



**CLEVELAND  
MONTESSORI**

# **Parent Handbook**

**2022-2023**

**12510 Mayfield Road  
Cleveland, OH 44106  
216-421-0700**

**[www.clevelandmontessori.org](http://www.clevelandmontessori.org)**

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**Cleveland Montessori**  
12510 Mayfield Road  
Cleveland, OH 44106

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- Executive Director [tina@clevelandmontessori.org](mailto:tina@clevelandmontessori.org)  
- Business Manager [dee@clevelandmontessori.org](mailto:dee@clevelandmontessori.org)  
- Office Manager [cheryls@clevelandmontessori.org](mailto:cheryls@clevelandmontessori.org)  
- Attendance / Absence [attendance@clevelandmontessori.org](mailto:attendance@clevelandmontessori.org)

Websites: School [www.clevelandmontessori.org](http://www.clevelandmontessori.org)  
Taste [www.TasteInLittleItaly.com](http://www.TasteInLittleItaly.com)  
D'Light Run [www.dlightrun.com](http://www.dlightrun.com)

Social Media School [www.facebook.com/clevelandmontessori](http://www.facebook.com/clevelandmontessori)  
\*parents can request access to the private Parent Page  
Taste [www.facebook.com/TasteInLittleItaly](http://www.facebook.com/TasteInLittleItaly)  
Instagram [www.instagram.com/cleveland\\_montessori](http://www.instagram.com/cleveland_montessori)

School Closings: All announcements of school closing for any reason will be posted on Channels 3, 5, 8 and 19 television broadcasts and websites. School closings are made independent of any other school district and will be listed separately under Cleveland Montessori. An email and/or text will be sent to all parents through your Transparent Classroom account.

\*\*This handbook is intended to give an overview of the general policies and procedures related to the daily operations of the school. **Alternate operating policies/procedures as stated in the addendum to this handbook will be in use during specific conditions, including pandemic operations, as determined by administration.** You may request additional information on any school policies or address specific questions about policy with the Executive Director.

\*\*\* The calendar summary for the 2022-23 school year is included with this handbook. Please note: Community Event indicates that all students present on those days will participate. These events may include religious celebrations based on the school's Catholic faith foundation and Good Shepherd curriculum or other culturally based programs. All students present on these days will participate as a whole school community. For students of other faith backgrounds it may be considered a cultural exposure or parents may choose to keep students out of school for that day.

## MISSION STATEMENT

*Cleveland Montessori provides excellence in education to the children of Greater Cleveland by discovering and awakening children's innate talents and abilities and cultivating a lifetime love of learning and spirit of social responsibility. Cleveland Montessori is deeply committed to authentic Montessori principles and practices for optimizing child education and creative potential.*

*Enriched by the values of love, respect, justice and joy, and fostered by a diverse and wonderfully nurturing Montessori community, the school serves all children, regardless of race or creed, and is distinctly committed to enhancing the vitality of the Little Italy and University Circle communities.*

## **PURPOSE AND GOALS**

Cleveland Montessori is a non-profit 501 (C) (3) school. The school has received a charter from the Ohio Department of Education, but operates as a private institution for children ages three to fourteen years old (preschool through eighth grade). It is the goal of the school to offer the full complement of Montessori Primary, Elementary and Middle School programs. The classrooms are under the direction of teachers who are trained in programs accredited by the Montessori Accreditation Council for Teacher Education (MACTE).

## **LICENSE RECORD**

The school has received a license to operate from the Ohio Department of Education. This is posted in the school entrance. The school's licensing record including, but not limited to, compliance report forms from the department and evaluation forms from the health, building and fire departments that inspected the school are available upon request at the administrative office.

## **NONDISCRIMINATION POLICY**

Cleveland Montessori will not discriminate based upon race, color, gender nor ethnic origin.

Cleveland Montessori recruits and admits students of any race, color, gender, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, gender, or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, public school district initiated desegregation.

Cleveland Montessori will not discriminate on the basis of race, color, gender, or ethnic origin in the hiring of its certified or non-certified personnel.

**REQUIRED NOTIFICATIONS:**

**Asbestos Management:** The school maintains the Asbestos Inspection & Management Plan in the administrative office. It is available for review upon request by parents, guardians and employees.

**Healthchek:** The Ohio Department of Medicaid offers prevention, treatment, and support services for all babies, children and adults younger than age 21. More information is posted on the school bulletin board as well as in the parent resources in Transparent Classroom.

**SCHOOL PROGRAMS AND HOURS OF OPERATION**

Cleveland Montessori will operate during the usual academic calendar year: August/September to May/June. **All programs operate five days per week, Monday through Friday.**

**NOTE: Students in ALL programs must be in the classroom and prepared for work by 8:30 a.m. Car line drop off is from 8:00 to 8:20 a.m. (See page 24 for details.)**

**MONTESSORI PRIMARY**

Preschool morning  
(3 & 4 year olds) 8:30 a.m. – 11:30 a.m.

Extended Day  
(5 & 6 year olds who are the equivalent of Kindergarten) 8:30 a.m. – 3:15 p.m.  
\*Preschool age students (3 & 4 year olds) may also be enrolled for the full day. They will still have the opportunity to nap or rest during the day.)

**NOTE: Students arriving prior to 8:00 a.m. must be enrolled in Before Care program or wait with a parent.** Children may NOT be left unattended at anytime. Before Care is available for students at all levels for an additional charge from 7:00 a.m. – 8:00 a.m.

PICK UP TIMES FOR PRIMARY 3 & 4 year olds are either 11:30 a.m. or 3:15 p.m. unless they are enrolled in the After Care programs.

**MONTESSORI ELEMENTARY / ADOLESCENTS** 8:30 a.m. – 3:15 p.m.  
(1<sup>st</sup> through 8<sup>th</sup> grades)

**BEFORE/AFTER CARE FOR ALL LEVELS**

Before Care 7:00 a.m. – 8:00 a.m.  
After Care 3:15 p.m. – 6:00 p.m.

These programs are available as a full-time (5 days a week) or flexible (as needed) option. Children in these programs will engage in supervised after school activities. Full time before or after care will be added to the monthly tuition payment. **The flexible option of Before or After care must be requested by emailing [attendance@clevelandmontessori.org](mailto:attendance@clevelandmontessori.org) at least 24 hours in advance and will be billed through your Smart Tuition account.** There is a limit on the daily enrollment. Without advance notice before and after care fees are doubled. Providing at least a 24 hour notice will ensure that staffing is appropriate for the student-teacher ratios. **Except in the event of an emergency, after care fees will be doubled without 24 hours notice if additional staffing needs to be put in place at the last minute to maintain the appropriate student-teacher ratios.**

## **AFTER SCHOOL CLUB PROGRAMS**

Participation in additional after school club programs (i.e. Drama, Art or other programs) is at the discretion of the parent and is separate from the regular after care program. Schedules and available activities will be announced during the school year. Participation fees will be applied. Students enrolled fulltime (5 days per week) in the after care program **will have the opportunity to participate in the after school club without additional CLUB fees.** Certain clubs may require an additional materials fee as outlined in the after care program offerings from year to year. **These material fees are applicable to children enrolled in full time after care.** Parents must sign their child(ren) up to participate if desired.

## **THE GOOD SHEPHERD PROGRAM**

The Good Shepherd Program is a Catholic catechetical program offered by Cleveland Montessori. Within each classroom, a dedicated Atrium space has been prepared for helping the relationship between God and the child to flourish. The Atrium is a place for religious life, for community and worship. The Atrium is a place of work which becomes a conversation with God.

