



## 2017 – 2018 Parent Handbook

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**The Portland Montessori School**

205 NE 50<sup>th</sup> Ave.

Portland, Oregon 97213

School Main: 503-688-2992

Fax: 503-688-2999

E-mail: [info@portlandmontessori.org](mailto:info@portlandmontessori.org)

School Web Site:

[www.portlandmontessori.org](http://www.portlandmontessori.org)

## **Mission Statement**

The Portland Montessori School guides each child's joyful quest to reach his or her intellectual, spiritual, social and emotional potential within a diverse and inclusive, nurturing learning community, as we adhere to the Montessori principles of the Association Montessori Internationale.

## **General School Information**

The Portland Montessori School  
205 NE 50<sup>th</sup> Ave.  
Portland, Oregon 97213

School Main: 503-688-2992  
Fax: 503-688-2999

E-mail: [info@portlandmontessori.org](mailto:info@portlandmontessori.org)

School Web Site:  
[www.portlandmontessori.org](http://www.portlandmontessori.org)

Facebook:  
<http://www.facebook.com/pages/The-Portland-Montessori-School/162691987087748>

Twitter: <https://twitter.com/PDXMontessori>

## **School Hours**

Primary - 8:30 to 3:00 PM Monday through Friday  
Elementary - 8:30 to 3:30 PM Monday through Friday

## **Hours of Operation (Including Before & After Care)**

7:00 AM to 6:00 PM Monday through Friday

## **Federal Tax ID**

46-0878707

## School Administrative and Classroom Contact Information

We encourage you to communicate with the staff and teachers at our school to build a partnership, so we can provide the best experience for your children.

### Administrative Staff

Head of School/ Executive Director

[Jessica Thompson](#)

Phone: 503-688-2995

Email: [jessica.thompson@portlandmontessori.org](mailto:jessica.thompson@portlandmontessori.org)

Office hours: 8:30 am – 5:30 pm

Director of Enrichment and Student Services

[Amy Williams, MA, DTR, RMT](#)

Phone: 503-688-2994

Email: [amy.williams@portlandmontessori.org](mailto:amy.williams@portlandmontessori.org)

Office Hours: 9:30 am – 6:30 pm

Director of Finance and Operations

[Deidre DeMerritt](#)

Phone: 503-688-2960

Email: [deidredemerritt@portlandmontessori.org](mailto:deidredemerritt@portlandmontessori.org)

Office Hours: 8:30 am – 5:00 pm

Director of Admissions, Interim Director of Education

[Jessica Breed, M.Ed.](#)

Phone: 503-688-2993

Email: [jessica.breed@portlandmontessori.org](mailto:jessica.breed@portlandmontessori.org)

Office Hours: 8:00 am – 4:30 pm

Administrative Assistant

[Victoria Morgan](#)

Phone: 503-688-2992

Email: [victoria.morgan@portlandmontessori.org](mailto:victoria.morgan@portlandmontessori.org)

Front Desk: 11:30 am – 6:00 pm

Operations Assistant

[Anita Prins](#)

Phone: 503-688-2992

Email: [anita.prins@portlandmontessori.org](mailto:anita.prins@portlandmontessori.org)

Front Desk: 7:00 am – 3:00pm

## Classrooms

All classroom guides are on-site school days from 8:00 AM to 3:30 PM. Appointments should be arranged directly with them by voicemail, email or written note.

