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# Montessori School of Greater Lafayette

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Parent Handbook  
2012-2013

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# MSGL Community

## History and Structure

The Montessori School of Greater Lafayette was founded in 1972 by parents interested in providing an alternative to the traditional nursery-school approach for the young child. Montessori Parents, Inc., an Indiana nonprofit corporation, was chartered for the purpose of sponsoring a school embodying the philosophy of Maria Montessori. In February of 2001, the school moved to its permanent location at 2552 Soldiers Home Road, West Lafayette, Indiana.

Parents of enrolled children comprise the regular voting membership of Montessori Parents, Inc. A Board of Directors is elected by the membership and is charged with the management of the school. Associate members are those persons who support the efforts of the school and wish to be affiliated with it although they may not have children currently enrolled in the school. Anyone interested in associate membership should contact the office for details.

Each family required to complete annual service hours. A variety of options for involvement are available for each parent including serving on the Board, helping with facility improvements, and donating time or skills to the functioning of the classroom. Please review the Parent Service Hours form for more ideas.

## Statement of Values

Our mutual values as a child-centered, supportive network of families provide the foundation for the Principles of Conduct of Montessori School of Greater Lafayette.

We value the Montessori principle of respect for all people and our environment; an organization based upon the spirit of community; and an environment based upon trust and loyalty.

## Mission Statement

The Montessori School of Greater Lafayette provides a child-centered, enriched environment facilitating independent learning and exploration so that children may learn for the love of knowledge. Based on a foundation of respect for self and others and featuring a strong emphasis on cultural appreciation, we seek to create a supportive network for participating families as we help children become well-rounded individuals.

As a matter of policy and philosophy, MSGL's admission, operating, and hiring procedures are nondiscriminatory in terms of race, religion, ethnic origin, gender, sexual orientation, or disability.

## Principles of Conduct

The following principles should guide our interactions with one another.

***Integrity:*** Members of the MSGL community will foster relationships based upon impartiality, openness, honesty, mutual respect, and loyalty to one another and the organization.

***Ownership:*** As a parent-owned school, members of the MSGL community are expected to contribute their time, talent, and treasure to the best of their abilities.

***Objectivity:*** Members of the MSGL community will act in an impartial manner with the best interests of the organization in mind. Parents, staff, and Board members should always be mindful of the capacity in which they are acting.

***Responsibility:*** Members of the MSGL community will conduct themselves in a manner consistent with the Statement of Values and Principles of Conduct, and will be held accountable for their actions.

## Resolving Conflict

The Montessori School of Greater Lafayette is an organization that values diversity, and believes that parents and teachers share the responsibility for the education and socialization of children. Preventing and resolving the differences that may arise between parents, teachers, and children with constructive communication, respect, grace, and good humor can help make school a pleasant place.

The following suggestions should be used as a guide in resolving conflicts:

- Choose an appropriate time and place to discuss disagreements.
- Resolve conflict outside of the presence of children.
- Use discretion with regard to when and where children and families are discussed.
- Discussions concerning conflicts should be based upon personal knowledge of the facts of the specific situation.
- When involved in a conflict, stay focused on the issue, and remain calm.
- Respect other points-of-view, and articulate your own with positive language.
- Be a good listener and appreciate the efforts of others to hear you.

If you find you cannot successfully resolve an issue, enlist the assistance of an appropriate, impartial third party.

## Community Philosophy

Families who choose Montessori education for their children generally share values, goals, and attitudes compatible with the Montessori Philosophy. These shared beliefs allow families and the school to build a growing relationship to enhance children's development. Children learn from the world around them, and it is the responsibility of all adults to model appropriate behavior and work together as part of the Montessori School of Greater Lafayette team to aid in the development of a positive tone within the school community.

## Parent Involvement

As a non-profit, family-run school, your time is required to make our school community work. Every family will be required to complete at least 12 hours/year at the school (e.g., June 2012 – May 2013). This requirement is per family, not per child. The board offers a buy-out option as a way to defer some of the costs that incur for general maintenance and site improvements. Families have two ways to complete their required service time; volunteering around the school or buying out the time. Your family may buy up to 10 of your service hours at \$10 per hour. This buyout option will expire September 15, 2012. Laundry and snack rotation are still required, so you cannot "buy" those service hours. If your family has not met the service hour requirement by May 1, 2013, you will be charged \$12 per remaining hour.

Volunteer activities include hands-on time for laundry, yard work, recycling, office help, sound table, fund raising events, buying items for class projects or celebrations, etc. Parents can log their service hours on Support MSGL Tab at [www.msgl.org](http://www.msgl.org)

## Classes & Programs

### Montessori Curriculum

The Montessori classroom is geared to the pace and interests of children, giving them freedom in an environment prepared with attractive materials. Children are free to choose their own activities, to work alone or in small groups, with the Montessori materials for most of the class session. These materials can be divided into the following main groups:

**Practical Life** includes activities of daily living such as learning to button and tie, cleaning up after oneself, caring for pets and plants, using a computer, and courteous and respectful behaviors. These develop concentration, fine-motor skills, social competence, and self esteem.

**Sensorial materials**, such as the Tower of Ten, Color Tablets, and Mystery Bag, spotlight the use of the senses to discriminate differences and similarities in the environment. They learn to observe, make comparisons, form judgments, and make decisions.

**Math materials** such as the Cards & Counters, Golden Beads, and the Banker's Game, help the children develop an awareness of numbers, counting, and math operations. All areas of the classroom involve the development of language.

However, there is a special **Language area** with materials such as Sandpaper Letters, Sound Boxes, Movable Alphabet, Grammar Activities, and Metal Insets to develop the skills for reading, writing and comprehension.

**Cultural Subjects** (science, geography, and history) are explored through observing and caring for animals and plants, conducting simple experiments, using the Puzzle Maps, exploring the seasons, and making a time line of life on their birthday.

**Creative Arts and Crafts** allow for self-expression and fine-motor development.

**Music** highlights listening skills, ear training, rhythmical movement, singing, and the creation of music.

**Perceptual Motor Development** emphasizes physical activity, which leads to coordinated movement. A half-hour of active play is scheduled for each session.

Children and adults also gather for **Community or Line Time**. This allows for the children to experience being a part of large group activity. Songs, discussion, short group presentations, and Sharing happen under the teacher's direction. Parents or individuals from the community who share special talents or knowledge may present special programs with the children. We invite parents to share their cultural, ethnic, or professional interests, hobbies, and talents.

