessori as an educational approach is designed to educate the whole child. Children will learn to trust their own ability, to think, and solve problems independently. Montessori encourages students to do their own research, analyze what they have found, and to come to their own conclusions. The goal is to lead students to think for themselves and become actively engaged in the learning process.

The Time Environment---The Work Cycle

One of the interesting aspects of Montessori education is that Montessori sets up an environment for children in which they reveal characteristics that would not appear under other circumstances. One of these characteristics is the ability to work for long periods of time in concentrated activity. **For this to occur, it is necessary that children arrive at school in a timely manner.** The work cycle we aim to achieve stretches from two hours, then two and a half hours, and ultimately three hours.

Montessori Curriculum and Classroom

The Montessori curriculum is organized as a building set of integrated studies. A traditional curriculum is compartmentalized into separate subjects, with given topics considered only once at a given grade level.

Montessori uses an integrated approach that ties the separate disciplines of the curriculum together into studies of the physical universe, the work of nature, and the human experience. Literature, the arts, history, social issues, civics, economics, science and the study of technology all complement one another in the Montessori curriculum.

The physical environment is carefully prepared, orderly, precise and attractive. It invites learning without being over-stimulating and allows the children to experience success that becomes truly meaningful to each child. The core areas of the classrooms are culture, practical life, sensorial, math, and language. In addition to the core areas of the class, students at Lake Montessori experience the following areas of study.

Enrichments

Physical Education

Mission Statement:

To combine today's best practices in physical education to inspire and educate all students about the vital importance of living active, fit, and healthy lives, not only because it is good for the body but also because they know how intrinsically rewarding it is to move in ways they enjoy.

Program Objectives:

- To develop motor skill competence, leadership skills, and fair play as students engage in individual, cooperative, and competitive situations.
- To develop student's knowledge base in a variety of sports and games as well as build confidence and sportsmanship.
- To design activities for maximum participation, individual success, and safety regardless of current skill level.

Health

Mission Statement:

To present nutrition education curriculum that will assist students in knowing and understanding their own bodies better, so that they may make well informed, healthy choices and develop behaviors that contribute to the well-being of self and others.

Nutrition Objectives:

- Explanation and discussion of food labels.
- Emphasis on portion sizes, amount of sugar in foods.
- Describe and discuss macro nutrients.
- Green smoothie creations.

Gardening and Botany

Mission Statement: In accordance with Maria Montessori's teaching, to foster the connection of individual in caring for the land and oneself. Students study roots, stems, leaves, flowers, and fruits. They learn about plant reproduction, pollination, phyllotaxis, photosynthesis, monocotyledons and dicotyledons, succulent and dehiscent fruits, seeds and the means by which they travel, and alternate means of regenerating.

Field Trip Information

The on-site field trips will take place on campus. Students arrive at school as usual. Off-site field trips will take place at another location off-campus. Come to school, as usual, for off-site field trips. We will arrange carpools with volunteer drivers.

Progress Report & Parent Teacher Conferences

Progress Reports are completed twice a year in November and April. Parent Teacher Conferences will be held during these times, as well. Additional conferences will be called, as needed, by either the classroom teacher or parent.

Test and Quizzes

Starting in 1st grade students will begin to take weekly spelling tests. They will also take weekly timed math tests covering addition, subtraction, multiplication, and division facts, depending on the child's level. This is to help the children with automaticity of their math facts. All of the children will start with +2 and be given 1 ½ minutes to complete their timed test. Once each child gets 100%, he/she will move onto +3, then +4, etc. All of the children will progress through their addition facts, then subtraction facts, before moving onto their multiplication and division facts.

Student Binders/Folders

The children will take home their spelling pretests and math timed tests for the children to practice with their families throughout the week. We use www.superkids.com for the math timed tests. You may print out whatever math fact your child is working on and time

them at home to help prepare your child for success. On Mondays, the children will get their spelling pretest and their first math timed test of the week; Fridays, they will do their spelling tests and a second math timed test. These will go home in the Tuesday Folders for the families to review.

Literature Circle

Literature circles are small groups that are reading the same book at the same pace. The assigned reading will be done at home. The group will meet once a week to discuss what was read the prior week. Each child will be assigned a weekly job to accomplish for the literature circle to encourage participation. More information about literature circle and the book selection will be sent home in September and January.

