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## **PURPOSE OF THIS HANDBOOK**

This handbook was designed to be used as a reference tool to answer policy and procedure questions you might have about the Enfield Montessori School, Inc. Please read the entire handbook carefully. The School Board and/or the Administrator retain the right to amend this handbook for just cause and parents will be given prompt notification if changes are made.

## **MISSION STATEMENT**

The Enfield Montessori School continues the ministry of Jesus by nurturing the whole child using the Montessori Method.

## **VISION STATEMENT**

The Enfield Montessori School sponsored by the Felician Sisters of North America, promotes the educational mission of the Church. It is dedicated to nurturing both the spiritual and human development of the child. The Montessori method creates a learning environment responsive to each child's inner needs, thus allowing each individual to proceed at his/her own pace. Through total development, we strive to awaken within those who pass through our doors the desire to become actively involved in serving God, the Church, and our Country.

### **Objectives**

1. We believe in developing the spiritual potential of each child by:
  - Presenting a continuous and structured program of Roman Catholic religious education;
  - Helping each child, regardless of religious affiliation, realize the need of moral values and spiritual ideals in everyday living;
  - Coming to the realization that each person is a child of God and therefore has the right to self-respect and to be respected.
  
2. We believe in furthering the human development of each child by:
  - Accepting and providing for the uniqueness of each child;
  - Meeting the intellectual needs of the child by providing a quality education;
  - Fostering cooperation among students, staff, families, and the community;
  - Encouraging service to each other and to the community-at-large.
  
3. We believe in fostering the mission and vision of Blessed Mary Angela Truszkowska, foundress of the Felician Sisters, by:
  - Educating and ministering to the needs of staff, parents and students;
  - Celebrating Felician/Franciscan feasts and events.

## THE FELICIAN SISTERS

The Congregation of the Sisters of St. Felix (C.S.S.F.), commonly known as the Felician Sisters, is a Roman Catholic Order of Religious Sisters following the rule and lifestyle of St. Francis of Assisi. It had its official beginning in 1855 in Warsaw, Poland.

The Foundress, Sophia Truszkowska, was born in Kalisz, Poland on May 16, 1825. Well educated by a private tutor, she was deeply religious and planned for a time to become a cloistered nun. However, after nursing her ailing father, she realized that God was not calling her to a purely contemplative life -- but where she did not know.

Always interested in the poor and needy, Sophia, in 1854, rented an apartment to care for a number of orphans and aged women. Other women came to join her and on November 21, 1855, the Feast of the Presentation of the Blessed Virgin Mary, Sophia (now known as Sister Mary Angela) and the other women, solemnly consecrated their lives to God's service. This has since been considered the founding day of the Congregation. The number of Sisters grew rapidly and the charitable works of the Congregation expanded.

In 1874, the Felician Sisters extended their mission to the United States with the first established convent in Polonia, Wisconsin. In 1932, the Sisters moved into Enfield, Ct. to begin a Province for the Sisters working in the New England area. Since then, the Sisters have been here serving in education, hospital work, adult day care and other ministries to the poor. On November 21, 2009, the Felician Sisters dissolved all the provinces to form one province – Our Lady of Hope Province.

Mother Mary Angela was beatified by Pope John Paul II on April 18, 1993 in Rome. Now the whole Church can pray to her as Blessed Mary Angela. For more information on the Felician Congregation, visit our website at [www.feliciansisters.org](http://www.feliciansisters.org).

### **ST. FELIX OF CANTALICE**

Mother Angela chose as a model for her Congregation, St. Felix of Cantalice. Felix, born in Italy in 1513, entered the Capuchin/Franciscan community in Rome where he became the “questor” -- the humble beggar whose duty it was to seek food and alms. He was always joyful and thankful in all he did, especially when he met with the children who often accompanied him on his rounds. Upon his canonization in 1712, St. Felix became known as the patron Saint of children.

In Warsaw, where Sophia had begun her work with the orphans, there was a church with a shrine to St. Felix. Often Sophia would take the children to pray before the shrine. Soon the Warsaw neighbors began to call them “Children of St. Felix” and Sophia and her co-workers the Sisters of St. Felix.

## **BRIEF HISTORY OF ENFIELD MONTESSORI SCHOOL**

The Enfield Montessori School was established in 1965 "... to continue the ministry of Jesus by nurturing the whole child..." Because spirituality permeates all facets of the Montessori Method as envisioned by its foundress, Maria Montessori, this approach was chosen as the educational methodology through which this purpose could be attained. Although the physical plant and the staff have changed along with the technological advances being introduced, the philosophy and the mission remain the same as the day the school was founded.

The school is located in the historic section of the town of Enfield and maintains two buildings. The main, white building houses one primary class and also serves as the residents for the Sisters on staff. The second building, the Montessori annex that is set further back from the road, houses a second primary class and the elementary classes.

September 1965 saw the opening of the first primary class, which consisted of ten children (age 2½ to 4 years), a teacher and an assistant. From that time on, the growth of the school has been monitored and allowed to proceed slowly so that each stage of expansion, the new environment and a new teacher and assistant could be adequately prepared. In September 1965, with a trained elementary teacher on staff, the administrator added the elementary program. In September 1982 builders completed an addition to the annex to accommodate the increasing number of elementary students. In December 2000, the administrator formed a future planning committee to begin planning for the addition of an all-purpose room, a nurse's office, a warming kitchen, and a staff room. In the summer of 2009, plans were approved for a new driveway and additional parking which will be completed before the following school year begins.

## **MONTESSORI PEDAGOGY**

### **MARIA MONTESSORI**

Maria Montessori, born in 1870, was the first woman granted a medical degree by an Italian University. At the age of 28, she was engaged as a medical professional to assess the physical needs of economically and culturally deprived children. Montessori designed materials and techniques that allowed the children to work in areas previously considered beyond their capacity and brought the children to the same academic level as children who do not face the same challenges.

Through her observation of and work with the children, she discovered their remarkable, almost effortless ability to absorb knowledge from their surroundings. This simple yet profound discovery inspired Montessori's decision to further the self-creating process of the child that today is known as the Montessori Method.

Dr. Montessori died in 1952. Today, after many years of international application, the Montessori Method thrives in the United States.

### **PHILOSOPHY AND OBJECTIVES**

Dr. Maria Montessori saw life as a continuum -- each stage evolving from the preceding one and preparing for the next. Consequently, the educational movement bearing her name is a unique complex of philosophy, educational theory, materials and methods concerned with the total development of the person from birth to maturity.

The school should have as its primary purpose the harmonious development of the whole being. The carefully prepared environment provides the conditions and materials that help the children to develop their potential spiritually, physically, emotionally, intellectually, socially and aesthetically, with emphasis on the spiritual and creative growth of each child.

This approach of self-directed yet guided development is designed to help the child grow in self-confidence, independence, self-discipline, respect for others and a joy of learning and to do this at his/her own pace.

### **SUGGESTED BOOKS AND VIDEO**

Our library has a book about Maria Montessori written for children titled, Mammolina by Barbara O'Connor. We also have a video, Maria Montessori: Follow the Child, which can be borrowed for viewing. Montessori periodicals are also available. The library also houses material on the Felician Sisters and Mother Angela.