Parents choose the Good Shepherd option at the time of enrollment. Parents of children who are five years or older, may also sign up for their child to participate in the children's mass once per month.

**\* Please note that the Good Shepherd program offered at Cleveland Montessori is not a substitute for your parish PSR requirements. While our programs will compliment your child's participation in any formal PSR program, it will not meet all of the requirements for preparation for sacraments.**

## **SUPPORT SERVICES**

The school's psychologist is on the premises one or two days per week. The speech therapist will also be on the premises one or two days per week. Referrals for student evaluations are made at the request of the classroom teacher. Parents must sign consent before any services will be rendered.

Tutoring is available to students who have been identified through classroom assessments and/or teacher referral as needing support in reading or math. Families needing additional services, beyond the scope of the programs offered at the school are encouraged to seek support services from their local public school or private resources.

## **CLASSROOM PLACEMENT AND TRANSITIONS TO DIFFERENT PROGRAMS**

The Montessori philosophy is based upon recognizing the unique development of the individual and the tendencies and characteristics of the human at different stages. These stages are termed “planes of development”. The primary, elementary and adolescent programs are designed to meet specific needs and abilities of the child according to these developmental milestones. Children are usually in the primary rooms for a three or four-year cycle until completion of the primary program. Cleveland Montessori does not divide children by grade level nor does it focus on terms such as “graduation” and “retention” from any one program to the next. The parent and teacher share observations during conferences with a view to eventual transitions. Children traditionally visit another room before changing programs completely. Transitions occur for children at any time during the school year. Whereby the parent is a continual partner in the planning and responses to their child’s development, placement of a student in any program is ultimately at the school’s discretion.

Similarly, the school may require a student’s hours be shortened according to their developmental readiness. Children may not be ready to stay for full-day hours.

Students must be present for at least 85% of the school year in order for it to be considered a complete year of education. Excessive absences may result in spending an additional year in the child’s current program (primary, elementary or middle school) to ensure readiness for the next level.

**ALL-SCHOOL COMMUNITY EVENTS:** Throughout the year there are events which are designed to foster community spirit. As such, we expect the participation of all students who are in attendance on those days. They include school assemblies, Thanksgiving Feast, Advent Sharing, Liturgy of the Light, the Holy Thursday Celebration and year-end Field Day. Religious exemptions are honored and absences excused.



## REGISTRATION & TUITION

### NECESSARY DOCUMENTS

All children must have a current Medical Statement and immunization record. This **MUST** be signed by their physician prior to attending their first day of school. Medical Statement and the Vision & Hearing Screening forms will be issued to each family prior to the beginning of the subsequent school year. We recommend that you request this of your physician at the time of their routine physical exam. All forms will be distributed through Transparent Classroom.

#### **The following documents must be in a child's file before the first day of school:**

1. Child's Medical Statement – current within the calendar year, to **include** a shot record.
2. Vision & Hearing Screening form for Kindergarten and fourth grade aged children.
3. Copy of your child's official birth certificate
4. Emergency Transportation Authorization, including BOTH parent's information
5. Pick - Up and Release form
6. Public School & Good Shepherd permission form
7. Routine Walking Trips form
8. Technology Agreement (K-8)
9. Other documentation as requested
10. Custody paperwork/ information if child doesn't live with both parents.

### TUITION AND FEE PAYMENTS

Registration (the method of payment arranged for the years' tuition) takes place before the first day of school by choosing one of the following payment options:

1. **ANNUAL PAYMENT:** The entire tuition amount can be paid on or before June 10<sup>th</sup> (or your child's first day of school if starting later).
2. **SEMI-ANNUAL PAYMENTS:** The first half of the tuition is due in June 10 and the second half is due in December of each year.
3. **MONTHLY PAYMENTS:** Monthly payments can be paid on or before June through March. **All tuition payments for the year will be complete before March 25<sup>th</sup>.**

\*\*The school contracts with Blackbaud Tuition for making automatic tuition payments. ALL students must have an active Blackbaud Tuition account. Cash payments will not be accepted for any tuition or fees.

Any requests for a change in tuition payment plan or program must be made in writing to the office and approved by the Business Manager.

### ACTIVITY FEES

Activity fees are fees that are required for all school age students and are separate from tuition. These fees cover activities like field trips, going outs, physical education, technology and other extra curriculum activities or equipment used to enhance the Montessori curriculum. Activity Fee payments are due through Blackbaud Tuition in May for the following school year.

## **LATE PAYMENTS**

A late fee of \$55.00 will be automatically added to tuition for any late payments. All fees incurred through Blackbaud Tuition are payable directly to them. Family accounts cannot be considered paid in full if any fees remain outstanding. **Any fees that fall in arrears of more than 21 days will result in the child being refused entry until payment is made current.** A child who is absent from the school (due to non-payment of tuition) for more than thirty (30) calendar days may lose their place in the school.

## **REBATES**

The operations of the school are supported by the tuition received for each child. No rebate will be issued in the event of a withdrawal or dismissal of a child at any time during the year (after the first six weeks trial period). **Tuition contracts will be enforced during any on-line or alternative instructional periods due to public health concerns or other government mandates.**

## **WITHDRAWAL POLICIES**

If for any reason a family leaves the school, a withdrawal form or letter of withdrawal must be signed by the student's parent or guardian and maintained in the child's file. Annual tuition commitments are the responsibility of the family regardless of the conditions of withdrawal. The Board or Executive Director may waive the remaining tuition due at their discretion.

## **RECORDS REQUESTS AND TRANSCRIPTS**

Children's school records can only be sent to another school once the office receives an official request accompanied by the parent or guardian's signature of consent and required \$10.00 per child per school administrative fee. Once an official request is received, please allow the office ten business days to process your records request. All financial obligations to the school must be satisfied before any records for any student are released. Graduating 8<sup>th</sup> Grade students are permitted up to three records requests for high school. If additional records are requested the \$10.00 fee will apply.

Records being transferred to another school are kept confidential. Progress Reports, Attendance Records, Medical Records, Students' Cumulative Profiles, Teacher's Recommendations, and any Academic or Psychological testing information, etc will be sent as requested. Please note that due to the confidential nature of this information, parents will not be given copies of documentation sent to another school.

## **ENROLLMENT CONTRACT**

Students are invited to re-enroll for the subsequent fall by or before mid-February and are offered an enrollment contract at that time. A deadline for contract commitments to be signed will be indicated on the invitation letter. Failure to return the enrollment contract with the necessary registration fee by the deadline may result in the loss of your child's space in the program. The contract is a legally binding commitment to a full year's tuition and should not be signed if the family has any doubts about returning. The full tuition amount will be payable to the school if a child does not return to the school but for whom there is a signed contract on file. **Please note that financial obligations must be current in order to re-enroll for the following year.** Attendance at all required Parent Orientation and Transition Meetings is necessary to complete the enrollment process each year.

## COMMUNICATIONS

### PARENT ROSTER

A roster of names, telephone numbers and e-mail addresses of parents, custodians or guardians of children attending the school are available via Transparent Classroom. Parents shall be notified that the rosters shall not include the name or telephone number of any parent, custodian or guardian who requests, in writing, that the administrator not include his / her name or telephone number. This statement is on the bottom of the Photo/Video Release form that is completed by the parent prior to the child's first day at school. **Parents are responsible for informing the school immediately if there is a change in any of the family's contact information.**

### OBSERVATIONS

**Parents are required to observe in their child's classroom at least twice per year.** The first month of school is a transition period for children so we allow them time to settle in to the routines and procedures of their environment before posting the sign up sheets for formal observations. This is usually done once in October and again in March. **Parents are encouraged to observe as often as schedules permit.**

While Cleveland Montessori has an "Open Door" policy for parents or guardians to visit the school or their child at any time, we respectfully request that parents call to schedule observations in advance where possible (unless there is an emergency or great need). This avoids over scheduling too many adults in the room at one time and is a courtesy to the director/ess.