Iowa Testing

The Stanford test is a standardized test that students in grades 3-6 taking place in May. The first grade students will visit their Primary classrooms to act as mentors during this week. The questions on the test are a natural part of the curriculum. The Iowa test covers spelling, reading comprehension, grammar, math computation, word problems, science and social studies. We administer the Stanford test in order to understand the students' strengths and weaknesses in particular areas. This will help to guide instruction for the upcoming year. Students will begin practice workbooks in January. Results from the Stanford test will be shared with parents before the beginning of the following school year (2016-2017).

Food

At Lake Montessori, we are very conscious of the value of nutritious foods to the good health of the child. Our snack program emphasizes whole grains, fresh fruits, and vegetables. We give our full attention to providing a "beautiful snack and lunch environments" for the children. Practicing grace, courtesy, independence, and caring for self and others is essential to a Montessori educational experience.

The primary children will do a monthly cooking project. These projects will be according to the continent or theme they are studying. All cooking projects and food preparation activities in the class will follow Lake Montessori's policy of providing nutritious foods for children. Each classroom may opt to request volunteers to bring in snacks corresponding to the curriculum at the time. This is dependent upon each classroom. If you would like to bring in a snack not recommended, please speak with the teacher first.

Lunch Program

Please make sure all lunch boxes are clearly marked with your child's name, as we often have very popular lunch boxes in the same classroom. No candy or gum or other sweets should be sent to school. Nourishing lunches with small portions suit the young child's appetite. *Please let the school know of any food related allergies your child may have.*

Hot Lunch Option

An optional lunch program is offered at Lake Montessori every Monday and Friday. You may sign up with your child's teacher for hot lunch that day or at the office for regular monthly orders.

Trash Free Lunch

We are committed to being an environmentally friendly school. We recycle cardboard and paper. Our Trash Free Program complements our science, nature and peace curriculum at Lake Montessori. Lunch is our largest trash generating activity at the school, creating a very large amount of environmental and food waste. Please follow the guidelines listed below when packing your child's lunch.

1. Please pack all items in re-usable containers.
2. Everything packed in the lunch box will be sent back home, including any leftover food and pre-packaged containers such as applesauce, yogurt, and juice containers.
3. All unfinished food will be sent home, so you know how much your child is eating.

4. Please provide a cloth napkin, fork and spoon every day.
5. Every child needs a water bottle that they will use for lunch, snack and playground.

Chapter 4

Safety

Fire

The children will practice fire drills once a month. Each classroom has the emergency evacuation exits posted. In September, we will spend a lot of time discussing fire safety and practicing the fire drill procedures. Children will walk in silence and in single file to the door and then led outside by the teacher. The classroom teacher is responsible for securing the room and is the last person to leave the class. The teacher is responsible for bringing the attendance book, calling the roll and ensuring that all children are accounted for by class.

Tornadoes, Hurricanes, and Natural Disaster

In the event that there is a significant risk to the safety of the children, parents will be called to pick them up. Until pick-up, children have moved away from windows and doors to areas designated safe areas within the building (i.e. closets, bathrooms). Teachers practice this drill to ensure they are prepared for such an emergency.

Inclement Weather

If it is storming, thundering or lightening outside, the children will remain within the buildings.

Communication – Routine and Emergency

ALERT NOW is a rapid notification service that Lake Montessori uses to notify parents of an emergency (i.e. early dismissal due to weather) or to send a routine reminder by email. If an emergency occurs during school hours and immediate action needs to be taken to close the school, telephone calls are placed. Please ensure all telephone numbers are current by updating your child's record.

Accident/Incident

Given the nature of children, accidents will happen. Hopefully, they will be minor bumps and bruises. In the case of an accidental injury, the staff member present will care for the child and notify other staff members and the administrator. We will attempt to make a determination as to the severity of the injury, and if necessary, a parent will be notified. If medical treatment is needed, the child will be sent home. If necessary, emergency aid may be called. An accident report will be filled out. The form will be kept on file with the school. The teacher will explain the accident and answer any questions that the parent may have and the parent will sign the report.

Identifying Where Children Are During the Day

At the beginning of the class session, attendance will be taken to determine the number of children in school each day. As the day progresses, a count of the children will be taken when they return from the playground or move from their classroom.

Emergency Action Plan

In the case of an emergency situation, the Administration and Staff will protect the safety of the children in the school and rejoin them with their respective parents/guardians as quickly as possible. The plan is frequently reviewed by the school Administration to ensure that it still reflects the current situation, is consistent with the plans of the local government agencies and can realistically be executed. The following chart provides a description of emergency responses available to the Administrator.