Other suggested reading material includes:

A Parent's Guide to the Montessori Classroom by Aline D. Wolf

The Absorbent Mind by Maria Montessori

The Secret of Childhood by Maria Montessori

Maria Montessori - Her Life and Her Work by E. M. Standing

Books on the Catechesis of the Good Shepherd by Sophia Cavaletti  
Montessori Today by Paula Lillard  
Montessori From the Start by Paula Lillard

### **ASSOCIATION MONTESSORI INTERNAZIONALE (AMI)**

The Association Montessori Internationale (AMI) founded by Dr. Montessori in 1929 is the oldest and largest Montessori organization in the world. AMI is the recognized authority on Montessori education and directs studies in affiliated training centers on four continents. AMI headquarters in Amsterdam houses Montessori's papers, serves as a research center, publishes a quarterly journal, supervises research and development maintains relationships with various national and international organizations and organizes congresses and study conferences.

### **FACULTY**

The faculty consists of qualified AMI accredited Montessori directresses and specially trained assistants. Faculty receives ongoing training via in-service programs at the school, sponsored programs by the Hartford Archdiocese of the Roman Catholic Church, and workshops sponsored by Montessori Schools of CT.

## **ADMINISTRATIVE INFORMATION**

### **ACCREDITATION**

The Enfield Montessori School is accredited by NEASC (New England Association of Schools and Colleges) and the state of Connecticut.

### **ENFIELD MONTESSORI SCHOOL, INC**

The Enfield Montessori School is a legal Not For Profit Corporation in the State of Connecticut with its own School Board. The school received its official incorporation papers from the State of Connecticut on September 16, 1991.

### **MONTESSORI LOGO**

The Enfield Montessori Logo uses the school's initials - EMS - in an intertwining fashion to form a mandala. A mandala is a circle with repeating patterns representing the interconnectedness of things, an idea in which Maria Montessori firmly believed. In the center of the mandala is a stylized cross. The Montessori curriculum emphasizes the interrelationship of the spiritual and human development of the child, the interrelationship of the child's activities in the classroom, at home, and in society, and the interrelationship of the child and the universe.

This logo was designed by Houston artist, Greg Scott, uncle of Brittany and Ryan Dillman, former students at EMS.

## **GENERAL INFORMATION**

### **THE MONTESSORI CLASSROOM**

The Montessori prepared environment is a child-sized world of materials, activities and equipment designed to allow the child to explore and learn at his/her own level of understanding. Materials and curriculum areas include Practical Life (everyday living), Sensorial, Language, Math, Geography, History, Science, Music and Art.

### **MONTESSORI VERSUS TRADITIONAL EDUCATION**

Montessori differs in the following ways:

1. Children are grouped as follows:

3-6	year olds (Primary)
6-8	year olds (Junior I)
8-10	year olds (Junior II)
10-12	year olds (Junior III)
2. At each level the children learn through the use of manipulative materials.
3. Children receive individualized and group instructions in all areas of the curriculum and are able to progress at their own pace.
4. Children are helped to take responsibility for their own learning.
5. Children learn in a non-competitive atmosphere that focuses on their own individual strengths and abilities.
6. An atmosphere of love and kindness permeate the environment enabling the children to exhibit care and concern for each other.

### **LEAVING A MONTESSORI ENVIRONMENT**

Most children readily adjust to new classroom situations upon the completion of our program. At the Enfield Montessori School, children develop a high degree of self-discipline, independence, concentration and enthusiasm for learning that aids them in their adaptability to a new situation.

### **GROUPING CHILDREN**

Heterogeneous grouping allows the children to complete the full cycle/curriculum of the Montessori classroom at their own pace. It provides the youngest student with a series of role models, and the older students with peer teaching opportunities for reinforcement of their own learning. It also creates a family atmosphere.

### **MONTESSORI EDUCATION IS NOT ONLY FOR THE GIFTED**

One of the basic tenets of this philosophy is that each child is unique with a particular potential and that given the proper environment and encouragement,

that potential can be developed and realized. This is true for any child. The method is intended to allow children to absorb and learn at their natural pace, not to “force-feed” learning.

### **CHILDREN’S INDEPENDENT ENTRANCE TO THE SCHOOL**

We ask that you do not walk your child into school but allow them to walk into the building by themselves. This policy is in keeping with Montessori’s philosophy of nurturing the child’s independence. He/she is now entering an environment where, as Montessori stated, each child will be helped to help themselves. With the classroom assistant waiting at the door, any needed help is available and the safety of the child is assured. Parents congregating in the entrance can also cause confusion and disrupt the child’s peaceful beginning of the school day.

### **RECESS**

Fresh air and exercise are important for good health all year long. A coat, hat, and mittens or gloves do a lot to make this time more enjoyable for your child during the late fall and winter months.

Remind your child not to share hats, scarves, etc. to help prevent the spread of lice.

Help your child to come prepared for this outside time in all seasons. In addition, boots and snow pants may be required for any child wishing to play in the snow.

### **OUTREACH PROGRAM**

The purpose of this program is to provide students with the opportunity to make a difference in our community and surrounding communities through various service and support programs.

## **PARENT'S ROLE**

We at Enfield Montessori School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally and psychologically.

Good example is the strongest teacher. Ideals that are taught in school are not well rooted in the child unless these are nurtured by the example of good morality and by healthy family relationships.

Once you have chosen to enter into a partnership with us at Enfield Montessori School, we trust you will be loyal to this commitment. During these formative years (Pre-K through grade 6), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his or her potential. It is vital that both parents and students remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits that provide a young person with both guidance and security.

It is essential that a child takes responsibility for their work and be accountable for homework and other assignments. This responsibility also extends to times of absence.

Together let us begin each year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

### **PARENTS AS PARTNERS**

As partners in the educational process at the Enfield Montessori School, we ask parents:

- To set rules, times and limits so that your child:
  - Gets to bed early on school nights;
  - Arrives at school on time and is picked up on time at the end of the day;
  - Is dressed according to the school dress code;
  - Completes assignments on time; and

- Brings a nutritional lunch and snack every day.
- To actively participate in school activities such as Parent-Teacher conferences and parent meetings;
- To notify the school with a written note when a child has been absent or tardy and to call in every absence;
- To notify the school of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to the school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.

## **PARENTAL INVOLVEMENT/SERVICE HOURS**

### **WHY IT IS IMPORTANT**

Parental involvement is necessary because of the co-op nature of the Enfield Montessori School and the Felician Sister's mission to minister to the poor and thus keep a Montessori education within their financial means. Involvement in fundraising, development and maintenance are just a few examples of how parents have made an impact.

### **SUGGESTIONS**

If you want to make suggestions in any area, please submit them by placing them in our suggestion box located in the school's library. The administrator and the faculty will take these suggestions into consideration.

### **REQUIRED PARTICIPATION**

Each family is expected to contribute a minimum of 25 hours to one or more school activity during the school year. Service coupons are given to each family at the beginning of the year. Each family is responsible to keep track of their hours and get the proper signatures on the coupons before submitting them to the parent volunteer in charge. If a family chooses not to be involved in any of the above, they may opt to pay a \$500 fee. Families that do not fulfill the total 25 hours will be assessed \$20 for each hour not completed up to the 25 hours.

