

“The child is both a hope and a promise for mankind.”

*Dr. Maria Montessori*

### **Position Statement**

*Our philosophy begins with a belief that a child comes to us with unlimited potential and must be treated with respect and dignity as the adult they are to become. The most important qualities a child develops in our classes are self-confidence, self-esteem, intelligence, self-discipline, thinking skills, and a love of learning. Each child is taught that he/she is capable of making decisions that influence him/her and that he/she is responsible for the decisions made.*

### **Accreditation**

American Montessori Society  
“Affiliated Montessori School”  
National Private Schools Accreditation Alliance  
“Certificate of Accreditation”

August 1, 2012

Dear Parents:

This booklet has been made available so that parents will be informed of the policies, procedures and practices at Cardinal Montessori School. Keep it on hand so that you will be able to readily refer to it from time to time to help you and your family navigate through the 2012-2013 school year. The handbook will also be on the school's website at [CardinalMontessori.com](http://CardinalMontessori.com). If you have any other questions regarding the school, please feel free to contact us through telephone or via e-mail.

The Montessori Method of instruction is centered on the natural stages of child development in the preparation of an environment that cultivates the student's need to learn. Through practice with hands-on manipulative materials, which require concentration and fine motor coordination, our students learn an array of lessons that are key to early reading and success in school.

Lastly, CMS admits students of any race, color, creed, national or ethnic origin. It does not discriminate on the basis of race, color, creed, national or ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

Erick V. Gallegos  
Director

## What is Montessori?

Montessori schools can be found in every city and country around the world. While the schools share commonalities, no two approach education in precisely the same way. Each school is unique. The Montessori Method of teaching is both an educational philosophy and a vision of childhood. The Montessori Method recognizes the power of each child and respects individual patterns of growth. The physical surroundings, the learning methods and the ways in which students interact with one another are designed to create an environment in which children can discover their unique relationship to the world. Independent choice and authentic interests are key elements in learning. Each learning activity is based on the needs and interests of the children. Students develop independence and the ability to make good decisions at an early age. It is through the students own work in this specially prepared environment that students develop self-discipline and self-teaching abilities that will not only help them in school, but in life.

For more information, you may also want to explore some of the following books and periodicals:

- *Montessori Today* by Paula Polk Lillard
- *Montessori From the Start* by Paula Polk Lillard
- *The Secret of Childhood* by Dr. Maria Montessori
- *Montessori: A Modern Approach* by Paula Polk
- *Lillard Discovery of the Child* by Maria Montessori
- *The Absorbent Mind* by Maria Montessori
- *Montessori: The Science Behind the Genius*, Angeline Stoll Lillard
- *Maria Montessori: Her Life and Work* by E.M. Standing (et al)
- *The Magazine for Montessori Families* link:  
[www.mthemagazine.com](http://www.mthemagazine.com) |

## **FAMOUS MONTESSORIANS:**

**Peter Drucker** - Management Guru

**Anne Frank** - Author of the Diary of Anne Frank

**Larry Page and Sergey Brin** - Co-founders of Google

**Jeffrey Bezos** - Founder of Amazon.com

**Julia Child** - Famous Chef

**George Clooney** - Actor

**Jimmie Wales** - Founder of Wikipedia

**Gabriel Garcia Marquez** - Nobel Prize Winner (Literature)

**Helen Hunt** - Academy Award Winner

**Chelsea Clinton** – daughter of former President Clinton

**Katharine Graham** - Owner/Editor of the Washington Post

**Prince William And Prince Harry** - English Royalty

**T. Berry Brazelton** - Noted Pediatrician

**John and Joan Cusack** - Actor and Actress

**Melissa and Sarah Gilbert** - Actresses

**Sean ‘P. Diddy’ (Puffy) Combs** - Rap mega-star

**Gabriel Garcia Marquez** - Nobel Prize winner for

Literature

**Jacqueline Bouvier Kennedy Onassis** - Editor, former first lady (John F. Kennedy)

## **OTHERS WITH A MONTESSORI CONNECTION:**

**Alexander Graham Bell** (deceased), noted inventor, provided financial support directly to Dr. Montessori. Helped establish the first Montessori class in Canada and one of the first in the United States

**Bruno Bettelheim** (deceased), noted psychologist/author, was married to a Montessori teacher

**Erik Erikson** (deceased), anthropologist/author, had a Montessori teaching certificate

**Jean Piaget** (deceased), noted Swiss psychologist, made his first observations of children in a Montessori school.

**Alice Waters**, restaurateur and writer, is a former Montessori teacher

**Thomas Edison** (deceased), noted scientist and inventor, helped to found a Montessori school

**Mister Rogers** (deceased), children's TV personality, strong supporter of the Montessori Method

## **HOURS OF OPERATION**

### **Extended Day Care (before classes):**

Day care opens each morning at 6:00 a.m. and remains open until class begins at 8:30 a.m.