## Programs

All of our programs utilize the philosophies and methods of Maria Montessori to provide a carefully planned, stimulating environment to help children develop an excellent foundation for lifelong learning. The materials and activities are geared to foster curiosity, love of learning, and self-confidence and to help children develop habits of concentration, initiative, and persistence.

The structured environment fosters inner security and a sense of order, while allowing the children the freedom to develop their intelligence and imagination. Emphasis is placed on the development of sensory-motor skills, an awareness of the physical environment, and social development in noncompetitive surroundings. Montessori activities take advantage of the child's sensitive periods for learning during the early childhood years and stimulate the natural enthusiasm for learning.

### Parent/Infant Program

Parents and children attend a weekly classroom session in a stimulating environment developed specifically for children one to two years old. The focus is on physical development, nutrition, and emerging language. The parent's presence in the classroom provides comfort and security for the child; the classroom setting provides a unique opportunity for the very young child to be with peers, learning the very basic rule of society—peaceful coexistence.

Topics of interest to parents of young children are presented a few times each year and parents are encouraged to attend those sessions. A trained family educator serves as the classroom teacher and is a resource for parents on parenting issues. Class size: ten children plus their adult. Either or both parents, a babysitter, or relative may attend the weekly classes.

## Toddlers

This program is designed for two- and three-year-olds. Emphasis is placed on Practical Life and Sensorial activities and experiences. Children learn care of oneself, care of the environment, acceptable social interactions, and control of movement. Verbal language skills and physical skills are highlighted.

Students may be enrolled for two, three, or five days per week. The two-day option is Monday and Tuesday; three-day option is Wednesday, Thursday, and Friday. Morning classes are held from 8:15–11:15am Early Arrival is available if the child is toilet-trained. Since we are considered a school by the State of Indiana, toddlers are not eligible for the All-Day Program (i.e., toddlers may not be in school for more than three hours). A ratio of six to seven students per teacher is maintained.

## Preprimary

This program is available for children ages three through six years old. There are four classes from 8:30–11:30 am and three classes from 12:00–3:00 pm. The morning session is a three-day or five-day option. Parents may choose a two, three or five-day options for the afternoon session. A two-day session is an option if you attend either a morning program or another 3 day program. The two day session meets Tuesday and Thursday. The three-day session meets Monday, Wednesday, and Friday. A ratio of twelve students to one teacher is maintained for all preprimary classes.

It is expected that children remain at MSGL at least through their kindergarten year. The curriculum in a preprimary class is individualized for each child and includes curriculum materials and instruction considered kindergarten-level. Thus, a child who meets the entrance age for MSGL and has attended the Preprimary Program at least one year prior to the kindergarten year will be considered in kindergarten and will receive periodic reports during the year and an end of year Kindergarten Progress Report. For attendance purposes, a kindergarten student is considered present for the day if he arrives by 8:30 am for the Morning Preprimary Program or Extended Day or 12:00 noon for the Afternoon Preprimary Program.

## Extended Day

This program is for children who are in kindergarten and ready for a full-day program. It includes a Morning Preprimary class and an afternoon session with other 5-year-olds. The full-day program is from 8:30 AM–3:00 pm A ratio of ten students to one teacher is maintained.

This program focuses on refining skills in math, language, and writing. In addition, enrichment activities are offered in history, geography, biology, the arts, and physical skill development. The program helps the child make the transition from learning in the concrete to learning in the abstract.

## Elementary

This program was added in 1998 to allow students to continue with the Montessori method of education throughout their elementary school years. As the elementary-aged children gradually move from the concrete learning pathways of preschool to the more abstract ones of the elementary, Montessori meets their developmental needs each step of the way.

In the Montessori Elementary Program, the child's own questions provide the basis for exploration of the world. Because these questions are heeded and nurtured, the child really connects with knowledge. Subject matter is made relevant to the child's personal quest, providing inner motivation. A Montessori elementary education does not give the child a collection of trivial facts but rather bestows a vision of interrelated knowledge and love of learning.

The "cosmic" perspective does not mean, however, that Montessori elementary ignores the "basics" of reading, writing, and arithmetic. During the preschool years, the Montessori child has already acquired a beginning literacy of letters, numbers, and writing. In the elementary years, these basic skills are polished in the meaningful context of a "big picture." This program is from 8:30 am–3:00 pm. A ratio of ten students per one teacher is maintained.

## Early Arrival

This program is available for Elementary, Preprimary and Toddler students who are toilet trained.

### *Morning Early Arrival*

Students may begin the school day as early as 7:30 am by prior arrangement. Students begin the day with quiet activities under the guidance of the early arrival coordinator. At 8:30 am, they are escorted to their regular morning class.

### All-Day Program (ADP)

This program is available from 11:30 am–5:30 pm for MSGL students in the Preprimary Program on the days they are scheduled to attend school. It is available on a first-come, first-served, "space-available" basis. Since we are a school, students must attend their regular school session to be eligible for ADP that day.

For those parents who need care on a predictable basis each week, **Consistent Use** rates are available. You are committed to this weekly schedule for one month. If your needs change and you wish to cancel, notify us by the last day of the month. If no change is made, you are signed up for the same schedule for the next month. A slightly higher rate applies to those who have an **Occasional** need. You may register on or after the first of the month for that month if there are spaces available.

The charges for this program can be found in the Tuition and Fees section of this handbook on the ADP sign-up sheet, and will appear on the monthly statement under ADP or Maple.

**Lunch Bunch** is from 11:30 am–1:30 pm

**Full-afternoon** is 11:30 am–5:30 pm

**Hourly** usage blocks are set up in the following hours:

After morning class: 11:30 am–2:30 pm  
11:30 am–3:30 pm  
11:30 am–4:30 pm

After afternoon classes: 3:00–4:30 pm  
3:00–5:30 pm

Lunch prep is 11:30–11:50 am At this time, children take turns arranging the lunch area, washing up, and setting up their own lunch. Lunch is eaten from 11:50 am–12:40 pm Parents should provide a complete lunch in a clearly labeled lunch box. Refrigeration facilities are not available for individual lunches. Students will be learning about nutrition in their Preprimary classes, so please involve them in planning nutritious items in amounts appropriate for young children. Uneaten food is returned home to help you gauge amounts for subsequent meals. Please include necessary utensils. Placemats, napkins, and plates are provided.