Emergency Response	Description
Early School Closure	This will always be the first level of response. In any situation that may arise, the administration will evaluate whether there is sufficient time to call parents and notify them that the school is closing early. The children remain in the classrooms until their parents arrive to pick them up.
Fire Evacuation	This response will be implemented if there is an emergency situation within the school, but it is not necessary to leave the school grounds. The school practices this response on a monthly basis. The children leave the classroom and go directly to the predetermined fire evacuation location/s. The building is cleared by the staff and roll taken by individual teachers and reported to the administration.
Weather Lockdown and Crisis Lockdown	This response will be implemented if the administration determines that there is a significant risk to the safety of the children if they are removed from the school. In this situation, the children have moved away from the windows and doors of the building. Access to the building is controlled in order to maintain the integrity of the "safe area" within the building. There are two levels of lockdown response: Hurricane/Tornado (Weather Lockdown) Local Danger (Crisis Lockdown)
Evacuation	This response would be implemented only if the following situations exist: the immediate evacuation of the building is ordered by authorities, or there is a strong indication that the safety of the children would be at risk if they remained in the building and on the premises of the school campus.

Chapter 5

Medical Information

First Aid and CPR

Lake Montessori requires ALL staff members to be CPR and First Aid certified. First aid supplies are stored in each classroom and in the school office. When on the playground, a first aid kit is always available. If a child is injured, the abrasion will be cleaned with soap and water, and an accident form will be filled out. It is school policy that if a child receives an injury to the head, eyes, or mouth, the parent may be notified immediately and the child will be picked up to be monitored at home.

Illness Policy

Contagious illnesses are a reality in any group of children. Please **DO NOT** bring your child to school when he/she is ill. If your child exhibits symptoms of illness during the 24-hour period prior to his/her scheduled attendance at school, please keep your child at home. In the event that a child shows symptoms of a fever or other illness while at school, the parents will be called immediately. The child must be picked up at this time. It is imperative that emergency forms be kept up to date so you can be reached immediately. Your child must be **FEVER FREE for 48 hours** before returning to school. Florida Social Service regulations require that you notify the school within 48 hours of any communicable disease within your immediate household.

*If your child is not feeling well in the morning and needs medicine, please do not send her/him to school that day. Usually, he/she will not be feeling well later that day.

Health and Medical Forms

The Health Department requires each **student** to have the **current** medical forms or medical exemptions on file at the school. Therefore, each new child must have a physical examination with up-to-date immunizations prior to the first day of school. Your physician's office will have the required forms. **Established students must update school records as they receive age appropriate immunizations and physicals. Please deliver forms to the school office. Students may not attend school until all forms are submitted.**

Medical Documentation

If your child has a medical need (asthma, allergy, disabilities, fevers, seizures related to fever, etc.) we need documentation from the pediatrician, emergency medical plan, and how to administer medicine and under what circumstances.

Exclusion Guidelines

For the following, the child must stay home:

Appearance/Behavior

A child should stay home if he/she acts unusually tired, pale, lacking appetite, confused, irritable, is difficult to awaken or just not “them.”

Chicken Pox

Until all blisters have dried into scabs, about 6 days after rash onset.

Conjunctivitis (Pink Eye)

Bacterial

Until 48 hours after treatment begins.

Viral

Until a letter from a physician is provided to verify that the child does not have bacterial conjunctivitis. In both situations, the child should be well enough to participate in normal daily activities.

Diarrhea

An increased number of abnormally loose stools in the previous 24 hours. Observe the child for other symptoms such as fever, abdominal pain, or vomiting.

Eye/Nose Drainage

Green nasal discharge and/or thick mucus or pus draining from the eyes.

Fever

If a child has a fever, they must remain at home until the fever is completely gone. Often a fever is accompanied by other symptoms such as vomiting, sore throat, diarrhea, headache, and stiff neck or undiagnosed rash. The child should have no fever for 48 hours before returning to school.

Head Lice

Until a first treatment is completed and no live lice, eggs and/or nits are seen. Treat all members of your family, their bedding, car seats, hair brushes, ponytail holders, stuffed animals, etc. The office assistant will help you better understand about head lice and provide you with some suggestions and websites to visit. We will notify families in a particular class if one child has lice via e-mail or at car line. Head lice spread rapidly and need quick treatment. It is important to keep in mind that this is not a hygiene issue and does not reflect the cleanliness of your family or home environment. The child will be checked by the office assistant prior to being allowed to return to school.

