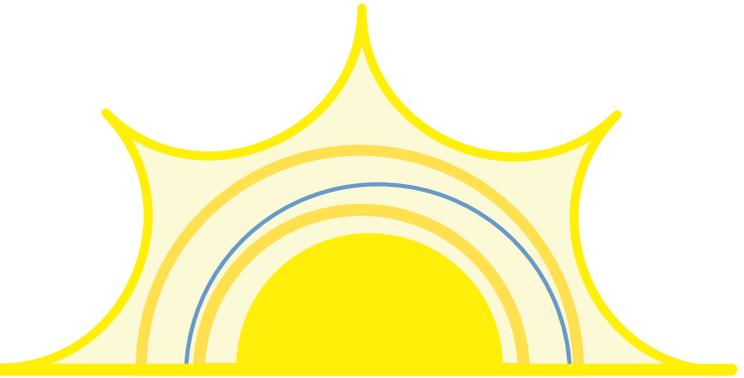


Athens



MONTESSORI
est. 1978

2012 Parent Handbook

Athens Montessori School

3145 Barnett Shoals Rd.

Athens, GA 30605

(706) 549-8490

Office Hours:

Monday – Friday

8:15AM–5:30PM

ATHENS MONTESSORI PARENT HANDBOOK

Revised 2012

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ATHENS MONTESSORI SCHOOL

Warren and LaVonne McPherson incorporated the Athens Montessori School as a nonprofit corporation in 1978. It has grown from one class of young children to five primary classes for 3 to 6 year olds, three lower elementary classes for 6 to 9 year olds, two upper elementary classes for 9 to 12 year olds, and a middle school class for 12 to 14 year olds.

The mission of the Athens Montessori School is to provide the highest quality Montessori education to children ages three years through fourteen years. Our aim is to provide programs that will create wholesome experiences for the parent and child in the areas of education, social, emotional, and physical development.

We hope this handbook will prove a useful guide to school policies and procedures. Please read it thoroughly and keep it handy as questions arise. Your suggestions are always welcome.

*“The more the children know, the more they will see and then the further they will walk.
To explore, one needs to be filled with intellectual interests and these it is our business to give.”
– Maria Montessori*

The Board of Directors sets school policies and is responsible for decisions regarding the administration of the school.

Athens Montessori Parents (AMPs) exists to enhance the relationship between the school and its families by organizing activities that allow parents to support and further participate in the life of the school. These activities take the form of cultural, educational, social, and fund-raising events that a Leadership Team in conjunction with the whole parent body initiates, organizes, and coordinates.

AMPs consist of a group of volunteer parents. This group meets monthly and is responsible for fund-raising and school projects, and acts in an advisory role to the Board of Directors. AMPs is always looking for parents who want to be involved with their school. All parents are welcome.

Children of different ages work together without excessive competition. Younger children learn from older children while older children gain confidence from helping the younger ones.

In our carefully prepared environment, we expose children to specially designed materials and experiences to impart a lifelong love of learning. The staff of Athens Montessori School, Inc. wishes to extend a warm welcome to all parents and children. We feel it is a privilege to serve you and to assist your children in the unfolding drama of their growth and development.

The Athens Montessori School is a nonprofit organization and depends solely on tuition and donations for all its operating expenses.

Athens Montessori School, Inc. does not discriminate with respect to race, creed, color, sex, or national origin.

THE MONTESSORI METHOD

The basic idea in the Montessori approach to education is that every child carries unseen within him the potentialities of the adult he will someday become. In order to develop his physical, emotional, intellectual, and spiritual capacities to the fullest, he must have freedom—a freedom to be achieved through order and self-discipline.

The world of the child is full of sights and sounds, which at first appear chaotic. From this chaos, the child must gradually create order, and by learning to distinguish among the impressions that assail his senses, slowly gains mastery of himself and of his environment. Dr. Montessori developed the “prepared environment” which possesses a certain order and addresses these capacities in a non-competitive atmosphere. Each child is treated as a unique individual and works in the scope of his/her own time frame in a positive learning environment.