Active playtime is scheduled for 1:00–1:30 pm Lunch Bunch children are dismissed at 1:30. At 1:45, those staying for the afternoon prepare for rest by toileting and listening to a story. By 2:30, they are resting on their mats. Please provide a small blanket and pillow for this rest period. Students rest for 20–30 minutes. Those not asleep go to the activities room. As they awaken, sleepers join the rest of the group. Remaining sleepers are awakened at 3:00 pm. A chart of children's napping times is posted for parents' information. Afternoon activities supplement the other Montessori programs. Nutrition, art, science, music, health and safety activities are included.

Early Arrival and ADP are popular options and all times (arrival and pick up) should be arranged in advance with the Office to assure that we do not exceed appropriate child to teacher ratios throughout the day. **Once a reservation is made, you are charged for that block of time whether it is used or not.**

### Summer Camp

Several sessions are offered during the summer. Registration opens online in February. The teacher usually chooses a special theme or focus for the classroom activities. The session is held from 8:30–11:30 am or 8:30-1:30 pm. A minimum of fifteen students and a maximum of 24 are needed to offer a session. The All-Day Program may be available as a block of time from 11:30 am–3:30 pm if at least seven children enroll.

## 2012–2013 Tuition & Fees

(whole year tuition, payable in 9 equal installments)

Parent/Infant Program (age 1-2) \$639

### **Class for Children and Parents**

Fridays, October through May 9:00-10:30 am

### Toddler Program (age 2–3)

Meets 8:15–11:15 am; 2, 3, or 5 days per week

2 mornings/wk (Mondays & Tuesdays) \$1692

3 mornings/wk (Wednesdays–Fridays) \$2547

5 mornings/wk (Mondays–Fridays) \$4239

### Morning Preprimary (age 3–6)

Meets 8:30–11:30 am; 3 or 5 days per week

3 mornings/wk (MWF) (MTW) (WThF) \$2250

5 mornings/wk (Monday-Friday) \$3753

### Afternoon Preprimary (age 3–6)

Meets 12:00–3:00 pm

3 afternoons/wk (Mon., Wed., & Fri.) \$2250

5 afternoons/wk (Monday-Friday) \$3753

### Cultural Preprimary Program (age 3–6)

Meets 12:00-3:00 pm

2 afternoons/wk (Tuesdays & Thursdays) \$1530

### Bilingual Preprimary Program (age 3–6)

Meets 12:00–3:00 pm

3 days per week (Mon., Wed., & Fri.) \$2295

### Extended Day / All Day (age 5–6)

Meets 5 days per week (Monday–Friday)

Full Day: 8:30 am–3:00 pm \$6003

Only: 12:00 pm-3:00 pm \$3240

### Elementary Program (age 6–9)

Meets 8:30 am–3:00 pm

5 days per week (Monday–Friday) \$6048

### All-Day Program

Monday—Friday, reserve time as needed. See pricing table below:

### *All-Day Programs and Pricing*

<u>PROGRAM</u>	<u>TIME</u>	<u>OCCASIONAL USE</u>	<u>CONSISTENT USE</u>
Lunch Bunch	11:30 am–1:30 pm	\$9.00 per day	\$10.00 per day
Full Day ADP	11:30 am–5:30 pm	\$27.00 per day	\$30.00 per day
Hourly	11:30 am–2:30 pm, 3:30 pm, or 4:30 pm	\$4.50 per hour	\$5.00 per hour
Early Arrival	7:30–8:30 am	\$4.50 per day	\$5.00 per day

## Discount

A sibling discount of \$306 per year per five-day equivalent is available for families with siblings attending Toddler, Preprimary, and/or Elementary at the same time. The school has established a Campaign Fund, and this discount may be donated to this fund at the parent’s request. A 20% reduction in tuition is available for staff children attending MSGL.

## Deposit

A \$50 non-refundable deposit is required at the time of application. Withdrawals after the six-week adjustment/probationary period require a minimum four-week notice. Parents are responsible for tuition until a new student is enrolled.

## Tuition Payments

The Board reviews the next year’s budget in April and proposes the next year’s fees to the full Corporation for vote in May at the Spring Programs. Thus, tuition and fees are updated annually by June 1. Parents may elect to pay in one of the following ways (1/9 of total tuition is nonrefundable):

- Plan A: First non-refundable payment by June 15, 2012 and remaining balance by September 15, 2012.
- Plan B: First non-refundable payment made by June 15, 2012 and remaining balance divided in two equal payments due September 15, 2012 and January 15, 2013.
- Plan C: make nine equal payments, the first payment due by June 15, 2012 and the remaining eight payments on the fifteenth of each month (beginning September 15, 2012 and ending April 15, 2013). The June payment is non-refundable.

All-Day, Early Arrival, and miscellaneous charges are calculated at the end of each month and included on the monthly statement mailed by the 5th of the month. No deductions are made for absences or emergency closings. We depend upon prompt payment of tuition to meet monthly operating expenses. Each month's payment is due the 15th of the month and is considered late after the 25th. Payments received after the 25th will automatically be assessed a 5% late fee. A \$10 charge will be assessed on non-sufficient-fund checks. A child may be suspended if tuition is not paid by the end of the month.

For security reasons, we ask that payments be made by check or money order, not cash. Electronic transfer (automatic debit) may be available for monthly payments. Please notify the office if you are interested in this payment option. The monthly statement has been designed to be used for employee reimbursement programs—the Tax ID Number is included in the address section and the dates of service are listed on the memo line of each statement.

The operating budget for MSGL is totally supported by tuition. Receipts from annual fundraising events, such as the Book Fair, the Auction, the Annual Campaign, United Way and the school photo and t-shirt orders are Board appropriated funds that are generally used for special projects and classroom support. The school receives a commission in the form of books and software when parents order items through the Scholastic Book Club. Parents may register at Target and Marsh for additional commission for MSGL. Box Tops for Education are collected in the Office. For more information, please visit the MSGL Office.

## Tuition Assistance

MSGSL funds a limited number of partial fee remissions each year. These are based on financial need and are awarded in the Spring for use the next year. Application forms, available from the Office, should be completed by May 1. The Tuition Assistance Committee of the Board reviews the applications and notifies recipients by June 1.

## Program Changes

If you would like to make any changes to the program your child is enrolled in, you must fill out a Program Request Change form. This form can be obtained in the MSGSL main office. Please expect a 7 day turnaround to process such requests.