Respiratory Illness

Until the child is without fever and is not coughing for 48 hours and is healthy to participate in the normal daily schedule.

Respiratory Symptoms-viral or bacterial

Difficult or rapid breathing or severe coughing; child makes high-pitched croupy or whooping sounds after he/she coughs; the child is uncomfortable due to a continuous cough. A cough that is non asthmatic which is viral or bacterial is very contagious. Your child needs to remain at home until a cough is completely gone.

Skin Problems

Skin rashes, undiagnosed or contagious must have a doctor’s note to return.

Sore Throat

A sore throat or swollen glands in the neck are present.

Streptococcal Sore Throat/Scarlet Fever (with rash)

Until at least 48 hours after treatment begins and the child is without fever for 48 hours without Tylenol or Motrin.

Vomiting

No more episodes of vomiting within the previous 48 hours.

Medicine

Administration of Medication

We administer medication for an acute illness, such as fever, with the parent's verbal consent over the phone or written consent. This is to provide the child some comfort while the parents are in route to the school. If a child has an accident, we will administer Tylenol for pain management with verbal consent from the parent over the phone or by written consent. This is when the parent is in route to the school. If it warrants, we will also call 911.

The exception is for ADHD medication and prescribed antibiotics.

We do administer Epi pens for severe allergic reaction or allergy medication for a significant problem the child is having. The child's file has a written Emergency Medical Plan.

- First, we speak directly to the parent or adult listed to contact.
- We dialogue about the medical issue the child is having.
- We confirm the dosage and read the package carefully.
- An office staff/teacher administers the medication.
- We confirm on the phone that we have given the medicine.
- We fill out the medicine authorization form (it includes the child's name, prescription number, physician name, by who is administering and what time).
- The parent signs the form when he/she picks up the child.

EPI Pens, Asthma, Acute Allergic Reaction or Diabetes

Written authorization must be given to the school and signed by the parent, authorizing a staff member to give (EPI pen, asthma inhaler, allergy medication for an allergic reaction). A school form containing the following essential information must be obtained from the office, and completed by the parent:

- the name of the drug
- dosage to be given
- time of administration
- proper storage, i.e. refrigeration
- any special instruction or concerns

Any changes to the above require a new written note.

1. The medication must be in the original container with the pharmacy label affixed including the child's name, the name of the medication, the dosage amount, and the time to be administered.
2. In addition, it is required that you educate the teachers, and/or administrator about your child's medication.
3. Parents are responsible for bringing their child's medicine to the office. Children **may not** have possession of any medication (Epi pens, inhalers, cough drops, etc.) in the classroom or in their backpacks. All medication will be kept under lock and key and administered at the appropriate time by trained staff.
4. Please send the proper device to administer the medication.
5. It is imperative that parents monitor the expiration dates on Epi pens, inhalers, and nebulizer medications.

If any of the above guidelines are not complete or written or unclear concerning the administration of the medication, the staff will not administer the medicine. We will attempt to contact you in this event.

Please be advised that the above stated guidelines are intended for medications that are given to an “acute need.” All long term medications for the above requires that a physician fill out the information concerning administration of the medication.

Allergies

All allergies should be reported to the school administration and your child’s teachers. If your child has a food allergy, parents should provide an alternative snack for the child. If your child has a **severe** nut allergy that requires the use of an Epi pen you may request that his/her class be peanut free.

This is a life-threatening allergy for children, and we take it very seriously. Please help us ensure the safety of all children. If this applies to your child’s class, you will be notified. All food products brought from home must be given to the teacher to assure that the food product is **nut free**.

Emergency Procedures

In the case of serious injury/illness, the rescue squad will be called, and parents notified. Otherwise, you will be called immediately, and first aid will be administered to your child. If you cannot be reached, the emergency telephone numbers you listed will be called. If that person is not available, your child’s physician will be contacted. For this reason, we require that you confirm the names and numbers on your child’s application. It is essential that emergency names, telephone numbers, and work information be current and accurate.

Outdoor Play

The children will be outside for a portion of each day except in extremely inclement weather. Be sure that your child is dressed properly for the weather. ***A child who is not well enough to play outside should not come to school.*** It is difficult to make accommodations to watch a child in the classroom when the teachers are needed to supervise the playground.

