



PARENT HANDBOOK

2023-2024

“Children are human beings to whom respect is due, superior to us by reason of their innocence and of the greater possibilities of their future.” – Maria Montessori

On behalf of our Muss Family Montessori team, we would like to extend a warm welcome to you and your family to our school!

A Montessori Education

“Education is a natural process carried out by the child and not acquired by listening to words but by experiences in the environment.” – Maria Montessori

Muss Family Montessori School Policies

Arrival Time

School begins at 8:30 a.m. It is imperative that your child comes to school on time as we will need the extra time for the children to settle in before lesson time. Please do not arrive any earlier than 8:30 as the teachers need those few minutes in the morning to prepare for their day. Toddlers may arrive between 8:30 and 9:00 a.m. (Drop off is at carpool lane)

Dismissal Time

Dismissal time is 3:00 p.m. for the full day program and 12:30 p.m. for the half day program. (Pick up is at carpool lane)

If your child is in the half day program, please pick up your child promptly at 12:30 p.m. as it is very disruptive for our full day students who are resting to have parents arrive during rest time. We will have your child ready for you at the carpool lane.

PLEASE DO NOT use pick up or arrival time to hold conferences with your child's teachers. Please call the office to schedule an appointment for a conference. We need the teacher's attention on the children at all times. We have scheduled special days designated specifically for Parent/Teacher conferences.

Aftercare is offered from 3:00 p.m. to 5:00 p.m. From Monday - Thursday. The fee for this service is \$20.00 daily per hour. Please note that any parent picking up their child after 5:00 p.m. will be charged \$25.00 for any part of the hour thereafter)

Hebrew (Mondays) during school
Yoga with Ms. Cassie (Mondays) after school
Creative Movement with Ms. Adriana - Tuesdays during school
Spanish with Ms. Luciana (Tuesdays) after school
Music with Mr. Danny - (Wednesdays) during school
Cooking with Ms. Nancy - (Wednesdays) after school
Soccer - (Thursdays) during school
Ballet (Thursdays) after school
Shabbat (Fridays) during school at 9:45 a.m.

Pick Up

Every student is required to have a consent form on file listing those parties that may pick up your child from school. Written communication is required to change any information contained in this original consent form or, if any daily changes are made to your normal pick-up routine. Proper identification must be provided before the child is released. Verbal approvals are not acceptable.

Health Information

Your child's health is a matter of major importance to our school. Every child is required to have an up-to-date health form in their file. This is required by law. All immunizations must be up to date, or your child will **NOT** be accepted in school.

Sick Policy/COVID guidelines

If your child becomes ill while at school, you will be notified to pick up your child immediately.

The following guidelines should be considered in determining if your child should be kept home from school. Please note that the rules have become stricter due to the COVID Pandemic. This is for the protection of Your Child and everyone else around your child.

KEEP YOUR CHILD HOME if he or she has:

- A fever or has had one in the past 24 hours (child must be fever free for more than 48 hours before returning to school)
- A constant cough, wheezing, nasal discharge, sneezing, vomiting or diarrhea. Sore throat, headache, or abdominal pain.
- Please notify the school upon your return if child had any viruses or bacterial infections. (Make sure a COVID test does not need to be done)

Please note if a child misses three days from school that child will not be allowed to return to school without a written note from their pediatrician.

Special Health Concerns

If your child has a nasal allergy or any other physical problem, please have a written note from your physician stating this condition. We need to make sure that a negative COVID result is shown to the school office.

Any special medical information/needs that the school should know regarding your child requires proper documentation and should be given to the administrative office.

Injuries/Emergencies

While our staff at Muss Family Montessori makes every effort to ensure the safety of your child, unfortunately, minor accidents may occur. In order to keep you informed, the teachers will provide you with an **accident/incident form** for each occurrence.

In the case of a serious injury, we will make every attempt to contact you for instructions. When a parent or those you have authorized cannot be reached, we will call 911. **It is important for the school to have all your current contact information updated.**

The school reserves the right to take emergency action on behalf of your child if parents cannot be reached, and if a delay would jeopardize the health or safety of your child.

School Dress Code and Supplies

Children **must wear their school uniform** every day, which consists of the school logo shirt. You can purchase the shirts through the school. We will provide you with an order form.

Comfortable, sturdy, and closed toe shoes are required. Sandals, crocs, and flip-flops are inappropriate and unsafe for school activities. Your child should be dressed in clothing that allows them to be independent.

Please bring **two sets** of uniform clothing (including socks, underwear/training pants, and a school shirt) to **leave at school. Please label all items!**

If your child will be staying a full day, you will be required to bring a fitted nap sheet for their sleep nap, a small pillow (optional) and a small blanket. This will be returned home every Friday to be washed. **(Toddler Class Only)**

Please bring a lunch box marked with your child's name on it. Please see the 'Lunch' section of this handbook for suggestions on a healthy and kosher lunch. We will also ask that you **pack two water bottles** and at least **3 extra snacks** that your child likes to eat throughout the day. Since we cannot share or provide snacks, please make sure they have enough food, especially if they stay for the full day.