A child most easily learns the ground rules of human behavior between three and six years. These years can be constructively devoted to “civilizing” the child, freeing him through the acquisition of good manners and habits to take his place in his culture. Great emphasis is placed on the child’s inner development so that the child may know himself and perfect his own character and personality. The Montessori Curriculum involves the child in a prepared environment whereby he can study the interrelationship of all life and his place in it. The child who has had the benefit of a Montessori environment is better prepared at a later age to devote himself to the development of his intellectual potentialities. Since the child has learned to work by himself in the prepared environment, enjoying the presence of other children, but not working necessarily directly with them, the Montessori teacher is able to teach a child individually, thus fostering within him competence as an independent learner.

The structure of the Montessori learning involves the use of many materials with which the child may work individually. The five senses, multi-sensory apparatus, learn by doing, freedom of choice, and self-correcting materials are incorporated in the development of the intelligence. Physical movement, drama, music and Spanish aid in the building process so emotional well-being and self-esteem can be sustained. Our approach lends itself to creating thinkers who can solve problems themselves.

Professionally trained teachers who have specialized in the Montessori Method of education systematically develop the academic areas of reading, writing, math, language skills, geography, history, zoology and botany in a 3-year cycle of presentations. Each classroom is fully equipped with manipulative learning materials created in Asia, Europe, and America for children ages 3 to 15.

Children interact with each other to learn human relationships in a natural way. At every step of their learning, the teaching material is designed to test their understanding and to correct errors.

Dr. Montessori recognized that the only valid impulse to learning is the self-motivation of the child. Children move themselves toward functions as their instructors offer them stimulation and guidance, but it is the child who learns, who is motivated through the work itself to persist in this given task.

If the Montessori child is free to learn, it is because he has acquired (from his exposure to both physical and mental order) an “inner discipline.” This is the core of Dr. Montessori’s educational philosophy. Patterns of concentration, perseverance, and thoroughness, established in early childhood, produce a self-confident, competent learner in later years.

Schools have existed historically to teach children to observe, to think, to judge. Montessori introduces children to the joy of learning at an early age and provides a framework in which the intellectual and social disciplines go hand in hand.

In brief, the Montessori approach is designed to help the child build within himself the foundations for a lifetime of creative learning. A love of learning and confidence in self as an independent learner are vital prerequisites in a world of constant change.

Parents are encouraged to attend all class meetings and parent education workshops, and to take part in the ‘Silent Journey’ once by the end of their third year as an AMS parent.

SEVEN POINTS OF THE MONTESSORI SYSTEM

1. Each child works at his own pace. Hence the quick child is not held back by the slow, nor is the latter, in trying to keep up with the former, obliged to flounder along helplessly out of his depth. Each stone in the mental edifice is well laid before the next is added.
2. Since the child works from his own free choice, without competition, he is freed from danger of over strain, feelings of inferiority, or other experiences, which are apt to be the unconscious cause of profound mental disturbances in later life.
3. It has proved itself of universal application. Within a single generation, it has been tried with complete success with children of almost every civilized nation. Race, color, climate, nationality, and social rank, type of civilization—all these make no difference to its successful application.
4. The Montessori Method develops the whole personality of the child, not merely his intellectual function, but also his powers of deliberation, initiative and independent choice, with their emotional compliments. By living as a free member of a real social community, the child is trained in those fundamental social qualities, which form the basis of good citizenship.
5. The Montessori system encourages self-discipline, self-knowledge and independence, as well as enthusiasm for learning, an organized approach to problem solving, and academic skills.
6. Most children appear to adjust readily to new situations when they go from Montessori to traditional classroom environments. In all likelihood this is because they have developed self-discipline and independence in the Montessori environment.
7. In a Montessori class, a child is not pushed to intellectual accomplishment. He is given the keys to exploration through sensorial material, which is an aid to clarifying and organizing the impressions his mind already holds. Intellectual exploration forms the backbone and structure of all the creative work in a Montessori classroom. Voluntary repetition of an exercise by a child without suggestion or command is a phenomenon common in Montessori classrooms throughout the world. To repeat is to acquire understanding, to demonstrate concentration, to work toward perfection.