### **Class Hours:**

Primary Students (under 5 years): Five days a week from 8:30 a.m. to 11:30 a.m.

Primary Students (over 5 years): Five days a week from 8:30 a.m. to 3:30 p.m. (except Thursday from 8:30 a.m. to 2:00 p.m.).

Elementary Students (1<sup>st</sup> - 6<sup>th</sup> grades): Five days a week from 8:30 a.m. to 3:30 p.m. (except Thursday from 8:30 a.m. to 2:00 p.m.)

### **Extended Day Care Hours (after classes):**

Students under five year of age: day care re-opens at 11:30 a.m. and closes at 6:30 p.m.

Students five and older: day care re-opens at 3:30 p.m. (2:00 p.m. on Thursday) and closes at 6:30 p.m.

Parents picking up students at 6:30 p.m. must leave the school by 6:30 p.m. to avoid late fees.

## **TUITION PAYMENTS**

**Note: All students are considered enrolled for the entire school year. No deduction in tuition or fees will be made for absences, withdrawals, or vacations.**

The registration and deposit fees are due with the CMS application. No student is accepted into CMS without the registration and deposit fees paid in full. The registration fee is a non-refundable payment.

Parents have the following fixed cost: tuition, day-care, and material fees, (and book fees for elementary students). Parents elect at the beginning of the school year either the day-care fixed rate or the hourly rate, and are billed monthly. Parents who need to adjust EDC's payment plan, from fixed to hourly or hourly to fixed, may change plans, but will be limited to one change per year.

For tuition and EDC contract payments, CMS Parents have two payment options. The first option is to pay fifty-percent (50%) of the total tuition and EDC contract in August; and the remaining

fifty-percent (50%) in December directly to the school. Parents using this payment plan need to pay CMS directly in advance or on the due date. Payments received past the due date will be charged an additional \$25.00 per late payment.

The second option is the SMART Tuition Payment Plan. The SMART plan allows parents to pay tuition in monthly installments (10 payments – August through May.) The administration fee for using the SMART plan is \$100.00 and participating families will see the fee included in their first tuition payment. Families choosing the first payment option (two payments) will not be charged an administration fee.

SMART charges parents an automatic late charge for payments received after SMART's due date. This is a penalty payment that SMART places on late payments to SMART. CMS cannot, and will not, intercede on parents' late payment charges. Parents are responsible for ensuring all payments are received by SMART prior to the due date. There will be an automatic late fee that will need to be paid. Parents, who are interested in the monthly payment plan through SMART, need to complete the SMART application process at CMS.

If a tuition and/or EDC payment is forty-five (45) days overdue, the student will be automatically withdrawn from the program unless special payment arrangements have been made in writing with the school.

Extended Day Care cost or other miscellaneous charges will be placed in the student's communication folder at the end of each month. Monthly Extended Day Care charges are to be paid before the twentieth day of the following month (ex. September's EDC hours need to be paid prior to October 20<sup>th</sup>).

Signatures on the CMS Tuition Contract are a "promissory note" for tuition payments for the entire school year. All payments must be made in their entirety; even if the parent or student leaves the country, goes on vacation for an extended period of time, or withdraws from the school.

Tuition for students entering the school later in the year will be prorated. If a student is registered in the program and must withdraw due to potty training issues, regular tuition payments must be made in order to keep the child's space in school. CMS is licensed by the state of Virginia, and state regulations require us to employ staff based on the total number of students enrolled at the beginning of the school year.

## **POTTY READINESS**

A child is considered potty trained if he/she: is not using diapers or pull-ups during school hours, can recognize the need to go to the bathroom, verbalize it to a teacher, walk from the classroom to the bathroom located outside of the classroom and take care of all bodily cleaning. While we understand that accidents will happen, if it is determined that a child is not fully potty trained and ready for school, the child will be withdrawn until ready. In order to keep the child's space in school, tuition must continue to be paid.

## **ENROLLMENT STATUS**

Classroom openings are filled from the wait list with applications submitted during the Open Enrollment period. CMS accepts children in the following order: current student(s) in good standing, siblings of students currently enrolled, and new enrollees (age may be primary factor for new enrollees). Students who are not selected during this time will remain on the wait list.

## **WITHDRAWALS FROM SCHOOL**

Cardinal Montessori School determines that if a student or parent(s) presents a distraction, threat to other students, parents, faculty, or themselves, the school director reserves the right to remove the student from the program immediately. Parents will be responsible for tuition payments through the end of the month if a student is requested to be withdrawn for behaviors not conducive for a school environment.

## **CLASSROOM PLACEMENT**

The decision for the classroom placement is made in the best interest of the child by the administrative team. Changes in classroom assignments will only be made if the well being of the child or program is being seriously affected and there is an opening available in another classroom.