## Amendment to Enrollment Contract

If you need to cancel your enrollment for any reason, you must fill out an Amendment to Enrollment Contract form. This form can be obtained in the MSGSL main office. The request will be reviewed by the School Board, Executive Director, Accountant, and Office Manager. Parents or guardians will be notified of the Enrollment Contract Amendment in 30 business days. Until an agreement has been reached regarding the remaining amounts due under your contract, parents or guardians will remain responsible for paying all charges on their account. Parents or guardians are responsible for the current balance (including: all ADP, ASP, Early Arrival charges, picture orders, field trips attended, etc) and cancellation fee.

## Enrollment

### Admission Criteria

1. Entrance Age—
  - Parent/Infant Program—one year old by September 1
  - Toddler Program—two years old by September 1
  - Preprimary—three years old by September 1 and toilet-trained
  - Extended Day—five years old by September 1
  - Elementary—six years old by September 1
  - Early Arrival—two years old by September 1 and toilet-trained
  - All-Day Program—three years old by September 1, enrolled in Preprimary, and toilet-trained
2. Children are admitted based on the date of the receipt of the completed application with deposit.
3. Siblings of current or former students and transfers from another Montessori School receive a preference if the application is received by March 8, 2013.
4. An exception to the age criteria is considered if the child's current teacher recommends a change. This placement is made on a space available basis. If parent and teacher differ on placement, another MSGSL teacher may be asked to observe or interact with the child to offer another opinion.
5. The Executive Director is responsible for final admission decisions with advice from the Board of Directors and teachers.

### Re-Enrollment

Forms are distributed with the March statements and are due by March 8, 2013 with the deposit for the following year's registration. Siblings should also be enrolled at this time to receive the sibling preference. In case demand for a particular program exceeds the placement spots available, the following system will be used to establish enrollment preference order:

### ***For Parent/Infant***

1. Siblings of MSGL alumni or of current students receive priority.

### ***For Toddler***

1. Current Parent/Infant students receive highest priority.
2. Siblings of MSGL alumni or of current students receive next priority.

### ***For Preprimary***

1. Current Toddler or Preprimary students receive highest priority.
2. Siblings of MSGL alumni or of current students receive next priority.

### ***For Extended Day*** (afternoon portion of full-day kindergarten)

1. To receive a priority ranking for admission to Extended Day, students must be enrolled in both Morning Preprimary and Extended Day.
2. Current Preprimary students receive highest priority.
3. Siblings of MSGL alumni or of current students receive next priority.

### ***For Elementary***

1. Current Morning Preprimary + Extended Day students receive highest priority.
2. Current kindergarten students in either Morning or Afternoon Preprimary receive next priority.
3. On a space-available basis, students from a non-MSGL background may be admitted, subject to individual interview and approval by the Director and Elementary Teacher.

When programs are full and a cut-off point for admission falls within a priority group, priority ranking will be determined by date of the registration deposit check. It is suggested that parents wanting to assure themselves of a program placement under conditions of high demand should submit an application and registration deposit well in advance of the March re-enrollment season. Applications are available in the Office.

In the event that a determination must be made between applications with the same priority ranking and the same deposit check date, determination will be made by lottery.

Since we do not vote on budget and tuition/fee schedules until May, you will not know the exact cost for the following year at re-enrollment time. If, after the May Corporation meeting, you wish to withdraw your child, you must do so by June 1 to receive a refund of your deposit. Enrollment is finalized for the next year by signing a contract and submitting a non-refundable payment of 1/9 of the next year's annual tuition by June 15. Failure to submit the contract and tuition payment by the June 15 deadline will result in loss of placement priority.

## **Morning Preprimary Room Assignments**

Since there are four Morning Preprimary classes, the Executive Director is charged with assigning children to one of these classes. This is usually completed by July 31. We try to maintain continuity of classmates and/or teachers throughout the child's time at MSGL. Please realize that all four classes are excellent placement situations and that the Executive Director makes the final decision on class placement.

## **Arrival & Dismissal**

### **Period of Adjustment**

To help new students with the transition to MSGL, we hold Student Orientation Visits prior to the child's first day of class. The child has an individual meeting time with the teachers and explores the classroom environment. We also phase-in students—children start on different days—so that we can orient new children to the classroom procedures in smaller groups.

A few children may cry the first day or week at arrival time. It's usually best to say goodbye at the door and leave. These tears rarely last long. Here are some other hints to make separation easier:

- Do develop a routine that comforts your child and eases her/his mind about saying goodbye.
- Do always say goodbye to your child; Don't sneak away while s/he is distracted.
- Do leave at once after saying goodbye; Don't return to comfort because this gives the impression that tears can cause you to return. The teacher will comfort your child, and you can call the school in a few minutes to ease your mind.
- Do always let her/him know when s/he will be picked up and by whom.

If your child does not adjust to the program in a reasonable time period, the teacher will contact you to discuss the situation.

Most children find the freedom with limits and the interesting activities of the Montessori classroom a comfortable, friendly place to be. However, we realize that a group, classroom setting is occasionally not suitable for a particular child at her/his particular stage of development. Therefore, there is a six-week probationary period at the beginning of each child's introduction into each program. This is used by parents and teachers to gauge the child's overall adjustment. Please let us know of any difficulties during this introductory period and we will also inform you if we notice anything along those lines. After this period, we expect that the child will remain in the program for the remainder of the year.

### Parking Lot Protocol

Traffic in the parking lot is designed as a loop. Please follow arrows and park in designated spaces only. Because cars will be pulling in and out, parents should exercise extreme caution and are required to accompany children across the lot and into Buildings A or B. Elementary children are to be dropped off at the gate outside of the Elementary House. No child should be left unsupervised on MSGL school property. This includes the parking lot.

### Arrival and Dismissal Times

Be sure to close the gate securely as you enter or leave the playground. Encourage your child to remove and store his own outerwear and book bags in the hallway lockers. Toddlers have space inside the classroom.

Teachers greet each student at the classroom door during these arrival times and dismiss promptly at these dismissal times:

PROGRAM	ARRIVAL	DISMISSAL
Early Arrival	7:30–8:25 am	Escorted to class by teacher
Morning Preprimary	8:25–8:35 am	11:25–11:35 am
Toddler	8:10–8:20 am	11:10–11:20 am
Afternoon Preprimary	12:00–12:10 pm	2:55–3:05 pm
Extended Day	12:00 pm or escorted to class by teacher	2:55–3:05 pm
All-Day Program	Escorted to class	By 5:30 pm
Lunch Bunch	Escorted to class	1:20–1:30 pm
Elementary	8:25–8:35 am	2:55–3:05 am

Teachers are not permitted to transport students (other than their own children) to or from school.

