



Meeting House Montessori School
Parent Handbook
2008-2009

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www.mhmontessori.org

Mission Statement

The mission of Meeting House Montessori School is to prepare learning environments for children between the ages of 2.9 and 12 years that will aid in their natural development.

This includes:

- Creating environments where trust, respect, responsibility, community and cooperation can flourish
- Nurturing the social, emotional, and cognitive developmental needs for each child-individually
- Respecting the rights of children as independent beings
- Providing a place where children are heard and given the opportunity for self-expression. Creating challenging and safe environments
- Giving each child the tools necessary for him/her to realize his/her full potential.

THE SCHOOL YEAR

First day of school and Phase-in

Pre-Primary children are “phased-in” at the beginning of school in order to provide a period of time for adjustment to their new situation. This phase-in is primarily for the benefit of new children. For the first few days only the new children attend, gradually increasing the amount of time in the classroom until they are ready for the entire morning. Parents are invited to spend class time with their child for this first week. This is optional and not required. The rest of the children return the second week.

You will receive a complete schedule of the phase-in before school begins.

The School Day

PRE PRIMARY

8:00-8:30 a.m.	Before school care
8:30 a.m.	Morning Preschool and Full Day drop-off
11:30 a.m.	Morning Preschool dismissal and pick up
11:45 a.m.	Lunch/Nap for Full Day children under 5
12:30 p.m.	Afternoon Preschool
3:00 p.m.	End of School day
3:10 p.m.	After school care
6:00 p.m.	End of After school care

Arrivals

Drop off will take place at the appropriate school door where a teacher will be waiting to greet you and your child. The Pre Primary entrance is at the front door located on Brow Avenue. Please pull up to the front entrance in your car, if you are in one of the first three cars in the row please get out and take your child out of the car. Once your child is outside the car a teacher will be waiting to greet you and your child. Please say your “good-bye” outside the door and help your child make the transition from home and school as smooth as possible.

When arriving or departing the school premises please drive slowly.

The beginning of your child’s day is an important time of adjustment and transition. Arriving at school on time helps to make transition as smooth as possible. All children must arrive at school no later than 8:30 a.m. for the morning session. If, on occasion, you

are unavoidably detained and must arrive after this time please **do not** enter the classroom until the first line is finished and the children are choosing activities. If possible, please call the office (781) 356-7877 ahead of time to let us know that you will be late.

Please make every effort to arrive on time. It is not fair to your child or to the other children in the room to have the class disrupted by late arrivals.

Departures

The pick up time for morning session children is between 11:20-11:30 a.m. The pick up time for afternoon session, Full day and Elementary students is between 3:00-3:10 p.m. The pick up time for after school children is either 4:00p.m., 5:00 p.m. or no later than 6:00 p.m (depending on which after school option you are enrolled). Please be prompt. A long wait can be traumatic for any child. If you are detained, please call the office (781) 356-7877 as soon as possible. Promptness helps the staff remain on schedules, but more importantly, prevents distress and concern by your child.

A late pick up fee of \$5.00 for every five minutes or part thereof will be charged to parents who arrive after 11:30 a.m. for morning enrollment, 3:10 p.m. for afternoon, full day and elementary or 4:00p.m., 5:00p.m. or 6:00 p.m. for after school care.

You may pick up your half day or full day child at front entrance on Brow Avenue. When you pull up a teacher will bring your child to your car.

After school children can be picked up at the back door (Weston St. entrance).

Early Dismissal

On those occasions when your child needs to be dismissed early, please bring a written, dated note to school and hand it to your child's teacher. The teacher will have your child ready and waiting for you at the specified time.

Attendance

Consistent attendance is very important for proper progress through the curriculum, as well as for the successful development of your child's social relationships. Parents are urged to allow their children to attend school whenever possible. Parents are responsible for notifying the school office (781-356-7877) of a child's absence.

School Cancellations

If school must be canceled due to inclement weather or the occurrence of any other event that could reasonably be expected to cause local schools to close for the day, please check the **channel 7 News or WRKO AM** for Meeting House Montessori listing. You may also register online at WHDH to receive a cell phone message as soon as the closing is announced.