### **VIRTUS TRAINING**

All school volunteers must attend a VIRTUS training session sponsored by the Archdiocese of Hartford, CT before working with any students. A schedule of training sessions is available online at <http://www.virtus.org/virtus/>. Navigate to the registration page and select "View a list of sessions," please follow the registration directions that are posted. It is your responsibility to obtain this training.

### **AREAS OF INVOLVEMENT**

You may put your 25 hours into one activity or be involved in several activities until you have totaled your 25 hours. The following are the various school activities that parents can get involved in.

#### **ADVANCEMENT COMMITTEE**

The Archdiocesan Elementary Schools Development Program was initiated in 1987 by the late Archbishop John F. Whealon. It is an organized, comprehensive process designed to promote understanding, acceptance and support of Catholic Education among various publics. Successful implementation of the Development Program at Enfield Montessori School will have a positive impact on our enrollment, our reputation, and our financial resources. The Development Program focuses on four fundamental areas:

**Annual Fund** - solicits repeatable donations every year from all of the

school's various publics. It builds a broad base of support for the school from which major donors can be identified. The purpose of the Annual Fund is to provide a source of revenue that will offset our annual operating expenses, keep tuition affordable, and provide enrichment activities and programs for the children. Parents are asked to donate to the Annual Fund each year giving as much or as little as they can afford. Although the amount of the donation is important, it is more important that we 100% of our families contributing to the Annual Appeal.

**Public Relations** - supports the other three areas of Development by reinforcing the unique image of our school and promoting its name recognition among the school's various publics, including current families, prospective families, the community, alumni, teachers and aides, the school board, grandparents, small businesses, major donors, and friends of the school.

**Alumni Relations** - involves recruiting alumni to support and participate in our educational programs, social events, and fund-raising efforts by establishing regular contact with them through communication in an alumni newsletter, formation of an alumni council, and invitations to events.

**Student Recruitment and Retention** - involves activities that will insure an optimal level of enrollment by communicating with current and prospective parents through brochures, interviews, open houses, a parent buddy system and an extensive student handbook.

**Event Coordinator** - involves the numerous school events and activities which occur throughout the school year. The coordinator oversees every school event, assigns chair people, and works directly with the principal and the Advancement Committee.

## **OTHER SCHOOL ACTIVITIES**

- A.** Parent volunteers may be asked to handle minor maintenance projects on an on-going basis.
- B.** Participation in our two major fundraising events: The Annual Auction and the Annual Golf Tournament are also areas in which parents may get involved.
- C.** In addition to the above-mentioned activities, there are certain functions that have become a tradition at our school. Each year parent volunteers will be asked to chair an event. Parents who have previously chaired the event will be available to help and give suggestions to the parents chairing it for the first year.

### Family Picnic – (September)

Lunch and activities for students, parents, and guests

Thanksgiving Feast – (November)

A Thanksgiving snack is served to the students. Students participate in making applesauce for this snack.

Children's Shopping Spree – (December)

Organize and supervise the children's Christmas Shopping Spree. Each family is asked to provide items suitable for parents, grandparents, siblings, relatives, etc. The younger children bring a list of persons for whom they would like to buy gifts and the older children help them do their shopping. After the younger children go shopping, the older children also have the same opportunity.

Catholic Schools Week - Ice Cream Social – (January)

Make your own sundae as one of the special events for Catholic Schools Week.

Grandparents/Parents Visiting Day – (May)

Classroom visits, Book Fair, Lunch.

Farewell Luncheon – (June)

Parents of the younger children in Junior 3 plan a light lunch for those children who have completed the program and are leaving.

Hot Lunches – throughout the year

Parent volunteers coordinate and serve hot lunches to our students.

- D.** Parents who wish to get involved in this area, search out cultural events and make arrangements for the event to be presented to the students at school. Money for these events is obtained through individual donors by asking each parent to contribute to the cost of the event, or through the Box Top funds.

## **SHARING TALENTS**

Parents with special mechanical and/or professional skills are also welcome to visit the school and share their expertise with the children. Please contact the Administrator to arrange for a suitable time for such a visit.

## **CLASSROOM CHAIRPERSONS**

One to two parents from each class will be needed as classroom chairpersons. Primarily they are liaisons for parent questions and suggestions to the principal. They will contact each family during the month of October to introduce themselves and explain their roles. In preparation for the auction they will facilitate family donations for this event. In addition to this they will be a source of any additional information you may need regarding school events and they will help the chairpersons/project managers of

school events recruit help.

### **CAMPBELL SOUP LABELS**

We also ask parents to save labels from Campbell Soup Company products and send them to school. These labels earn free audio-visual material for our school. A list of the participating products is sent home in September.

### **BOX TOPS FOR EDUCATION**

Parents are also asked to collect Box tops for Education sponsored by General Mills. These box tops provide monies for cultural events for the school children.

### **OTHER**

There are many other opportunities to volunteer at the school including but not limited to the many of our “optional” fundraisers that require coordinators and workers.

## ACADEMICS

### PROGRAM OF STUDY

#### Primary Level (Ages 3-6)

The Montessori System places great value on the early years as most productive for leading the child into the work of learning. “HELP ME TO DO IT MYSELF,” the child’s often silent plea, during this extremely sensitive period of development, is answered through guided work in an orderly environment. This fosters what Dr. Montessori called the Qualities of Normalization, i.e. - love of work, silence, order, spontaneous concentration, independence, initiative, and joy. Specific materials and methods reveal the order of the world around the child and nurture a deep respect for the elements of this Creation.

#### Six Major Areas at the Primary Level

1. Moral Development establishes the foundation for all of the child’s future endeavors.
2. Practical Life materials help the child to gain skill and independence in the care of the person and care of the environment.
3. Sensorial Exercises refine perceptions of the senses and help the child organize and use information collected through the senses.
4. Language develops recognition of sounds and letters and other skills basic to writing and reading.
5. Mathematics explores math concepts; to develop basic skills of addition, subtraction, multiplication and division using concrete exercises.
6. Cultural Studies provide exposure to human culture, to nature, to maps, and to the world in which the child lives.

#### Junior Level (Ages 6-12)

The program at the Junior Level rests on the foundation prepared in the Primary Level where the child’s inquiring mind gathered NAMES and FACTS. WHAT and WHERE were the interests then. Now the child’s mind begins to function in a new way. WHY, HOW, WHEN are the consuming interests and all the names and facts acquired before are used by the child to become more proficient in **language skills and math**. Now is also the time to use their creative imaginations to explore **cultural subjects** such as worldwide social studies, natural science, mankind’s discoveries and inventions, and to experience these ideas in a feeling way. This is the age of Cosmic Education - the age of reaching for an introduction to and an overview of everything. In this way the children perceive their place in relation to all that surrounds them, and come to realize their responsibility in the further development of life itself.

#### Religion

Regardless of religious affiliation, all children are exposed to the idea of God’s existence and His loving care for us. So spiritual and moral development are an essential part of the Montessori Method. Roman Catholic religious instruction is also

a basic part of the Enfield Montessori School for the Roman Catholic children. Each day begins with prayer and monthly prayer services are conducted for the school body.