### Late Pick-up Charge

Parents will be charged a fee for any student left in the school's care after the scheduled dismissal time. The fee is \$5.00 for the first five minutes, or any part thereof, and \$3.00 for each additional five-minute period or any part thereof.

## Car Pools and Dismissal to Named Adults

Car pools may be arranged by parents and specified on the Contract under the section "Release to Named Adults." No child will be released to anyone other than a parent or recognized car pool driver unless specific arrangements have been made with the Office or by written note or email, before the time of dismissal. Please contact the office of any changes.

## School Culture

### Children's School Work

The Montessori philosophy emphasizes the quality of the child, rather than the quality of the work s/he produces. The growth within the child occurs during the process of the activity. The quality and quantity of the work produced may or may not reflect the true growth that has taken place. Be careful not to place too much emphasis on the products brought home. There are other results that may be less tangible but are more important, such as your child's growth in self-confidence and independence. It is important that your child work spontaneously, following her/his own interests, rather than in response to outside pressure. However, we do encourage your child to take part in a variety of activities and introduce new lessons when s/he seems to be ready for them.

### Dress for School Success and Safety

Please dress your child for active and messy work! Dressing children in fancy clothes will inhibit their involvement in school activities. Although we provide aprons for painting and use washable paint, clothes will get dirty and stained.

Children will tend to their own toileting. For younger children, pants with elastic waists allow for success at this task. Slacks afford better protection for activities on the playground. Tennis shoes with soles that provide traction allow for active play on the playground or in the gym and help prevent accidents. It is best if children do not wear jewelry to school to avoid problems with breakage and loss.

During the winter, your child will need a coat, hat, snow pants, mittens or gloves, and boots. Mittens or gloves should be flexible and have gripper palms for added safety to help children hold onto playground equipment while climbing or sliding. Mittens are preferred for younger children, as they are easier for them to put on by themselves. Boots should be large enough for the child to put on and off by her/himself. If your child wears warm shoe-boots, please bring an indoor pair of shoes (preferably with Velcro closures) for him to change into at school. Label each piece of outerwear with your child's name.

**Bring an extra set of clothing**—socks, pants, shirt, and underwear for toileting accidents or water spills. Mark each piece with your child's name. Update extra clothes as the seasons change. If a child is in need of a change of clothing and does not have an extra set available, the school maintains a supply of new underwear and socks. These will be used, and you will be billed on your next statement. If outerwear is loaned, it should be laundered and returned to the Office within the week. It is also necessary to provide diapers for toddlers who are not toilet trained.

### Learning Self-Discipline

The MSGL staff helps children maintain a healthy self-image while learning social norms for behavior. The entire school setting is arranged with this in mind. The basic rules in a Montessori environment are:

- All people are respected. (No physical or verbal harm to oneself or others. The work of others is not disturbed.)
- The environment is respected. (All materials handled correctly and put away properly.)
- The following are a few of the procedures used at school that help the children operationalize these general concepts. You are encouraged to use similar procedures at home.
- Use your inside (quiet) voice in the classroom and hallway.
- Use your walking feet in the classroom and hallway.
- Thank someone when they comply with a request.
- Hands are on our own body, unless you have permission.
- It is polite to ask if you can help a friend with her/his work. Respect your friend's answer.
- The teacher may excuse you from a work if you abuse the materials.

- Use your words, not your hands, when you are unhappy with someone.
- You may tell someone how you feel when you are upset or confused.
- Toys or other items from home may be brought to the sharing basket or left in the locker.
- We can create our own clever characters, but we may not pretend to be characters that hurt others.

When difficulties arise, teachers allow time for the children themselves to settle the issue with words. If intervention is necessary, teachers remind children of the rules and redirect if necessary. A time out may be used if a child needs time away from others or materials to regain emotional control. Corporal punishment is never used.

If the above measures are not successful in helping a child establish self-discipline and the following types of behaviors continue:

- physical harm/damage to teacher, peers, self, or school material,
- severe disruption of classroom routine, and
- severe emotional harm to teachers or peers.

The teacher, parents, and Executive Director will meet to determine the cause of the problem behavior and a way to alleviate the difficulty at school. A behavior modification plan may include seeking assistance from professionals within the helping community and defining steps to minimize the inappropriate behavior and integrate the child into the classroom. This plan will also contain a time limit for improvement or elimination of the disruptive behavior. If the specified improvement in behavior has not been met in that time frame, the child may be suspended or expelled by the Executive Director after consultation with the Board President. The parent may appeal this action to the Board by filing a notice of appeal with the Board President within seven (7) days after expulsion. The Board will meet within seven (7) days with the parent. A decision will be made and communicated to the parent and staff involved within two (2) days.

## Active Play

An active free-play time on the playground is scheduled each day. In the event of inclement weather, classes will stay inside. These guidelines are discussed at Community Time and are monitored by the teachers. Children should follow the following guidelines:

- Go up the ladder or steps to the top of the slide and slide down on your bottom.
- Leave the wood chips and snow on the ground.
- Sand and sand toys belong in the sandbox.
- Hands are on our own body, unless we have permission.
- Use chalk in (designated) areas, not on building walls.
- Only Adults may open the gates.
- Climbing play is done on the play equipment, not the school entrance steps or handrail.
- No standing on rails or chinning bars.
- Walk when pulling the wagon; sit on bottom when inside.
- Ride on scooters by sitting on bottom or lying on stomach.
- One at a time in the tunnel, rolling only with supervision.

Children are encouraged to participate in active, cooperative play without the use of monsters, fighting, wrestling, warring video games, and karate. To protect the feelings of all the children, we ask that children not bring personal toys to the playground. Please try to use these safety rules at home, if they apply to your setting.

When a class is in session on the playground, please do not introduce other children to the area. Use the walkway when entering and leaving the building. Other building entry doors are also available for your use.

Do not leave children unsupervised on MSGL school grounds. This includes the MSGL playgrounds.