Child Abuse and Neglect

Under Florida Law, teachers are required to report suspected cases of child abuse and neglect to the local Department of Social Services. All teachers, administration, and staff are mandated by law to report their suspicions of child abuse, neglect, or abandonment in accordance with section 415.504 (1) (e) of the Florida Statutes. Reports must be made immediately to the centralized Florida Abuse Hot Line. All reports are confidential. However, persons who are a mandated reporter are required to give their name when making a report. The categories include physical abuse, neglect, and sexual abuse.

Emergency Health Care Plan

If your child suffers from any chronic health problems that require special procedures or medications, there must be an Emergency Health Care Plan on file with the school. The form can be obtained in the school office and must be updated on a regular basis. It is the responsibility of the parents to ensure a meeting with the staff to inform them of the child’s needs if an emergency situation arises.

Chapter 6

Enrollment and Financial Information

Admissions

Lake Montessori is open to all children ages 2.5 months-14 years old. Lake Montessori admits students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the

school. It does not discriminate on the basis of race, color, national origin in administration of its educational policies, admission policies, athletic and other school administered programs. Children with learning disabilities or handicaps are accepted on a case-by-case basis according to Lake Montessori's ability to fully meet their specific needs.

Application and Registration

The application process to Lake Montessori includes a tour and a family visit. At the time of the family visit, an application fee is due. There is also a re-enrollment fee per child remitted at re-enrollment time each year to hold a space for your child the following year. All fees are non-refundable.

Tuition

Lake Montessori operates throughout the year, offering programs during the academic year as well as summer months during our Camp Montessori. Tuition costs are based upon the program in which the child is enrolled.

Lake Montessori requests families pay an additional fee for all consumed items in the classroom (Consumable Fee). This includes snacks and other items that may run out during the school year (paint, pencils, etc.).

Field trips are not covered in the cost of tuition and are payable to Lake Montessori 3 weeks prior to the scheduled event.

The Tuition Plan

The tuition may be paid on an installment basis. Deducting the initial Advance Payment for the school year, tuition is then divided evenly across the 10 months (August – May) of the school year. Tuition is remitted as executed on the Tuition Agreement.

Enrolling siblings will receive a 10% tuition discount. The discount is applied to the lesser of the tuitions paid.

Late Payment Charge

A \$5 or 18% annual finance charge (whichever is greater) will be charged for tuition received after the 10th day of the month. If tuition has not been paid by the end of the month, the late fee will be applied again on each additional month until payment is received in full. If your circumstances make our payment schedule difficult, please make an appointment with the office to discuss other payment options.

Returned Check Fee

A \$35 fee will be charged for returned checks.

Program Schedule Changes

At times during the year, it may become necessary to change a child's schedule. In order for a change to be made, the parent will speak with the administration directly; a Tuition Enrollment Agreement must be filled out and signed by the parent. Changes in a child's program are made in the best interest of the child; therefore all changes must be approved by the teacher and administration.

Children's Records

According to the Florida Department of Social Services, the following documents must be on file at the school before your child enters the school.

Application/Enrollment Agreement
Emergency Information
Emergency Health Care Plan-if applicable
Physical and Immunization Forms
Birth Certificate
NOTARIZED Medical Release Form

It is the parent's responsibility to keep all forms updated with all necessary telephone numbers and any new information pertinent to their child's wellbeing.

Your child will not be permitted to attend school until all documents are provided

Chapter 7

Policies and Procedures

Personal Accessories

Due to safety concerns, no hoop earrings, bracelets, or necklaces should be worn to school. Small stud earrings and a watch are appropriate. Elementary girls may not wear any makeup to school.

Lunches at Lake Montessori

Lunch time is for children to refuel their bodies, so they have the energy for all the things they do. They also have small stomachs and need to fill them more frequently. This is where snack time comes in. We do not provide junk food during snack time as junk food is generally short-lived and does not give the children the proper nutrition required for them to learn and grow well. Foods high in sugar can also lead to difficult and often unmanageable behavior.

Here are some suggested foods, (and some things that are not suitable), that have been drawn up by both parents and teachers. In general, they have proved to be popular with the majority of children in the past, and are relatively healthy AND easy to distribute. We hope that you find the list useful!