### CONFERENCES

Parents are **required** to attend a minimum of two parent-teacher conferences a year. These are done *after* a classroom observation. Conference days have been set aside on the school calendar to meet these requirements. **Parents are encouraged to schedule a conference at any time during the year.** Unless there is an emergency, this is done after the director/ess' time with children. Please send an email if you wish to schedule additional conferences throughout the year. Please allow a two day turn around time for responses unless you indicate that your need is more urgent.

### PARENT ORIENTATION

A school-wide parent orientation meeting is held prior to the first day of school each year. All parents are required to attend orientation. Parents who are unable to attend the scheduled orientation meeting must make arrangements with the Director for a make-up session **prior to the child's first day of attendance.**

## PARENT EDUCATION OPPORTUNITIES

A variety of parent education opportunities are scheduled throughout the year. These may include workshops presented by staff, guest speakers, and discussion groups. Parent attendance at these events counts toward volunteer hours.

## SPECIAL CONCERNS

For questions regarding:

Policies, Building and Concerns	Executive Director
Regarding Staff	
Admissions/Enrollment	Director of Admissions/Executive Director
Child's progress	Montessori Teacher
Classroom activities	Montessori Teacher
Academic Records	Business Manager
Tuition, Fees & Payments	Business Manager
Volunteer opportunities	Parent Volunteer Group, Montessori Teacher or Office Manager

Always approach the Executive Director with concerns that you feel have not been adequately addressed through your initial course of communication.

## METHODS OF COMMUNICATION

If you need to get a message to the teacher and they have begun to direct children by the time you arrive you may:

1. In an emergency, wait quietly by the door until an adult is available to come to you, otherwise...
2. Send a note in the communication folder.
3. Leave a message with receptionist. Teachers will check messages during breaks or after school. They will respond within a reasonable amount of time (not to exceed 2 school days).
4. We ask that you be respectful of the teacher's personal time/evening hours. Teachers will determine their own comfort level of receiving calls at home during evening hours.

**Bulletin boards** - Please check for special announcements on the main bulletin board at the school entry or located next to each classroom.

**Communication Center** – Located near the main entrance/reception area, this area will have extra parental forms (i.e. lunch orders, t-shirt orders, etc.), for any upcoming events and so forth. Please check this area for current information.

**Children's folders** should be checked daily for any communications from the school or the teacher. **It is the parent's responsibility to inform whoever is picking up your child to also check for mail on a daily basis.**

**Newsletters/Letters** School-wide newsletters may be published periodically and posted on the school's website. Parents who prefer a hard copy of the newsletter or do not have internet access should inform the office and copies will be placed in your child's folder at school.

Teachers will periodically send additional communications and classroom newsletters as needed.

**Emails** All parents who have a current email on file at the school will receive a weekly communication with reminders for upcoming events and items requiring parent attention. Parents who do not have internet access or prefer to receive hard copies of these communications should inform the office and copies will be placed in your child's folder at school.

**\*\*All students (1<sup>st</sup>-8<sup>th</sup>) will be assigned a school network email for communications and access to Google Classroom for student assignments as needed.**

Teachers and Staff will communicate with parents via email as is appropriate. As email communication can not fully relate one's tone and intent, please use it sparingly. Any need for formal communication between teacher and parent should ideally be done in a phone call or in person.

**Phone calls/Text** Children cannot receive phone calls or texts at school. Staff cannot receive calls or texts while they are in session with children unless there is an emergency. They will check their mail boxes at the end of their school day and return calls when children are dismissed.

**Students may not carry cell phones during the school day. Students who need to bring phones for after school communications will be asked to turn their device in to the teacher upon arrival and can retrieve it when dismissed.**

Calls regarding car pool changes, after school programs, and messages to other parents can not be handled by the office. Please use the parent roster to contact other parents directly. **Play dates and after school plans should be made in advance to avoid hallway conversations and congestion during dismissal.**

## **UNLIMITED ACCESS TO THE SCHOOL**

Either biological parent, any custodian or guardian (barring court documents stating otherwise) of a child enrolled in the school is permitted unlimited access to the school during its hours of operation for the purposes of contacting their children, evaluating the care provided by the school or evaluating the premises. With the exception of regular arrival or dismissal times, upon entering the building the parent, custodian or guardian shall sign in at the reception desk and obtain a visitor badge. Any adult may be required to leave the premises for inappropriate or disruptive behavior.

\*\*\*\*\*

## **MEALS AND SNACKS:**

We request that any food being sent to school for your child be nutritionally appropriate. As a general rule foods containing sugar or high fructose corn syrup within the first three ingredients should not be brought to school. The school will supply 2% milk and water for students at all mealtimes. **No other beverages may be brought to school.**

**Food Allergies:** Parents must notify the school of any dietary restrictions or food allergies prior to the first day of school. **Students diagnosed with severe food allergies must have an “Action Plan” on file indicating steps to follow in a medical emergency. If use of an Epi-pen or inhaler is prescribed, the child must also have the medication form on file for proper administration.**

## **BREAKFAST**

Children who arrive early in for the Before Care program may bring a **healthy** packed / boxed breakfast with them to be eaten at school. **Breakfast must be finished and cleaned up before 8:00 am.** Two food group items should be included in this breakfast (i.e. whole grain cereal and fruit). Milk is provided for cereal. Students may leave a box of nutritionally appropriate cereal at the school if they attend before care regularly. Any items left at the school should be clearly labeled with child’s name.

## **SNACK FOR ELEMENTARY STUDENTS**

It is expected that students will arrive at school having had nutritious breakfast and ready to begin the work cycle. A regular daily snack is not anticipated in the elementary work cycle. However, the Elementary community may participate in communal snack preparation activities periodically. The elementary teachers will designate the system and opportunities for snacking according to the structure and needs of their classroom.

## **SNACK FOR THE PRIMARY STUDENTS and AFTER CARE PROGRAMS**

Parents are asked to contribute to the nutritional experience of snack by signing up to bring snack for one or two weeks per year. Children enjoy sharing the food that they have helped shop for and /or prepare. Each primary and after care class will prepare a menu for the year of specific snack items that will be served. The menu may list the same type of snack for a several week period, so that the children have opportunities to practice food preparation skills that have been introduced. Parents will be given an opportunity to sign up for snack during Parent Orientation.

## LUNCH

Lunch is an integral part of the Montessori experience that provides opportunities to practice social skills and Grace and Courtesy lessons. The children set the table and eat with real glass and silverware in a family style setting. Children are encouraged to eat what has been brought to school for lunch. They will be permitted a reasonable amount of time to finish their meal. However, unfinished food will be returned to the lunch box (where practical) so that the child may eat it later or, failing this, the parent will see what the child did not eat.