## Special School Events

### Emergency Closings

During snowy weather and other emergencies, please listen to WASK 1450 am, WKOA 105FM, WAZY-96FM, WKHY 93.5FM, WGLM 106.7FM, WBAA AM920, FM 101.3 radio stations or TV Channel 18 for announcements of

school closing. You may also check our website at [www.msgl.org](http://www.msgl.org). You will not be notified personally. If you “Like” us on the Montessori School of Lafayette page on Facebook, we will try our best to update school closings here also. MSGL also sends out any notifications on EventLink ([www.eventlink.com](http://www.eventlink.com)). Tuition is not adjusted nor is the school calendar extended due to emergency closings.

## Field Trips

Field trips will be scheduled during the school year. A permission slip will need to be signed for your child to be able to go. Any additional costs will be specified and charged to your child's account after the trip. Parents may be asked to volunteer to drive and/or chaperone. All drivers are required to show proof of insurance and to be involved in a pre-trip Community Time with the children concerning the trip. Children under age nine are required by Indiana law to be in a child safety seat /booster seat when in a private vehicle.

## Birthdays

Celebrating birthdays in the classroom setting contributes to the history curriculum. The goal is to help the children begin to become aware of the passage of time, especially the concept of a year. We also ask that you help your child construct a Time Line of her/his life to share with the class at the celebration. Your teacher will have ideas for snacks and instructions to help you with the Time Line project. Parents may also want to have the child present a gift to the classroom on their special day.

If an at-home party is planned, invitations can be distributed at school only if all the students in the class are invited. A copy of your child's class address list can be found on your secure classroom webpage at [www.msgl.org](http://www.msgl.org).

## Parent Workday

Before school begins each August, parents and teachers meet at the school to do general maintenance to the grounds, buildings, and classrooms. It is a time for parents to better acquaint themselves with their child's teacher(s) and the environment their child will be spending time in. Information concerning specific dates, times, and projects will be sent via email in August. Projects will also be posted on your child's classroom webpage.

## School Pictures

Individual and class pictures will be taken by a photographer on November 13 and 14. Family photos can also be scheduled on November 13 from 3:00 pm to 8:00 pm. The school receives a commission from the purchase of school and family photos. All of the individual and class photos will be combined to make a yearbook, which is available in May. If you do not want your child's photograph to be in the yearbook, you must inform in the Office.

## Spring Programs

Each spring, in the month of May, you will have the opportunity to audience a special program your preprimary and/or elementary child has worked on with her/his class. The toddler and parent infant students do not participate in the Spring Program. This event (events, if your child is enrolled in more than one program at MSGL) will take place in the Morton Community Center Gym (222 N. Chauncey Ave.). Specific dates and times will be available in the month of May. Check the All School Calendar on the MSGL webpage at [www.msgl.org](http://www.msgl.org)

## Board and Corporation Meetings

Board meetings are held monthly on the third Wednesday evening. An agenda is posted one week prior to the Board meeting and all parents are invited to attend. Approved minutes of Board meetings will be posted on the hallway bulletin board and copies are available on request.

Corporation meetings are scheduled two times per year and your attendance as members of the Corporation is expected. In addition to the business of the school, special programs will be presented.

## Health & Wellness

### Physical Exams

A physical exam is required prior to the beginning of each school year for Parent/Infant, Toddler, and Preprimary and at entry year to Elementary. A form to be completed by the doctor is provided. The completed form with immunization dates must be in the child's file by the first day of the child's attendance.

### Illness

We do not have facilities for prolonged isolation of children who are ill. Thus, you will be notified to pick up your child if she develops symptoms of illness. The following policies are in effect for specific symptoms, illnesses, or conditions. The Executive Director will contact the County Health Department for advice on other contagious conditions.

- A child with a fever should not attend school. If a child develops a fever at school, you will be called to take her/him home. The fever should be within the normal range for at least twenty-four hours before the child returns to school. This means that if a child is sent home with a fever, s/he should remain out of school the next day.
- A child who has had diarrhea or other flu-like symptoms, such as vomiting, within the last twenty-four hours should not attend school. This means that if a child is sent home with these symptoms, s/he should remain out of school at least the next day and be free of symptoms for twenty-four hours before returning.
- A child may return to school after a diagnosis of strep infection (strep throat or scarlet fever) when s/he has received antibiotic medication for at least twenty-four hours, preferably forty-eight hours, and shows obvious signs of improvement.
- Children with pink eye should be treated for at least twenty-four hours and show obvious improvement before returning.
- A child may return after having chicken pox when no new lesions have erupted and the existing ones have been crusted over for at least twenty-four hours.
- We conduct routine checks for head lice twice a year. Any child with head lice must be treated before returning and be checked in the Office before re-entering the classroom. The school has a "no-nit" policy.
- If a child has impetigo, no open or crusted sores may be present upon return.
- In the case of herpes, any lesions should be evaluated by a physician before the child returns.
- A child diagnosed with fifth disease is no longer contagious after the rash develops and is therefore not excluded from school even though a rash is evident. However, all rashes should be evaluated for possible contagious conditions. Any child in attendance should be well enough to participate in all daily activities including outside play and creative movement. There are no facilities for keeping a child inside when his class is outside.

If your child develops a communicable disease or condition, the school should be notified so that other parents may be alerted. Such communications will be regarded as confidential and listed (without names) on "Health Notes" posted on the bulletin board.

### Medication

If a child must be given medication during the day, the parent completes a Parent Request Form and brings the medication to the office. The appropriate staff member administers the medication and completes pertinent information on the Parental Request Form, which is then returned to the parent. Copies are kept in the child's file and in the school log book.

### Injury

If a child is injured during school hours, the teacher prepares a report of the incident, including first aid given, for the parent. Copies are kept in the child's file and in the school log book.

## Absence

Please notify the office if your child will be absent. A message can be left on the answering machine at any time. You may fill out an Absentee Form on the MSGL website as well. It is also helpful if you notify your child's teacher if anything has happened which might cause a sudden change in your child's behavior or emotional state. This will help us be supportive in her/his emotional development.

## Child Welfare

In accordance with the laws of Indiana, school personnel are obligated to report suspected child abuse to the Child Protective Services of the Welfare Department (CPS). In the event that this would become necessary, the following steps are taken:

1. The Executive Director will be involved in reporting to CPS.
2. The Executive Director will handle any requests from CPS to talk with a student on school premises during school hours and will notify parents that such a request has been made. All communications will be documented.
3. The Executive Director or staff member trusted by the child will be present during an interview.
4. If a child is removed from the school by CPS officials, the Executive Director will request that s/he accompany the child.
5. The Executive Director will document the facts of any interviews or removals and such records will be held for a period of five years in a confidential file.