## **ADMISSION**

**\*Note: Schools that do not have a copy of student's Birth Certificate within eleven days of the start of school are required by Virginia state law to report the student to the Department of Virginia Social Services.**

The following forms must be completed prior to admittance:

- A CMS Application form with a one-time non-refundable \$250.00 registration fee
- A \$150.00 deposit that will be applied to the last month's tuition payment
- CMS Extended Day Care Application form
- CMS Emergency Medical form
- CMS Immunization and Medical form signed by a physician
- Birth Certificate-Required by the State of Virginia
- CMS Tuition Contract – signed
- The SMART agreement – signed

It is very important that the information provided on the school application, by the parents or guardians, be legible and current. This means that any forms that are filled out should be printed or written clearly and legibly.

The school communicates through e-mail. We ask every family to provide two e-mail addresses. If you change home, work or e-mail address or phone numbers, the school must be notified in writing of the new information as soon as possible.

The state of Virginia regulates that the school must have current information for each child at all times during the school year.

## **ENTRANCE TO SCHOOL**

The entrance to, and exit from, the school will be through the front doors only. Parents who park at the church parking lot, adjacent to the school, and use the side-gate entrance to enter and exit the school must use the school's front door entrance. Each family has their own individual security code. This code should not be shared with other school families. No parent or guest may park in the faculty parking area located in the back of the school and enter through the school's back door or gate.

## **CLOSING THE GATE AND FRONT DOOR**

The outside gates must be closed each time a parent or adult enters or exits through the gate. The security and safety of our students depends on closing the gate each and every time it is used. The front door must also be closed and secured.



If a parent sees a student while the parents are lagging behind, talking or tied up with another adult, please do not open or hold open the gate or front door. Parents exiting the school must open the gate and front door for only their children.

Please do not turn off the front door alarm. Remember, the alarm is one security component that the school has incorporated to provide security for our students. Parents who shut down the alarm run a risk of compromising the school security and may endanger students.

## **ARRIVAL AND DISMISSAL**

Students must be signed in and out by an adult or a designated person on the child's application. With parents written permission siblings younger than 18 years old may sign in/out their brother or sister. Parents must not drop their child off in the parking or front door area and drive away. Children must be escorted into the building and signed in by the adult. All students must arrive in their classroom by 8:30 a.m.

Students need to be signed-in when they first arrive at the school, prior to going to EDC or class. Students are to be signed-out only when they are exiting the building and leaving the school grounds. The staff reserves the right to request photo identification. Please provide the office or staff with written authorization if another person is to pick up your child.

## **DAY CARE DURING SCHOOL CONFERENCES**

Parents who have planned meetings with the school staff during school hours or after school hours (parent/teacher conferences, volunteer meetings, etc.) will be charged EDC hours for each student or child before, during, and after the meeting.

## **LINGERING AFTER SCHOOL**

Parents who pick-up their children at 6:30 p.m. or later, must leave the building by 6:30 p.m. to avoid a late pick-up charge. Any student on school property will be charged daycare expenses, since they are included in the states adult/child ration. Parents and students may not linger in the school hallways or classrooms after the school is officially closed. Parents who need to talk to other parents after 6:30 p.m. must move their conversations outside the school building. The late pickup fee stops when the students and parents leave the building.

## **AFTER SCHOOL ACTIVITIES**

Students who stay for after school activities (piano, violin, drama, yoga, etc.) are considered at school and will be charged for the entire time spent after school, unless their parent is physically in the building, and is visually monitoring their child during after-school activities.

## **EXPENSES FOR ARRIVALS AND DISMISSALS**

To expedite arrivals for students each morning there is a twenty-five minute window before classes. Parents can drop students off after 8:05 a.m. without incurring a day-care expense. Students who arrive prior to 8:05 a.m. will be charged a day care expense from the time of their arrival to the start of the school day (8:30). This procedure is to help alleviate morning parking congestion during peak arrival time. It is not to be misused as free day care.

The twenty-five minute window does not apply to the 11:30 a.m. or 3:30 p.m. pick-ups. Students who stay after 11:30 for lunch and play or 3:30 for snack and play will be charged extended day care starting at 11:30 a.m. or 3:30 p.m.

## **EARLY DROP-OFFS AND LATE PICK-UPS**

CMS opens at 6:00 a.m. and closes promptly at 6:30 p.m. daily. Prior to 6:00 a.m., the school facility may be occupied with staff, administrators, or cleaning personnel, but that does not mean the school is adequately staffed to accept students prior to 6:00 a.m. Students at the school prior to the open and after closing times will be charged an early or late fee of \$2.00 per minute.

## **PARENTS HANGING OUT**

Parents are always welcomed at the school, but excessive or loud adult communication outside the classroom door can interrupt the school day. Parent conversations by the door, near the office, or windows are distracting. In addition, we ask that all adults please use the staff bathroom when needed. We ask that no adult use the children's bathroom at any time during the school day.