Classroom	Room	Guide	Ext	Email
<b>Elementary</b>				
Magnolia	211	Elisabeth Pixley-Fink Jeff Oliver	2928	<a href="mailto:elisabeth.pixleyfink@portlandmontessori.org">elisabeth.pixleyfink@portlandmontessori.org</a> <a href="mailto:jeff.oliver@portlandmontessori.org">jeff.oliver@portlandmontessori.org</a>
Sequoia	The Fort	Jennifer Wallace	2927	<a href="mailto:jennifer.wallace@portlandmontessori.org">jennifer.wallace@portlandmontessori.org</a>
<b>Children's House/Primary</b>				
Bluebird	205	Ana VanderPol	2955	<a href="mailto:ana.vanderpol@portlandmontessori.org">ana.vanderpol@portlandmontessori.org</a>
Rainbow	206	Susie Rohrer	2956	<a href="mailto:susie.rohrer@portlandmontessori.org">susie.rohrer@portlandmontessori.org</a>
Blue Butterfly	207	Rochelle Holmberg	2957	<a href="mailto:rochelle.holmberg@portlandmontessori.org">rochelle.holmberg@portlandmontessori.org</a>
Dragonfly	208	Caitlyn Jenen	2958	<a href="mailto:caitlyn.jenen@portlandmontessori.org">caitlyn.jenen@portlandmontessori.org</a>
Cloud	209	Curt Gottfried	2959	<a href="mailto:curt.gottfried@portlandmontessori.org">curt.gottfried@portlandmontessori.org</a>
Sunflower	210	Allison Russell	2931	<a href="mailto:allison.russell@portlandmontessori.org">allison.russell@portlandmontessori.org</a>

## Special Thanks

The Portland Montessori School would like to thank you, the parents of our students, for the investment you choose to make in your children's lives and in the future for all of us. We understand that the greatest responsibility in life is to parent a child. We look forward to developing a partnership with you, as your children continue to grow and develop into responsible and compassionate individuals.

## Items of Note

### Child Absence or Tardiness

Will your child be absent or late? Please call the Front Desk at 503-688-2992 by 8:00 am to report that your child will be absent or more than 15 minutes late. We will get word to your child's classroom.

### Tardiness and Late Pick Up

Please make every effort to be on time when dropping off and picking up. Late arrival in the morning results in your child missing an important transitional time. At the end of the day, a late pick up is unsettling to your child, creates added staffing demands and results in late fees.

### Parking Lot and Street Safety

We ask that all drivers use extreme caution on NE 50th and NE Couch, as well as in our parking lot. DO NOT walk up or down the driving ramp; use the stairs. Do not drive *east* on NE Couch in the morning or *north* on NE 50<sup>th</sup> next to the school. As a courtesy to our neighbors, please do not park on the residential (east) side of NE 50<sup>th</sup>.

### Administrative Staff Availability

Our administrators are available to parents as much as possible throughout the school day. We ask that appointments be made in advance when possible.

### Cell Phone Use

Please refrain from cell phone use when in the school building. Children are able to transition into and depart from classrooms more easily with their parent's full attention. Being fully "present" is one of the most grounding and greatest gifts we can offer children.

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## **The Portland Montessori School**

We warmly welcome you to The Portland Montessori School. This handbook will help you become better acquainted with our school, and also with our policies, history and goals.

### **School Overview**

The Portland Montessori School has over a 50-year history of educating Portland's children according to the Montessori educational method. Located in Northeast Portland, just one block north of East Burnside Street, our campus offers a convenient location for many Portland-area neighborhoods.

We currently serve approximately 175 students with our thriving primary program for ages 2 1/2 through 6 and our growing elementary program for grades 1 through 6. We also offer before-and after-school enrichment, as well as holiday and summer camps. School hours are from 8:30 AM to 3:00 PM for Primary students and from 8:30 AM to 3:30 PM for Elementary students. Before- and after-school hours extend the day to 7:00 AM to 6:00 PM.

Our guides, Head of School and most staff members hold credentials by the Association Montessori Internationale (AMI) to ensure we guide our students using internationally recognized standards of educational excellence. We are proud our school is recognized by the Association Montessori Internationale, reaffirming the quality of our programs through rigorous, internationally recognized standards.

### **Goals**

The overall goal of The Portland Montessori School is to prepare innovative thinkers and compassionate leaders in a diverse and inclusive community. We guide children toward independence and peaceful sociability, while celebrating and respecting each child as an individual. It is our service to assist these young members of society in growing to their individual potential, while fostering a lifelong love of learning.

### **History**

The Providence Montessori School, now The Portland Montessori School, was founded in September, 1962 under the direction of Sister Francella LaFramboise, who studied extensively at Montessori institutes in both the United States and Europe. In 2012, the school celebrated its 50th birthday. We have the singular distinction of being the first Montessori school in the Northwest.