## Responsibilities & Resources

### Snacks

Responsibility for snacks for your child's class rotates among the families. Your turn will come up two to three times per year per program. Please reference your classroom calendar under Parents on the MSGL website. Nutritious snacks with minimal sugar and artificial ingredients are requested. Please check the reminder notice sent home with your child for special requests and suggestions for appropriate items. The number of programs your family utilizes determines the number of times you will be asked to contribute. Expect to spend about \$50 per turn.

### Parenting Topics

Enrolling your child in this school is indicative of your interest in Montessori philosophy. To further your understanding of this method of education, we invite you to utilize the Parent and Teacher Resource Library (in the Conference Room) to read about Montessori techniques. It is an expectation the all parents new to MSGL attend the Parent Orientation in August and the Montessori Basics in September–October. Observations of the classroom, attendance at Corporation meetings, participation in Family Open House, and thoughtful review of the materials sent home with your child are also encouraged. Other Montessori related articles will be posted to the Montessori School of Greater Lafayette facebook page.

### Newsletters/Written Communications

Each new child in Toddler and Preprimary will be given an MSGL book bag; please bring it to school each day. It is a means for your child to develop responsibility for his/her belongings and is a means for the school to send items/letters home to you. Please check the bag daily.

Monthly statements are mailed by the 5th of each month. Important corporation information is often mailed with the monthly statements. Please be sure to check your mailboxes for these items. Newsletters with an all school monthly calendar are e-mailed at the beginning of each month. Newsletters and calendars can also be found at [www.msgl.org](http://www.msgl.org). You will find information about all-school activities, classroom activities, Board happenings, parenting tips, and a calendar of upcoming events. Parents are encouraged to submit items!

Notices concerning special school functions and Scholastic Book Orders are distributed periodically via book bags. Fliers announcing community activities, children's classes, and parent workshops are posted on bulletin boards outside each classroom door and building door. Most notices will be sent via email or posted on the MSGL website.

## **Parent Observations**

Parents are encouraged to observe the classroom. To avoid over-crowding the classroom with adult observers, we ask that you schedule these with the Office or your teacher. We ask that observations begin after the classroom routine is well-established. Specifically, we have designated two months out the year for Parent Observations: October and April so that parents have the chance to observe the classroom before Parent/teacher Conferences. Teachers will have information and sign-up forms available during these months. Observing your child prior to the Parent/teacher Conference is highly encouraged. We also invite you to spend a day with your child on Family Open House Day held in April. Volunteering to take part in special celebrations or work with Sound Table or other special activities also helps you gain an understanding of your child's daily activities.

## **Parent/Teacher Conferences & Progress Reports**

Two conferences are scheduled each year—October and April. Teachers will have times and sign-up sheets available. Parents may request additional conferences at any time. The goal of the first conference is to gather information from parents concerning their child's adjustment to the school and parental expectations. Each parent is asked to bring the completed Parental Input Form (available when you sign up for a conference time) to the conference as a basis for discussion.

The goal of the second conference is to update parents on their child's progress. An annual Progress Report will be completed by the teacher and discussed at this time. You will be given a copy of this report. Parents of students at kindergarten level and/or students in Elementary will receive a Progress Journal twice during the school year. Feedback from parents via this journal is helpful to your child's teacher in further encouraging your child's social, physical, and academic development.

## **Parent Evaluations**

MSGL programs and services are continuously evaluated by the Board and Staff. Each parent is asked to participate in Program, Executive Director and Lead Teacher evaluations by completing confidential surveys in November and April each year. This information will be shared with staff in a confidential fashion to reward and encourage good performance and as an aid to improvement. The Board reviews general program comments and suggestions and makes decisions and sets policies as a result.

## **Parent Concerns**

When a parent has questions or concerns about their student's adjustment or progress, or about general classroom procedures, they are asked to meet first with their child's teacher. It is best to schedule this at a time when the teacher is not responsible for children. The Executive Director is available to discuss items dealing with the general operation of the school or any matters that cannot be resolved with the teacher. Board members can assist with matters of overall school policy. If the issue relates directly to daily operations, the Board member may ask you to discuss the matter with the teacher or Executive Director before bringing it to the attention of the full Board.

We do want to hear of your concerns, and we ask that you be in a frame of mind to discuss solutions as well as stating the problem. If the staff or Board member has concerns about someone's ability to discuss an issue at that particular moment, he or she may request a twenty-four-hour cooling off period or may request that the complaint be submitted in writing to help clarify issues.

## Animal Policy

Animals are welcome at MSGL but need to be leashed or contained at all times. Animals are only allowed inside buildings with advanced permission from MSGL staff.

## Administration

### Donations

As an educational/non-profit organization, MSGL can accept tax-deductible donations. We maintain a Building Fund for cash donations or will gladly accept donations designated for special purposes such as classroom materials or tuition assistance. In compliance with IRS regulations, we will supply the donor with substantiation of contributions over \$250. If a donation of materials is made, we will provide a description of the property donated, but it is the responsibility of the donor to place a value on that property. Although the school does benefit from the sale of shirts and books at our fundraisers, these purchases are not considered “donatives” since the purchase price is the fair market value.

### Office Hours

The MSGL Office is open from 8:00 am –4:00 pm each day school is in session. The Executive Director will be available for phone calls and short drop in visits from 8:00–10:00 am and 11:00 am–1:00 pm. Office hours for spring, summer, and winter breaks will be posted on the office bulletin board a week before each break begins. Please make an appointment if you need to schedule a visit at another time. The office manager will be in the office daily. If you leave a message on the answering machine, your call will be returned as soon as possible. E-mail ([info@msgl.org](mailto:info@msgl.org)) is checked daily and can be used for non-emergency communications.

### Student Files

Current student files are kept in a locking file cabinet in the office; records of previous students are stored for a minimum of fifteen years. Parents have the right to see their own child’s records at any time. The most recent Progress Report and Health Form are sent to elementary schools when requested by either the parent or the school. All other requests require a Release of Information Form signed by a parent or guardian. The parent has the right to review information in the file before it is released to anyone. This policy complies with the Freedom of Information Act.

### Board Member Election

MSGL is a not-for-profit school run by a board made up of parents with children enrolled in MSGL—it is truly a parent-run school. There is no limit to the number of Board members, and elections are held in May at the Spring Corporation meeting immediately preceding the Spring Program.