## **NAP/SLEEP TIME**

According to the Department of Health Services, all children who are three years old or younger are required to bring nap materials to school and nap. Students that are four years of age have an option to take a nap or have supervised play between 1:00 p.m. and 3:00 p.m. Students that are five years or older do not take naps at the school. Nap material needs to include a fitted crib sheet and a blanket labeled with your child's name. Sheets and blankets will be sent home every Friday to be laundered and should be returned on Monday. Remember to leave all toys, pillows that are not sewn into the blanket, and stuffed animals at home. Nap times are between 1:00 p.m. to 3:00 p.m.

## **CHILD ABUSE**

Any suspected incidence of purposeful or non-purposeful child abuse or neglect shall be reported in accordance with 63.1-258.3 of the Code of Virginia, requiring "...any person providing full or part-time child care for pay on a regularly planned basis is to report suspected child abuse or neglect."

Per state law, school employees must report suspected cases of abuse, neglect, non-accidental injury, or sexual offenses against children to Child Protective Services (CPS) and/or local law enforcement agencies as well as the School Director.

Where parents are the alleged abusers, school personnel are not to notify parents; Child Protective Services and law enforcement agencies are responsible for notification. Should the alleged perpetrator be other than a member of the child's family, school personnel shall follow reasonable notification procedures.

Children, who are a suspected abuse victim, and at school shall be made available to either CPS or the Police Department for questioning. The investigating agency will determine whether school personnel should be with the child during questioning. The CPS worker and/or the police may interview the child and all other children residing in the home on school grounds outside of the presence of school personnel. They may conduct interviews of the child without permission or notice to the parents where the suspected perpetrator is a family member. CPS has the authority to obtain school records upon written request. State law protects individuals required to report suspected abuse from civil and criminal liability.

## **ABSENCES AND ATTENDANCE**

Parents are requested to ensure that their children arrive on time in order to reap the full benefits of the Montessori environment. A student arriving late to school is very disruptive to other students, teacher(s) and the class in session. Students are expected to attend school on a regular full-time basis (5 days a week). All students, no matter what age, must be at school and on time every school day (prior to 8:30 a.m.). The school administrator reserves the right to remove or terminate chronically late student(s) from the school.

Students who are five and older are expected to remain for the entire school day unless excused for illness or medical appointments. Parents are urged to make every effort to schedule doctor, dentist, and other appointments for students at times outside the school day.

A student's attendance, absences, and tardiness are recorded and placed in a student's academic record. If the child arrives late and the class has started, please check with the front desk for assistance.

## **PARENTAL OBSERVATION**

CMS has an active open-door policy on parental visits. Parents should not abuse the open-door policy, by consistently spending the day or part of the day at the school, lingering in the class, bathrooms, hallway, or playground.

Parents who linger outside in the hallway or want to be with their child in the classroom may interrupt the classroom and other children's school day. Parents who want to observe may monitor the class through the windows in the hallway.

It is important to note that parent visitation rights with their children, set by the legal courts, are not meant to, and usually do not extend into the student's classroom or school day.

## **OPEN COMMUNICATION**

Parents must bring concerns, questions, and/or general observations to the attention of the staff. Parents may access the school through e-mail, written note, or by phone. Parents may also e-mail a teacher using the school's e-mail address and the e-mail will be forwarded to the teacher. The school director will be available to all parents before, during, and after school (24/7).

## **COMMUNICATION FOLDERS**

At the beginning of each month, billing statements will be placed in each student's communication folder located by the student's classroom door. Communication folders should be checked daily and all contents removed.

During the school year, the faculty and staff communicate upcoming events by using the communication folder. Teachers will use a communication folder to allow parents to communicate with them. Communication folders in the hallway may contain personal and/or confidential information; therefore, all parents need to honor and respect other families' confidentiality.

The folders are for school use only, with the exception for birthday party invitations that include all children in the class.

## **FAMILY/STUDENT ISSUES**

Teachers should be made aware of any important events in your child's life, such as births, deaths, divorce, serious illness of a parent or sibling, extended visits from relatives, absence of a household member, impending surgery, etc. Many events like these may trigger unusual behavior in a child and keeping the teacher informed allows him/her to deal with the child in an informed manner if problems arise. All such information will be kept in strict confidence.

## **PARENT CONFERENCES**

All parents are expected to attend scheduled Parent/Teacher conferences. Parent conferences are scheduled in October, February, and May. A list of available dates and times for your conference will be posted outside each classroom or you may choose a reasonable time and date suitable for your schedule and agreeable with the teacher. Except during school hours and weekends, teachers will make themselves available.

## **PARENTS CALLING STUDENTS AT SCHOOL**

Parents are strongly encouraged, unless there is a true emergency, not to call their child during the school day to "chat" with them. Parents calling students during the school day are disruptive to the classroom and can hinder students' learning.

## **ELECTRONIC DEVICES AT SCHOOL**

Students are not allowed to have at school, either on their person, or in their lunch kits or CMS bag any electronic devices to include, but not limited to: cell phones, music player, electronic games, etc.