### **The Transition to The Portland Montessori School**

On January 1, 2013, Providence Montessori School officially became The Portland Montessori School, an independent, non-profit school. This successful transition resulted from the dedicated efforts of many parents, teachers and staff of the school community. Providence Health Systems, the organization that previously operated the school,

provided significant support throughout the transition. Now operating independently, the school is guided by an executive board, with active involvement and input from an engaged parent advisory committee. Our school retains its former character and community, including its rich history of providing a Montessori education to Portland-area children.

### **An Approach to Education Developed by Dr. Maria Montessori**

At The Portland Montessori School, we educate children according to the Montessori Method of education developed by Dr. Maria Montessori, the first female physician in Italy and a pioneer in the study of child development. This method is based on her work with developmentally challenged and underprivileged children in Italy, which she began after graduation from medical school in 1896. Her methodology quickly earned world-wide acclaim and became a standard approach to educating children.

### **The Montessori Method**

In a Montessori education, children learn concepts while working in a carefully prepared environment designed to stimulate each child's interest and understanding. Children work independently and in small groups with mixed-ages, spanning three to four years. Because a Montessori education instills the value of caring for our earth, the classroom often extends to the outdoors. The Montessori approach helps each child develop according to his or her inner clock. The guide, or teacher, acts as a catalyst in each child's unique journey of development and aids them in their natural process of growth and learning.

The time-tested principles, methods and materials used in a Montessori education are scientifically supported and researched. After more than 100 years, this method continues to work because it draws its tenets from both observable and inherent human developmental principles that Dr. Montessori discerned during her many decades of scientific observation and practice.

### **About Dr. Maria Montessori**

Maria Montessori, the first female physician in Italy, was one of the great pioneers in the study of child development. Upon graduation in 1896, she worked with developmentally challenged children, which reflected not only her compassion, but also a disciplined scientific ability. In 1906, Dr. Montessori began her innovative approach with a group of children of working parents in a poverty-stricken area of Rome. Her accomplishments with these children rapidly earned worldwide acclaim and became a standard in the education of children. She wrote many books on various aspects of her theory and practice. After more than 100 years, this method continues to work because Montessori draws its tenets from observable inherent human developmental principles discerned by Dr. Montessori during her many decades of scientific observation and practice.

## **School Administration and Oversight**

The Portland Montessori School is led by the school's administrative team and board of directors.

### **Administrative Leadership**

The administrative team that leads the school includes:

- Jessica Thompson, Head of School/Executive Director
- Amy Williams, Director of Enrichment & Student Services
- Deidre DeMerritt, Director of Finance and Operations
- Jessica Breed, Director of Admissions & Interim Director of Education

### **Board of Directors**

The Portland Montessori School Board of Directors works with the administrative team and the PAC to ensure the school's fulfillment of its mission and purpose. Current members include:

- Donald Rushmer, PhD, President
- Rachel Weisshaar, JD, Vice President
- Stefanie Linch, Secretary
- Pat Budo, JD, Treasurer
- Tonka Formigle, Member
- Sam Andemariam, Member
- Michael Kubler, Member

### **Parent Advisory Committee (PAC)**

The school's Parent Advisory Committee (PAC) includes parents of students, teachers and other staff representatives. The PAC's role is to assist the school in the fulfillment of its vision and mission. It does this by:

- Supporting and supplementing the operation of the school through fundraising
- Promoting parent volunteerism and coordinating the parent volunteer program
- Planning social events and outreach activities
- Being the liaison between the greater parent community and the school administration.

The PAC oversees a variety of fundraising efforts on behalf of the school. The central fundraiser is the annual Auction. The funds generated from this exciting event provide tuition assistance to students and support for other programs.

For more information about the PAC, visit <http://portlandmontessori.org/community/parent-advisory/> or stop by the PAC bulletin board located near the corner entrance to the school.

## **Affiliations, Certifications and Memberships**

We received Association Montessori Internationale (AMI) recognition during the 2013-2014 school year. Our primary and elementary programs are fully recognized. We are proud of this distinction and grateful to our community of staff and families for making it possible.

Our guides, Head of School and many staff members are Association Montessori Internationale (AMI) certified to ensure that our students are guided using internationally recognized standards.