Preparation for the sacraments of Reconciliation and Eucharist is offered to Catholic students in second grade. Because the school is not affiliated with a parish, it is imperative that your child(ren) also be enrolled in a CCD program at your church for your child to be eligible to receive these sacraments.

### **Art**

Art lessons and crafts are taught to all students.

### **Physical Education**

Physical Education is provided weekly at the Primary levels by parent volunteers. The Junior levels are taught weekly by a salaried, certified gym teacher. The Junior level instructor follows the guidelines set by the President's Council on Physical Fitness. Each year the children are tested for physical aptitude.

### **Music**

Each classroom teacher teaches music using the Montessori curriculum, music text and singing in the classroom. Learning to play the recorder is introduced at the Junior Level.

### **Computers**

The Junior II and III classrooms are equipped with computers. The students utilize the typing and word processing applications as well as the tutorial applications as an integral part of their learning process. The recent acquisition of computers with CD and DVD players provides the upper elementary students with an additional source for obtaining information. We are also connected to the Internet that the students use for research and communication with pen pals. Appropriate Internet content restrictions are employed.

### **Substance Abuse and Safety Programs**

Programs that make the children aware of the dangers related to using drugs, alcohol and tobacco are presented yearly.

The Enfield Fire Department conducts Fire Safety Programs for the students. These programs teach fire safety techniques and precautions.

Representatives of Northeast Utilities visit the students in Junior III to explain electrical safety. A presentation is given and the children are allowed to ask questions following it.

## **HOMEWORK**

Homework is given to provide the child with an opportunity to strengthen and practice

skills learned in the classroom. It can and should be a character-building experience. Homework can help a child become equipped with certain essential emotional and behavioral skills. These skills, which the child will eventually need to deal successfully in our society, include responsibility, autonomy, perseverance, time-management, initiative, self-reliance, and resourcefulness.

Since each student has different capabilities and interests, it would be difficult to denote a specific amount of time to be spent on an assignment. If a problem arises or homework time seems excessive, the teacher should be contacted.

### **GRADES AND REPORT CARDS**

Grades and report cards are not administered at Enfield Montessori School because mastery of certain skills occurs at different times for different children. Children work with a task until they feel satisfied and then the teacher judges the degree of mastery and perfection of that particular task. Answers are available in some areas for the children to correct their own work with the final check being done by the teacher. Periodic quizzes are given to the children to prepare them for test taking and to check on their study skills.

### **LIBRARY USE**

To enhance the educational program, the school maintains a centralized library enabling students and parents to borrow books on a weekly basis. All library books, reference materials and audio-visual materials borrowed from the library must be signed out with the librarian or teacher. These materials must be cared for and returned to the library in the same condition as they were taken. A lost book must be paid for or replaced with the same book. A small fee is charged for overdue books.

Students in the Primary level come to the library once a week where they are read to by parent volunteers and then assisted in choosing a book to be taken home for the week.

### **PARENT/TEACHER COMMUNICATIONS**

Parents have an opportunity to talk to their child's teacher at evening lectures, scheduled meetings, at observations that start in January, and scheduled conferences in November and April. It is important that parents be an integral part of their child's education by attending meetings and conferences. Additional conferences may be arranged when the need arises.

The Orientation meeting in September is devoted to the discussion of school business. The meeting in October is used to discuss Montessori related topics and parenting issues. Guest speakers will be invited to speak if finances allow. Barring unforeseen emergencies, teachers should not be asked to come to the phone during class time to discuss a child's progress. After school or evening hours may be used if there is a need for a lengthier discussion. In emergencies, teachers may be called to the phone.

If you are having any problems, we ask that you go to the teacher first before asking the Administrator to get involved. If a parent is reluctant to confront a teacher alone, the

Administrator may be asked to be present at a conference.

The monthly Newsletter is also a very important means of communication between the school and the family. We ask that it be read carefully and completely.

### **STANDARDIZE TESTING**

Standardized testing takes place each year at the primary and junior levels as follows:

Primary - Standardized Readiness Tests are administered to children moving up to the Junior I level. This test acquaints the children with test taking.

Junior - Standardized Achievement Tests are administered to the children at the end of each year. This acquaints the children with test taking and gives the teacher an indication of the children's progress and areas that have to be addressed.

Results of this testing are shared with the parents.

### **LEARNING DIFFICULTIES**

When a child seems to be having more than the usual learning difficulties, the teacher will contact the parents for a conference. If a conclusion is reached that the child needs to be further evaluated, the teacher and parents will complete the appropriate forms to request an evaluation through the town. The appropriate specialist will meet with the teacher, principal and parents to determine the learning needs of the student. The school will support the recommendations made through this process.

## HEALTH ISSUES

### **SCHOOL NURSE**

A nurse from the Enfield Public School system visits the school once a week. She maintains the health records of the students, performs vision, hearing, and postural screenings, follows regulations regarding communicable diseases, administers medication according to State laws and regulations, cares for children with illnesses and school related injuries, and teaches health issues.

### **IMMUNIZATION AND HEALTH RECORDS**

State law requires that each child be protected against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis (whooping cough), tetanus, H. Influenzae b, and hepatitis B before being permitted to attend school.

A health assessment is required for new enterers and for students entering Kindergarten and sixth grade. A medical update form must be completed and submitted each September for every student.

### **HEALTH ROOM PRACTICES**

Children should be observed before being sent to school to be sure they are free of any signs of disease, such as: headache, upset stomach, sore throat, runny nose, flushed face, red and watery eyes and the like. Students must be without fever, vomiting or diarrhea for **24 hours** before returning to school. A student may not be sent to school with an undiagnosed rash or sore.

Students are sent home from school under the following conditions: temperatures greater than 100 degrees, active vomiting and diarrhea, and suspected contagious diseases.

A physician's note is required for gym restrictions and also to resume participating in gym.

### **COMMUNICABLE DISEASE CONTROL**

Students with contagious diseases must meet the following criteria before re-admittance to school:

- a. Conjunctivitis - on medication for 24 hours and show proof of treatment
- b. Chicken Pox - out of school a minimum of 7 days (from onset of symptoms) with all pox scabbed over.
- c. Strep throat/scarlet fever - on medication for a minimum of 24 hours
- d. Lice - students must have **all** lice nits removed from their hair and show proof of treatment
- e. Impetigo - lesion must be dry
- f. Scabies - may return with proof of treatment after 8 hours
- g. Ringworm - area must be covered

After an illness, each child returning to school should have a **note** for the teacher stating the type of communicable disease that caused the absence and a statement from the family physician specifying that the child is not in a communicable state. The State Health Department is notified weekly of any contagious diseases.

Contraction of a contagious disease, even during vacation time, should be reported to the school so the child's Health Record may be kept up to date. Should you travel abroad (during the school year or in the summer), please know that a PPD (mantoux) test is recommended within 12 weeks of your return. Consult your physician as to the need for TB testing should you have foreign visitors in your home.