Each Board member is elected for a two-year term and pledges their time, talent, and treasure to serve MSGL during this time. Board members meet the third Wednesday of each month at 6:30 PM Meetings last for approx. ninety minutes to two hours. Board members are also expected to participate in all-school events, such as the Parent Workday and Parent Orientation. In addition, Board members serve on at least one committee, which schedules its own meetings at the convenience of its members.

Board members also commit to support MSGL’s Annual Campaign with a financial gift. We do not emphasize the size of the gifts; we simply value participation and believe the Board should set the example of our school community.

Parents who are interested in serving on the Board should speak to the Executive Director for more information.

### MSGL Staff List

#### *Executive Director*

Suman Harshvardhan

***Administrative Staff***

Corie Wilson, Development Director  
Beth Nichols, Accountant  
Lena Atkinson, Office Manager  
Erica Wallskog, Receptionist

***Parent / Infant Program***

Suman Harshvardhan, Lead Teacher

***Toddler Program***

Dena Saunders, Spruce Lead Teacher  
Pam Gleason, Spruce Assistant Teacher  
Machelle French, Spruce Assistant Teacher

***Morning Preprimary Programs***

Stacie Seipel, Catalpa Lead Teacher  
Revati Nemani, Catalpa Assistant Teacher

Anita Fisher-Trent, Red Oak Lead Teacher  
Dilya McClaine, Red Oak Assistant Teacher

Kelly Sallee, Willow Lead Teacher  
Eunsuk Han, Willow Assistant Teacher

Heather Harvey, River Birch Lead Teacher  
Angie Shamo, River Birch Assistant Teacher

***Afternoon Preprimary Programs***

Stacie Seipel, Catalpa Pods Lead Teacher  
Shelia Graveel, Catalpa Pods Assistant Teacher

Somdatta Datta Roy, White Oak Lead Teacher  
Jennifer Fultz, White Oak Assistant Teacher

Heather Harvey, Canoe Birch Lead Teacher  
Somdatta Datta Roy, Canoe Birch Assistant Teacher

Ana Ramirez, Globe Willow Lead Teacher  
Araceli Gualajara, Globe Willow Assistant Teacher

***Elementary Program***

Marilyn Martin, Hickory / Elem. I Lead Teacher  
Emily Frazier, Hickory / Elem. I Morning Assistant Teacher  
Constance Straight, Hickory / Elem. I Afternoon Assistant Teacher  
Sarah Zaidi, Hickory / Elem. I Intern

***All Day Program***

Cathy Stier, Maple / ADP Lead Teacher and Lunch Bunch Coordinator  
Mary Dyrenfurth, Maple / ADP Assistant Teacher  
Revati Nemani, Lunch Bunch Assistant Teacher

### **Early Arrival Program**

Erica Wallskog, Early Arrival Coordinator

### **After School Program**

Emily Frazier, After School Program Coordinator

### **MSGL Board of Directors**

Erin Willis - President  
Amanda Morris - Vice President  
Mary Snyder - Treasurer  
Fay Mentzer - Secretary  
Dan Mroczek - Board Member  
Mary Snyder - Board Member  
Jonelle Clark - Board Member  
Ginette Roos - Board Member  
Cindy Garwood - Board Member  
Mary McKay - Board Member  
Heather Francis - Board Member  
Donna Barket - Board Member  
Beth Hoffman - Board Member

## **MSGL Calendar 2012–2013**

### **August**

8/13 Mon Teaching Staff Returns  
8/20 Mon **New student Orientation, schedules during school hours, 15 minute visits by appointment.  
Parent Orientation, 7 pm**  
8/21 Tues Toddler 5-day begins  
Morning Preprimary begins for new students and returning 5 year olds  
Cultural Program begins for returning preprimary students  
Extended Day begins  
Elementary begins for 1<sup>st</sup> yr. student (8:30-11:30) for 2<sup>nd</sup> & 3<sup>rd</sup> yr. elementary students (12:00-3:00)  
*Early Arrival, All Day and After School programs begins for children attending regular sessions*  
8/22 Wed Spanish Preprimary begins for returning preprimary students  
3-day Morning Preprimary begins  
Afternoon Preprimary begins for returning preprimary students  
Elementary 1<sup>st</sup> yr. students, half day (8:30-11:30), 2<sup>nd</sup> & 3<sup>rd</sup> yr. elementary students (12:00–3:00)  
8/23 Thurs Cultural Program begins for new students  
Elementary for new and returning students begin full day  
8/24 Fri Morning Preprimary begins for returning 4 year olds  
Spanish Preprimary begins for new students  
Afternoon Preprimary begins for new students  
8/27 Mon Toddler 2-day begins  
8/29 Wed Toddler 3-day begins  
**\*\*Orientation letters explaining program start dates will be mailed in July\*\***

### **September**

9/3 Mon **No School: Labor Day Holiday**  
9/17-21 Student Lice Checks  
9/21 Fri Substitute Teacher training, 9:30 & 1:30

### **October**

10/3 Wed Parent Orientation Meeting for Parent/Infant group 6:30 pm (tentative date)  
10/5 Fri Parent/Infant class begins

10/25 Thurs **No School: Parent/Teacher Conferences for all students**  
10/26 Fri **No School for Students: Staff Training**

**November**

11/13 Tues School Picture Day & Family Photo Night  
11/14 Wed School Picture Day  
11/21 Wed **School closes at 3:00 p.m. for the holidays**  
11/22 Thurs **No School: Thanksgiving Break**  
11/23 Fri **No School: Thanksgiving Break**

**December**

12/21 Fri **Winter Break begins at close of day**

**January**

1/7 Mon Teachers return  
1/8 Tue Students return  
1/14-18 Student Lice Checks

**February**

2/18 Mon **No School for Students: Staff - Professional Day**  
**Parent/Teacher Conferences for Elementary I & Extended Day**

**March**

3/8 Fri Re-Enrollment forms due  
3/11-15 Mon-Fri **No School: Spring Break**  
3/18 Mon School resumes

**April**

4/6 Sat Auction  
4/18 Thurs **No school: Parent/Teacher Conferences for Preprimary and Toddler students**  
4/19 Fri **No school: Staff Training**

**May**

5/27 Mon **No School: Memorial Day Holiday**  
5/29 Wed **Last day of school for students**  
5/31 Fri Last day for staff