



2017-2018

**Montessori International School
Primary Student Handbook**

Montessori International School Contact Information

MIS Daily School Hours

Gilbert Road Classes (1230 N. Gilbert Rd. Mesa, AZ 85203)

Primary Classes (3 - 6)	8:30am to 3:00pm 8:30am to 12:00pm (half day)
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Brown Road Classes (2401 E. Brown Rd. Mesa, AZ 85213)

Primary Class (3 - 6)	8:30am to 3:00pm 8:30am to 12:00pm (half day)
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Lower Elementary	8:30am to 3:15pm
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Upper Elementary	8:30am to 3:30pm
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Extended Care

Morning Day Care	7:00am to 8:30am
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Afternoon Day Care	3:00pm to 5:30pm
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Contact

Office	480-890-1580
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Infant/Toddler Program	480-844-5101 (Ms. Holly)
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	480-833-6305 (Ms. Therese)
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Toddler Program	480-844-6119 (Ms. Naomi)
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Gilbert Road Campus	480-890-1580 (Ms. Reggie)
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Brown Road Campus	480-844-4982 (Ms. Bindu)
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	480-844-9171 (Upper Elementary –
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	Mrs. Nair/Mr. Logan/Mr. Scott)
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	480-844-7248 (Lower Elementary - Ms. Sylvia/Ms. Nilo)
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Web site	http://montessori-intl.org
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E-mail address	office@montessori-intl.org
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Fax	480-292-8235
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TAX ID#	86-0459059
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Teachers are not available to talk during class time. Please contact the office before calling individual classrooms or you may contact your child's teacher through the Remind Text Messaging program. Phone calls will typically be returned after school.

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General Information

School History

Montessori International School was founded in 1982 in Gilbert. MIS originally opened as a primary school out on McQueen Road and Baseline. However, the school quickly outgrew this address. In 1983, the school was moved to the Gilbert Road address where two primary classes are currently housed. In 1984 MIS expanded further to include the Brown Road campus, where now one toddler, one primary, and the elementary classes are now located. In 2003 we expanded once again.

Montessori International School has grown from its first primary class to one infant, two toddler communities (ages 18 months to 3 years), three primary (ages 3 to 6) classes, one lower elementary (ages 6 to 9) class, and one upper elementary (ages 10 to 15) class at present. Thousands of children have grown and developed through MIS's programs, and many now contribute as adults in the community.

Doctor Maria Montessori

Maria Montessori (1870 - 1952) had an educational background based in scientific study. She received a Doctor of Medicine degree in 1896 — the first female in Italy to achieve this status. Dr. Montessori's early work focused on the children of the asylums in Rome. Through this work, Dr. Montessori, unlike others working with children in the asylums, recognized the children's capacity for learning.

Because of her success with the children in the asylums, Dr. Montessori was appointed by the Minister of Education in Rome to run a school for "deficient" children from the schools of Rome and mentally disabled children from Rome's asylums. Dr. Montessori utilized the scientific method in order to develop the means for teaching these children. She spent much of her time during each day observing the characteristics of the children. At night, she would write out her notes, analyze them, and make materials for use in her classroom. The following day she would test these new materials at the school. Again she would use her skills of observation to decipher which materials and which lessons appealed to the nature of the children. The children in Dr. Montessori's first school, despite their disabilities, tested at the same academic level as the children in the traditional schools of Rome.

Dr. Montessori continued to use the scientific method to develop a method not only for educating young children, but also for educating elementary aged children. In 1929, Dr. Montessori founded the Association Montessori Internationale (AMI) to establish training centers that would prepare teachers to carry out her method. Montessori, who received three nominations for the Nobel Peace Prize, died in Holland in 1952. Her discoveries regarding the characteristics of the child have influenced scientists, educators, and most importantly, the many fortunate children who have had the opportunity to attend Montessori schools.

School Philosophy

The MIS classrooms are places where children are given the opportunity to achieve academic and personal success. The goal in these environments is to encourage the development of a love for learning in each child. The principles put forth by Dr. Montessori are utilized in all classrooms – toddler, primary, and elementary. Each of the teachers in these classes uses their training to create environments that cater to the characteristics of the children in their classrooms. Our hope is to provide an opportunity to each student that will lead to their better understanding of the world and the roles that they play in it.