Transportation

Parents are solely responsible for transporting their children to and from school. If parents wish someone other than themselves to transport children from school, the parent must provide the names on the students permission form. If a parent wants a student to be picked up by anyone other than the persons listed on the school form, the parent must provide the school a signed note specifying the day and the person whom they are authorizing to do so.

Teachers and staff of Meeting House Montessori School are not allowed to transport students in their personal cars.

CLOTHING AND PERSONAL BELONGINGS

The school requires preschool children to keep a complete change of clothing at school for spills or other emergencies. These clothes will be kept in a drawstring bag (provided by MHMS) where they can be hung on your child's hook. Please label the clothing with permanent marker or sewn in tags to help prevent mix-ups. Please replace the spare clothing as your child grows and the seasons change. Your child will also need a pair of sturdy slippers for wearing inside the classroom. All slippers should be labeled and without characters on them.

On a daily basis, children should wear comfortable clothing, appropriate for both indoor and outdoor activities and rubber soled shoes. To foster independence, parents are encouraged to purchase clothing that the children can easily manipulate.

Except in the case of severe weather, we will spend some part of each day outdoors. Please make sure your child is well equipped with snowsuit and/or snow pants, gloves and/or mittens, hats, boots and raincoats. We do go out during the winter.

Books, nature or science specimens, music cassette tapes, and other items of educational interest are welcome for sharing with the class. At the beginning of the year teachers will inform parents which day of the week will be sharing day for your child's class. Please be sure all items are labeled with your child's name.

Toys, money, candy and gum should be left at home or in the car upon arrival.

You may discover tiny cubes, puzzle pieces, beads or other items in your child's pockets or cuffs. Please be sure to return such items to the school.

HEALTH POLICIES

Medication

If a child attends school while on medication, parents must fill out a medication permission form which can be obtained from the office or from a teacher. All medication, whether prescription or over the counter, must be accompanied by a physician's instructions and signature as well as a parent's signature. All medications which are brought to school must be clearly labeled and in its original container.

MHMS will maintain a written record of the administration of any medication, prescription or non-prescription, to each child which includes the time date, dosage and staff signature. The completed form will be placed in the child's file.

All medications are stored out of reach of children in either the Administrative Directors office closet or the refrigerator in the kitchen. All unused medication will be returned to the parent.

Medical Emergencies

All teachers have been trained in First Aid and there will always be an adult on the premises who is trained in CPR. In situations requiring first aid, the first teacher to reach the child will administer first aid. In serious emergency cases, we will contact parents by phone for instructions. If no instructions can be obtained, your child will be transported by ambulance to South Shore Hospital (or if on a field trip, to the nearest hospital). Whenever possible, a teacher will accompany the child. We will continue to attempt to contact parents or other names listed on enrollment forms.

NOTE: Our complete Health Care Policy is posted in the office. Copies are available upon request.

Plan for Managing Infectious Disease

1. All staff are trained regarding infectious disease control. When children exhibit any symptoms of illness they are monitored by staff. If symptoms persist or more symptoms develop, a parent will be notified. Ill children will be separated from other children whenever possible. They will be kept comfortable and restful while waiting for their parents to arrive. Parents are expected to arrive as soon as possible or within one hour of notification
2. Parents are required to pick up children exhibiting any of the following symptoms:

- a. Temperature of 100 or higher
- b. One or more episodes of vomiting
- c. One or more episodes of diarrhea
- d. Persistent cough or wheezing
- e. Appearance of unknown illness or complaint
- f. Acute fatigue
- g. Any untreated contagious disease.
- h. Physical or behavioral problems which prohibit full participation in school activities
- i. Symptoms or behaviors that require one-to-one care

3. MHMS “Ill Children Policy” includes the exclusion of children with communicable diseases. These diseases include but are not limited to: chicken pox, German measles, mumps, lice, impetigo, hepatitis, mononucleosis, conjunctivitis, pinworms, and scabies. Children with these diseases are required to stay at home for the duration of the illness or until they are determined by a physician to be no longer contagious.