## **PARENTS CALLING TEACHERS**

Situations may arise when parents request to talk with teachers during the school day. Unfortunately, it is difficult to pull teachers out of the class during instruction time for any period of time. If you desire to talk to your child's teacher during the school day, please e-mail or call and leave a message with the school secretary. The teacher will return your call during his/her first available break. If you have an emergency situation and/or the teacher does not return your call within twenty-four hours, please notify the school director. The director will always be available during the school day for parents who need to talk concerning their child and/or the school.

## **PARENT PARTICIPATION**

Each parent is a vital part of the school organization as a whole. If you have time to volunteer or offer a service to the school, please let us know. Available opportunities include organizing book fairs, listening to readers, etc. Parents who have talent, careers, or hobbies that they think would be interesting to the children are encouraged to arrange with the teacher(s) to set up a time to share this information with the children. We encourage parents of different cultures to share their experiences with the class.

## **EXTRACURRICULAR ACTIVITIES**

All extracurricular group activities (piano, violin, drama, yoga, etc.) will begin at 3:30 p.m. (or at 2:00 p.m. on Thursday afternoon). Students are not to be in the classroom without an adult supervisor. Groups planning outside activities, off school grounds, must have permission slips to leave school grounds.

## **SCHOOL ITEMS OF INTEREST**

Occasionally a child may bring home small items from the classroom, such as a Pink Tower cube, beads, cards, etc. Please explain to your student that these things are for the class to use and keep in the classroom. These little pieces are sometimes extremely difficult and costly to replace.

## **THINGS FROM HOME AND SCHOOL**

Please have students leave all personal property such as toys, games, etc. at home unless it is a show-and-tell item. The school is not responsible for damage to, loss, or theft of any personal items brought to school. If items, other than show-and-tell, are brought to school, they will be held in the teacher's possession until the end of the day. Please check with your child's teacher for schedule of show-and-tell days.

## **MARKED CLOTHING**

The school and faculty are not responsible for missing clothing. All clothing (sweaters, coats, boots, mittens, hats, etc.) should be clearly and visibly marked with the student's first and last name. It is very difficult to sort and allocate outerwear when a student's name has been omitted from garments.

## **SCHOOL UNIFORM**

Any clothing that interferes with or disrupts the educational environment is unacceptable. Students are expected to be well groomed and have shoes tied and shirt and blouse tails tucked in at all times. Students may wear red sweatshirts and cardinal red collard polo shirts except on picture day. Clothes cannot be faded and must fit the student. Cardinal red sweatshirts or red V-neck sweaters are allowed in the classroom over school uniform. Cardinal red sweaters have to be plain and not bulky or have embellishments, frills, or designs. Students not complying will change clothes or leave school for the day.

**Boys:** The school uniform for the boys includes: a cardinal red or white solid collared polo shirt, solid navy blue pants or shorts (not faded), a "cardinal red" buttoned sweater, and tennis shoes. Shirts must be tucked into pants at all times during school hours. Shirts that cannot be tucked into pants are considered undersized and will need to be replaced. Tee-collared shirts may be worn only if the CMS logo is printed on the tee-shirt worn by the student.

**Girls:** The school uniform for the girls includes: red/blue plaid jumper, (jumper must be approved CMS pattern) a white solid collard blouse or a red or white solid collared polo shirt, solid navy blue pants or shorts, a "cardinal red" buttoned, V-neck, no frills,

sweater and tennis shoes. Blouses and shirts must be solid white (red) with no low-cut necklines and be tucked into jumper, skirt, pants, etc. during the school day. Shirts that cannot be tucked in are considered undersized and will need to be replaced. Length of jumpers, skirts, skorts and shorts should be modest (2-3 inches above knee) and not disruptive to the school environment.

**Socks:** Regardless of the date, student's socks, stockings, etc. must be a solid school color (red, white, or blue) and not netted, striped, polka-dotted, or extend over the knee. Female students in the elementary classes (age: 6-12 years) must wear shorts under their school jumpers and skirts. It is recommended that female students in a primary class wear shorts under their school jumper.

**Shoes:** Students are required to wear the school uniform every day with tennis shoes.

**Outerwear:** When considering coats, sweatshirts, boots, etc, please provide clothing that the child can get into and out of easily without assistance and is correctly fitted for your child. Clothing should be neither too big nor too little to fit your child, must include the required buttons to holes and a functional zipper, if applicable.

School Uniforms can be purchased at the following location:

**Robcyn's Uniforms**  
**Bradlee Shopping Center**  
**3660 King Street, Alexandria, VA 22302**  
**(703)379-7800**  
**Robcyns@yahoo.com**

**FRENCHTOAST.COM**

**LAND'S END.COM**

### **BRACELETS/WRIST WATCHES**

Wristwatches without sound effects may be worn, but rubber spirit or Silly Bandz bracelets are prohibited. Any jewelry that can be easily removed or is distracting to other students or staff must not be worn at school.