Suggested Readings:

Montessori: A Modern Approach by Paula Polk Lillard

Secrets of Childhood by Maria Montessori

Discovery of Childhood by Maria Montessori

POLICIES AND PROCEDURES

I. REGISTRATION AND TUITION

1. All children accepted into our program are expected to continue the full school year, payment is required for entire school year. We cannot accept short - term enrollments.
2. The application fee and registration fee is non-refundable. This guarantees a place for you child.
3. Tuition is payable in 10 monthly installments. The 1st tuition payment is due June 1, the balance paid the 1st of each month beginning in August and continuing thru November then beginning in January and continuing thru May (there is not a December payment). **Make checks payable to ATHENS MONTESSORI SCHOOL.** Pay directly to the office or mail payments to 3145 Barnett Shoals Road, Athens, GA 30605. There will be a \$20 late charge on all tuition payments received after the 10th of the month, unless prior arrangements are made with the office. No credits are allowed for absences due to illness, vacation or early withdrawal. Our educational program needs your support by prompt payments. Thank you!
4. **Failure to pay tuition for 30 days** may lead to your child's dismissal if specific arrangements for full payment are not made in the office. **Dismissal of your child does not waive your obligation for the remainder of the full school year tuition.**
5. CHILDREN MUST BE COMPLETELY POTTY TRAINED. PLEASE DO NOT SEND YOUNG CHILDREN IN TRAINING PANTS.
6. Early morning drop-off beginning at 7:30 a.m. and after school day care until 5:30 p.m. are available to those children enrolled in our school. Please enroll for these programs on your application and notify the office of changes.

II. PLACEMENT OF STUDENTS

Teachers may conduct interviews with new students and their parents before students are accepted. Once all paperwork is submitted, and prior school records obtained, the Administrator will notify parents of acceptance.

If a child shows himself/ herself unable to adapt, we may require withdrawal from school after consultation with parents and Director.

Parents will be informed if the teacher feels outside assistance may be beneficial to their child.

AMS reserves the right to place students according to academic readiness.

III. ENROLLMENT FORMS

1. Completed **Application. Elementary and Middle School** transfer applicants will need to **submit all student records** from previous school. Contact the AMS office for a Records Release form.
2. **Current Georgia Immunization Certificate, form # 3231 (required by state).**
3. Primary students will need to complete a **Child History** form.
4. **Picture/Radio Release.**

IV. HEALTH AND EMERGENCIES

1. **All children are required to have a Georgia school immunization certificate in order to attend school.** Current immunization certification must be documented as required by Georgia law.
2. **If a child becomes ill at school,** his parent or other responsible adult (as indicated on the enrollment application) will be called to take him/her home. You are expected to pick up your child as soon as possible.
3. **In case of an accident,** parents will be notified immediately. If medical attention is needed, the information listed on the child's emergency sheet will be followed. The medical treatment release form on file at school will be used if a parent cannot be reached.
4. **Children with fever, diarrhea, vomiting, or any symptoms of contagious illness** must be kept at home and the school should be notified. Green mucus from the nose indicates infection and should be treated accordingly. Your child may return to school **after 24 hours of being symptom free**, without the aid of suppressants.
5. **If a child is taking medication** that may affect his/her behavior (e.g. drowsiness), please notify the teacher.
6. **All medication must be administered through the school office.** If a child needs medication while at school, a Medication Form must be completed and signed with instructions (Forms available online or in office). Medication and form are to go to the office. This includes aspirin, Tylenol, cough syrups, or anything relating to an illness. This is the only way we will administer medication. **DO NOT** leave medicine with the child or in the child's lunch box.
7. **Should school be closed on a regularly scheduled school day** due to an emergency or severe weather, parents will be notified by radio and TV listings.
8. **Please read policy on our compliance with DHR reporting.**
9. AMS personnel are trained in procedures relating to a variety of emergency situations. The primary focus of all procedures is the safety and well-being of the students.