4. Upon notification that a child attending our school has a contagious disease, our administrative director will provide parents with all relevant information including a description of the disease, symptoms, method of transmission and incubation period.

5. Parents may not bring a child to our school for the following reasons:

- a. Vomiting or diarrhea within 24 hours of arriving at school
- b. Any untreated excludable communicable disease
- c. Severe coughing
- d. Untreated strep throat (required 24 hour antibiotic treatment)
- e. Temperature of 100 or higher within the last 24 hours
- f. Untreated rash with unknown cause

Children with these symptoms or illnesses should be kept at home until they are symptom free, fever free and on medication (if prescribed) for at least 24 hours.

Plan for the Care of Mildly Ill Children

Parents are required to pick up ill children within one hour of notification of the mild illness. Ill children are provided with a quiet restful place within the classroom or in the Administrators office but not within close proximity to other children. Either a teacher or the Administrative Director will remain with the child until the parents arrive. Mildly ill children will be provided comfort, rest, food, drink and appropriate play materials until parents arrive.

Individual Children's Specific health Care Needs

Upon enrollment into MHMS all parents will fill out a Developmental History form, this form includes a section on any illnesses, allergies or specific health care needs. The Administrative Director will contact the parent to discuss the specifics of any health care issues that are addressed on the Developmental History Form. It is up to the parents to make sure that the school is aware of any health problems or allergies the child may have.

In the case of food or chemical allergies, the child's name and allergies will be listed and posted in the office, classrooms and kitchen. MHMS will make every effort to ensure that the child is not exposed to the allergen including banning all such substances from the classroom or school if the need arises. A menu of the current weeks snack will be posted in the kitchen and in the office. MHMS will provide the child with an alternate snack if an offending food is to be served.

NUTRITION

Snack

Each family will be assigned a few weeks (one week at a time) during the school year to provide healthy and nutritious snacks for their child's classroom. A basket will be sent home the preceding Friday, to be returned on Monday with the snacks for the entire week. Donated snack should consist of fresh fruits or vegetables and whole grain crackers and 100% fruit juice. Your child will serve snack to his or her classmates during that week.

Lunch

Children may either enroll in the MHMS hot lunch program or supply their own lunch.

Lunches that are supplied by the parent should be packed (using reusable containers whenever possible) in a lunch box that is clearly labeled with the child's name. Foods should not require refrigeration or heating. A healthful beverage (milk, juice or water) should accompany the lunch as well as whatever utensils are required to eat the food. No candy (including cough drops), gum, chocolate or soda will be allowed. Unless otherwise requested, we will send all uneaten food home in your child's lunch box.

Suggested foods for lunch include:

- Sandwiches (peanut butter and jelly, cold cuts, cheese, turkey or chicken)
- Yogurt (packed in a thermos or on an ice pack)
- Soup and noodles (packed in a thermos)
- Fresh fruit (sliced and peeled if needed)
- Fresh vegetables (carrots, cucumbers, peppers, cherry tomatoes etc.)
- Cheese and crackers
- Granola bars (without chocolate or marshmallow chips)
- Dinner leftovers
- 100% Real fruit juice

Overly processed foods or foods containing large amounts of sugar, salt, or oils are best avoided. We encourage parents to provide wholesome lunches, and to include your child in the planning and packaging of his or her own lunch.

HOLIDAYS

Meeting House Montessori School does not celebrate Holiday's from a religious perspective. During the school year we chose three significant days of celebration. They are as follows:

1. U.N. DAY- In October of each year children are invited to celebrate their heritage and families on United Nations Day. Children are encouraged to bring in food, clothing or any items that relate specifically to their immediate family or ethnic background.
2. Winter Party- In December of each year MHMS students invite their parents to share in the celebration of the beginning of winter with them. During this party the children will sing songs and read poems for their parents.
3. Graduation/End of Year Pot Luck

More information about these celebrations will be made available at the appropriate time.

Birthday Snack

For birthday celebrations a child may bring a special snack to share with the class. Muffins, fruit breads, and cakes are welcome provided they contain a minimum of non-chocolate frosting and are themselves non-chocolate. Similar foods may be brought for holiday celebrations. Popcorn, fruits and vegetables, whole grain crackers and muffins are healthy choices for a special snack.

