

# Montessori Country Day School Parent Handbook



A Nobel Learning  
Community

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## **1. STUDENT ARRIVAL & DEPARTURE**

All classrooms use the classroom outside door for arrival and inclement weather departures.

### **A. Early Morning Arrival**

The Early Hours program for both campuses will be at the Country Day campus. Princeton Meadows students will be taken to their campus at 8:20 by our bus.

Occasionally, parents who have not enrolled in the Early Hours program will need to bring their student to school before classes start. The student will be accompanied to our Early Hours program until class starts. This is an accommodation that we extend for unusual circumstances and we charge a small fee.

### **B. Late Arrival**

It is important that children arrive on time, as the beginning of the school day sets a tone for the classroom. Children who are rushed and arrive late may not be in the right frame of mind to begin their activities. We ask for your cooperation in ensuring that your child has the opportunity to begin his/her work at the start of class. Parents should not enter classrooms or disturb teachers once the day has begun. Once classes have started, bring your child to the office. Please wait until your child can be escorted to class. This will minimize the effect on both your child and the rest of the class.

Dismissal times vary depending on the program your child is attending and when or if he or she has elected to participate in after school activities. Please be prompt when picking up your children.

### **A. Late Pickup**

Parents who arrive late to pick-up their child must go to the office, even if your child is outside in the playground. Your child will be in our Lunch program or our After School program, depending on the time of day. There is also a small fee for this accommodation.

### **B. Early and Special Dismissal**

Should your child leave before the regular dismissal time, the parent must bring a signed and dated note to the office at the beginning of the day. Telephone calls to rearrange plans are not allowed, except in an emergency. In the event of an emergency, notify the office as soon as possible. Under all circumstances, come to the office to pick up your child, even if your child is outside on the playground. Guardians, other than parents, who are unfamiliar to staff, will be asked to show proof of identity, even for those listed on emergency contact forms.

## **2. HEALTH RECORDS**

State law requires that we keep a record of your child's immunizations and that they must be current in order to admit your child. Medical forms are sent to a new family upon enrolling. Please keep the office informed of new immunizations. We request this information when your child starts, and will request updates as your child progresses, particularly when your child moves from Primary to Lower Elementary, and from Lower to Upper Elementary. New Jersey State regulations require that all students have updated inoculations on file before a student is admitted to class. Students who are not inoculated for religious reasons must obtain a waiver from their physician. A child cannot start a school or summer session without complete health records.

### **3. PARENT VISITS**

Parents are invited to visit the school at any time. We have monitors in the office that can observe each of the classrooms. We request that you limit your time to observe to 10 minutes. This will allow ample time for most purposes. Should you wish to observe longer or to observe inside the classroom, we need to schedule a time that best suits both your needs and the school's. Observing inside the classroom requires an orientation so that you can follow what your child is doing, without disrupting the other students.

### **4. PARENT EDUCATION**

Montessori Corner considers parent education to be central to our mission. Journeys, workshops, lectures and discussion groups focus on Montessori philosophy and curriculum, childhood development, and parent skills. Parents new to Montessori Corner are encouraged to attend "The Journey" which is one of the highlights of our Parent Education program. Participants are asked to cast aside their adult conditioning for a few hours, to enter each program as a child starting with Early Childhood and progressing through Primary, Lower Elementary, Upper Elementary, and the auxiliary classes. In each classroom, they are guided by the teacher to use the materials and to experience the environment as a child would. There is no better way to experience the beauty of the classrooms and the materials, the continuum of curricula, and the concrete manifestation of the Montessori philosophy.

### **5. DRESS CODE**

#### **A. General**

At Montessori Corner, everyone is expected to dress simply and appropriately for school in washable clothes that are neat, clean, and in good condition. Clothing should be easy to pull on and off so your child may function independently. By avoiding suspenders, belts, sandals and one-piece body suits, you make it easier for your child to participate safely in all the classroom activities.

#### **B. Shoes**

All Montessori Corner students go outside most days. Appropriate shoes for school are sneakers or other casual shoes that may get dirty. The best sneakers for outdoor activities have laces that must be tied. Clogs, party shoes, or open-toed sandals are not appropriate for safe outside play. Since being outside every day can track in a considerable amount of dirt, we have found that having the children change their outside shoes for inside shoes makes a difference. Please send an extra pair of shoes to wear inside the school, which will be left in your child's cubby (please label the shoes with your child's name).

#### **C. Extra Clothing**

Students in Early Childhood and Primary classes should be sure to have a full set of extra clothing, including two pairs of socks and underwear. Please put all items in a plastic bag labeled with the child's name. Should your child not be wearing the same clothes worn to school, please be sure to request the soiled clothes to take home for cleaning. If your child is still in diapers, please keep a week's supply at the school at all times. This way, your child will always wear the brand that fits your child most comfortably. Please label all clothing and the diaper bag with your child's name.

#### **D. Outdoor Dress**

Each day children will have the opportunity to be outdoors. Please send students to school with appropriate outer garments, depending on the day's forecast. Please avoid dresses and other clothing that are inappropriate for physical activity, especially on the child's gym days.

#### **E. Role Models**

Montessori Corner does not permit or promote violent/combatative TV heroes (Power Rangers, Pokemon, Power Puff, etc.). We ask you not to send your child with clothing,

backpacks, shoes, costumes, or lunch boxes with these characters on them.

**F. Country Day Uniforms**

In creating a campus that reflects connectedness and visibly demonstrates the support for our school, the students at Country Day are expected to wear the required uniform every day. Please see the office for more information on ordering.

**6. MAILBOXES**

At Montessori Corner, every attempt is made to communicate with families in a timely and reliable fashion. Mailboxes with each child's name are arranged in the office area. We use the mailbox as our way to reach you concerning announcements of meetings, special events, special communications, invoices, and other items that will be of interest to you and other activities requiring a response are sent through the student mailboxes. Checking the mailbox daily will ensure your child will not miss field trips or other events and will keep you up to date on what is going on in the school. To avoid congestion and for other safety reasons, it is best to check your mailbox after your child is in class in the morning or before you pick up your child in the afternoon. On occasion, however, situations arise where time is of the essence; in such instances a flyer may be sent home with the student or your class parent will call. Notices are posted on the portable bulletin board in front of the main office and are updated weekly. Mailboxes are for school use only.

**7. NAPTIME**

Children in the Early Childhood programs who stay with us for the full day may need to nap. The children will be encouraged to do so in a quiet room set aside for that purpose in the afternoon. Nappers need a sheet and blanket, which should be labeled.

**8. NON-DISCRIMINATORY POLICY**

The school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its admission policies, educational policies, scholarships and loan programs, and athletic and other school-administered programs.