Affiliations

The toddler, primary, and lower elementary classes at MIS are affiliated with the Association Montessori International (AMI). This training and accreditation organization was founded by Dr. Maria Montessori herself in 1929. The teachers in these classes have finished the AMI training for their specific age groups, and participate in ongoing teacher education in the form of conferences, refresher courses, and meetings with other AMI teachers in the area.

Enrollment Procedures

A new family interested in enrollment at MIS should first schedule a tour and observation with the class in which they would like to enroll. After this observation, the child is evaluated by the classroom teacher. On a case by case basis the child may be invited to spend a day with the class in order to familiarize him/her with the children and classroom operations. Finally, the teacher, administrator, and parents decide upon the enrollment option which best suits the child and the school. The teacher has the authority, at any time, to deny enrollment to any child in his or her class.

Academic Procedures

Conferences

The classroom is one of many settings in each child's life. Formal conferences are held in the fall and the spring so that parents and teachers can establish consistency in all aspects of the child's world. These conferences are the primary source for communication regarding each child's progress in the classroom. If the need arises, additional conferences can be scheduled.

Grades

Grades are not given to children in the primary classes. The children in these classes demonstrate their own successes each day as they choose and perform work in the classroom. The teachers in these classes are trained to recognize the point at which the child has successfully completed work with a particular activity, and is ready to be introduced to the next. Thus, it is the process as well as the product put forth each day by each child that is the continuing evaluation constructed by the child, and interpreted by the teacher.

General Procedures

Attendance

The MIS classes operate under the Montessori premise that people learn through activity. When a child misses class time, he or she misses opportunities to engage in such activities. Thus, the process of learning is slowed. Consistency is particularly important for the primary children who are establishing the structure for their understanding of the world. Not only do absences result in missed lessons that will have to be made up at a time when they might not be as effective but they can also lead to distractions in the classroom. For the infant, toddler, and primary classes it is important that you sign your child in and out with the time, your first initial and last name. Please keep in mind that the sign in sheets are considered legal documents, so please do not allow your children to draw or write on sign in sheets.

If your child will not be in school for the day, please call either the office or your child's classroom to notify the teacher. Please let the school know between **8:00am and 8:45am** on the day of absence so that we can arrange accordingly.

Scholarships

We are pleased to be able to offer scholarships to many of our students here at MIS. We would like to ensure that all of our families are aware of all that comes with receiving these wonderful scholarship awards. Attendance is a very important aspect of receiving a scholarship; therefore, we will be monitoring attendance monthly and will begin sending out notices if your child misses school excessively. If there are any instances where MIS does not receive payment due to missing paperwork or missed days, the family will be responsible for making up the payment. Please do not assume that your child will receive a scholarship if you have not received any notice that funds have been disbursed.

Arrival and Dismissal

The time before class begins is very important for the teachers' daily preparation to ensure a pleasant and productive day. Please say goodbye to your child outside the classroom so as not to disturb the other students. School begins at 8:30am. Children arriving after this time miss important information and begin their day feeling uncomfortable. Children who arrive on time have the opportunity to meet with classmates and organize their schedule before the work cycle begins. **For primary & toddler children, arriving at school on time results in separation from parents at the door with less anxiety.** Children that do not arrive to school by **8:45am**, will not be admitted that day. The only exception would be if you have notified your teacher of a previously scheduled doctor's appointment or other issue.

Unless otherwise arranged, children are dismissed at the time listed for their class under "MIS Daily School Hours." Each teacher takes great care to organize their daily schedule so that the children get the most out of each day. Any time that is missed because of early pick-ups results in a loss of opportunity for the children. Children who are picked up late from school feel uncomfortable. Punctuality is important in a child's life.

Children picked up after 5:30pm will be assessed a late fee of \$15.00 plus an additional \$15.00 for each quarter hour after that. Sign in sheets will be reviewed and you will be billed the additional time.

Please follow carline instructions for your child's campus. For more information on carline times and operations, please talk to your child's teacher.

Please be sure to sign your child in and out each day using your first initial and FULL last name. Also don't forget to write the time. Please be sure to not let your children draw on this sheet as it is considered a legal document.

Snacks

Children at MIS are given key lessons throughout each day that help them to become functioning members of our society. Snack provides opportunities for the children to prepare food, eat with appropriate behaviors, and clean up after themselves.