The Birthday Celebration

A birthday is a celebration of life shared by the entire class. The birthday child marks his or her age by holding the globe and moving around a candle (represented the Earth revolving around the sun) as many times as he or she has orbited the sun. During the "Birthday Walk" the other children sing a movement song to celebrate each year and keep count.

A special snack is then shared with the entire class.

A birthday can also be remembered with a donation of a book from the birthday child to the school's library. Inside the cover of the gift book should be written the child's name, date of birth, age, and year given to the school. "Birthday presents" to the school may also include trays, baskets, practical life or Montessori materials for the classroom.

If you are planning a party for your child, please remember that invitations may not be distributed at school. We also ask that children do not bring gifts for after school parties.

SCHOOL POLICIES AND PROCEDURES

Visitors

Parents are welcome to drop in and observe at any time during the day. You may observe in the classroom if it is not disruptive to your child or the other children. If it is disruptive, you may observe through the classroom door window. Please follow the “Visitor Observation” guidelines in the back of this handbook to maximize the benefits of your observation.

Other visitors to the classroom during school hours are also welcome. Please obtain advance approval from the classroom teacher.

Communication

During the school year a schedule of upcoming events as well as information about classroom activities will be published in a monthly newsletter and calendar.

Newsletters, tuition billing and other written communications will be distributed via teachers at drop off and pick up times. Early each fall, the school will distribute a list of students and parents names, addresses and telephone numbers. If you do not wish to have this information published, please inform the office.

Parent /Teacher Conferences

Conferences are held twice yearly, once in the late fall and once in the late spring. These meetings are an opportunity to discuss the progress in growth and development of the children. All parents are required to attend these conferences. Dates and times for the conferences will be shown on the school calendar. If you would like to schedule other appointments to discuss your child’s progress please call the school or speak with your child’s teacher to set up an appointment.

Discipline Procedure

Our philosophy of discipline is based on the understanding of discipline as a positive, internally motivating force. This force, when allowed and encouraged to develop within a child, is one of the single most important means that child has towards making appropriate, peaceful and healthful decisions in his or her life, both now and in the future. Our discipline procedures are therefore designed to encourage and assist children in developing their own internal discipline.

Staff members are responsible for providing children with information about the choices that are available to them, both in general and in specific situations. Staff members are also responsible for creating an environment and a relationship with children which provide consistency, firmness, love, and clearly stated limits. The consistency and the clearly stated limits provide the information the child needs to make appropriate choices. The love and firmness provide safety and support for making those choices.

In most cases, when a child is acting inappropriate, she either does not know of an appropriate alternative or is in need of attention. In the first case, a teacher can offer information, i.e., give the child choices for appropriate alternatives and, if useful, explain to the child why these choices are more helpful or appropriate.

In the case of a child asking for attention through inappropriate behavior, the teacher should acknowledge the child's need and try to meet it without rewarding the child for inappropriate behavior. This is best done by offering alternatives (redirecting) and/or giving verbal explanations, making a clear distinction between the child and the action. ("Pushing is not O.K. here.") Then, if possible, the teacher should try to help the children involved problem solve a resolution to the issue using themselves as mediators for both children

If a child's behavior is becoming disruptive or upsetting for other children, the child will be removed from the group of children to another part of the room but will not be isolated. In situations where a child is repeating unacceptable behavior over and over, privileges are withdrawn. These privileges should be related to the inappropriate behavior; for instance, a child who continues to throw sand at another child may not use the sandbox again until the next day. Food or outdoor play may not be withdrawn.

The following actions are not acceptable staff behavior when disciplining a child.

1. No child shall be subjected to humiliation and /or any form of verbal abuse such as yelling, screaming or using threatening tones of voice.
2. Physical force of any kind is not acceptable under any circumstances except when a child needs to be lifted up or otherwise removed from an uncontrollable situation (when a child is putting himself or herself in immediate danger or hurting or about to hurt another child or adult). Unacceptable physical force includes spanking, slapping, shaking, hitting, pinching, squeezing, picking up a child and setting them down forcefully. Whenever possible, a teacher should not touch a child if he or she is feeling angry with the child. A teacher who is disciplining a child should first make every effort to be in control of his or her own feelings. This leads to more effective and positive discipline.