## **CLOTHING RESTRICTIONS**

Clothing should fit, be neat, clean, not faded, and conform to standards of safety, good taste, and decency. Clothing that exposes private parts, the midriff, chest, undergarments, or that is otherwise sexually provocative is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines, tube tops, halter tops, backless blouses or blouses with only ties in the back, clothing constructed of see-through materials, and head coverings unless required for religious or medical purposes.

## **EXTRA CLOTHING**

During the winter months, students may only have one jacket or coat at school. Historically, parents have kept several reserve coats at the school. These reserved coats take additional hallway space and hooks and are not necessary. Parents should send extra clothing for their child(ren) (underwear, socks, shirt, pant, shoes, etc.) and place them in their child's CMS bag on their hook. Younger students may need two sets of clothes and more than three pair of undergarments. Be sure that these items are clearly marked with the student's name. *Students who do not have extra underwear or socks will be given newly purchased underwear or socks to wear and the parents will be charged a fee (\$2.00) for the new underwear or socks.* Underwear or socks issued to a child will not be credited or returned to the school. The school will use donated clothing (shirts and pants) for students who do not have extra clothing to wear to replace soiled garments. Be sure to exchange extra clothes as your child grows and as the seasons change.

## **BED LINEN**

Bed linen must be taken home every Friday and cleaned. Students who do not have clean bed linen on Monday will be issued clean linen and the parents will be charged daily linen and cleaning fee (\$5.00). A student's soiled bed linen must be taken home that night and clean linen returned the next day with the student.

## **EMERGENCY CARE**

In the event of an accident or sudden onset of illness, the school will not hesitate to seek proper care for a student. The student's emergency instructions on file at the school are consulted immediately and the parents are called.

Parents not able to pick up their child in a reasonable amount of time must have an additional person available to pick up the student. The school reserves the right to call emergency personnel (911) to transport the student to a designated medical facility. The parental consent statement will accompany the child so that treatment can be given immediately in the absence of the parent. It is imperative that you keep the emergency contact information up-to-date with names and addresses of three (3) of persons, other than the parents/guardians, to be contacted in case of emergency, as required by law.

## **ACCIDENTS REPORT**

In case of a minor accident, your child will be treated at school and an accident report completed. School accident reports must be signed by parents and are kept on file.

## **EMERGENCIES AND BUILDING EVACUATION**

In case of an emergency or building evacuation, students will remain either on school property or the adjacent church parking lot. In inclement weather or if a complete area evacuation occurs, students may be moved to the fire station down the street until parents are reached and students can be picked up.

An emergency school roster will be on hand and phone calls to parents will be made in alphabetical order or by age of the students after an evacuation site has been determined, the situation stabilizes and students are safe.

In the event that there is a terrorist strike in the surrounding metro Washington area (a terrorist strike may include, but is not limited to the following: the use of radioactive "dirty" bombs, chemical and biological weapons, etc...) the school's staff will move all students into the school's main hallway. The school will shut down all heating, ventilation, and air conditioning systems, and close and secure all doors and windows. The purpose of the ventilation shut down is to hopefully create a moderate barrier that will limit chemical agents from flowing into the building.

During the winter months, if the heat and ventilation system is off, the building can get chilled quickly and warmth may be a factor. The combination of coats stored in the hallway and numerous little bodies will hopefully counter the frigid environment that we may encounter. Make sure your child comes with adequate cold weather clothing during the school year or at least during heightened security periods.

The bathroom entrances are in the hallway, so lavatory sanitation should not be a problem unless public water is terminated. The school will have a limited supply of bottled water and snack on hand. If the phones are active and operational, we will communicate to all parents via the internet and hold the main telephone line only for emergencies. Please be judicious with calls during an emergency.

Picking up children during a chemical/biological attack, may contaminate the whole school. To limit this interaction, the school will lock the front door and ask parents to come to the first classroom door (Mrs. Coryell's first classroom). There will be a two-way radio on the steps for parents to communicate with staff inside the building (if the telephone lines are down). We will release the student in the room and ask them to go out the side door. That room will be the designated isolation room. We request that you not come in the building, but let the student go through the room and out the door.

Lastly, while the school is limited in ways that it is able to defend against these aggressive acts, it may be reassuring to parents that the school will remain open until the last parent has picked up their child. Regrettably, the school may not always be able to guarantee state standards of student-teacher ratio, in extreme events, but we will remain open. **It is very important that the school emergency information (cell and work numbers, emergency pickup personnel, and any other data) be updated and accurate.**

## **HEALTH CERTIFICATES**

**Note: ALL KINDERGARTEN CHILDREN ARE REQUIRED BY LAW TO HAVE A MEASLES BOOSTER BEFORE ENTERING SCHOOL**

In accordance with the Private School and Child Care Ordinance of Prince William County, each child must have (1) a physician's certificate of physical examination done no more than 12 months prior to enrollment, (2) a current record of immunization before the child can be admitted to school.

Certificates of physical examination must be in the student's record by the beginning of the school year; immunization records must be in the school office on or before the first day of school or your child will not be allowed to attend until the records are received. If you object to a certificate of physical examination on religious grounds, you may submit a signed statement indicating your beliefs certifying that your child is in good health and free from contagious diseases to the best of your knowledge.

