

Tempe Montessori School

Parent/Student Handbook



Please familiarize yourself with our policies, expectations and guidelines

Founder: Irma Letson

Director: Jessica Cutty

Associate Director: Lauren Bolar

Hours of operation: 7:30am – 6:00pm Monday - Friday

Physical Address: 410 S. El Dorado Rd., Mesa 85202

Mailing Address: 3107 S. Evergreen Rd., Tempe 85282

Phone: 480.966.7606

Fax: 480.966.6805

School web-site: www.tempemontessori.org

School e-mail: office@tempemontessori.org

TAX ID: 86-0511244

TEMPO (Tempe Montessori Parents organization)

<http://tempemontessori.org/welcome-to-tempo>

Mission Statement

Our mission is to provide a quality AMI Montessori education for the children, and to help parents achieve their highest goals in the education of their children, by following the teachings of Dr. Maria Montessori in an effective and sensitive manner.

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RESPONSIBILITIES OF THE SCHOOL

- To provide an environment that is clean, safe, and attractive.
- To maintain the standards and licensing required by state, county, and city.
- To report to child protective services suspected cases of child abuse and neglect.
- To provide an authentic AMI Montessori education that is stimulating and developmentally appropriate.
- To provide teachers who are exceptional in their capacities for guiding and caring, and in the excellence of their professional skills.
- To remain committed to professional recognition by the Association Montessori Internationale (AMI).
- To be an Advocate for the child

RESPONSIBILITIES OF THE PARENTS

- To bring your child to school and pick up your child at the scheduled time.
- To inform the school if you are delayed in dropping off/picking up your child.
- To fulfill financial and legal obligations to the school promptly.
- To support both the school and child by:
 - Becoming informed and knowledgeable regarding Montessori education
 - Communicating with the teacher
 - Attending parent meetings and conferences
 - Supporting the teachers
 - Keeping informed on goals and policies of the school
 - Following school policies and maintaining two-way communication

RESPONSIBILITIES OF THE CHILD

- To construct the adult she/he will become

ENROLLMENT

- Children entering the NIDO program **must** be 3 months old.
- Children entering the Toddler program **must be 15 months and walking steadily** by the time of enrollment.
- Children entering the Primary program **must** be 3 years old by the time of enrollment and **must be toilet trained**.
- Children entering the Elementary program **must** be 6 years old **or** have completed the 3 year Primary program.

All children will be accepted on a conditional basis. Families may be asked to withdraw the student if Tempe Montessori determines, at its sole discretion, it is not meeting the child's needs or that the student's presence is having an adverse effect on the program.

Classroom Placement

Classroom placement of a child is determined in the best interest of the child by the administrative team. Tempe Montessori does not accept parent requests for specific classrooms.

WAITLIST

If no space is available for enrollment, the child's name is placed on our waitlist. There is a **\$50 non-refundable waitlist fee**. No guarantees are made for desired placement, which is dependent upon space, when available, and what is in the best interest of the child.

RE-ENROLLMENT

Each spring, Tempe Montessori School invites families to enroll for the following year. There is an \$85 re-enrollment fee per family. Families who do not turn in re-enrollment paperwork by specified deadline will lose their space for the following school year.

Tempe Montessori School reserves the right to terminate the Enrollment Contract and disenroll Student(s) from NIDO, Toddler, Primary or Elementary with or without notice for any reason. Parents or Guardians agree and understand that termination of the Enrollment Contract and disenrollment of the student does not change the refund provisions.

TUITION PAYMENTS

Tuition can be made in-office or online through FACTS.

In-office payments must be made by the 1st of each month. There is a 5-day grace period. A **\$25 late fee** will be added to any payments made after the 5th.

Tempe Montessori uses SQUARE for all debit/credit card payments. **2.75%** will be added to any debit/credit card charge.

FACTS is our online tuition program. Signing up for FACTS can be done through our web-site at www.tempeмонтessori.org.

Tuition refunds will be made under the following circumstances:

- A Director agrees that a withdrawal is in the best interest of the child
- 1 month advanced notice is given to TMS in writing
- Refunds will be made 30 days following an approved request

No refunds will be made for:

- The months (or partial months) of August, December, or May
- Waiting list or enrollment fees

ATTENDANCE

Dr. Montessori stressed the importance of consistency and the child being given an uninterrupted 3-hour work period every day, which is designed to follow a child's natural pattern of learning. It is the parent's responsibility to have children in their classrooms by **8:30am**.