The Oregon Environmental Council certifies our school as Eco-Healthy Childcare. This national program "ensures that child care settings are as happy, healthy, safe and green as possible by reducing children's exposure to toxins."

Our membership in the Oregon Montessori Association (OMA) ensures that our guides, administrators, assistants and parents benefit from the many workshops and trainings this association offers. OMA strives to advance the Montessori movement, with specific focus on the Oregon and Southwest Washington area.

TPMS is also a member of the Oregon Federation of Independent Schools (OFIS) and is registered with the North America Montessori Teachers Association (NAMTA).

The school's grounds have been designated as a Certified Backyard Habitat. This program, a collaborative effort by the Columbia Land Trust and Audubon Society of Portland, credits our work to remove aggressive weeds, create wildlife habitats and garden responsibly.

## **Parent Education Program**

TPMS is committed to promoting the highest quality education for all our students. The work we do at school is built on the foundation parents lay at home. Children benefit the most when the family and school community are mutually supportive.

Our Parent Education events are chosen thoughtfully, with the aim of helping parents know more about Montessori principles of child development and how to apply those principles. Just like our children, parents and staff are encouraged to be lifelong learners.

Please join us for these special events. We look forward to forging a collaborative relationship with you, the parent, and our Montessori community. Parents can record one "volunteer hour" per family for every Parent Education event they attend. The Parent Education events scheduled for 2017-18 are on the TPMS Google calendar at: <http://www.portlandmontessori.org/calendar>

## **Community Connections**

Just as Maria Montessori emphasized that students engage in the community, whether local, national or global, our school community extends its reach well beyond the school campus through volunteer activities and donations. We hold food and book drives that benefit families and children in need, make cards for the elderly and medically fragile children, collect gifts for children in need over the holidays and conduct other similar volunteer and philanthropic activities. Please see our school calendar and online Google calendar for our monthly Community Connection dates.

## **Eco-healthy Childcare**

At The Portland Montessori School, we are strongly committed to providing a healthy environment for the children in our care. We received certification from the Oregon Environmental Council as an Eco-healthy Childcare Center in 2009. This recognition signifies that we give attention to many aspects of environmental health, including organic gardening and no use of pesticides or herbicides inside or outside our school.

In addition, we:

- Are smoke-free inside and outside of our school
- Do not use air fresheners in the classrooms
- Use non-toxic cleaners (except where bleach is required) and no aerosols
- Regularly test and verify that our water's lead content is below the standard set by the Environmental Protection Agency (EPA)
- Test and verify that our radon level is below the standard set by the EPA
- Filter all drinking water
- Use only low-VOC latex paint
- Use only non-toxic art supplies
- Are conscientious about ensuring that children and staff reduce waste, reuse materials, and recycle

Our staff strongly supports this emphasis on environmental health. We share information and offer encouragement to parents as we learn together how to make healthier choices for our children. We emphasize the fact that what is good for the child is good for the earth.

## **Religious and Cultural Traditions**

The Portland Montessori School is not affiliated with any religious institution and does not provide religious studies. All classrooms offer the opportunity for children to learn about the many cultural and faith traditions that are reflected within the classroom community. We do not teach religious doctrine. All families are welcome in our school community.

## **Professional Standing**

Our classroom guides possess the highest standard of training credentials in Montessori education. All guides have been trained and credentialed by the Association Montessori Internationale (AMI). Several assistants also hold AMI certification and many have completed a 60-hour Montessori Assistant Teacher Training course at our local Montessori training institute (MNW). All staff members have credits or equivalent experience in early childhood education. Every staff member participates annually in twenty-four hours or more of continuing education, ranging from community-sponsored workshops and seminars to local conferences, and specialized Montessori training.

## **Staff Meetings**

The staff meets throughout the year to coordinate activities, share insights and participate in professional training. They also meet twice annually for extended planning days (the week before school begins and the week following the end of the school year) to provide in-depth time for the individual classrooms and studios to prepare materials, enrich curriculum and update their classroom goals and objectives for students in their care.

## **Oregon Department of Education, Office of Child Care**

The Portland Montessori School is certified by the Oregon Department of Education, Child Care Division, 875 Union Street NE, Salem, Oregon 97311. The telephone number is 503-947-1400, if you need more information.