V. DROP-OFF, PICK UP AND PARKING PROCEDURES

1. Please observe the “**ENTER**”, “**EXIT**” and “**NO PARKING**” signs.
2. **The circular area in front** of the elementary building is for drive-through elementary drop-off and pick-up only. **PLEASE DO NOT PARK ALONG THE CIRCULAR AREA FOR ANY REASON** as this interrupts the traffic flow and creates hazardous conditions for our children. Gates are locked at 5:30 pm.
3. Out of concern for the safety of our students we ask that parents **leave all pets at home (or in vehicle) when picking up students.** When pets are brought to school for an officially scheduled visit, they must be caged or on a leash.
3. **Parents of primary students must park their vehicles and walk their children to and from the classroom.**
4. **Park vehicles** head first along areas designated for parking. **TURN VEHICLE OFF** when unattended. Please do not leave children unattended outside the fenced area. **Do not leave children unattended in vehicles.**
5. **Parents are urged not to congregate** at the gate as this obstructs exiting and obscures staff monitoring of the children.
6. **Staff (and children) are encouraged to remind parents of safe practices on school property.**

**WE APPRICIATE YOUR OBSERVING ALL THESE PROCEDURES
FOR THE SAFETY OF OUR CHILDREN**

VI. DISCIPLINE

The Montessori Philosophy is such that each person within the environment has certain rights. Ground rules are set up by and for the class and must be followed for the social cohesion of the entire group. The aim is self-discipline through purposeful activities. The idea is to like what you do, but not to do as you like. When the rights of an individual within the environment are infringed upon, positive steps for correction are made. We are non-violent. The following shall be measures taken in disciplinary actions:

- a. Positive example by the teacher.
- b. Counseling with the child.
- c. Redirecting the child.
- d. Sit by himself/ herself in the classroom; observation & reflection time.
- e. Removed from the classroom under supervision.
- f. Parents will be notified of behavior and asked to retrieve students who continue to disrupt the classroom.
- g. A physical evaluation and/or psychological evaluation may be suggested.

VII. CLASSROOM PROCEDURES AND CONFERENCES

1. **Any urgent questions**, comments or concerns regarding your child should be taken directly to the teacher or a school director.
2. Parents and interested persons who would like to see a class in session are encouraged to do so. Please make an appointment with the teacher.
3. If you wish to contribute to any class celebration (e.g., birthdays, holidays, special events) please check with the teacher in advance.
4. **If your child has a contagious illness**, please call the school. If your child will miss several days of school, please discuss this with your child's teacher.
5. AMPs provides assistance with homeroom parents to help the teacher and school organize class events, school functions, workdays, field trips, etc.
6. All clothing should be labeled with your child's name.
7. There are two regularly scheduled conferences during the year. Conferences regarding your child's progress can be made with the teacher at any time. **The importance of parent-teacher conferences cannot be overemphasized.**

VIII. ATTENDANCE POLICY

Parents are reminded that late arrivals may result in a student missing important areas of instruction. In the event of **repeated tardiness**(deemed equivalent to an unexcused absence) and **excessive absenteeism**, parents **will** be required to attend a special conference with the classroom teacher and the school director.

IX. USE OF ELECTRONICS AND MEDIA

1. **Students are not to carry phones on their person during school hours.** (If a student needs a cell phone for after school use it must be given to a staff member to keep during school hours.)
2. In the event of an emergency or urgent message please feel free to call the classroom or convey a message through the office.
3. Athens Montessori School from time to time develops and/or participates in presentations and events for positive educational purposes concerning various instructional and extracurricular activities that take place during the course of the school year. These presentations/events may include photographs, tapes, videos, computer correspondence, and articles. These may be utilized in staff meetings, school publications, parent programs, community relations (newspaper articles, etc.) and correspondence with other Montessori schools. Please note that it is our policy to take mostly group photos and to identify

the group rather than the individual (i.e. 'yellow class students' rather than use individual names.) The only time a name is connected with an individual is in the head shot in the year book or with special permission from parents.

4. Children are not permitted to video tape at school unless guided by a teacher as part of a project or assignment.
5. Since some parents do not want their children's pictures or video tapes published, it is paramount that unauthorized pictures or video not be taken home and published on YouTube, Facebook or other venues.