## **MEDICATION**

Due to the availability of state mandated trained staff members, medicine will not be administered before 9:00 a.m. or after 3:30 p.m. All prescribed and over the counter medicine must be in the original manufacturer's container and box. Container and box must be carefully labeled with the student's full name and directions for administering. New authorization must be filed each week the child is on medication (seven day rule for medication). No out-dated medication will be administered. Over the counter medicine should be age appropriate. When needed, prescribed medication will be stored in a refrigerator in a clearly defined area away from food.

Prescribed medicines shall be kept in a central, locked, location within the school, where they will remain clean, dry, and available to designated personnel. All medication shall be kept in a secure area preventing access by students and non-designated employees.

1. School personnel, who have proper medical training, will administer medication to students. All medications shall be administered in the school office area. Parents shall develop a plan with the student or office administrator to ensure that the student goes to the office at the prescribed time. Medication can be given only within one half hour before or after the prescribed time. Parents and guardians must transport medications to and from the school. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets.
2. For students who are prone to have epileptic seizures and/or asthma attacks or other health conditions at school, teachers shall be made aware of appropriate procedures for handling these conditions and for calling 911. When an emergency arises, school staff will implement appropriate emergency procedures. Any staff member shall contact Emergency Medical Services (911).

3. The state of Virginia defines medication to include all prescribed and non-prescribed medicines. Medicines taken orally or applied to the skin require a medication authorization form (including cough medicines, lozenges, sunscreen and lip balm, etc.).
4. Parents who wish to have medicine left at the school for extended periods (more than seven school days), must have the Long-Term Medical form completed and signed by the student's physician prior to leaving the medicine at the school. The Long-Term Medical form must be resubmitted, with a medical signature, every six (6) months. The state of Virginia prohibits the school from holding prescribed medicine for students or personnel without the written authorization from a physician.

## **OUTSIDE ACTIVITIES AND SICK STUDENTS**

Children, who are too sick and cannot participate in outdoor or indoor activities, are considered and do not have a doctor's note are too sick to attend school for that day. Outdoor activity is important both physically and mentally for students.

## **SICK STUDENTS AT SCHOOL**

Child is persistently vomiting, has acute or severe ear pain, has a fever over 101 degrees Fahrenheit, is violently coughing, or has extreme nausea; he or she must be picked up as soon as possible. The school expects a one hour time frame for parents to pick up a sick student.

Parents who are too busy or have a work environment or employer that will not allow key personnel to leave and attend to a sick child's needs, must update the schools records and have a reliable "backup person."

## **MEDICAL LIMITATION**

The school is not adept, licensed, or has the medical expertise to provide extended medical services for students. A child having been diagnosed with a contagious disease should be kept at home and the condition reported to school. All parents will be alerted about the contagious disease. Examples of contagious disease are, but not limited to: strep throat, pin or ring worm, viral infections, measles, mumps, chicken pox, pink eye, scabies, lice scarlet fever.

## **SICK STUDENTS**

For the protection of all students and staff, your child should be kept at home if he/she shows any of the following symptoms:

- An elevated temperature (over 100 F)
- Headache
- Severe coughing
- Upset stomach
- Swollen glands
- Flushed face due to fever
- Diarrhea or vomiting
- Tearing, irritation, or redness of the lining of the eyelid
- Swelling and discharge of pus from the eye
- Sore throat or difficulty swallowing
- Unusual behavior (crankiness, listlessness, crying more than usual, obvious general discomfort)
- Nasal discharge that is yellowish or greenish in color

The school cannot accept sick children. If your child arrives at the school with obvious signs or symptoms of a communicable disease, the child will not be allowed to attend that day. It is required that students remain out of school at least 24 hours after a fever has gone or an antibiotic is given by a physician.

## **LUNCHES**

The state of Virginia encourages schools to comply with the nutritional requirements of the Child and Adult Care Food Program of the United States Department of Agriculture (USDA). The school is mandated to enforce nutritional requirements. The students will bring healthy and nutritional lunches to school each day. Children are not to share their lunch with other students. Sandwiches, sliced cheese, cut vegetables, and fruits are always a favorite for many students. Lunches packed with candy, cookies, and cakes are strongly discouraged. Caffeinated and carbonated drinks for students are not permitted at school.

The state does not allow staff members to heat students' food in the microwave, nor store students' lunch in the school refrigerator. We ask that you also use caution when packing lunches with ice packs to make sure the frozen ice pack does not resemble an edible food item.

## **LUNCHTIME**

All the children are strongly encouraged to eat their entire lunch. If it is not eaten within the allotted lunch time (30 minutes) they are not forced to eat their entire lunch.

If your child forgot his/her lunch one can be provided for him. We will provide him/her with a McDonald's happy meal. The cost is \$6.00 and it will be added to your in school account.