Copies of "Rules for Certified Child Care Centers" and inspection reports are on file in the front office of The Portland Montessori School and are open for inspection during regular school hours. See either the Administrative Assistant or the Head of School for assistance.

## **Inclusion**

TPMS welcomes and celebrates diversity. Working and playing with children and families from various religious and ethnic backgrounds, lifestyles, and life circumstances fosters communication, acceptance, and appreciation of differences.

## **Children with Disabilities**

TPMS values a diverse community and therefore strives to accommodate students with special challenges. Accommodations which do not fundamentally alter our program or cause TPMS to incur unreasonable costs will be made to support the student's learning at TPMS. We use MESD consultants as one resource for children with disabilities and we welcome collaboration with other resources families may suggest.

### **Children with Suspected Disabilities**

Should a suspected disability arise during the course of a child's education, parents and guides are expected to work together to develop a learning plan that meets the child's and the community's best interests. All available resources will be utilized to support the child's education. When using other resources, parents may incur additional costs.

### **Non-discrimination Policy**

The Portland Montessori School admits students of varied backgrounds to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The Portland Montessori School does not discriminate on the basis of race, color, sexual orientation, national origin, religious and ethnic origin in the administration of its educational policies, admission policies and other school-administered policies.

### **Policy on Staff Providing Child Care Outside of School**

The Portland Montessori School discourages employees from providing childcare outside of school hours for families currently enrolled at the school. We believe such involvement could be detrimental to our program, the employee and the child.

### **Conflict Resolution and Community Improvement**

Parents and guardians play an important role in building the larger Portland Montessori School community, and in using constructive strategies for improving our community. If a parent has a concern or conflict with a policy or action at The Portland Montessori School, we ask them to:

1. Verify information directly with the staff person most involved, whenever appropriate.
2. Search for and offer constructive comments to that person and their supervisor, whenever possible.
3. Speak with the Head of School about classroom or financial concerns or any other matter. Speak with the Director of Enrichment about concerns related to Camp Vida, and the Enrichment programs.

Dissatisfaction with any aspect of the Portland Montessori School is an opportunity for improvement. In discussing such opportunities with others, parents and staff are strongly encouraged to model our core values of honesty, integrity, and respect.

### **Child Custody Disputes**

The Portland Montessori School does not permit employees to become voluntarily involved in custody disputes, visitation disputes, guardianships, foster parent care, chemical dependency proceedings, adoption proceedings, or other family law matters or disputes involving a parent or guardian of a student in the school. This includes a prohibition against giving advice, providing letters, or otherwise participating or assisting in these situations. Any such request for support must be referred to the Head of School.



This policy does not preclude the right of a primary custody parent, parent with legal custody, birth parent, adopted parent, or legal guardian with legal custody, to review and/or obtain a copy of the student's records. A parent with legal custody may also obtain information from the school staff to enable the parent to guide the education of the student. A Release of Information form must be completed by the requesting party and submitted to the Head of School.

### **Suspension or Exclusion from School**

If a parent is called to take a child home as a result of intentional non-compliant behavior, we recommend the following actions to assist the child at home with his/her transition back to school.

Talk privately with the child in a way that honors his/her dignity. Establish clear expectations of what will happen at home. Before you decide on the appropriate consequence, please take time to re-examine your child's sleep schedule, nutrition, and the amount of individual time he/she spends with parents. Remember, the child has already received the consequence of having to leave school. If you choose to enforce a consequence at home, here are a few suggestions: loss of planned family activity, play date or favorite toy.

Help the child transition back to school. The child needs to be ready to make amends to the individual or school property by a verbal, written, or drawn apology and perhaps community service if school property was damaged. For example, a child might scrub a wall that he or she intentionally marked.

The Head of School will review all available information before rendering a final decision to exclude a child. The Head of School reserves the right to suspend, expel or refuse school services to a family for the following reasons:

- Threatened or actual intentional infliction of physical injury to another person.
- Repeated non-compliant behavior that impedes the progress of the rest of the class and/or infringes on the rights of others.
- Damage to the school property.
- Disruption of school activities.
- Repeated defiance of school authority.
- Inability of staff and family to work together in a congenial and cohesive manner.