To Drink

- Water or 100% juice

To Eat

- Fresh Fruit (prewashed, pre-cut and ready eat)
- Seedless grapes and watermelon
- Dried fruit
- Canned fruit (preferably without syrup)
- Baby carrots – with or without a dipping sauce
- Celery – with or without a dipping sauce
- Hummus
- Cubed or string cheese
- Yogurt
- Jello cups
- Goldfish, cheese nips, etc
- Pretzels
- Cereal/granola bars
- Rice cakes
- Mini bagels (pre-sliced and with or without cream cheese)
- Vanilla Wafers, Graham Crackers, muffins

Foods not to bring

- Anything thing with frosting, i.e. cakes, cookies
- Donuts, cookies, pastries
- Potato Chips
- Sugary foods

Shoes

Closed-toed and closed-heeled shoes are required. Laced dress shoes or sneakers are appropriate. If a child arrives at school in improper shoes, the parents will be called to bring appropriate shoes to school. **Flip flops and sandals without straps are not allowed at school.** They hinder what your child can do at P.E. and at recess.

Your child is permitted to store an additional pair of shoes for PE/outdoor activities in the classroom. Children may also bring in a pair of slippers/crocs/other comfortable shoes for wearing solely in the classroom.

Miscellaneous

Names should be clearly marked on all clothing and personal items brought to school.

Items from Home

Do not allow your child to bring money, candy, gum, toys, or other possessions to school. We cannot be responsible for these items, and they invariably cause friction among the children or get lost. Please return everything your child may bring home that does not belong to them. Even the smallest bead or shell may mean the loss of a whole activity. Many activities end up with missing pieces and cannot be used because the children leave with the pieces in their pockets.

Lost and Found

The office has a Lost and Found Basket. Articles left over 60 days will be donated to a local charity.

Boundaries for the Children

Discipline Policy

Discipline for children should have a positive focus. We want children to learn inner controls. To this end, we have ground rules and boundaries that are grade level appropriate. There will only be a few class rules, and they will be enforced consistently. Children will be invited to think about the consequences of their actions. When necessary, we may ask children to take “time away” to regain control of themselves. This will be done in a positive, non-punitive manner. Children will be treated with respect at all times. Our policies prohibit the use of corporal punishment.

Boundaries the Children Are Learning:

- a. Respect for themselves.
- b. Respect for each other.
- c. Respect for the teachers.
- d. Respect for classroom work.
- e. Listening to teachers.

Absolute Limits: Not Acceptable Behaviors

- a. Purposely hurtful behavior-harming another child-i.e. biting, hitting
- b. Deliberate, destructive behavior and misuse of materials
- c. Volatile and spontaneous expressions of anger
- d. Yelling or lashing out at teacher or adult in environment
- e. The child is overly exhausted, and the child falls asleep
- f. Inappropriate language-use of profane words

These boundaries and absolute limits are for the safety and well being of all the community members. The teachers will call and ask you to pick up your child and take him/her home for the day if he/she exhibits these behaviors. An Incident Form will be filled out for the parents to sign and a conference with the teachers will be arranged.

Lake Montessori upholds a “3 Bite Policy” for any children enrolled at the school. The first bite will require a written incident report of all involved persons as well as a meeting with the parent(s) of the biter. A plan of action will be taken to correct the behavior with the parent and Lake Montessori staff. A second incident will place the child into a probationary status following a meeting with the parent(s) of the biter. If the child bites/attempts to bite for the third time, the child will be asked to leave the school.

Bullying Policy

For our students, we have a high code of conduct directly linked to respect for one another and themselves. As a designated peace site the following policy describes our expectations:

- Lake Montessori prohibits acts of bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards.

If your child is found bullying another child, the teacher will first speak with all parties involved in an attempt to resolve the situation peacefully. An incident report will be provided for all persons involved. If your child has a repeat incident, the teacher will schedule a conference with the parent(s) to address the child’s behavior. If the child continues to bully other children, a meeting with the administration, teacher and involved persons will be held to determine if Lake Montessori is the best placement for the child.

Discharge & Withdrawal Policy

Generally, if a child is non-conformant to the ground rules of the school, a meeting with the parents will be organized. Sometimes the child will be placed on a probationary period. After that time, if the child still has not conformed to the rules, (i.e. absolute limits), for his/her own safety and that of the children around him/her, the administration will then inform the parents of a course of actions to benefit the child. The administration will, upon the discharge of the child, aid in another referral pertaining to the child’s needs. In some cases, an immediate dismissal may be necessary to serve the needs of all. Written notice of withdrawal and all unpaid balances must be paid according to the Enrollment and Tuition Agreement.