### **ADMINISTERING MEDICATION**

Prescribed medicinal preparations may be administered by the school nurse or in the absence of such nurse, any other licensed pursuant to the provisions of Chapter 378 of the Connecticut General Statutes, including a nurse employed by, or providing services under the direction of a local board of education. In the absence of a school nurse, the principal, any contracted teacher, licensed physical or occupational therapist employed by Enfield Public Schools, or coach of intramural or interscholastic athletics of Enfield Public Schools.

A request to administer medication during school hours requires a written order of an authorized prescriber (physician, dentist, advanced practice registered nurse or physician assistant) and written permission from parent or guardian in accordance with the regulations and guidelines approved by the Enfield Board of Education.

The regulation of any State statute or regulation of the Department of Health Services regarding the administration of medications shall be part of this policy.

The Director of Pupil Personnel Services and the Supervisor of Nurses shall be responsible for the administration of this school policy.

A Medication Authorization Form is required each time any medication is to be administered in school.

### **THE FORM**

1. Must be signed by the authorized prescriber who orders the medication.
2. Must be signed by the parent.

### **MEDICATION**

1. Medication **must** be brought in by a parent or other responsible adult (over the age of 18) and given directly to the nurse. This person must remain to count the medication and to sign a form that verifies the amount.
  - a. Medication **must** be in a pharmacy bottle, properly labeled if it is a prescription.

- b. Sample medication not contained in a pharmacy bottle **must** be labeled by the authorized prescriber who orders the medication.
- c. Over the counter medication, (i.e.: Tylenol, Turns, cough drops, lozenges, etc.) **must** be brought in the original unopened container.
- d. Any medication remaining at the School **must** be picked up by a parent or other responsible adult by the last day of school or within one week when a medication is discontinued.

### **FOOD ALLERGY POLICY**

The Enfield Montessori School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all students with food allergies. The school follows the procedures developed by the Town of Enfield to address any food allergies. The school is currently a peanut-free environment.

### **ASTHMA POLICY**

The Enfield Montessori School recognizes that many students suffer from mild to severe asthma. The school follows the procedures developed by the Town of Enfield and deals with each student on an individual basis working with the parents, the school nurse and the teacher.

## **POLICIES**

### **STANDARDS OF CONDUCT FOR STUDENTS**

Because discipline is an essential ingredient in every person's life, both parents and students must be aware of the need for specific regulations concerning school discipline and order.

Each child is expected to:

1. Respect themselves, their classmates and the staff in both speech and conduct.
2. Respect and be responsible for the care and use of the material and the school environment.
3. Abide by the school policies.

### **STANDARDS OF CONDUCT FOR PARENTS**

Parents are held to the same standard as students with regard to respect for teachers. Enrollment of the child in the school implies a partnership between the school and the parents/child. If the partnership breaks down, parents can be required to withdraw the child from school.

### **DISCIPLINARY PROCEDURES**

Each teacher handles discipline in his/her own class. No corporal punishment of any type is administered. When a child becomes too disruptive, the Administrator is notified and further action is taken if necessary. The Administrator is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion. If improper behavior continues, the parents are notified and the incident is documented. Our typical process for disciplinary action is as follows:

After a second documented incident for any improper behavior, a meeting is held with the parents, Administrator, teacher and/or pupil.

After a third documented incident for any improper behavior, a parent meeting is held to plan the type of suspension to be assigned.

An "in-school" suspension means that a student is excluded from the regular classroom but must be present in the school building in a space designated by the Administrator and carry on his/her academic learning.

An "at-home" suspension means that the parents must provide supervision at home for their youngster. If a youngster is suspended he/she is not allowed to return without a conference with parents, teacher and the Administrator.

The following behavior will be documented: disrespect, stealing, striking another person

causing harm to that individual, repeated fighting, harassing others (verbally or sexually), use of profane language, not following school policies, smoking and/or use of drugs or alcohol on school property.

### **EMERGENCY DRILLS**

State law requires that fire drills be held monthly. During the fire drill students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors and turn off lights;
3. Exit the building in a single file line through the nearest exit;
4. Walk to assigned place briskly;
5. Stand in line facing away from the building;
6. Return to the building when the signal is given.

### **CRISIS PLAN**

The Enfield Montessori School has an established crisis plan in case of any emergency. All teachers and staff are aware of the procedures to follow to keep your children safe. In the event of an emergency which requires school evacuation, the students will be moved to Saint Joseph's Residence located across the street from the school.

### **BULLYING POLICY**

Bullying is prohibited at the Enfield Montessori School. It must not be tolerated during the school nor during any school sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ. This behavior is against the fundamental tenet of, "Love your neighbor as yourself," destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of a safe and caring learning environment.

Bullying means any overt acts by a student or a group of students directed against another student, student against school personnel or school personnel against student, with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school-sponsored activity that acts are repeated against the same student over time. Bullying includes physical intimidation or assault, extortion, oral or written threats, teasing, "putdowns", name calling threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

A comprehensive approach, involving everyone in the school and the community, to address bullying at all school levels is essential to reducing incidences of bullying. This approach will involve interventions on all levels, school side, classroom and individual. Students will be periodically advised of the school's policy against bullying and the right of students to anonymously report bullying behavior.

**Procedures** (in accordance with CT General Statutes 10-222d Act Concerning Bullying Behavior in Schools

1. Administrators and staff members who observe or become aware of acts of bullying are to take immediate and appropriate steps to intervene – unless

intervention would be a threat to staff member's safety.

2. Teachers and other staff members who witness acts of bullying, or who receive student reports of bullying must report such acts to the school administrator.
3. Students and parents who become aware of any act of bullying are to report it to the school administrator for further investigation. Procedures will be followed to make written records of acts of bullying.
4. When an anonymous report from a student, or a written report by a parents or guardian are received, and investigation will take place. Any student who retaliates against another for reporting bullying will be subject to consequences.
5. Upon learning about a bullying incident, the administrator or his/her designee shall thoroughly investigate the circumstances. This investigation may include interviews with students, parents, and school staff, review of school records, and identification of parent and family issues.
6. Bullying incidents that demand in school/out of school suspension shall be reported to the Assistant Superintendent for Elementary Schools, Office of Catholic Schools.
7. If it is concluded that an act of bullying has occurred, the parents or guardians of the student who commits such acts, and the parents or guardians of students against whom such acts were directed shall be notified. Consequences for students who bully others shall depend on the results of the investigation and may include a parent conference, professional counseling, detention, suspension, or expulsion. Depending on the severity of the incident, or the series of incidents, the administrator may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising the students involved, providing staff support for students as necessary, reporting incidents to law enforcement if appropriate, and developing a supervision plan with the parents.
8. The school will maintain a publicly available list of the number of verified bullying acts that have occurred

### **CHILD ABUSE AND NEGLECT**

The identification and prevention of child abuse and neglect is of the utmost priority in our school. All school personnel must abide by state law and diocesan policy in regards to this subject. All school personnel and especially administrators shall keep informed of their legal obligations under the law. Whenever there is a concern over legal requirements and obligations, the Office of Catholic Schools should be contacted.

Reports of child abuse or neglect refers to reports alleging that a person under the age of eighteen (18) has had physical injury or injuries inflicted upon him by a person responsible for such child's or youth's health, welfare or care, or by a person given access to such child by such responsible person, other than by accidental means or has injuries which are at variance with the history given of them, or is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual abuse, sexual exploitation, deprivation of necessities, emotional maltreatment, or cruel punishment, or has been abandoned or is being denied proper care and attention, physically, educationally, emotionally, or morally, or is being permitted to live under conditions,

circumstances or associations injurious to his well-being.