- We encourage parents to include the child in the making of his/her lunch each day. Healthy nutritional guidelines are expected to be followed for student lunches. An ideal lunch would contain food choices from each of the food groups to provide nourishment for the remaining portion of the day.
- No beverages may be packed in a child's lunch. Milk and water are provided by the school.
- **Candy, cakes, sweets, chocolate, potato chips, fruit snacks, sugary cereals or other junk foods are not permitted as they tend to ruin the child's appetite or interest in the nutritious choices they may have. Add an extra fruit as a dessert if the child's appetite is not satisfied with the other choices. Unacceptable foods may be removed by the adult and will be returned to parents at the end of the day. This includes Lunchables, Gogurt, Jello/Pudding, Nutella, etc. (A good rule of thumb is to check the ingredients and avoid foods with sugar, gelatin or high fructose corn syrup as one of the first three ingredients.)**
- We can not neglect your child's nutrition under the excuse that he/she is a "picky eater". If your child falls into this category, talk with your teacher to plan specific strategies that promote better eating habits.
- Facilities for heating up lunches are not available. If you wish to send a hot food, you must use a thermos.
- Use of a thermal lunch box and ice pack is necessary to keep your child's food from spoiling during the morning. Plastic or paper bags will not properly protect food and should not be used. We require all food items to be placed in reusable containers to promote environmental awareness and assist with packing appropriate child-sized portions. As part of the grace and courtesy of sharing a meal, children are expected to use proper dishware and utensils to eat.

## HEALTH POLICIES

### COMMUNICABLE DISEASES / ABSENCE

Children should not be brought to school on any days when these symptoms are present: a rash, a fever (100.0 or above), discharge from eyes and/or ears, serious cough, diarrhea or vomiting. **Please keep children home for an additional 24 hours after these symptoms disappear.** Teachers will not admit a child into the classroom if these symptoms are present upon arrival. Children who become ill during the school day will be isolated from the class under the supervision of support personnel. Parents will be notified to pick up their child and the child will be made comfortable in a quiet space or on a cot as appropriate. Parents will be reminded upon pick up that the child may not return to school until 24 hours of being symptom free.

Children who appear to be under the weather but are not showing symptoms will be monitored and isolated if necessary. Parents will be notified of the child's signs upon pick up to continue to be monitored at home. At least one person on the Emergency contact information should be easily accessible during the school day for emergencies.

**Notification must be sent to school, via the Attendance Email, to report a student absence for any reason, indicating date(s) of absence, reason for absence and parent signature. The email will serve as the required written notification from the parent. A student who is absent for 3 or more consecutive days must also have a physician's authorization to return to school.**

Parents must notify the school if your child has been exposed to or diagnosed with any communicable disease, including COVID-19. The child must stay home for the period of time prescribed by the physician or the local health department. Notices will be posted for all families that a communicable disease is present in the building.

The following precautions will be taken for children suspected of having a communicable disease:

A child with any of the following signs or symptoms of illness will be immediately isolated and discharged to his parent or guardian:

- Diarrhea (more than one abnormally loose stool within a 24 hour period);
- Severe coughing, causing the child to become red/blue in the face or make a whooping sound;
- Difficult or rapid breathing;
- Yellowish skin or eyes;
- Conjunctivitis;
- Temperature of 100.0 degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
- Untreated infected skin patches;
- Unusually dark urine and/or grey or white stool; or
- Stiff neck;
- Evidence of lice, scabies, or other parasitic infestations.

Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated, will be carefully watched for symptoms listed above as well as the following:

- Unusual spots or rashes;
- Elevated temperature
- Sore throat or difficulty swallowing;
- Vomiting.



## LICE POLICY

The school has a “Lice Free” policy. This means that if live lice are present on a child’s head, parents will be notified and will need to arrange pick up from school immediately. Parents will be expected to provide the appropriate treatment for removal of the lice prior to the student returning to school. The student will need to be checked for presence of lice prior to entry to the classroom. The life cycle of the louse will result in the presence of the eggs (nits) for up to 10 days before they hatch. Therefore, follow up treatment and removal of nits is necessary within seven days of the initial treatment to avoid re-infestation from occurring. While we know that lice do not carry harmful disease, they are a nuisance causing itching and irritation of the scalp for most children. If properly treated, this can be quickly eradicated.

## MEDICATION POLICY

The school requires a written request (signed and dated) from the parent or guardian and a physician’s prescription (when applicable) in order to administer medication to any student. The prescription must indicate the exact dosage, the number of dosages and the route of administration. This includes but is not limited to: aspirin, vitamins, modified diets, fluoride supplements, cough medicine/cough drops and other prescription and non-prescription medications.

**NOTE:** All medication must be in its original package with proper instructions attached. No medicine will be issued to a child unless it is in the manufacturer’s or pharmacy’s packaging and the parent / guardian has filled out, signed and dated the “Administration of Medication Authorization” form that is available from the office and on Transparent Classroom. **\*\*All medications (prescription or over-the-counter) must be given to the teacher. Students are not permitted to keep any medications on their person with the exception of epi-pens or inhalers under the direction and written guidance of their physician.**

**Students diagnosed with severe allergies or medical conditions must have an “Action Plan” on file indicating steps to follow in a medical emergency. If use of an Epi-pen or inhaler is prescribed, the child must also have the medication form on file for proper administration.**

**HAND SANITIZER:** In the absence of soap and running water, hand sanitizer will be available to students (i.e. on the playground, fieldtrips) as needed.

## EMERGENCIES

The school has a medical and dental emergency plan as well as fire and weather alert procedures posted by the telephone in each classroom. A staff person trained in first aid is present with children at all times. In case of accidents or an emergency the following steps will be taken:

1. First aid will be administered.
2. The child’s parent(s) / guardian(s) will be contacted.
3. The child’s emergency transportation authorization form will be checked. **It is the responsibility of each parent to keep ETA up-to-date with current telephone numbers.**
4. If transportation slip (Emergency Transportation Authorization) permits and it is necessary, the child will be transported to the appropriate hospital.

## **EMERGENCY TRANSPORTATION**

In the event of a medical emergency, 911 will be called and your child will be transported, **with prior written permission on file (Emergency Transportation Authorization)** to the nearest hospital or emergency facility.

**Please be aware that in cases of extreme or life threatening emergency, if there is no permission to transport on file and if proper custodial guardian(s) cannot be reached, local police authorities will be contacted and the child will be placed in police custody so that emergency services can proceed.**

## **CRISIS INTERVENTION PLAN**

The school has developed a crisis intervention and response plan in the event of an extreme emergency. A copy of the full plan is available in the office for parents to review and will be posted to the parent resources in Transparent Classroom.

## **SAFETY & SECURITY POLICIES**

1. A parent/guardian must escort their child into the building if arriving at any time other than active carline drop-off. Attendance is taken in the first part of the morning. Other than during carline pick-up, children are dismissed only when the parent or designated pick-up person has signed them out at the reception desk. All pick-up persons must be listed on the child's Pick Up List. Staff may request to see identification from individuals with whom they are not familiar. Additional persons may be designated as authorized to pick up throughout the year. Parents may add names to the Pick Up List or send a written note authorizing a person not on the list to pick up on a certain occasion.
2. All staff have immediate access to a working telephone within the building. Each classroom also has a two way radio that is used when classrooms leave the building or for emergency announcements.
3. All outside doors to the building will be locked at all times. To gain access to the building parents and visitors must use the buzzer at the main entrance (125<sup>th</sup> Street). When acknowledged by a member of the staff, you will be asked to identify yourself and the doors will be activated for you. Children have been instructed to refrain from opening the doors for anyone. Adults only will be responsible for allowing access to the building. **Use of any doors designated for emergency only is strictly prohibited.**
4. There will be a monthly fire drill at varying times each month. A fire and weather emergency alert plan and lockdown drill plan which explains the action to be taken, evacuation routes and staff responsibilities in case of fire emergency and weather alerts is posted in each classroom.
5. The safety plan for field trips:
  - a) A first aid box is available on all field trips.
  - b) A person trained in first aid is available on all trips.
  - c) Each child shall have identification containing the school name, address and telephone number attached to him/herself. (Preschool only)

- d) Written permission slips are taken on each field trip.
  - e) Emergency Transportation forms will be taken on each trip as will the health record of any child who has allergies, handicapping conditions or health conditions that require special procedures or precautions during the course of the routine trip.
6. Incident reports are filled out for any child who is hurt (minor or major injury) at the school or on a field trip. This report is completed in Transparent Classroom and made available to the parent within 24 hours of the incident if the injury was not serious. If the child has been hurt seriously, the parent is contacted immediately and an incident report is given to the parent without delay.
  7. The use of aerosols shall be prohibited when children are in attendance at the school.
  8. Staff members are mandated to notify the local public children services agency when there is any suspicion that a child has been abused or neglected.