ARRIVAL/DISMISSAL

- Please enter the drive-way at the north entrance, near Broadway.
- NIDO and TODDLER parents must park their car in a designated spot and walk their child to class and to pick up their child.
- PRIMARY and ELEMENTARY parents, please use the carport lane.
- Parents must stay in their vehicle in the carport lane.
- ALL parents **must** sign with a legible, complete signature their child in/out in our sign-in books.
- Unless you have an appointment in the office, please leave campus promptly after safely dropping off/picking up your child. We ask that no personal business be conducted on campus.
- Parents picking up their child during aftercare, **must** park in a designated parking spot. You **may not park** in the carport lane.

LATE ARRIVALS

- If your child will be late, please contact the office via e-mail or by phone before 8:30 am to help prepare the teacher.
- Students **will not** be admitted into class after 9:30am.
- If your child has 3 unexcused late arrivals in a month, your child will not be allowed into the classroom upon their 4th tardy. A late arrival is any time after 8:30am.

LATE PICK-UP

- If you are running later than your scheduled pick-up time, please call the office.
- Children on campus 20 minutes after their scheduled pick-up time and whose parents have not notified the office will be charged \$5 every 20 minutes.
- Families will be charged \$20 every 10 minutes for children left on campus after 6pm whose parents have not notified the office they are running late.
- Fees are due at the time of pick-up.

EARLY-CARE

- Tempe Montessori offers Early-care between the hours of 7:30am – 8:00am.
- Additional cost for this service is \$35 a month.
- If you are not signed up for early-care and drop your child off, an additional charge of \$5 per early drop-off, per day, will be added to your monthly tuition.

ABSENCES

If your child is going to be absent, please follow the below procedures:

- Please call the office at 480.966.7606 or e-mail at office@tempemontessori.org as soon as possible.
- Vacations should be planned for regularly scheduled breaks.
- Frequent patterns of absences may result in a meeting with the Director/classroom teacher.

CONTACTING YOUR CHILD'S TEACHER

If you would like to speak with your child's teacher, please contact the office by:

E-mail: office@tempemontessori.org

Phone: 480.966.7606

DRESS CODE

- Fictional or commercialized character clothing is not allowed. This includes shoes and lunchboxes.
- Your child must wear washable and comfortable clothes that can be easily managed by the child.
- Please label all clothing items (jackets, sweaters, extra clothes, etc).
- Shoes must have a back strap. Flip-flops and thong sandals are not allowed.

LUNCH/SNACKS

- Students are responsible for bringing their own lunch.
- TMS will provide 2% milk. If your child has allergic/dietary issues with milk, please bring a substitute milk product to keep in your child's class.
- There are no microwaves in the classrooms. If your child has a "hot lunch", please send food in a thermos or in an insulated container, along with a note for the teacher.
- Please no candy, gum, lollipops in lunches.
- Tempe Montessori provides snack in the morning, afternoon and for aftercare. All snacks will consist of a fresh fruit/vegetable and a grain. Students may also cook/make a snack in their classroom with the teachers.

STUDENT HEALTH

- If a child becomes ill during the day, we will isolate him/her from the group and the parent/guardian will be notified to pick the child up as soon as possible.
- If your child has been diagnosed with any communicable diseases, you must inform the school immediately. The school follows the communicable disease-reporting requirement under A.P.C AAC R9-5-515(D).
- **As required by STATE regulations – if a child has had any symptoms of illness, such as nasal discharge, nausea, vomiting, diarrhea, or fever (100.3 or higher), the child may not return to school until they are symptom free for 24 hours.**

Please help us reduce the rate of illnesses at our school by cooperating fully in keeping an ill child home. Any child brought to school sick will be sent home.

MEDICATION POLICY

- All medications must be brought to the office by the parents and a Medication Release Form must be filled out to administer medications to a child.
- All medications must be in their original container, dated, with the child's name.
- Do not put any type of medications in your child's lunch box (cough drops, allergy medicines, vitamins).
- If possible, medications should be administered by the parent at home when medication is necessary.