Facebook / Social Networking

Due to privacy and Lake Montessori policy, please note that all teachers, faculty, and staff will no longer be on any social or business networking sites with parents of Lake Montessori. With that in mind, all teachers, faculty, and staff will need to de-friend all invites from parents.

Exit Interview

A family can go through an exit interview upon leaving the school. The administration will ask questions regarding the reasons for departure and their experience at the school. This is an optional meeting.

Parent Conduct

Proper Communication

Parents and teachers are role models for displaying appropriate and acceptable behavior. Lake Montessori demands and expects that all members of the school, community, students, teachers, and parents be treated with dignity and respect. Rude, loud, and/or abusive behavior by any members of the community, students, or parents will not be tolerated. Parents are expected to behave appropriately and work on resolutions of concerns and/or problems with the school. Negative communication pertaining to the resolution of any problems and/or concerns is not to be communicated to other parents, teachers, staff, etc. either in person, via email, or any other means. It is to remain strictly confidential between the person(s) of interest and the school. Failure to adhere to the above will, and is, cause for dismissal.

Positive Support of Lake Montessori

We appreciate the parent support and involvement in our school. We want your commitment by:

- volunteering,
- having prompt payment of all tuition and fees,
- participation and support of all fundraising efforts
- helping with and getting homework assignments/projects done on time,
- positively supporting teachers and administration.

Chapter 8

Parent Involvement and Communication

Involvement

Active parent involvement is an integral part of an effective school program. Besides the obvious benefits of shared communications and direct support to the functioning of the school, your interest in the school shows your child that school holds an important place in your lives and that you value his/her accomplishments at school.

Communication

Communication between parents and teachers is a key ingredient to creating a community for our families. To make an appointment or to get a message to your child's teacher you may call and leave a message, e-mail the teacher, or send a note to school with your child and give it to the staff member greeting the children at arrival time. **Teachers are available a half-hour before or after school by appointment. They are happy to answer your questions and show you your child's work.**

Personal Appearance

Lake Montessori asks parents that they come to school dressed appropriately when they need to talk to administration or teachers. A polo shirt or a button shirt is ideal. Parents This is a private school

Arrival and Dismissal are typically not the appropriate times to have in-depth conversations with the teachers because they need to be available to greet all of the children. Make a point to let your child's teacher know of unusual events (i.e. visitors, new birth, or family death) since these events can explain certain irregular behaviors in your child.

Parent-Teacher Conferences

Individual conferences will be arranged for all parents to discuss their child's progress with his/her teacher in November and April. Parents are encouraged to sign up on the provided form to schedule an appointment to discuss any special circumstances or problems.

Teacher's Recommendation for Referral

If the teacher notes concern about your child's growth and development (academic, social, emotional, or physical) she/he will meet with the parents. If an evaluation or intervention is recommended from the school, it is not optional, but required for the parents to follow through with all appropriate referrals and assessments. This will enable the teachers to attempt to meet and respond to the needs of your child.

Classroom Observation

Parents are welcome to observe the class. Appointments for observations can be made with your child's teacher or in the office. There are no limitations such as the duration of an observation nor a limit to the number of observations allowed. No observations are scheduled during the month of August or September.

Academic Calendar

The current academic calendar will be given to families at the start of the school year. Consistent attendance is important for the children to develop friendships within their class.

The Classroom Newsletters

Teachers will email/send home a copy of a monthly classroom newsletter. The newsletter includes current enrichment activities, classroom topics, photographs and areas of interest to the children.

Parent Education

We encourage all parents to expand their knowledge of the Montessori educational Program so that their child(ren) can attain the full benefits of their learning experience. Please plan to join our Montessori community with our popular parent-teacher evenings and workshops which include:

Commitment of Support for School Programs

The educational model at Lake Montessori is based on a two-way partnership. It requires an investment of trust, cooperation, time, and energy in support of each child's education both at home and at school. Parents will be expected to actively participate in the life of the school, including scheduled conferences, meetings for the family and community meetings. Parents are expected to support and promote Lake Montessori's programs, policies, and values.

Confidentiality of Family / Student Records

Student/family information is not given out from the school. The records are kept confidential. Only the administration can give out student/family information, after receiving verbal or written consent. Original copies of all documentation are to remain at Lake Montessori.