### **VISITOR POLICY**

All visitors, including parents/guardians, to the building must sign in at the reception desk. A visitor pass will be issued at the time of arrival. The pass must be visible throughout the visit and returned to the desk upon departure to sign out. Staff will question any visitors to the building who do not have a visitor's badge displayed.

### **SWIMMING AND WATER SAFETY (when applicable)**

Written permission from the parent or guardian of the child must be obtained before the child shall be permitted to swim or otherwise participate in water play activities in bodies of water of two or more feet in depth. The written permission shall be signed and dated and shall include the following:

1. The child's name.
2. A statement indicating whether the child is a swimmer or a non-swimmer.
3. That the parent or guardian grants permission for the child to participate in water activities.

Swimming pools, wading pools and other bodies of water two or more feet in depth shall be fenced or otherwise made inaccessible to the children when adult supervision is not available.

Staff members shall always accompany and supervise children at swimming sites including but not limited to, public or private swimming pools, lakes or rivers. Swimming sites removed from the center shall be approved and supervised by local authorities. Activities in bodies of water two or more feet in depth shall be supervised by persons who are currently certified as lifeguards or water safety instructors by the "American Red Cross" or an equivalent water safety program.

The school shall provide enough staff members to meet the requirements of rules 5101:2-12-23 and -34 of the Ohio Administrative Code at all times during swimming and water play activities.

## PARENTAL PARTICIPATION

### PARENT SERVICE

Parents are required to commit twenty (20) hours of service during the school year. Sign-up sheets are posted during orientation or by classroom staff throughout the year. The use of on-line sign up programs may also be used. Parents are encouraged to contribute at least ten (10) of these hours to the Annual Fundraising efforts (i.e. Taste in Little Italy). The school encourages parents to volunteer in any capacity that your schedule permits throughout the school year as well. **The Cleveland Montessori policy regarding background checks requires that any parent who desires to volunteer for tasks that involve direct access to the students (chaperones, playground monitor, club coordinator) is required to submit to a background check.** Parents who have been fingerprinted will need to submit a new background check every five years and sign a non-conviction statement annually. Parents who will be driving students in their vehicle must submit a copy of their driver's license and proof of insurance to the office each year.

A record of parent service hours is maintained in the main entrance of the school. **Parents are responsible for recording their own hours and will be instructed on the systems in place to do so.** Attendance at the parent workshops is recorded by the office personnel. Service hours are totaled for each family and recorded on the Year-end Summary Report for each child. Unfulfilled service hours will be charged to the family account in May at a rate of \$50 per hour, and scholarship monies awarded will need to be reimbursed to the school if hours are incomplete.

### PARENT AMBASSADOR GROUP (PAG)

The mission of the Parent Ambassador Group is to provide a partnership between parents and staff who meet and work in support of Cleveland Montessori. The success of the school community relies upon parents as active volunteers and organizers.

#### **Objectives:**

- To ensure that families and staff can develop relationships that will grow through working together toward providing the child an attractive and enriching social, physical and spiritual environment.
- To maintain the quality and existing program design of the school, within the Montessori structure, through an actively participating community of parents and staff.

#### **The function of the Parent Ambassador Group (P.A.G):**

All parents and staff are members of the P.A.G. The P.A.G. is not a governing body nor does it determine the programming design of the Montessori structure. Partnerships of parents and staff work on sub-committees to address the following areas: Fundraising, Community Building, and Social Events. General meetings will be held throughout the year. Additional sub-committee meetings may be scheduled as determined by committee chairpersons.

## ATTENDANCE AND PUNCTUALITY

### PUNCTUAL ARRIVAL

Regular attendance and punctuality at school is essential if continuity in the educational process is to take place. School begins at 8:30 a.m. All children may arrive as early as 8:00 a.m. but must be in their classrooms by 8:30 a.m. to maximize opportunities for learning. (Car line drop off is from 8:00-8:20.) Tardiness and irregular attendance create a disruption to the class as well as limit your child's opportunities to develop social and academic skills. Missing even a quarter-hour of school a day, deprives a child of a day's work each month. **\*\* Children dropped off prior to 8:00 a.m. must be enrolled in the before care program. Any student unattended in the hallways will be escorted to the before care room and parent will be charged the daily rate for before care.**

Parents of chronically-tardy children (who arrive after 8:30 a.m. more than three days in a month) regarding the disruption will be required to meet with Administration. A letter stating specific conditions for improved punctuality and stating the risk of losing their child's place in the school, may be issued by the Executive Director to families whose children are repeatedly late.

### ABSENCES AND TARDINESS:

Please schedule family trips or vacations during the school vacation schedule.

Parents must report a child's absence by 8:30 a.m. Notification must be given via email to [attendance@clevelandmontessori.org](mailto:attendance@clevelandmontessori.org). Chronic tardiness is a disruption to the learning community and unfair to your child who is missing a vitally important part of the day. Every effort to be consistently on time is expected. **Students arriving more than 1 hour late have missed a third of the morning work cycle and will be marked absent ½ day.** If a student arrives late or is to be picked up early for a scheduled appointment, parents must notify the teacher in advance AND sign the child in or out at the reception desk. Upon return to school whether the same or next day, students must bring documentation from the medical office for re-entry to the classroom.

Students arriving after 8:30 a.m. for any reason are required to check in at the reception desk (with their parent) to sign in. Students will receive a tardy slip from the office manager which allows them to enter the classroom. A note from the medical office **MUST** accompany any child who is arriving late due to an appointment.

**Written notification must be received by the school for a student absence for any reason, indicating date(s) of absence, reason for absence and parent signature. An email message will satisfy this requirement. A student who is absent for 3 or more consecutive days due to illness must also have a physician's authorization to return to school.** An explanation from a physician may also be necessary for prolonged or repeated absences from school to ensure a space is retained for your child. Repeated absences (3 or more days per month or 15% of the days in any portion of the school term) without this documentation are unexcused and may result in loss of your child's space in the classroom.

Students must be present for at least 85% of the school year in order for it to be considered a complete year of education. Excessive absences and tardiness may result in spending an additional year in the child's current program (primary, elementary or middle school) to ensure readiness.

## **Drop-Off and Pick-Up Procedures**

**BEFORE CARE** will be available from 7:00-8:00 a.m. If students are dropped off during this time, parents must park and walk your child to the classroom door. Parents must sign up and pay for before care in advance.

**REGULAR DROP-OFF** will begin at 8:00 a.m. Car line will form along 125<sup>th</sup> Street from Mayfield Road to the Parking Lot. Staff members (and possibly parent volunteers) will be outside to assist children to get from cars into the building safely between 8:00 and 8:20 a.m. Cars will then continue onto Mayfield Road or may turn left onto Fairview Court to Murray Hill.