In the primary classes, each child will be assigned a time to bring home the snack basket. They will be responsible to bring snack for their class according to their class schedule. Please talk with your child's teacher for specific information regarding snack. This snack should include a carbohydrate, prepared dairy, and a fruit or vegetable that the children will prepare and share with their class.

Lunch

As we decrease the amount of garbage that we produce in the classroom, be conscious of how you pack your child's meal. A couple more containers and a few less plastic baggies will help immensely. Be sure to label all Tupperware and/or dishes that you send in with your child.

In our primary classes each student is provided a cloth napkin, silverware, and a cup for water.

Because each child brings his or her own lunch, providing a balanced meal for your child is important. Avoid candy, chips, soda, or other foods with excess sugar, additives or preservatives. When preparing your child's lunch, consider whether each item would by itself provide significant nutrients to your child. If it doesn't, please do not include it. **Be sure to write your child's name on the lunch containers.** Lunch time is an opportunity for your children to receive many key lessons geared toward developing grace, courtesy, and independence. For this reason, please send lunchboxes and containers that your children can open on their own. Due to insurance reasons, please do not send noodle cups or anything that needs boiling water. Foods that must be cooked for an excessive amount of time are not permitted.

Clothing

Children should wear clothes to school that are appropriate for playing outside. Remember that at times we work with paints, oils, and solutions that can and do stain clothes. The Montessori classroom is a hands-on environment in which children learn about the results of their actions, thus gaining independence and responsibility.

- Students should not wear shoes, clothing or hairstyles (Mohawks) that are distracting or which interfere with regular school activities. No super hero shirts, shorts or shoes. If the teacher feels the child may be a distraction, that teacher will make necessary modifications.

- Shoes and sandals should have straps around the foot and heel and have covered toes. Boots, shoes that light up, and hard-soled dress shoes are **not allowed**. They are too loud and distracting for the classroom and hurt fingers when stepped on.
- Hair must be off the face and pulled back while at school. Excessive or costly hair adornments and jewelry are not allowed at school because they distract children from their activities and might get lost or broken.
- Hats and sunglasses are allowed for outside use; they must be left in the schoolbag during work time.
- Primary students should have no dangling earrings.
- All girls must wear shorts or leggings under their dresses.
- Hair must be a natural color.
- Body piercings, tattoos, and temporary tattoos are not acceptable.
- Students should not wear any clothing that is ripped or has holes.

Clothing should be comfortable and not inhibit any school activity. If children arrive inappropriately dressed, parents will be asked to take them home to change.

Montessori International School does not discriminate because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law.

If you have any questions or concerns regarding our dress code policy, please direct your questions to the office. We will be more than happy to discuss these issues in hopes to move forward.

Birthdays and Gifts

We do celebrate birthdays in the classroom. You may send a snack with your child on his or her birthday. Please send a nutritional treat like muffins or fruit. In the primary classroom, we celebrate the child's time on earth. For this special day, please send one picture from each year of your child's life starting at their birth and the completed information sheet that you will receive prior to his or her birthday. Please talk with your child's teacher for specific information.

Your child may bring a wrapped book as a gift for the classroom. This book will become a part of the classroom library, and will serve as a reminder of your child even after he or she has moved on to other classrooms, and, eventually, to other schools.

If you are planning to have a birthday celebration for your child outside of school, **do not deliver invitations at school unless you intend to invite all of the students in your child's class**. We do not want other children's feelings hurt. Emails are the most convenient way to send out party invitations, especially if you are only sending to specific families. Therefore, in an effort to respect the privacy of our families, email addresses are the only piece of information that we will share with other members of our school community. If you prefer that your email not be shared, please contact the office. Please remind your child not to discuss their party while at school.

Emergencies

Any type of injury on school property will be reported to the parents regardless of the nature or extent of the injury. If it is determined that the student is too ill or injured to remain at school, the parent/guardian or the designated emergency contact person will be notified immediately.