Whenever a report is made by a mandated reporter to the appropriate civil authorities, such mandated reporter shall also inform the school's administrator, who shall report said instance to the Superintendent of schools, and shall ensure that a report, as required by statute, is made to the legitimate civil authorities as per the administrative norms appended to this policy. In an instance of sexual abuse by a school employee, the more restrictive norms of the Archdiocesan policy on this subject shall also be in effect.

## **Procedures**

### **1. Administrative Norms/Guidelines**

"Mandated reporters" are required by Connecticut General Statutes to contact civil authorities whenever such individual have reasonable cause to suspect or believe that a child has been abused or neglected. This required reporting is part of the public policy of the State of Connecticut that seeks:

- A. to protect children whose health and welfare may be adversely affected through injury and neglect;
- B. to strengthen the family and to make the home safe for children by enhancing the parental capacity for good child care;
- C. to provide a temporary or permanent nurturing and safe environment for children when necessary.

### **2. Who Must Report?**

Specific categories of professionals, called mandated reporters, are listed in the state as being responsible for reporting suspected instances of child abuse. These categories include those defined by Connecticut General Statutes 17a-101 which include:

- A. Any physician or surgeon licensed under the provisions of chapter 370 of the Connecticut general statutes
- B. Any resident physician or intern in any hospital in this state, whether or not so licensed
- C. Any registered nurse licensed practical nurse, medical examiner, dentist, dental hygienist, psychologist, coach of Intramural or interscholastic athletic, school teacher, school principal, school guidance counselor, school paraprofessional, school coach, social worker police officer, juvenile or adult probation officer, juvenile or adult parole officer, member of the clergy, pharmacist, physical therapist, optometrist, chiropractor, podiatrist, mental health professional or physician assistant
- D. Any person who is a licensed or certified emergency medical services provider
- E. Any person who is a licensed or certified alcohol and drug counselor
- F. Any person who is a licensed marital and family therapist
- G. Any person who is sexual assault counselor or a battered women's counselor as defined in Connecticut General Statutes Section 52-146k
- H. Any person who is a licensed professional counselor

- I. Any person paid to care for a child in any public or private facility, child day care center, group day care home or family day care home licensed by the state
- J. Any employee of the Department of Children and Families
- K. Any employee of the Department of Public Health who is responsible for the licensing of child day care centers, group day care homes, family day care homes or youth camps, the Child Advocate and any employee of the Office of Child Advocate.

### 3. What Must Be Reported

A mandated reporter, who in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any child under the age of 18 has been abused or neglected, or has had non-accidental physical injury or injury which is at variance with the history given of such injury, or is placed at imminent risk of serious harm must report.

**Abuse** is defined as: (A) any physical injury inflicted other than by accidental means, or (B) injuries at variance with the history given of them, or (C) a condition which is the result of maltreatment, such as but not limited to malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

**Sexual abuse and exploitation:** is any incident of sexual contact involving a child who is inflicted or allowed to be inflicted by the person responsible for the child's care.

**Emotional abuse or maltreatment** is the result of cruel or unconscionable acts and/or statements made, threatened to be made, or allowed to be made by the person responsible for the child's care that have a direct effect on the child.

**Neglect** is the failure, whether intentional or not, of the person responsible for the child's care to provide and maintain adequate food, clothing, medical care, supervision, and/or education.

The duty to report is triggered by the age of the child at the time that the alleged abuse or neglect occurred, not by the age of the victim at the time that reasonable cause to suspect or believe that abuse or neglect has occurred is formed. Therefore, a mandated reporter who has reasonable cause to suspect or believe that abuse or neglect has occurred must report, even if, at the time the reporter has such a suspicion or belief, the victim is over 18, if the conduct giving rise to the suspicion of belief occurred while the child was under 18 years of age.

### 4. Persons To Whom A Report Must Be Made

An oral report must be made to the State of Commissioner of Children and Families to the local Police Department (or State Police), or call Care Line 860/842-2288. This oral report must be made as soon as practicable, but no

later than 12 hours after the mandated reporter has reasonable cause to suspect or believe that a child has been abused, neglected or placed in imminent risk of serious harm. The mandated reporter shall also immediately notify the school administrator, who in turn shall immediately notify the Office of Catholic Schools.

Any mandated reporter who makes an oral report to either the Department of Children or Families or the police must, within 48 hours, file a written report to the commissioner of the Department of Children and Families; this written report must be made on Form DCF-136. If the person who is suspected of abuse or neglect is a school employee, the mandated reporter shall also give a copy of the report to the school administrator.

Within a few hours of making a report, the mandated reporter and/or school administrator should receive a phone call from the investigator from the Department of Children and Families and/or police. School officials shall cooperate, to the extent appropriate, in determining the course of the investigation and notifying the parents if the person accused is a school employee.

5. Cooperation With Investigation Authorities

School officials shall cooperate, to the extent appropriate, with investigations of child abuse or neglect. School officials shall not allow police or DCF officials to interview a child without parental permission, unless the suspect is a parent or guardian. Any interviews of students on school grounds shall be done in the presence of a school official. The role of the school official is not to assist the investigators, but to protect the child.

6. Suspected Abuse Of A Child By A School Employee

Whenever a report is filed concerning suspected abuse or neglect by a school employee, the administrator of the school shall immediately inform the superintendent, and the parents or guardians of the child. School officials shall cooperate with the Department of Children and Families and/or local police in determining the conduct and course of any investigation, and the notification to the parents or guardians of the child. If requested to by civil authorities, if appropriate, and if there is no danger of additional harm to the child, the school may decide to allow to the investigating authority a short reasonable period of time to investigate before taking any action. If there is concern over additional harm, the suspected employee may be suspended immediately from duty.

7. Suspension – Suspected Child Abuse

Notwithstanding any provision of the General Statutes to the contrary, whenever Administrator has reasonable cause to suspect or believe that a child has been abused by a school employee, the Administrator, with the approval of the Superintendent of Schools, shall immediately suspend such employees with pay, pending the conclusion of an investigation. The conduct of the school's investigation should be determined after discussion with the appropriate civil

authorities so as to minimize interference with the investigation by civil authorities by the school and to minimize interference with the school's investigation by civil authorities.

8. Suspension – Suspected Sexual Misconduct

Whenever the Administrator has reasonable cause to suspect that school employee has committed an act of sexual abuse, said employee shall immediately be suspended with pay pending the conclusion of an investigation. The requirements of archdiocesan policy on sexual misconduct shall dictate how the case is handled after the suspension. The conduct of the school's investigation should be determined after discussion with the appropriate civil authorities so as to minimize interference with the investigation by civil authorities by the school and to minimize interference with the school's investigation by civil authorities.

## **UNIFORMS**

Students in the Junior classes wear uniforms. Parents who have children in the Primary classes may purchase uniforms for them if they so wish.

The girls' uniform consists of either a school plaid or navy jumper or skirt. Navy slacks for colder weather or navy knee-length walking shorts for warmer weather are optional.