X. PARENT INVOLVEMENT

1. The Athens Montessori School is a nonprofit organization, which depends on the involvement of its parent community. This involvement includes fund raising, workdays, meeting preparation, and field trip transportation. We depend on your support for the smooth running of the school and for improving the physical learning environment of your child.
2. Athens Montessori Parents (AMPs) exists to enhance the relationship between the school and its families by organizing activities that allow parents to support and further participate in the life of the school. These activities take the form of cultural, educational, social, and fund-raising events that a Leadership Team in conjunction with the whole parent body initiates, organizes, and coordinates.
3. It is expected that parents will attend all classroom meetings. In addition, we encourage parents to take part in at least one Parent Education Program each year. The 'Silent Journey' experience is offered annually in the Fall and Winter (limited spaces). We recommend that one parent be present on the 'Journey' before the end of their third year with AMS.

FROM THE DIRECTOR

In order to preserve the focus and peace of the classroom, please restrict communications with the teachers during classroom time to urgent matters pertaining to your family. Teachers are happy to make appointments to answer questions that require more lengthy discussions.

The Director handles questions or concerns about school policy, staff performance, professionalism and recommendations for improvement. The Director will also facilitate any conferences or communications at the request of parents. If at any time the Director or Teacher is not immediately accessible, you may channel your questions through the Administrative Director.

Questions or information regarding finances, immunizations, registration, medication, and any change in your child's records should be handled through the office. Please schedule appointments with the Director through the office.

School and class communications are sent home regularly through your child's classroom, please read these communications to stay informed of school and class events.

In matters of divorce and custody, the staff prefers to focus on providing stability and extra care to the child during school hours. Please allow our staff to better support your child by not asking them to take sides during family transitions.

The "Silent Journey" parent workshop provides a unique and comprehensive overview of all levels of Montessori Education at Athens Montessori School. Parents interact with the whole staff and experience the classroom and curriculum from the child's point of view. Attendance at this workshop is by invitation. We recommend that one parent be present on the 'Journey' before the end of their third year with AMS.

The Director will identify articles and resources for the family on the school website and through the school and parent list serve. To explore child, family, and education resources in more depth please visit the Director's website at www.montessorisnergies.com.

PROGRAM HOURS OF OPERATION

School is in operation 180 days each school year. A calendar is mailed out each new year. Summer programs are available. School is closed the week before the new school years begins and the week after the school year ends.

Primary Morning Program	9:00 a.m. – 12 noon M-F
Primary Extended Day Program	9:00 a.m. – 2:30 p.m. M-F
Elementary Program	8:30 a.m. – 3:00 p.m. M-F
Middle School Program	8:15 a.m. – 3:15 p.m. M-F

Day Care Program:

Early Morning Drop-off	7:30 a.m.
Primary After School	12:00 – 2:30 & 12:00 – 5:30 (the Rainbow Room)
Extended Day After School	2:30 – 5:30
Elementary After School Care	3:00 – 5:30
Middle School After School	3:15 – 5:30

All After School Care programs end at 5:30 please be prompt! LATE FEES apply after 5:30. Most after school personnel are part time. Your promptness will enable staff to be prompt for college classes or other jobs in the evenings.

FEES

(Please refer to application for current Tuition and Daycare rates)

1. A non-refundable annual family application fee of \$50 per family.
2. A non-refundable annual family registration fee of \$250 per family.
3. Failure to pay first tuition payment, June 1st, will forfeit placement.
4. Additional charges: Part time childcare may be offered during school closings upon availability of staff for an additional fee.

*** PLEASE inform office immediately if your tuition payment will be late.**

*** There can be no allowance made for sick days, vacations, etc. As long as your child's place is reserved in our program, full payment is required.**

* Pick up is 5:30 p.m. Additional charges will be added for late pickups.

PRIMARY MONTESSORI PROGRAM

I. Morning Class Program 9:00 a.m. – 12:00 noon

This program includes all areas of the Montessori curriculum:

Practical Life	Food & Nutrition
Math	Lessons
Reading	Science
Geography	Writing
Music	Art
Time Outside	Free Play
A Morning Snack	Foreign Language
Movement	Sensorial Work
Storytelling	Caring for Plants and Animals
Poems	Finger plays

II. Extended-Day Program 9:00 a.m. – 2:30 p.m.

This program includes the regular Montessori teaching of the morning plus:

- More advanced work in the academic areas of math, reading, grammar, science, and geography.
- More time for repetition of learned materials.
- Special projects in all areas – making booklets, science experiments, writing stories
- Field trips, Table manners, Gardening – indoors and out
- Motor development