According to the AZ Health Department, children who have vomited, fever, developed rashes, taken antibiotics or otherwise sick need to remain out of school for **at least 24 hours**. Young children need sufficient rest before returning to school. Please keep this in mind when your child has a fever or other illness. Also, we are not approved to handle and care for sick children. If your child becomes sick while at school, he or she needs to be picked up within half an hour of the parent being notified. If the parent cannot or will not come within that time, then we will call the other emergency contacts that are listed on the child's blue emergency card. Make sure that your blue card is up-to-date. Let the office know if any of your phone numbers change. Blue emergency cards are very important to complete and keep updated with any changes that may occur throughout the year. All spaces should be filled in on the card. Each child is required to have two emergency contacts listed on their blue card. Per state guidelines it is also required that each student have medical information listed in the appropriate space. If it is discovered that there is not a blue card on file for your child or if there are any insufficiencies, you will be contacted immediately and your child will not be permitted at school until this information is obtained. Immunizations must also be on file with your child's emergency card and kept up-to-date. Staff will not make any changes or additions to a child's emergency card.

Medication

When it is necessary for a student to take prescription medication during school hours, a parent/guardian must 1) fill out a prescription medical authorization form, 2) give the school specific directions for administration, and 3) furnish the medication in the original, properly labeled container, that indicates the student's name and proper dosage. Over-the-counter cold medicine and other non-prescription medication will **not** be given. Please do not administer any non-prescribed medication to your child and bring them to school.

Field Trips

Due to increased regulations enforced by the state for preschool-age children, we do not encourage field trips off the school grounds. However, many facilities and companies will come to us, allowing the children to be exposed to new things while enhancing the knowledge they have already gained. We encourage parents to help organize these events for our classrooms. If we do choose to take the children off school grounds, a signed permission slip, a car seat and a red or blue MIS t-shirt/polo are all mandatory for each child to participate. One free shirt is given to each child upon enrollment; replacement shirts are available for purchase in the office.

Health Department

Montessori International School complies with the rules and regulations of the Arizona State Health Department. Inspection reports are available on site. Parents have access to the areas on facility premises where the parent's enrolled child is receiving child care. In addition, MIS will notify

parents at least 48 hours before a pesticide is applied on campus. For further information, the health department can be reached at the following address and phone number:

Arizona Department of Health Services
Office of Child Care Licensure
150 North 18th Avenue, 4th Floor
Phoenix, Arizona 85007
(602) 364-2539

Parent Participation

We are a community here at MIS and we encourage parent participation throughout the school year. We ask that all parents sign up to volunteer at least 10 hours of their time per year. There are various volunteering opportunities, from our annual festival to gardening. It is a great opportunity to meet other parents and to spend time with your children. Please talk to the parent organization or your child's teacher for more details. Families that are receiving scholarships will be required to attend workshops and parent education nights throughout the school year.

Communication

Each primary and toddler child has a hanging file folder that is available for parents to check daily. These are located just inside the front doors of both campuses. Periodically, teachers send notes home about the children's daily activities and about events that parents need to be aware of. Children should never be allowed to remove papers from their file folders or sort them.

MIS provides information about the activities of the classes via email or the Remind app. Parents who need to speak with teachers may leave messages with the office and receive a call back at a more appropriate time. Please refrain from calling classrooms directly, unless you have exhausted all other efforts. Teachers are not available to talk during class time. They will return your calls after school.

Car line is also not the time to catch up and conference with teachers. Please schedule time before or after class to discuss any items you may need to address.

In case of emergency, you may call the office at 480-890-1580 or email office@montessori-intl.org.

Observations

It is essential that parents observe their children in the classroom environment in order to gain better understanding about this part of the child's world. Montessori classrooms are designed to provide children with opportunities to work without distraction or interruption. It is by performing this work that the children develop understanding about the world around them. The goal for the observer is to see children working under normal classroom conditions. In order to achieve this, observers are asked to be passive members of the classroom environment during their visits. Observations should be scheduled with the teacher whose class you would like to visit. We strongly encourage our parents to come and observe your child in their classroom environment at least once every school year.

Sharing Time

Sharing Time is a great opportunity for your child to share something that they have learned. It may be an object or picture they earned or received, a pet from home, or some information that they have learned. The objective is for the child to be given opportunities to share in front of the class something that they can help their friends learn. Please practice with your child at home what they will be sharing before sharing with the class. Please consult with your child's teacher to receive prior approval before bringing any items in to class.