3. “Bargaining” is not an acceptable form of discipline.
4. No child shall be punished for soiling, wetting, or not using the toilet.
5. Food shall not be withheld for punishment for behavior.
6. Outdoor play privileges shall not be withheld as punishment for behavior.

Field Trips

Field trips may sometimes be a part of the Meeting House Montessori program. Each trip will be publicized well ahead of time and parents will be required to sign a written permission slip in order for the child to participate. Depending upon the destination, transportation for these trips will involve the MBTA, school buses, and walking. In most cases, parents will be asked to participate in order to increase the adult/child ratio. A first aid kit, as well as emergency information for each child will be taken on every trip.

Financial Aid/Scholarships

A limited amount of financial aid is awarded each year. Any family may apply for financial aid regardless of whether they have received aid in the past. All families who are currently receiving aid must reapply every year. Financial Aid applications are due no later than **February 15th**.

Please fill out the Parent Financial Statement (PFS) as soon as possible and send it to the School and Student Service for Financial Aid (SSS) for calculation of need. At the same time please give or mail a photocopy of the PFS to MHMS along with a copy of your current Federal Income Tax return (Form 1040) including all schedules. Your application will not be considered or processed until all forms and tax information is provided.

Financial aid is awarded to families based on need. MHMS uses the School and Student Service for Financial Aid in its determination of financial grants. MHMS currently awards Financial Aid to a third of the families enrolled. Every year MHMS budgets as much aid as feasibly possible and awards all of it to currently enrolled and new families.

Student Records

Transfer records will be released in accordance with the laws of the commonwealth of Massachusetts. A written request must be received and on file before any release can be made.

Parent Rights

Meeting House Montessori is in compliance with the rules and regulations set forth in the Chapter 28A, Section 10 of the General Laws of the Commonwealth of Massachusetts regarding the rights of parents. Copies of this policy are given to the parents at the time of enrollment. Additional copies are available upon request.

Statement of Nondiscrimination

Meeting House Montessori admits children of any sex, race, color, and religious affiliation, national or ethnic origin. It does not discriminate on the basis of political beliefs, parental marital status or sexual orientation, or disability. It does not discriminate in the administration of its educational and employment policies.

How to Process a Grievance

Any grievance or problem involving the school or teachers at Meeting House Montessori should be handled in the following manner:

1. The teacher involved should always be made aware of the problem.
2. The Educational Director should also be made aware of the problem. If the problem is solved by the teacher and the parent/guardian to the satisfaction of both, discussion ends at this level. However, if an agreement is not reached, the parties involved have the option of discussing the point of contention with the Educational Director.
3. If the problem is still not resolved, the parties involved would again have the option of taking their formal complaint to the Administrative Director.
4. The last venue for solving a complaint would be for the parent/guardian to address a meeting of the Board of Directors. They would make a final decision as to the outcome of the problem.

Note: If any of the steps listed above are not followed in the order shown, the first person hearing the complaint or problem is responsible for redirecting the process.

PLAN FOR REFERRAL SERVICES AND TERMINATION

Meeting House Montessori shall use the following procedures for referring parents to the appropriate social, mental, educational and medical services for their child should the school feel that an assessment for such additional services would benefit the child.

Referral Process

Whenever any staff member is concerned about a child's development or behavior and feel that further evaluation should be done, they should report it to the child's classroom lead teacher, who will review concerns with the Educational Director.

If the Educational Director agrees, the lead teacher is requested to complete an observation report and review the child's record prior to making referral.

The administrator will maintain a list of current referral resources in the community for children in need of social, mental health, educational or medical services.

Referral Meeting with Parents

The director schedules a meeting with parents to notify them of the schools concern and prepares a current list of possible referral services.

At the meeting, the director will provide the parent with a written statement including the reason for recommending the referral, a brief summary of the schools observations related to the referral and any efforts the school may have made to accommodate the child's needs.