III. Extended Day Daycare 2:30- 5:30p.m.

This program is designed to furnish some of the experiences children would encounter at home:

Personal Grooming and Manners	Serving afternoon snack
Storytelling & dramatization	Music
Large motor skill development	Games and sports
Manipulatives, toys, puppets	Arts and crafts
Naps for children needing them	Free Play outside
Cleaning and keeping things in order	Construction & puzzle sets

PRIMARY POLICIES

Morning Session 9:00 – 12:00 (3 to 4 ½ years of age)

Extended Day 9:00 – 2:30 (4 ½ to 6 years of age)

Early Morning Drop off at 7:30, Class opens at 8:45

1. Please bring the children for the morning lesson between 8:45 and 9:00a.m.. Please help your child arrive on time so we may begin class at 9:00 a.m. Important lessons are missed when students arrive late. A record is kept of each student's attendance
2. The class Director/ess or an assistant will meet the children upon arrival. Responsibility for the children remains with the parents until the children have been admitted to the classroom.
3. Children are to be picked up promptly at 12:00 or 2:30 unless enrolled in Daycare.
4. Please help us ensure the safety of our children by observing proper parking lot procedures. Please do not leave children in cars unattended.
5. Children will be released only to their parents, unless specific arrangements have been made. Please notify the office and classroom of pick up changes.
6. Extended Day students need a lunch, please see suggestions at the end of this book.
*Lunch may also be purchased from Classic City Chef. Contact the office for more information.
7. Our lunch program is for 3 – 4 ½ year olds enrolled in Rainbow Room Daycare, after 12:00 noon.

Preparations for school

1. Please feed your child a healthy breakfast before school.
2. Please take your child to the bathroom before leaving home.
3. Please notify the teacher of any unusual circumstances that may affect a child's behavior, such as death in the family, divorce, loss of pet, etc.
4. Primary parents are asked to provide healthy snacks for their child's class for a week at a time – please sign up in the classroom.
5. Children who have been up very late, or are very tired, should be allowed to sleep late or stay home from school.
6. Toys are not permitted in class; objects to share may be brought for show-and-tell on designated days only.

Clothing Guidelines

1. Clothing should allow child to move freely and safely, sit comfortably and respectably cross-legged on the floor, work without distraction, take pride in his appearance and use the bathroom without help.
2. Sturdy, closed toe shoes, suitable for running and climbing; sneakers are appropriate.
3. Costume jewelry, make-up and nail polish are inappropriate.
4. Clothing should be selected so that children can dress themselves.
5. Please send children to school in weather appropriate clothing.
6. Please provide a change of clothes for the classroom.

ELEMENTARY MONTESSORI PROGRAM

8:30 a.m. – 3:00 p.m.

<p><i>Mathematics</i></p> <p>Basic Operations W/ whole numbers Fractions Decimals Algebra Squaring Cubing Geometry Systems of Numeration Testing</p>	<p>Language Arts Grammar Reading Cursive Writing Spelling Creative Writing Research Poetry Drama Library Skills Foreign Language Stories Testing Computers Word Processing</p>	<p>Cultural Subjects Geography Astronomy History Zoology Botany Anatomy Practical Life Environmental Studies Art & Art Education Field Trips</p>	<p>Also Physical – Education Dance Movement Music Gardening</p>
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Dr. Montessori’s plan for elementary-age children is Cosmic in scope in that we view the entire universe and our interrelationship with it. Each area is seen as related to the whole and subject matter is presented to show the harmony and cohesion among living things. (All life—be it the coral in the sea or man/woman—shares in the cosmic task) Cosmic Education is to recognize the importance of the self and the need to love and be loved in order to show appreciation for all creation.

Children learn best from a strong self-image and positive outlook. The children work on the Social, Emotional and Moral Development through:

Manners – Sharing – Community - Role-playing – Limits - Memory Games - Listening skills - Visualization

The most important goal of Montessori Education is personality and character development, especially in the values of love, self-discipline, honesty, and responsibility. Self-esteem leads to cooperation, initiative and perseverance. A foundation of self-sufficiency, order and fairness pave the way for creativity.