Parents who need to do business at the office, are attending a Parent Coffee or have any reason to visit in the classrooms should first drop students in the car line, then park and enter the building.

Establish a “Departing Routine” with your child so that they are able to quickly exit your car during drop off. (blow a kiss, high five or some other special gesture or message that can be done without the driver getting out of the car)

**Phase-in:** During the phase-in period for new students, parents can park to escort your child to the classroom and have the opportunity to attend the parent coffees and meet other parents. New preschool students should arrive at 8:45 a.m. to allow all other students to settle and be prepared to receive the new children.

**Walkers:** If your elementary aged child will be walking to school (because you live in the neighborhood) please inform the staff so that they can be watchful of those students’ arrival and departure.

**REGULAR PICK-UP AT 11:30 or 3:15 P.M.** – The pick-up line will form in the same manner as the drop-off line in the morning. Every family will be provided with two Name Cards for your vehicles – to display child’s last name in your windshield. (If more than two regular drivers will be picking up your child, additional Name Cards can be requested from the office.) Cars may line up on 125<sup>th</sup> Street (Alta House) beginning at 11:20 or 3:10. Staff will begin putting children in cars as parents arrive and students are ready.

Any pick up person who does not have a Name Card for the student will need to park and check in at the office to ensure they are on the pick-up list. It is recommended that Name Cards be left in each vehicle to ensure you always have it.

**Please do not block the parking lot access when waiting in the car line.**

**Irregular Pick up times:** Parents who are picking up a child for any reason at an irregular time (appointments, illness, etc.) must park and sign your child out at the reception desk. The classroom will be notified to get your child ready for pick up (via intercom or radio).

**After Care Dismissal** – Parents picking up after 3:30 must park and enter the building to retrieve your child from the classroom.

**Student belongings:** Students must be able to carry their own belongings to and from the classroom. Therefore, it is essential that they **bring ONLY what is necessary for the school day** (i.e. lunch box and bag for communications). Students will provide their own backpack or bag to carry belonging that conforms to any guidelines provided by the classroom teacher. They should plan to use this bag to bring items to and from school (i.e. communications to/from the office or teacher, their paperwork, etc.) Each will have a “Communications Folder” as well. Parents are asked to check this bag/folder for information being sent home and have the student bring it with them every day. Communication being sent back to the teachers/office should be placed in the folder and bag to return to school. Therefore, students should generally have only two items to transport – their lunch box and their school bag.

### **LATE POLICY/FEEES**

**If a parent / guardian or designated person to pick up the child is delayed, they should call the school (216-421-0700) to inform staff and the child about what time they expect to arrive. This does not release them from paying applicable late pick-up fees.**

Students, not enrolled in after care, **who have not been picked up by 3:30 p.m.** will wait with staff until a parent can be reached. Staff will begin calling the listed emergency contacts within 10 minutes of the scheduled pick up times if no call has been received from the parent.

**Late fees for students who should be picked up at 11:30 a.m., 3:30 p.m. or 6:00 p.m. will be assessed a fee of \$1.00 per minute.** Late fees incurred will automatically be added to the family’s Smart Account to be paid with the next monthly payment due.

Staff may not drive a child home without a signed consent and release from liability form by the parent. The school will not assume responsibility for a staff member removing a child from the premises for the purpose of taking that child to any destination not authorized by the school by way of a signed field trip permission slip. Further, any staff member found taking a child or children from the school premises without the expressed written permission of the school and parent by way of a field trip permission slip or and Emergency Transportation slip will be written up and appropriate disciplinary action will be taken.

If none of the emergency contacts can be reached or result in none of the authorized persons being able to come pick up the child, it may be necessary to ask the local police to come to the school and take the child into custody until a parent or legal guardian can be found.

### **RELEASE OF A CHILD TO ANOTHER ADULT**

At no time will the school release a child to any other adult other than his/her parent, legal guardian or expressly named persons on the “Pick Up Release Authorization Slip” and / or the Emergency Medical Unit or School personnel as signed by the parent on the “Emergency Transportation Authorization”. Persons listed on the "Pick Up and Release Authorization Slip" must be eighteen years of age or older to be permitted to sign students out of school. Unless the school has received a copy of an official court document to state otherwise, the school will release children to either biological parent as listed on the application or birth certificate.

## **THINGS BROUGHT TO SCHOOL**

We ask that no items such as toys, candy, make-up or jewelry or items that cause a distraction to your child or other children's work or concentration be brought to school. In the event that a child manages to slip such items unknown to the parent into the school, the director/ess may explain to the child that she will keep it safe until the end of the day when she can return it to the parent. Books, cultural artifacts, family photographs, objects of interest from nature/the earth, etc. can be shared at school. These items should be handed to the directress and he/she will decide if the item is appropriate and how and when it can be shared. Whereas these items will be enjoyed and respected, the school can not be responsible for loss or accidents that cause damage to them.

## **OUTDOOR POLICY**

Children who are at school for more than the three hour morning work cycle, will have gross motor experiences every day (indoor or outdoors). **The children who are at school for longer than three hours will have outdoor time every day weather permitting as deemed appropriate by the staff.** *Even on days that the temperature falls below 20 degrees, children may still go outdoors for a brief walk in order to get some fresh air at the discretion of the teacher.* Please send suitable clothing for the weather (coat, hats, gloves, scarves, snow pants), including proper footwear (boots). If your child is unable to participate in this due to a medical condition, please bring a statement to that effect from his/her physician but the general rule of thumb is that if the child is well enough to come to school, they are well enough to play outside.

**Sunscreen: Parents are asked to apply sunscreen to your child prior to arriving at school. If your child will need to re-apply sunscreen during the school day, it must be given to the staff in its original container, labeled and a medication administration form must be completed. Students will be able to apply their own sunscreen prior to going outside with assistance from the adults or another child. Sunscreen may not be kept in cubbies.**

## **BIRTHDAYS**

Birthdays are celebrated with simple traditions that vary in each classroom. Parents are welcome to come join the children for the celebration and/or share a special snack food on that day. Please check with the teacher if you are unsure of suitable nutritional treats. **We ask that the more elaborate parties and iced cakes etc. are offered at home.**



## **HOLIDAYS AND CELEBRATIONS**

In keeping with the Montessori philosophy and the developmental needs of the Primary (2 ½ - 6 year old) children, the focus is on the “here and now” of the child’s work and the internal processes involved. The three hour uninterrupted work cycle for individual work is one of the essential elements of the Montessori approach. The simple and uncluttered environment allows the sensorial impressions of the material and some aesthetically pleasing prints or artifacts to be fully absorbed by the child without distraction. Short stories, presentations with cultural folders or holiday related artifacts may be shared with the children at group time. Time is not spent on preparing and rehearsing for stage productions at the three to six age level. Spontaneous drama, expressive language work, story telling, puppetry and some family occasions where parents join the children in Holiday song are more likely in the Montessori environment. Elementary level children will experience drama and other opportunities for performance and public speaking. Some of these experiences are performed in-house for the younger children, or for the residents at Abington Arms, and some classrooms may invite the parent community to a performance. Public speaking opportunities such as reading at Mass will also be available for those who participate.

Generally, the school will discourage participation in the commercialism of the holidays during our school celebrations. Rather students may look at the history or cultural relevance of various traditions that surround the holidays throughout the year.

Christmas carols and hymns are sung in the general group-time in all classrooms regardless of participation in the Good Shepherd program. These are the songs & hymns that are sung as a whole school for Advent Sharing day and also for the Liturgy of the Light celebration at Easter time.