In addition to those items above, please bring:

- A box of wipes (labeled)
- Diaper, if needed. (Please include the amount your child will need daily) • A picture of your child for his or her cubby.

If your child has special needs regarding diapers, cream for diaper rash, etc., please inform the teacher at the beginning of the school year.

Lunch

Muss Family Montessori is a dairy and kosher school. Children must bring their own dairy or parve kosher lunch and a drink labeled with their name. Some examples of acceptable lunches are egg salad, tuna fish, soy products, cheese, sandwiches, beans, pasta, etc. **NO MEAT PRODUCTS ARE ACCEPTABLE.** Please pack your children a sufficient amount of food, especially if they stay until 3:00 pm.

Lost and Found

Please label all personal belongings (clothing, lunch items, raincoats, etc.). The school will not be responsible for unmarked items; however, we will do our best to assist in returning any misplaced items which we will put in the "Lost and Found" box located in the office. We will be happy to look in the box for you and return it if it is in there.

Toys

Please **DO NOT** bring any toys from home. Children tend to fight over toys, and it becomes a huge distraction to the learning environment. We are not responsible for lost toys.

School Security

Our school's security and safety are our highest priority. We have two full-time security guards and take additional measures to protect the safety of our children.

(Yearly fee of \$2,000)

Drop Off and Pick Up

Communication

Parent communication is an integral part of your child's educational and emotional experiences. If the school has any concerns regarding your child, we will communicate these concerns with you as soon as possible. Likewise, please see our directors Debbie or Heidi to voice any apprehensions you might have.

Emotional Concerns

Please keep us informed of any turn of events which might affect your child on a personal level (i.e., death of loved one or pet, divorce, moving homes). To those children who are experiencing some difficulties we will do all in our power to provide the extra emotional care they need.

Progress Reports

Progress reports are issued twice a year for children ages 3 to 6. These reports are intended to communicate the teacher's evaluation of your child's knowledge and progress. Daily reports will be sent home to parents of the Toddler class.

Parent/Teacher Conferences

A conference with your child's teacher or with the directors may be scheduled anytime throughout the school year. Please contact the office to make an appointment.

Parent Teacher Organization (PTO)

The PTO's mission is to create a solid community of parents who, by sharing and networking, create a richer experience for all of the members of the school, especially our children. By contributing actively to the school and community, parents can set an example of sharing and outreach.

The PTO will meet every month and meetings last no longer than one hour. Our main goals are to fundraise for the school, improve school communication, and reach out to our local and global communities by coordinating monthly "mitzvahs" (or good deeds). We encourage all parents to become involved by attending monthly meetings or volunteering to help on one of our committees. (TBD)

Religious Perspective

While we teach children respect for all Jewish perspectives, as well as other religions, our religious teachings are conservative. In keeping with our religious perspective, we do not celebrate non-Jewish holidays in our school, including Halloween and Valentine's Day.

Shabbat and Holiday Celebrations (In the individual classrooms)

We provide positive experiences in Jewish living through the celebration of Shabbat on Friday with our Hebrew teacher, as well as the study and celebration of Jewish holidays with our Hebrew teacher in the classroom.



I have read and understand the terms of Muss Family Montessori School Parent's Handbook. I agree to abide by all its rules, policies, and suggestions for the protection of my child, as well as the other children and staff members at our school.

Child's Name:

Child's Age:

Address:

Phone Number:

Parent's Name (please print)

Parent's Email Address:

X _____
Parent Signature

Date

X _____
Directress Signature



Parent Teacher Organization (PTO)

Please complete the following form to process your PTA membership. The cost of membership is \$60.00 per family. If you would like to contribute a larger amount, it would be greatly appreciated, and a receipt will be provided to you for a tax-deductible donation. This money will go directly back to our school in order to purchase new materials or enable us to provide our children with extracurricular activities.

Name of Parents:

Email Address:

Student's Name:

Address:

Telephone Number:

I am interested in holding a position in the PTA.

I cannot hold a position but will contribute monetarily.

Amount enclosed \$

Parent Signature Date

We would like to thank you in advance for your thoughtfulness and generosity. Your donations and involvement are greatly appreciated.

Allergies

Special Allergies:

Parent Signature
Date



Please make checks payable to: **Lev Montessori INC, our corporate name.*

Size	Width	Length	Sleeve Length
2T	26	15.5	4.75

3T	28	16.5	5
4T	30	17.5	5.25
5/6	32	18.5	5.5

***New Uniform Size – Youth XS (one size up from 5/6)**

School Uniform Order

T-Shirt Colors: White, Blue, Pink, Purple
and Green **Cost:** \$ 20 per T-shirt

Student(s) Name: _____

Color	Size	Quantity	Total
		Grand Total:	