The boys will wear plain navy pants with plain navy knee-length walking shorts optional for warmer weather.

Blouses, shirts or knit shirts with long/short sleeves are to be white, pastel yellow, or pastel blue with a collar. Turtlenecks are allowed for colder weather in the same colors. None of these should have brand logos on them, however the school logo is optional. Sweaters may be solid white, solid navy blue, or solid yellow.

Ankle socks, knee socks, or tights must be worn with shoes. They may be white or a solid color.

## **GYM UNIFORMS**

Gym uniforms are worn on gym days and may be worn on early dismissal days. This uniform consists of a navy blue sweatshirt and white t-shirt with the Montessori logo and navy blue sweat pants. On warmer days knee-length walking shorts may be worn. These uniforms must be purchased from Land's End in Sears or online.

## **SHOES**

For the health and safety of the children as well as for the easier maintenance of the floors, students are asked to wear shoes with soft soles or sneakers. Shoes must also have a solid back so the child does not easily slip out of them. During winter months when boots are needed, children should have shoes to wear in class as sitting in boots is not only unhealthy but also creates a floor maintenance problem. Beach shoes (i.e. flip flops) are not suitable for school. Please note that socks or tights must be worn with

any footwear.

### **EXTRA CLOTHES**

Children in the Primary classes do exercises using water, therefore parents are asked to provide an extra set of clothes (pants, top, socks and underwear) that will be kept in school in case of accidents.

### **LABELING CLOTHES**

All articles of outer clothing should be labeled to facilitate the handling of lost and found articles. Coats, jackets, etc. that need to be hung up should have loops sewn on them so they will stay on the wall hooks. Since the gym uniforms are all the same please put your child's name somewhere on the clothing.

### **JEWELRY**

Any jewelry worn to school should be kept to a minimum and the school will not be responsible for any sort of jewelry (expensive or otherwise) that may be lost or broken. The only students who may wear earrings to school are the girls who have pierced ears. These girls should wear stud earrings that are simple and ear-sized (no hanging or dangling ones).

### **HAIR STYLES**

Unusual hairstyles are sources of distraction in a classroom. Children should not have such distracting haircuts or hair colors while school is in session. The length of hair for the boys should remain above the collar of the shirt. Eyes should be seen and not covered for all children. What constitutes a "distracting hairstyle" is up to the sole discretion of the Administrator.

# **PROCEDURES**

## **ADMISSIONS**

Admission is within the sole discretion of Enfield Montessori School.

The Enfield Montessori School does not discriminate on the basis of sex, national origin, color or handicapping condition. Although no child will be discriminated against because of religion, parents need to be aware that moral and spiritual development and prayer are an integral part of the program.

Children between the ages of 2 1/2 and 3 1/2, once they are basically toilet trained and their application form has been received, are eligible to enter the program depending on available vacancies. Preference will be given to siblings of children already enrolled in the program and children of alumni. Due to the need for continuity in a Montessori Program, those students who have the expectancy of remaining through the Junior Level will also be given preference.

All children are accepted on a provisional basis. It is possible that a particular child may not adjust sufficiently to the Montessori environment. If this occurs, and if in the judgment of the teacher and Administrator, the child is not benefiting from the Montessori experience, and/or is disturbing the class, the parent may be asked to withdraw the child.

A \$100.00 non-refundable deposit must be paid with your application.

## **SCHOOL CALENDAR**

The regular school year runs from September to June. Vacations and holidays coincide with those of the Enfield Public Schools. However, there are some in-service dates that do not coincide with those of the public school. A school calendar specifying details is issued annually. This calendar should be placed in an appropriate place for future reference.

## **HOURS**

School is in session Monday through Friday. The 2, 3, and 4 year olds attend from 8:05 a.m. to 12:00 noon. All other children (kindergarten age and up) attend a full-day session extending from 8:05 a.m. to 2:30 p.m. The Pre-school children begin attending a full day session on the first day of the month in which they turn five. Those attending the full-day session bring their own lunches.

The particular way in which we begin each morning and the particular lessons with which we begin have an effect on the rest of the day. It is therefore, very important that the children are in class between 7:45 and 8:00 so they can begin the morning at 8:05 with the rest of the children. Children who arrive after 8:05 must be accompanied by a parent or other adult into the building to sign in. Signatures and reason for tardiness are required. Children in the white building can sign in there and children in the Annex can sign in the Junior III classroom at the top of the ramp.

Parents of primary students are asked to be punctual in picking up their children at dismissal at noon since extended supervision of the children is not available. Parents should also be punctual for the 2:30pm pickup, however any student who has not been picked up from school by 2:40pm will automatically be sent to After School Care and the parents will be billed at the rate mentioned below.

### **AFTER SCHOOL PROGRAM**

The After School Program has been established to provide a safe, stable, and caring environment for the children of the Enfield Montessori School. This program is geared to promote confidence, self-respect, and respect for others. The children will learn to work and play together while enjoying each other's company. The program is staffed with individuals who promote an atmosphere of caring and respect for each individual child both on an emotional and educational level.

#### **Times and Days of Program**

The After School Program runs from 2:30pm to 5:30pm. The program is open every full school day and planned early dismissal days due to faculty meetings or conferences. THE PROGRAM IS CLOSED ON ALL HOLIDAYS, VACATIONS, AND SNOW DAYS AS WELL AS PLANNED EARLY DISMISSALS DUE TO HOLIDAYS (Thanksgiving Eve, the day of the Christmas Show, the day before Christmas break, and the last day of school).

#### **Type of Program**

We offer a structured program that includes snack time, homework time, individual and group play time, craft time, Friday at the Movies (with popcorn), and playtime on the school grounds.

#### **Fees**

Fees are charged only on days your child attends the program. The program fees are \$5.00 per hour (or any part thereof) per child. Invoices of weekly-accrued fees will be sent home with your child on Monday. Please try to remit your payment (check or cash) by the following Thursday in an envelope marked After Care Program with your child's name on it. After 5:30pm, a \$5.00 late fee will be assessed for every fifteen minutes, or portion thereof, if a parent or guardian is late picking up his/her child. This fee is to cover the overtime needed to pay the staff.

#### **Flexibility**

Your child may attend as needed. However, if your child is not a regularly scheduled participant, we require a note or phone call to the school office notifying us to expect your child that afternoon.

#### **Change of Clothes**

Your child may bring a change of clothes. It may prove helpful for days that we will go outside on the playground or doing a craft project.

## **Snack**

Children may bring their own snack to the After Care Program. Snack will not be provided by the school.

## **Forms and Signing Children Out**

The After Care Program will take place in the school library. Please use the second entrance of the brown building to pick up your child(ren). A registration form and an emergency address form need to be filled out so that we can easily contact you in case of a problem. In order to ensure the safety of our children, we ask that you sign your child out and write the time that you are taking him/her. Forms will be available for this.

## **EARLY DISMISSALS**

Please refer to the school calendar to note noon dismissals for children who normally stay until 2:30. You are responsible for making sure your child has transportation home at noon if he/she does not take the bus.