ELEMENTARY POLICIES

1. Please bring children to school promptly at 8:30. Student attendance and tardy arrivals are recorded. Please be courteous to your child and the staff by ensuring your child arrives on time. Arriving late causes class disruption and important lessons may be missed. We believe punctuality is an important habit to establish.
2. Responsibility for the children remains with the parents until the children have been admitted to the classroom.
3. School ends promptly at 3:00 unless enrolled in after-school care. Children may not attend after-school care unless prior arrangements have been made with the school.
4. Children will be released only to their parents, unless specific arrangements have been made. Please notify the office and classroom.
5. For the sake of continuity and classroom management, each child should arrive on time and attend school every day possible.
6. Absences, other than illnesses, should be discussed with the teacher.
7. Children are encouraged to bring items of interest to the classroom, such as nature collections, special books, etc. Toys should not be brought to class.
8. Each child should bring a healthy, balanced lunch and mid-morning snack.
9. The teacher should be notified of any unusual circumstance, which may affect the child's behavior, such as a death in the family, divorce, loss of a pet, etc.
10. Parents receive a report of their child's progress in January and May. The report evaluates the child's progress and does not assign grades.

Clothing Guidelines

1. Clothing should allow child to move freely and safely, sit comfortably and respectably cross-legged on the floor, be casual and comfortable since they have many outdoor activities, work without distraction to themselves and others, take pride in his appearance and to prepare the child for going out in the community.
2. Sturdy, closed toe shoes, suitable for running & climbing; sneakers are appropriate.
3. Clothing may not be suggestive or extreme. Costume jewelry, make-up and nail polish are inappropriate.
4. Please mark names or initials on articles of clothing and on lunch boxes.

HOW TO PACK THE SACK

WHAT IS A GOOD LUNCH?

Definitely one that is eaten! Sometimes children are finicky eaters and it takes some experimenting. Children go through periods of not wanting to eat or wanting to eat a lot. Parents should not get upset—it will pass. If a child is hungry, he will eat. Pack small portions, cut in small pieces. Pre-school children do better with small portions several times a day than with three large meals. Sometimes it is hard to tackle a whole carrot or sandwich. Cut them in interesting shapes. We will not let the child throw food away. He might want it later in the day. If he keeps bringing food home, try something else. To some kids the favorite “peanut butter sandwich” represents security, or having grapes substituted for bananas brings on a tantrum. Elementary age children are very much into seeing what everyone else has for lunch. Let the older children help you in the preparation of lunch. They can assemble, pack and wrap! Start the night before to avoid the morning rush. Above all, label everything in the lunchbox—containers, lids, and thermos—with permanent ink. Place an identifying mark on your child’s lunchbox such as a ribbon, a shape, a color, because we have many lunch boxes, which look the same.

HEALTHY BROWN BAGGING

Place spreads, toppings, crisp vegetables, sauerkraut, cubes of eggs, cheese, meat and pickles in separate containers or small plastic bags ready to assemble when time to eat. Keep plenty of raw veggies in the refrigerator ready to be added at the last minute. Everyone loves a surprise; so vary sandwiches, breads and fillings. Little people like shapes or sandwiches made with animal cutters.

- **Fold sandwiches together and spear with a toothpick for older children.**
- **Add a small container of “veggie dip.”**
- **Toss in a granola, popcorn or nut ball.**
- **Decorate sandwiches or cookies with a smiling face, an initial or a big “X” for a kiss.**
- **Tuck in a love note, a card, puzzle or clipping.**
- **For holidays pack special napkins, straws or plates.**
- **Split leftover dinner rolls and add favorite filling or sliced meat.**
- **Pack fruit leathers, cheese, graham crackers spread with peanut butter, dried fruits, granola cookies, crisp fresh veggies, melons and fruits.**
- **Stuff with easy pick-ups: cherry tomatoes, carrot and celery sticks, nut-filled dates, zucchini boats and hard-cooked eggs already peeled.**
- **Slice tofu and stuff in pita bread.**
- **Soften cream cheese and mix with raw spinach and radishes.**
- **Mix peanut butter with finely shredded raw carrots and green pepper rings or sliced banana.**

- Cut the top off an orange and make four cuts down the side for easy peeling.
- Mix shredded cabbage, carrot, onion, green pepper and Muenster cheese with salad dressing.
- Stuff pita bread with chilli beans, grated cheese, alfalfa sprouts and French dressing.
- Waffles are fun as sandwich bread.
- Kefir cheese, peanut butter and banana are good.
- Dehydrated soups, stews, casseroles in a wide-mouth thermos are great.
- Cottage cheese or gelatin can be frozen in small containers one hour before packing.
- To prevent soggy sandwiches, spread butter or margarine on both sides of the bread.