The director will offer assistance to the child's parents in making the referral. Parents should be encouraged to call or request in writing an evaluation. If parents need extra support, the school may with written parental consent, contact the referral agency for them.

The director will inform the child's parents of the availability of services and their right to appeal, under Chapter 766.

Follow-up to the Referral

The director will, with parental permission, contact the agency or service provider who evaluated the child for consultation and assistance in meeting the child's needs at the school. If it is determined that the child is not in need of services from this agency, or is ineligible to receive services, the school shall review the child's progress at the school every three months to determine if another referral is necessary.

Record of Referrals

The director will maintain a written record of any referrals, including the parent conference and results. A referral checklist will be kept in the child's file.

Provisional period

Students enrolled in MHMS for the first time will be given a six week trial period. The student may be removed from the school program if MHMS feels that it is not or cannot meet the child's needs. A meeting with the director, teacher and parents will be held to discuss the problem. Documentation will be taken of all attempts to resolve the issue(s).

Termination

Meeting House Montessori will use the following procedure for terminating a child from the school:

A child may be terminated from the school under the following circumstances;

- -The health and safety of the child at the school cannot be assured
- -The child's development needs are not being met at the school
- -Tuition is past due by 60 days
- -The child is excessively late at drop off or pick up
- -Irreconcilable differences between the parent and school concerning philosophy of education.

Parents will be notified in writing and at a face to face meeting when possible, about the circumstances including the reasons for termination. A copy of this letter will be kept in the child's record.

The director will inform parents of the availability of information and referral for other services through Community Care for Kids (Quincy).

When any child is terminated from the school whether initiated by the school or the parents, the lead teacher will prepare the child for termination from the school in a manner consistent with the child's ability to understand. The teacher should talk with the child and the other children about the departing child and simple reasons for the departure.

Prevention of Abuse and Neglect

Meeting House Montessori will protect the children from abuse and neglect while in the programs care and custody. All MHMS staff are mandated reporters and shall report suspected child abuse or neglect. The staff will report the suspected abuse or neglect to the Administrative Director, the Ad. Director will immediately report to the Department of Social Services.

MHMS will immediately notify the Office of Child Care Services when a 51A has been filed alleging abuse or neglect of a child while in the care of the program or during a program related activity. If a parent, teacher or child alleges misconduct against an employee of MHMS the employee will be suspended with pay and not allowed near the school until The Department of Social Services investigation is completed and such further time as the Office For Child Care Services requires. If the allegation is determined to be false the employee will be resumed to their previous position. If the allegation is determined to be true the employee will be terminated immediately.

MHMS shall cooperate with all investigations of abuse and neglect, including identifying parents of children currently or previously enrolled in the school; providing consent for disclosure to the Office of information from, and allowing the Office to disclose information to, any person and/or agency the Office may specify as necessary to the investigation of all allegations and protection of children.

ENROLLMENT

Admissions Procedure

Parents interested in receiving information about Meeting House Montessori may call the school at (781-356-7877). Upon request, the Administrative Director will mail written information to parents, including the schools statement of purpose, information about Montessori philosophy, and tuition rates.

Parents may then make an appointment with the Administrative Director to visit the school during its hours of operation. This is an opportunity for the parents to observe the teachers and children, as well as to obtain more information about the school, including administrative and operational details. An admission application will be filled out during the visit.

A follow-up visit with the child may then be scheduled. This allows the parents and the teachers to observe the child and his or her interactions with the teachers, children and environment. Letters of acceptance are mailed out beginning April 15 along with a contract that must be signed and returned along with a deposit that is applied towards tuition.

The Meeting House Montessori preschool program is a three-year program; we encourage enrolling children at three years of age (2.9 is the youngest eligible age) in order to experience the maximum effect of a Montessori education. To that extent we will consider applications from families with three-year-old children first and then four and five year olds.

Children attending Meeting House Montessori preschool program will be given preference in enrollment to the Elementary program.

Re-enrolling

In order for the School to effectively prepare for each new school year, the School must have a reasonably accurate number of students who will be enrolled. Qualified teachers need to be hired, classrooms need to be configured and the facilities must be prepared in order for the School to be ready for the students in September. Accordingly, the School begins its enrollment procedure during February of the preceding School year and attempts to complete enrollment by May.