Parent Information Nights

Parent information nights are important and functional opportunities to learn more about the Montessori classroom, Dr. Montessori's theory of education, suggestions and guidelines on how to help your child at home, and chances to meet other parents with similar concerns and issues. These evenings are held four times a year. Daycare is available during the meetings if needed.

Miscellaneous

Items such as toys, video games, magazines (or catalogs), jewelry, and make-up are significant distractions to the work that takes place at school. For this reason, these things are not allowed. They should not be in the classroom or on the playground. Additional items such as stickers and candy not only distract the children, but also encourage unpleasant interactions during which feelings are often hurt. Please do not send any of these particulars to school with your child. If noticed by the staff, they will be taken and held until a parent comes to retrieve them.

The use of tote bags has been very successful. They have encouraged the children to keep their personal belongings together as well as promote independence. Each child will be provided with one tote bag at the time of enrollment, and we encourage all to use them as they have proven to be very effective. Additional bags will be available throughout the year for \$10. Due to limited space, backpacks are not allowed at school.

2017-2018 Tuition Policy & Supply List

Tuition Schedule

Annual payments are due on or before June 1. Tri-annual payments are due on or before July 1, October 1 and January 1. Monthly payments are due on or before the first of each month for a period of ten (10) months, from August 1 to May 1. Payments must be submitted directly to the office by mail, phone, or in person. **A 5%-per-week late fee will be charged on all payments received after the due date. In addition, returned checks will be subject to a \$20.00 fee.**

Admission to Montessori International School is for the full school year, and enrollment of your child is a contract with the school for the full tuition amount, to be paid on an annual, tri-annual or monthly schedule. **Note that the payment schedule and payments do not necessarily correlate to the school year.** Early withdrawal will result in the loss of any tuition you may have to your credit, and may result, at the school's option, in enforcement of the full ten (10) months' tuition obligation. We understand the kinds of crises and circumstances which may necessitate the early withdrawal of a child; however, we cannot be financially responsible for them.

Payment Processing

Tuition payments, Lunch order payments, and Field Trip Fees will all be processed using the FACTS Tuition Management System. Any additional miscellaneous payments (tote bags, school shirts, etc.) turned into the office will only be accepted through check, Visa, Discover or AmEx. MasterCard will only be accepted online through the FACTS system. The office will not accept cash.

2017-2018 Acceptance Contract

Please initial for each section of the Primary Student Handbook that you have read and do accept the stated terms and conditions. Top portion is to stay attached, and will remain with the parent/s. The bottom portion should be filled out & returned to the child's teacher.

- | | |
|--|---|
| <input type="checkbox"/> Conferences & Grades | <input type="checkbox"/> Emergencies & Medication |
| <input type="checkbox"/> Attendance & Scholarships | <input type="checkbox"/> Field Trips & Health Department |
| <input type="checkbox"/> Arrival & Dismissal | <input type="checkbox"/> Parent Participation & Communication |
| <input type="checkbox"/> Snacks & Lunch | <input type="checkbox"/> Observations & Sharing Time |
| <input type="checkbox"/> Clothing | <input type="checkbox"/> Parent Info Nights & Miscellaneous |
| <input type="checkbox"/> Birthdays & Gifts | <input type="checkbox"/> Payment Processing |

I/We _____ the parent/s of _____
Have read and do accept the standards and conditions stated within the
MIS Primary Student Handbook. Date: _____

Parent Signature

Parent Signature

This bottom portion should be filled out & returned to the child's teacher.

- | | |
|--|---|
| <input type="checkbox"/> Conferences & Grades | <input type="checkbox"/> Emergencies & Medication |
| <input type="checkbox"/> Attendance & Scholarships | <input type="checkbox"/> Field Trips & Health Department |
| <input type="checkbox"/> Arrival & Dismissal | <input type="checkbox"/> Parent Participation & Communication |
| <input type="checkbox"/> Snacks & Lunch | <input type="checkbox"/> Observations & Sharing Time |
| <input type="checkbox"/> Clothing | <input type="checkbox"/> Parent Info Nights & Miscellaneous |
| <input type="checkbox"/> Birthdays & Gifts | <input type="checkbox"/> Payment Processing |

I/We _____ the parent/s of _____
Have read and do accept the standards and conditions stated within the
MIS Primary Student Handbook. Date: _____

Parent Signature

Parent Signature