Please ask about food allergies prior to providing snack to other children and advise staff when using peanut butter/peanuts

Athens Montessori School does not have the equipment to refrigerate or heat snacks and lunches.

Fundamentally, children know what they want to do, and the adult's chief challenge lies in providing the right opportunities for them to do it.

RE-ENROLLMENT

Invitations to continue at Athens Montessori School are typically automatic, but not guaranteed. Decisions are made by the faculty and administration, based on annual review of each student's academic progress, social and emotional development, and special needs (if applicable), *along with the attitudes and values expressed by the child and parents*. Our goal is to help each child and family find the perfect match between student, home and school.

Re-enrollment forms go home in December. Consideration of your child's application and sibling application is given priority. **We open enrollment to the general public as of February 1st.** **We cannot guarantee your child's enrollment if you have not re-enrolled by this time.** Please contact the office if registration is delayed due to extenuating circumstances.

No student may re-enroll if there is an outstanding balance remaining on the account unless prior arrangements are made with the administration.

Class placement in the primary and lower elementary classrooms is determined by the administration and faculty, based on a variety of factors. Once decisions are final, primary children visit their new elementary classes in late spring.

The Director reserves the right to request parents withdraw their children if he feels that the views and demands of the family are no longer compatible with Athens Montessori School policy and practices. AMS does not tolerate continued disruptive and intrusive behavior.

A FEW REMINDERS

SPECIAL INFORMATION FROM THE HOME: In the event that a significant change occurs in your home, such as address, phone number or employment numbers, please inform the office immediately.

Certain changes in the home may affect your child's behavior, and may be important information for your child's teacher. Common causes of distress include: parental absence; new person in the home; illness of a family member; hospitalizations; new caregiver; a move; divorce.

POLICIES ON ILLNESS: AMS is licensed by the State of Georgia and follows strict policies regarding illnesses and immunizations. **We do not have the facilities to keep children inside when the class is outside. If your child is too sick to be outside, they may be too sick to be at school.** Please help us by keeping children home when sick. Your child may return to school after 24 hours of being symptom free without the aid of suppressants. Please have all immunization records up to date and in the office.

CLOTHING: Please dress children in layers. All children will spend time outside, weather permitting. Children need sturdy shoes in order to play safely on the playgrounds.

PLAYGROUND POLICIES: Please help our staff by picking up children promptly and not lingering on the playgrounds. **Our staff MUST be very specific about playground behavior.** When parents do not follow the policies we must adhere to as a school, children may be confused. ALWAYS inform staff when picking up your child.

Please escort children to and from their classrooms. **Dropping children off in the parking areas, especially younger children, is not safe.**

Out of concern for the safety of our students we ask that parents **leave all pets at home (or in vehicle) when picking up students.** When pets are brought to school for an officially scheduled visit, they must be caged or on a leash.

The two driveways at the end of the parking lot are exits and the middle driveway is the entrance. **PLEASE DRIVE SLOWLY!**

ATHENS MONTESSORI SCHOOL COMPLIANCE WITH CHILD ABUSE REPORTING REQUIREMENTS

Public law is very clear regarding expectations of schools in the prevention of child abuse.

School personnel are required to report any suspicion of child abuse to the Department of Family and Children Services (DFCS).

Suspicion may include: verbal reports by children; unusual marks or bruises NOT reported by parents and observed by school personnel; suspicious behavior of children; verbal or physical abuse observed by school personnel, excessive unexcused absences.

Schools are specifically required NOT to investigate to determine accuracy of these “suspicions”. By law, this is the responsibility of DFCS.