## **CANCELLATIONS/DELAYED OPENINGS**

From time to time due to inclement weather or an unexpected occurrence, one of the following may occur: classes may be cancelled completely, there may be a delayed opening, or there may be an early dismissal. In these events, please keep tuned to the radio and local television stations and follow the ‘NO SCHOOL’ or ‘DELAYED OPENING’ announcements for the Town of Enfield. The snow line may be contacted by dialing 253-5170.

Please remember that in case of a “DELAYED OPENING,” the schedule is as follows:

Ninety-minute delay - School begins at 9:35 with dismissal at 2:30.  
Morning children do not come to school.

## **ABSENCES**

If your child is not coming to school, please notify us by telephone before 8:00 a.m. Only ILLNESS, serious EMERGENCY, RELIGIOUS HOLIDAY, or a DOCTOR or DENTIST appointment that cannot be scheduled after school are excused absences. If a ONCE IN A LIFETIME opportunity presents itself, please clear this with the Administrator.

When a child returns to school after being absent for whatever reason, the child should present the teacher with a **note** giving the **dates and reason** for the absence.

## **PHYSICAL EDUCATION EXCLUSION PROCEDURE**

Physical education is a subject required of all students by State of Connecticut Statute. If there is any reason of a medical nature, which would cause a restriction in physical education activities, the following procedure is to be followed:

- Parent/guardian may write a note to excuse the student from physical education class for 1-2 days.
- Should the student need to be excused for a longer period of time, the

primary healthcare provider must fill out the appropriate form. The form may be obtained from the school nurse.

- A new form is required for each school year.
- Students who are excused from physical education class will also be restricted from recess.

## **TRANSPORTATION**

Parents provide transportation to and from school for all 2, 3, and 4 year olds, and for the pupils living outside of Enfield.

The Town of Enfield supplies bus transportation to and from school for Enfield pupils who are 5 years and older. Pick up spots are based on the most direct routes to the school. **Written permission** must be obtained from the parents before a child is excused from riding on the assigned bus. Children who do not behave on the bus will have bus-riding privileges taken away.

## **LEAVING SCHOOL WITH AUTHORIZED ADULT**

Children will be allowed to leave school only with their parents or with persons listed on the Emergency Form. If for any reason someone else is to pick up the child, the school must receive **written notification**.

## **USE OF SCHOOL GROUNDS**

As the school does not assume responsibility for playground supervision after school hours or when school is not in session, parents are asked to assume this responsibility by providing supervision during these times.

## **PHOTO/VIDEO POLICY**

During the course of the school year, students may be photographed or videotaped. These images may be used for marketing or advertising, newspaper stories, or on our website. If you do NOT want images of your child to be used for any of these purposes, please notify the administrator in writing.

## **PARKING**

There is NO PARKING allowed on the left side of the driveway as you enter the property. There will be one drop off point for all children who are in the brown annex building. Upon entering the driveway, you must continue your way around the loop, only stopping to let your child(ren) out. If you need to stop and get out with your child, you must proceed around the loop to the rear parking area and walk from there to the school. It is recommended that your child(ren) exit your vehicle from the right side so traffic can continue smoothly.

## **RETURNING CLASSROOM MATERIAL**

In the classrooms, we have some small sized items such as money, objects, and imported didactic materials. If, on some occasion, your child's pockets contain an item or two, please see that they get back to us promptly as it can take six weeks or more to

reorder and/or replace these items.

### **SCHOOL PROPERTY**

The parent of a child who carelessly destroys or damages any furniture, equipment, materials, buildings or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Books borrowed by the student must be returned in the same condition as when they were taken. No writing in the borrowed books is permitted. The student will pay a fine or for replacement of any damaged book.

### **LOST AND FOUND**

Any items found in the school building or on the school grounds should be given to the administrative assistant to be placed in the lost and found in the office. Items placed in the lost and found remain there for 30 days. After 30 days, items are donated to charity.

### **SCHOOL VISITORS**

Once school is in session, **parents and visitors** entering the Annex are asked to use the ramp entrance and sign in and report to the Administrator. Those going to the White Building are to ring the front doorbell, sign in, and report to the teacher. Upon departure, all visitors must sign out.

### **SNACKS**

The children may bring a snack for themselves that may be eaten during the morning break. We encourage the children and parents to bring in and provide nutritious snacks such as fresh fruit, cut up vegetables, or dry fruit.

**Reminder: We are a peanut free environment.**

### **BIRTHDAY OBSERVANCES**

Students are not required to wear their school uniform on their birthday. Birthdays will be a celebratory event not involving food. Children may bring in small items to share with their classmates such as pencils, erasers, stickers, etc. The teacher in each class will make it a special day for each child.

Birthday party invitations (or any other type of invitation) should NOT be distributed on the school grounds unless all children in a class receive an invitation.

### **SCHOOL PICTURES**

School pictures are taken professionally each Fall in time for Christmas giving.

### **MONTHLY NEWSLETTER**

A newsletter is distributed each month for the children to bring home. Its purpose is to communicate school events, promote school spirit, update you on the status of various school/committee efforts, identify community programs that may be of interest to our

families and highlight our alumni. If you have an item for the newsletter submit to the Administrator for approval before the end of the month.

### **BOOK BAGS**

The children will periodically take home reference books, textbooks, library books etc. To protect these items from getting wet and/or soiled, these children should have book bags that close. They should be of backpack size so as not to obstruct the coatroom area.

### **BOOK CLUBS**

The teachers make it possible for their students to build up their own paperback libraries at home through purchasing inexpensive paperbacks either from the Scholastic, Trumpet, or Firefly Book Clubs. Payment by check made out to the specific Book Club must be received before the order can be placed.

### **BOOK-IT**

In order to encourage our students to do more recreational reading, we have been participating in the Book-It Program sponsored by Pizza Hut. This program begins in October and ends in March. All students 5 years and older participate in this program. Each teacher establishes the monthly requirements as to the amount and kind of books to be read. If all the students in each class meet the requirements, a pizza party is scheduled at the conclusion of the program in the Spring.

Book-It for Beginners is a Read Aloud Program for Preschool and Pre-Kindergarten children. In the months of March and April the Primary children are read to for at least 60 minutes. At the end of each four-week period, the child will receive a pizza award certificate from Pizza Hut.

### **ENFIELD SPELLING BEE**

Our Junior II and Junior III students enjoy participating in the annual town Spelling Bee sponsored by the Junior Women's Club of Enfield. The winner's school has the privilege of "housing" the trophy until the next spelling bee is held.

### **TUITION**

Tuition will be managed by FACTS, a tuition collection company that will oversee and manage the tuition payment process for the school. FACTS contracts and are due back to school no later than April 30<sup>th</sup> and paying the tuition in full is due no later than June 1<sup>st</sup>. If you choose to sign up for FACTS on line, the school office must be notified of this and the paper work sent into the office.

### **FINANCIAL AID**

Financial aid is available to eligible families as determined by the FACTS Management Company. To apply for aid, submit an application and the required and accurate paper work to the FACTS Management Company by March 31<sup>st</sup>. Applications are available at the school and online at <https://www.factstuitionaid.com/FACTS/gaapp>. FACTS sends a report to the school and in consultation with the Board of Trustees decisions are

rendered and the respective families are notified.