STUDENT BEHAVIOR AND DISCIPLINE

- All discipline shall be of a positive nature, and have as the goal the safety, education, self-discipline, and character development of the child, as well as the collective benefit of the classroom group and of the school.
- When a child continues to disobey, disrupts, injures, or destroys property, s/he is immediately but gently removed to a place apart from the group, but within the same room when possible. This enables the child to observe other children behaving in positive ways.
- When a child intentionally hurts another person, the parents are called to pick up the child.
- When a child repeatedly has behavior problems, the parents are called in for a conference. A Behavior Plan may be developed to outline behavioral expectations and steps for improvement.
- When no apparent progress is made with unacceptable behavior, professional counseling or medical evaluations may be suggested.
- If all efforts fail to help the child and s/he is not benefiting from the Montessori program, or is a negative influence on the classroom, parents are asked to remove the child from the school. Alternative placement may be suggested.

OBSERVATIONS AND PARENT TEACHER CONFERENCES

- Parents are required to observe their child's classroom twice a year before each parent-teacher conference.
- If your child is new, we ask that you wait at least 2 months before observing.
- When observing a classroom, please have all electronics put away and out of sight of children.
- Please refrain from engaging with the teachers and children while observing.

- There are 2 scheduled Parent Teacher Conferences a year. 1 in October and 1 in April. Families are required to attend both conferences.
- If you would like to meet with your child's teacher outside of these scheduled conference times, please contact the office to set up a time.

BIRTHDAY CELEBRATIONS

- If you would like to celebrate your child's birthday with the class, please contact your child's teacher a week before to set up a time.
- Please speak with your child's teacher about what "special treats" are allowed.

SHOW AND TELL

Each classroom is unique and does their show and tell differently. Please speak with your child's teacher on rules and regulations for show and tell.

PARENT CODE OF CONDUCT

- Parents must treat their child with respect both verbally and physically.
- Parents will treat all staff member of Tempe Montessori with respect.
- Use a soft voice while inside the classrooms.
- Refrain from using inappropriate language (many ears are listening).
- Parents must be sober and not under the influence of drugs or alcohol when on campus and picking up children.
- Smoking is never allowed on Tempe Montessori campus.
- Firearms are never allowed on Tempe Montessori campus.
- If you have a conflict with a staff member, parent, or student, please contact the Director immediately.
- Please refrain from using your cell phone on campus, for both phone calls and texting. Children are eager to see their parents and need your undivided attention.
- Parents must be ambassadors for Tempe Montessori School as well as for the Montessori Method, and as such, they are obligated to uphold the Mission Statement of the school.
- We ask all our parents to continue their Montessori Education by attending our Parent Education Nights, TEMPO meetings and other school functions.
- As always, we are here to support the children and work together collaboratively in the interest of providing a quality education for your child.

CUSTODY ISSUES

- Tempe Montessori must have legal papers of visitation schedules.
- Only the parent with legal custody may enroll the child, withdraw the child, or sign permission slips and paperwork.
- If the occasion happens when both parents are on campus during a time when the two parents are estranged, we expect both parents to treat each other with respect. No conflicts may occur while on TMS property.

SPECIAL NEEDS/MEDICAL ISSUES

TMS provides an equal education to all enrolled students. We will review all special needs/medical needs children on a case by case basis. The classroom environment must prove to be beneficial for the child and the child's needs to be a benefit to the classroom environment. We welcome students whose needs are able to be met without changing the fundamental philosophy of the classroom. All medical records, diagnosis and school clearance must be submitted before the first day of enrollment. We maintain our AML ratios. ***One on One care is not available to children.*** Staff, parents, and outside therapists must agree to work together to provide the best opportunity for the child.

SOCIAL MEDIA POLICY

Tempe Montessori School provides information for parents through:

Web-site: www.tempemontessori.org

Facebook: www.facebook.com/Tempemontessorischool/

These Social Media outlets are used as a forum for TMS to provide information. These are not a forum for parents to discuss concerns or complaints, or to discuss personal matters or any children.

Critique

If you have any suggestions, disagreements, disappointments, concerns or critiques, we will be eager to listen and discuss these ideas or needs with you. Please keep the lines of communication open with frankness and honesty, and we will reply with the same.

Jessica Cutty

Director