## **SNACKS**

Parents take turns providing simple snacks for their child's class during the school year. A calendar is posted on the classroom door at the beginning of each month or a snack list will be provided by the teacher. Parents should provide snack approximately once a month for each child they have in the classroom.

**Note: The state of Virginia does not allow schools to serve food that is made and packaged at home (i.e. homemade). Snack food must be commercially packaged.**

All snacks should be free of peanuts and nuts. No drinks are required since the students will be having water during the snack break. Snack Suggestions: vegetables and fruits, dips, crackers and cheese, raisins, store bought baked breads, bananas, carrots, yogurt, applesauce, nutritious cookies and muffins.

## **NO BIRTHDAY PARTIES**

The school does not allow in-classroom birthday parties for students during the school year. Do not ask your teacher or school to make special allowances for your child to celebrate his or her birthday. Students cannot store gifts, accept flowers, singing telegrams, or any messenger greetings during school or EDC hours.

## **INVITATIONS**

If parents are planning a party and inviting all of the students in the classroom, then invitations may be placed in the communication folders. However, if only a select number of students will be invited, we ask that you use other means of communications to avoid hurt feelings or conflicts.

## **NON-LUNCH FOOD**

Chewing gum is not allowed at the school. Parents who pick up their children after school are strongly encouraged to remind their child not to eat their lunch leftovers prior to leaving the school. (school's hallways or classrooms). Lunches are not allowed to be eaten after school and/or in the hallway, bathroom, classroom, or on the playground.

## **DISCIPLINE**

At Cardinal Montessori School, we are concerned about the safety of the students as well as teaching acceptable behavior and manners. All students are expected to respond to oral requests by the staff. If a student is having problems and/or not responding to oral requests, the student is asked to sit out of the activity in progress. A designated place for "time-out" will be made available to the student for the opportunity to regain control.

Excessive screaming, out of control behavior, running away from adults, exiting the building without an adult, hitting or biting an adult or other student are grounds for a students' termination from the school.

### **Discipline Methods:**

The methods of discipline used in class include distraction, choices, brief verbal command, or time-out within the classroom and time-out at the front desk or in another classroom. Discipline shall be constructive in nature and will not involve any physical punishment, disciplinary action administered to the body, verbal abuse, internment in confined spaces, or withholding of any food or nap time.

It is our policy to help the student acquire self-discipline. We believe, if students are constructively occupied doing interesting and challenging activities, they will generally not have discipline problems in class. We feel that if students understand the rules and know the expected behavior, they will choose to behave. Therefore, expected behavior is geared to the student's age with limits or rules developmentally appropriate and understandable to the student to whom they apply.

### **Parent Responsibility:**

Parents may be asked to pick up a student from school for discipline issues. Discipline issues that require a parent to take a child out of school for the remaining part of the day include:



excessive screaming, out of control behavior, running away from adults, spitting or scratching students or staff, purposely damaging classroom equipment, exiting the building without an adult, and hitting or biting an adult or other student. Once at school the parent must take the student home for the remainder of the school day.

Parents must arrange for the disciplined student to be picked up within an hour after a call is placed to a parent. It is the parent's responsibility to ensure that the student has a person within the area to pick up the student within an hour after a call from the school.

### **Termination of a Student:**

Students who stay in "time-out" for longer than their chronological age or have numerous visits to the office or Mr. G's class may have discipline issues. If a behavior situation arises that warrants a conference with the parents/guardians, the teacher or director will call to make an appointment as soon as possible. If the situation is not addressed in a timely manner, and it is determined by Cardinal Montessori School that it is in the best interest of the student and the school to terminate a student's enrollment, a thirty (30) day written notice stating the reason for termination will be sent to the parents and a copy will be retained in the student's records.

*There is a four week trial period for each newly enrolled student at the school. This allows time to evaluate the student's readiness and maturity for school. It is our desire that your child's school experience be a positive one. Therefore, the school reserves the right to request withdrawal of any student who is found by the staff to be not yet ready for school (note: All students must be potty trained).*

## **SNOW POLICY**

Cardinal Montessori School generally follows the Federal Government closing policy. When the Federal Government is closed due to weather related events and conditions, the Cardinal Montessori School will follow their directions. Extremely poor weather conditions may require the school to close, regardless of the Federal Government's closing policy or closing schedule. CMS does not follow the delayed openings/closings of the Federal Government.

**Cardinal Montessori School operates independently of the Prince William Public County School system and other near-approximate county school systems.** The school will place a "School Closing" message on the telephone recording system and a broadcast email message to parents prior to 6:30 a.m., if the school is closed for any reason. If possible, the school will notify local radio and television news station.

Although the school may remain open during adverse weather, it is a parent's responsibility to decide whether or not to drive your child to school when the weather and driving conditions deteriorate or become dangerous.

## **TELEPHONE NUMBERS**

Cardinal Montessori School	703-491-3810
Cardinal Montessori fax	703-499-9994
Mr. G's cell	703-408-0036