Re-enrolling students and their siblings have priority when qualified enrollment contracts are submitted and accepted by the School with the applicable deposit by February 1. After February 1, the School will begin to accept qualified enrollment contracts from

other applicants. School applications are accepted without regard to race, color, ethnic origin, or religion.

Enrollment Forms

To comply with state requirements, all enrollment forms must be complete and on file in the office before a child begins school. The health form must be completed and signed by your pediatrician within 30 days of your child's start date. These records and forms are kept in your child's file and must be updated yearly; you will receive a reminder each year.

The enrollment forms include the following:

- -Face sheet
- -Developmental History (upon enrollment only)
- -Authorization to apply nonprescription medication
- -Authorization for emergency medical treatment
- -Authorization and release
- -Physical exam
- -Immunizations
- -Lead test

Tuition Payment Obligation

A signed enrollment contract constitutes a legally binding agreement between the parties. The parents obligation to pay the tuition in accordance with the terms of the contract is absolute. In the event that the parents of a student fail to honor their tuition payments in a timely manner, the student may (at the sole discretion of the Administrative Director) be suspended from School during the period while the nonpayment continues. The Administrative Director will make every effort to work with the parents to rectify the situation or make arrangements for a mutually agreeable plan for payment.

No reduction of tuition shall be made by reason of a student's absence from school due to vacation or short-term illness.

Tuition Payments

1. The non-refundable enrollment fee is deducted from the total tuition.
2. MHMS offers two tuition payment options:

- a. Total tuition paid on or before August 1.
- b. Enrollment in the SMART Tuition Payment Plan

Refund of Tuition or Cancellation of Obligation

Under exceptional circumstances the Administrative Director can release parents from the full demands of their obligation to pay tuition. Some of the circumstances from which the Administrative Director may infer good cause include the following:

1. The development or discovery of an illness or a physical or mental disability which, in the opinion of a qualified medical practitioner:(i) causes the student to be unable to participate in the normal activities of the school, or (ii) is likely to cause an unreasonable risk of harm to either the student or his or her classmates if the student continues to attend the School.
2. The relocation of the family to an area beyond a reasonable commuting distance from the school.
3. The development of a severe and sudden financial loss to the parents, such as might result from the parents' loss of their jobs or their becoming disabled by severe illness or injury.

MEETING HOUSE MONTESSORI SCHOOL HIERARCHY

Board of Directors

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Administrative Director
Caren Chevalier Putnam

Educational Director
Stephen Chevalier Putnam

Director of Elementary

Cathy Dwyer

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Lead Teachers

Lori Jarzyniecki Kirsten Chevalier
Kourtney Bartlett Sabrina Lloyd
Kelly Dolan Jennifer Filleti
Mary Ann Connelly

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Teachers

Jinda Mulvey Claudia Bett
Mark Riley Clarisa Wood

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Assistant Teachers

Phyllis Simonetta Tai Rongkitipongpun

GUIDELINES FOR OBSERVATION

1. Please stay seated and still in order not to distract the children. If you wish to change your vantage point or observe other areas of the classroom, please feel free to move your chair to another location in the room.
2. Do not initiate conversation with the children. If, however, a child begins to speak to you, answer as briefly as possible. If the child seems persistent in starting a conversation, one good way to end it is to say that you have your work to do and they have their work and you should both go back to doing it.
3. Observe the whole classroom rather than just your specific child since your presence will typically cause a change in your child's behavior.
4. Please bring a paper and pencil so you can jot down any questions you might have.
5. When you leave the classroom, please leave as quietly as possible.
6. If possible, try to meet afterwards with the Administrative Director or the Educational Director to discuss your observation and questions.
7. For a more satisfying and enlightening observation, attend the parent seminar!

Take note of the following:

- -different types of work
- -changes in work
- -concentration
- -attention span
- -role of the teacher:
 - i. as observer
 - ii. as director/directress
- -role of the environment
- -reality vs. Fantasy
- -social interaction
- -control of error
- -ground rules