## **GLOBAL AND SEASONAL CELEBRATIONS**

An essential component of the Montessori approach is to offer truthful, realistic stories and to promote understanding and harmony by giving accurate portrayals of life with our brothers and sisters on the planet. The attention is given to life promoting holidays. One example is singing Christmas carols during the Christmas season. Children of non-Christian cultures are invited to share celebrations central to their culture also. The school will not, however celebrate every tradition of every culture of the world. Parents are invited to contact their teacher to plan a sharing of aspects of their own specific culture.

## **THE HOME CULTURE OF EACH CHILD SHALL BE RESPECTED**

The art, cooking, stories or facts of a particular religious holiday will be available as a more individualized activity that can be chosen from a shelf by the child. The cultural and religious home environment of all children shall be acknowledged in this manner. Fabrics, cultural media and artifacts are carefully selected, integrated and rotated throughout the prepared environments to reflect the peoples of different parts of the world. Parents are invited and encouraged to visit and tell a story, parable or facts about their particular culture at pre-arranged times. This embraces the diversity and individuality of each child and fosters a strong self-esteem.

## DRESS CODE

**In general, school clothing should allow for independence, concentration, movement, balance, and respect for others.** All children must be able to move freely through the classroom while remaining properly covered.

We ask you to consider *only* clothing that will not distract the child from purposeful, productive or peaceful play. The clothes we wear often determine how we perceive ourselves and how we interact with others. Shirts and dresses that have large color illustrations of various characters may feel like costume clothes to the child. They will often change their typical behavior to act out the character in whose costume they are dressed. *Clothing or foot wear that rings, beeps, lights-up or that illustrates commercial characters or messages may distract your child as well as others. These may not be worn to school at any level. The wearing of tattoos, nail polish or make-up is strongly discouraged. Parents will be notified if any article of clothing or accessory becomes a distraction and needs to be removed or changed.*

Girls wearing light dresses or skirts need bike shorts, or similar underclothes to support modesty, so that they may play freely and participate in all activities (including sitting on the floor). Any child wearing a tank top must have a wide strap (collar bone to shoulder) or else wear a t-shirt underneath. All types of tops and shirts must completely cover the child's torso.

**Footwear:** All footwear should fit properly, be rubber-soled and allow the child to have free and controlled movement indoors and outdoors. They must stay on the foot correctly and should allow balance and independent movement. **Tennis shoes and closed-toed athletic sandals free of lights and sounds are the ONLY acceptable footwear.** Appropriate indoor shoes must be left at school as children must change into indoor shoes when arriving each morning. Heavy boots should be worn outside only.

If we notice a child's footwear or clothing is not appropriate for their age, needs, or work, we will respectfully ask the child to change that item with something from their stored extra clothing. We will also let you know which item caused the obstacle to independence, movement or respect for others.

### **Primary (2 ½ to 6+ year olds)**

The focus for the primary (3 – 6 year old child) is to be dressed for independence. This includes clothing that allows freedom to get a little dirty and that does not interfere with concentration, control of movement, balance and respect for others. You can help your child in his or her growth towards independence by providing clothing that the child can manage by him or herself. Whenever possible, choose clothing with simple fastenings and boots that are sufficiently large for winter socks.

### **Elementary & Adolescents (6+ to 14 year olds) dress for “work”.**

The focus for the elementary and adolescent student is that they are dressed for work, yet their clothes allow for movement, floor work, playground and gym activities and also respect for others. Clothes should appropriately fit and cover their changing bodies associated with this age group. For example, belts should be worn if pants fit loosely on the trunk of the body and are prone to slip below the waist. Also, cotton-mix shorts are acceptable if they fit correctly and extend parallel to the bottom of the fingertips.

If your elementary or adolescent child is dressed in clothing that precludes their ability to work or adhere to the dress code guidelines, they will be asked to change. The work of the students can also be messy and spills/accidents still happen at this age level. Therefore, each child must have a *complete* change of clothing at school that meets dress code standards.

## **DISCIPLINE PHILOSOPHY**

### **DISCIPLINE THROUGH WORK:**

The Montessori philosophy is based on the principle that the child will develop greater self-direction through work with activities that are meaningful and responsive to his / her needs in an environment with clearly defined limits.

### **THE MONTESSORI DIRECTOR/ESS:**

The director/ess serves as a guide and observes the child's individual needs for re-direction by presenting an appropriate activity and/or by protecting a child's independence and concentration as needed. The Director/ess ensures that the order of the room, the respect for each other and the respect for each other's work is maintained so that a child can freely act upon his inner directives in a positive and productive manner. The success that the child receives from this "work" initiates new confidence to pursue new and more creative tasks.

### **THE WILL:**

The Montessori approach and the didactic (self-correcting) materials will aid in the "development of the will". This affects a positive attitude toward mistakes and a confidence to pursue new challenges in addition to an inner peace that allows a feeling of goodness toward others and their environment to come forth.

### **FREEDOM:**

The steps in any procedure to self-correct, explore or to perform an activity successfully are presented in a positive, sequential manner to the child. They may practice with these individual skills until they demonstrate sufficient confidence before being free to pursue the total activity with greater independence from adult guidance. The child's own ability to respond to the limits of the community enables them to gain greater individual freedom and choice.

## DISCIPLINE APPROACH

In the instance of a child who destroys (through bad conduct or verbal abuse), the educational work of the institution (property or persons) or who endangers/harms themselves or others, the following steps will be taken:

- a) Guidance/removal from the location/situation to a space where no further damage can be incurred (if applicable); Often redirecting the child to purposeful activity is sufficient; if not
- b) A statement of the action observed will be made for the child (this is done in an individualized and respectful manner).
- c) The child will be offered a calm-down time (no more than fifteen minutes or until the child tells the director/ess that he/she is ready to “try again”). The child will never be left unsupervised and where possible the child will be encouraged to observe the activities of the classroom, with a view to finding an interesting and positive activity and thus *desiring* to participate within the environment again.
- d) The adult will re-direct the child to purposeful and safe activity with reassuring encouragement.
- e) If the above steps are unsuccessful, the parent/guardian will be called to the school to take the child home.
- f) The incident will be documented and a copy will be given to the parent / guardian.
- g) A conference will be held between the Director/ess and parent / guardian prior to the child’s return to school. This conference will enable the director/ess to develop an Individual Accommodation Plan with the parent / guardian’s participation. \*\*
- h) If the goals of the Individual Accommodation Plan are not met, or the approaches of the Montessori staff and the prepared environments do not sufficiently enable the child to function within the school in a successful manner, the school will endeavor to assist the family in seeking a different program that may more effectively meet the needs of their child. (Cleveland Montessori will make reasonable effort, but does not guarantee that they will find an alternative program for the child).

\*\* An Individual Accommodation Plan has goals and specific strategies for the child and the adults. It is designed to educate and/or provide a structure and so prevent the occurrence of disruptive, disrespectful or dangerous behavior and to enable the child to function harmoniously and to experience personal success within the Montessori prepared environment. An Individual Accommodation Plan may involve reducing the hours of the program for the child and/or initiation of further psychological evaluation.

**Student Personal Phone Usage - Use of cell phones during school day:** Cell phone usage is not permitted in the classroom during the school day. Students who carry a cell phone to school will be required to turn phone in to staff upon arrival and it will be returned at departure. When travelling off campus adolescent students may have access to their phone at the discretion of the staff.

**Information and Technology Usage:** All students must submit the Information Technology and Laptop Contract bearing both student and parent signatures. The contract ensures that students abide by the stipulations set forth in the contract regarding responsible use of laptops and internet privileges.

