



**2017-2018**

**Montessori International School  
Toddler Program Parent Handbook**

# Montessori International School Contact Information

## MIS Daily School Hours

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

Primary Class (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)

Toddler Programs (Toddler House & Toddler Community)	8:30am to 3:00pm 8:30 to 12:00 (half day)
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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
Afternoon Day Care	3:00pm to 5:30pm

## Contact

Office	480-890-1580
Infant House	480-833-6305 (Ms. Therese)
Toddler House	480-844-5101 (Ms. Holly)
Toddler Community	480-844-4982 (Ms. Naomi)
Gilbert Road Campus	480-890-1580 (Ms. Reggie)
Brown Road Campus	480-844-4982 (Ms. Bindu) 480-844-9171 (Upper Elementary) (Mrs.Nair/Mr.Logan/Mr.Scott)
	480-844-7248 (Lower Elementary - Ms. Sylvia/Ms. Nilo)
Web site	<a href="http://montessori-intl.org">http://montessori-intl.org</a>
E-mail address	<a href="mailto:office@montessori-intl.org">office@montessori-intl.org</a>
Fax	480-292-8235

**Tax ID # 86-0459059**

**Teachers are not available to talk during class time.** Please contact the office before calling individual classrooms. Calls will typically be returned after school.

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## *General Procedures*

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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 both the lower & upper elementary classes are 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.

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 develop a love for learning. The principles put forth by Dr. Montessori are utilized in all classrooms – toddler, primary, and elementary. Each of the teachers in these classes use 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 an observation with the class in which they would like to enroll. After this observation, the child is evaluated by the classroom teacher. The child is then 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.

## **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 young children who are establishing the structure for their understanding of the world.

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 FULL 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.

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.

## Drop off/Pick up

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 toddler classes, each child will be assigned a week to bring home the snack basket. They will be responsible to bring snack for their class according to their class snack calendar. 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. 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 Toddler classes napkins, silverware, and cups for water are provided for each student.

Because each child brings his or her own lunch, providing a balanced meal for your child is important. Please do not send 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.** If sending leftovers that would require being warmed up in the microwave- please send the portion to be microwaved, in a separate glass container. 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 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. Please No Juice Boxes.

## Dressing & Undressing

Your child will be expected to participate in dressing and undressing themselves as much as possible. Toddlers are capable of doing quite a lot of dressing and undressing, and they love to do things for themselves. You can help your child be successful in this by:

- Choosing clothing that are easy for your child to put on and take off. Clothing should be comfortable and your toddler should be able to dress & undress with little or no assistance required. Please dress in elastic waist shorts/pants, t-shirts and/or polos. Please no button down shirts, jeans with buttons, tight leggings, or sweatshirts.
- Eliminating distractions. 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.
- Choosing shoes that are simple and comfortable- while still giving support. Shoes and sandals should have straps around the foot and heel and have covered toes. The toddlers should have soft-soled shoes that still give support. The toddler should be able to put on/take off with little or no assistance. Your child's teacher can give some great examples/suggestions as to which shoes work best for this environment. 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 will be hung up/set aside during class time.

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. For this special day, please send in pictures from child's life starting at their birth. These would be pictures of them, their family and/or things they enjoy doing (swimming, gardening, vacations, etc). 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.

## 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. Health Department requires that when a fever reaches 100.3, the parents will be contacted to pick up their child. 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.

## 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**

We will be using the Remind app for parent communication. For additional information on signing up for this free app, please contact the office.

MIS sends out monthly calendars and quarterly newsletters which provide information about the activities of the classes. 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.

Drop off 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](mailto:office@montessori-intl.org).

## **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 4 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.

## 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.**

### 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 Toddler Parent 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"/> Attendance & Scholarships | <input type="checkbox"/> Emergencies & Medication             |
| <input type="checkbox"/> Arrival & Dismissal       | <input type="checkbox"/> Health Department                    |
| <input type="checkbox"/> Drop off/Pick Up          | <input type="checkbox"/> Parent Participation & Communication |
| <input type="checkbox"/> Snacks & Lunch            | <input type="checkbox"/> Parent Info Nights & Miscellaneous   |
| <input type="checkbox"/> Dressing/Undressing       | <input type="checkbox"/> Payment Processing                   |
| <input type="checkbox"/> Birthdays & Gifts         |   |

I/We \_\_\_\_\_ the parent/s of \_\_\_\_\_  
Have read and do accept the standards and conditions stated within the  
MIS Toddler Parent Handbook. Date: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Signature

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

- |  |   |
|--|---|
| <input type="checkbox"/> Attendance & Scholarships | <input type="checkbox"/> Emergencies & Medication             |
| <input type="checkbox"/> Arrival & Dismissal       | <input type="checkbox"/> Health Department                    |
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| <input type="checkbox"/> Birthdays & Gifts         |   |

I/We \_\_\_\_\_ the parent/s of \_\_\_\_\_  
Have read and do accept the standards and conditions stated within the  
MIS Toddler Parent Handbook. Date: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Signature