## CODE OF CONDUCT

The Montessori philosophy is based on the principle that the child will develop greater self-direction through work with activities that are meaningful and responsive to his / her needs in an environment with clearly defined limits.

The parents who choose Cleveland Montessori do so with the understanding that:

- a) Children will arrive to school daily and on time (**see Attendance and Punctuality policy on page 21**);
- b) Children will arrive clean and be dressed in clothing appropriate for the weather conditions of the day and the nature of the child's daily work at school;
- c) Children and parents will show respect and deference toward the director/ess and toward all persons connected with the Montessori School and the education of the child;  
(Parents shall not raise their voices toward staff or children anywhere on the school premises or in the playground);
- d) Children, parents and staff will not act in any way to harm or jeopardize the physical or mental safety of another child, adult or themselves in the school;
- e) Children, parents and staff will not deliberately (nor by carelessness) damage or destroy the school building, property, materials or equipment;
- f) A parent, guardian or staff person may not spank, shake or use any form of physical discipline with children on the school grounds;
- g) There will be no cruel, harsh, corporal punishment or any unusual punishments used to discipline a child (by parent or staff). No child shall be humiliated or subject to threats, verbal abuse or derogatory remarks, shaming or fear by parent, guardian or staff;
- h) A child will never be disciplined for failure to eat, sleep or for toileting accidents. Neither shall food, toilet use or rest be withheld as a discipline measure;
- i) No physical restraints will be used, nor confinement in an enclosed area such as a closet, box or cubicle;
- j) Separation of a preschool aged child, if used, shall be brief in duration, safe and appropriate to the child's age and circumstances and the child shall be in direct sight and hearing of a staff person.
- k) No discipline shall be delegated to any other child or parent.

A conference may be requested by the teacher and / or by the Administration to address concerns relating to the policy prior to the child's return to the classroom.

The school may give specific objectives or conditions to the parents (and child, when appropriate) in relation to concerns about attendance, punctuality, behavior, education, parent-staff communication, or the above discipline policies.

Cleveland Montessori reserves the right to discharge a child at their discretion. (Please note the no-refund policy in the enrollment registration agreement.)

**Parents will receive an acknowledgement of receipt of the parent handbook. The signature page must be submitted on or before the first day of school each year.**



**2022-2023 Calendar Summary (Final)**

<b>August 2022</b>	
Monday 1 <sup>st</sup>	<b>ALL EMERGENCY/CHILDREN’S FORMS DUE TO OFFICE. Forms on school’s website under PARENT tab / enrolled student school forms.</b>
Wednesday 17 <sup>th</sup>	Staff Return – schedule t.b.a.
Monday 22 <sup>nd</sup>	<b>Parent Orientation – required for all parents 6-7:30pm</b>
Tuesday 23 <sup>rd</sup>	Classroom Open Houses – 8:30 to 10:00 **Parents are welcome to stop by with children to visit classrooms, greet teachers and find their cubbies!
Wednesday 24 <sup>th</sup>	School begins for all elementary, middle school & returning primary students.
<b>September 2022</b>	
Monday 5 <sup>th</sup>	<b>NO SCHOOL – Labor Day</b>
Tuesday 6 <sup>th</sup>	New preschool students begin – 3 hour morning work cycle only
Tues 6 <sup>th</sup>	<i>Parent Coffee</i>
Sunday 25 <sup>th</sup>	A Taste In Little Italy FUNDRAISER
Monday 26 <sup>th</sup>	<b>NO SCHOOL – Staff Development Day</b>
<b>October 2022</b>	
Mon 3 <sup>rd</sup> – Wed 5 <sup>th</sup>	School Pictures - Tentative (schedule t.b.a.)
Wednesday 5 <sup>th</sup>	Parent Observations begin (through 10/24)
Monday 10 <sup>th</sup>	<b>NO SCHOOL - Columbus Day Parade</b>
Mon 24 <sup>th</sup> – Thu 27 <sup>th</sup>	Parent-Teacher Conferences
Thurs 27 <sup>th</sup>	Halloween Event – after school
Friday 28 <sup>th</sup>	<b>NO SCHOOL – Staff Development Day</b>
<b>November 2022</b>	
Wed 2 <sup>nd</sup>	OPEN HOUSE 5:30-7:00
Sat 5 <sup>th</sup>	Open House & School Tours
Fri 18 <sup>th</sup>	Grandparent & Special Persons Day
Tues 22 <sup>nd</sup>	Thanksgiving Lunch (Community Event); <b>3:15 p.m. Dismissal – No Aftercare</b>
Wed 23 <sup>rd</sup> – Fri 25 <sup>th</sup>	No School – Thanksgiving Break
<b>December 2022</b>	
T.B.A.	Holiday Shopping w/ Topsis Turvi =opportunity for students to shop for loved ones
Wed 21 <sup>st</sup>	<b>Advent Sharing (Community Event) 10am - 11:30am dismissal for ALL Students</b>
Thur 22 – Fri 30	<b>NO SCHOOL – Christmas Break</b>
<b>January 2023</b>	
Mon 2 – Wed 4	<b>NO SCHOOL – Christmas Break</b>
Wed 4 <sup>th</sup>	Staff return – Staff Development Day
Thurs 5 <sup>th</sup>	Students Return
Wed. 11 <sup>th</sup>	Transition Meetings for students entering elementary & middle school *required for parents with students transitioning into a new level
Mon 16 <sup>th</sup>	<b>NO SCHOOL – MLK, Jr Day</b>
Wed 18 <sup>th</sup>	Open House 5:30-7:00
Sat 21 <sup>st</sup>	Open House & School Tours
Fri 27 <sup>th</sup>	Enrollment Contracts due

Mon 30 – Fri 3	Spirit Week
<b>February 2023</b>	
Mon 6 <sup>th</sup>	Parent Observations begin
Thurs 9 <sup>th</sup>	Valentine’s Day event 4:30-6:00
Fri 17 <sup>th</sup>	<b>NO SCHOOL – Staff Development Day / AMI Conference</b>
Mon 20 <sup>th</sup>	<b>NO SCHOOL – President’s Day</b>
Mon 27– Fri 3	Montessori Education Week & International Day (events t.b.a.)
<b>March 2023</b>	
Mon 6 – Thurs 9	Parent-Teacher conferences
Fri 10 <sup>th</sup>	<b>NO SCHOOL – Staff Development Day</b>
<b>April 2023</b>	
Thurs 6 <sup>th</sup>	Holy Thursday (community event) <b>3:15 Dismissal – NO Aftercare</b>
Fri 7 <sup>th</sup>	<b>NO SCHOOL – Good Friday</b>
Mon 10 – Fri 14	<b>Spring Break – NO SCHOOL</b>
Wed 26 <sup>th</sup>	Liturgy of the Light (community event)
<b>May 2023</b>	
5 <sup>th</sup> & 6 <sup>th</sup> (tentative)	Rummage Sale
Thurs 25 <sup>th</sup>	Recognition Ceremony
Fri 26 <sup>th</sup>	Field Day / Last day of school - Picnic– <b>3:15 p.m. dismissal for all students</b>
<b>June 2019</b>	
Fri 2 <sup>nd</sup>	Last day for staff
Weeks of 6/12 – 8/7	<b>Summer Camp – NO CAMP WEEK OF JULY 3-7</b>

\*Community Event indicates that all students present on those days will participate. These events may include religious celebrations based on our Catholic faith foundation and Good Shepherd curriculum or other culturally based programs. All students present on these days will participate as a whole school community. For students of other faith backgrounds, it may be considered a cultural exposure or parents may choose to keep students out of school for that day.