## **Enrollment**

### **Commitment**

Our intent is for all enrolled families to commit to long-range educational goals and full completion of the program in which their child is enrolled, typically three or four years.

### **Integrating New Students**

In the fall, returning students enter the first week after Labor Day. We gradually integrate new students into their classroom beginning the second week of September, on a start date that we designate for each new student. This scheduling permits the community in the classroom to become re-established and ready to receive new students. It also ensures new students receive the needed care and individualized attention to ease their transition to school.

### **Trial Period**

We accept all new children on a six-week trial period. This allows both the school and the family the necessary time to be certain the program is best for all concerned. Please communicate often with your child's guide if you have any concerns, especially in the first few weeks of school.

### **Half-day Students**

We reserve a limited number of Half-day spaces typically for first year children. We offer this Half-day program to ease the transition for the child from the home to school. It is our expectation that children who enroll for a Half-day program in their first year will be ready to attend school for the full day in their next year.

### **Withdrawal from School**

Should you wish to withdraw your child from attending our school for any reason before school begins, we require you to notify the Head of School in writing by July 1 of the academic year. The first tuition installment is due on July 1, and must be paid through the last day of the withdrawal month. This policy applies even if your child never attends their first day of school.

Should you withdraw your child after July 1 of the academic year, you must give two weeks' written notice. You are responsible for two weeks' prorated tuition, prorated from the date of the written notice. This policy applies even if your child doesn't start school.

If you withdraw your child on or after March 15th, you are responsible for the balance of the academic year's tuition.

### **Re-enrollment**

When you re-enroll, we'll ask you to update your child's medical records, release forms, emergency contacts and other personal information, as well as pay a non-refundable

\$200 re-enrollment fee (\$100 for siblings). Your tuition account must be current with the school for your child to be eligible for re-enrollment.

## **Our Educational Programs**

The Portland Montessori School offers a variety of programs, including our Primary program for children ages 2½ - 6 years of age. (Primary is also referred to as Children's House.) We also offer a growing Elementary program currently serving students in grades 1 through 6.

Both educational programs are five days per week, Monday through Friday. Our low student to teacher ratio in both programs ensures that all children receive the guidance they need to fully reach their individual potential.

We also offer before and after school enrichment, as well as holiday camps, to help parents whose workday extends beyond school hours. During the summer, the school operates Camp Vida, a summer camp with a variety of experiences designed for primary-aged students.

### **Primary Program (Children's House)**

The Portland Montessori School offers a three-year or four-year primary program called "Children's House" for children 2½ to 6 years. Children's House carries children through their kindergarten year, promoting them into the first grade of the elementary program as confident and joyful learners.

As a member of a classroom community that includes a range of ages, children work both independently and in small groups. Often older children serve as mentors, setting an example and giving lessons to younger members of the community. This environment provides children a special opportunity to develop compassion, leadership skills and an attitude of service as they grow and learn.

AMI-certified guides help children in our primary classrooms develop a strong academic foundation built on language skills, math, geography, science, music and art. The guides also help them acquire practical life skills, such as caring for themselves and their classroom environment. By design, the Montessori classroom, and specific materials contained within, spark curiosity and promote learning, self-regulation, independence and responsibility.

A guide and a dedicated assistant teacher lead each primary classroom. They work together to provide each child the individualized guidance needed to reach their full potential. Additional assistant teachers are always available and nearby if needed. Because we house our primary and elementary programs within the same facility,

students in their final year of the primary program benefit from visits to our elementary classrooms.

### **Elementary Program**

Our elementary program builds on the foundation the child received in a Montessori primary program. Now the student moves from the concrete, hands-on learning that was appropriate for younger children to more imaginative and abstract learning in groups. Children begin to explore the universe and strengthen their sense of community. We provide a respectful and peaceful environment for children to follow their interests, balancing the freedoms and responsibilities inherent in the Montessori elementary experience.

Led by AMI-certified guides, our elementary program contains the full spectrum of learning: intellectual, social, physical, and emotional. Our goal is to develop culturally literate children who have a sense of respect and duty toward themselves and society, and to nurture their innate curiosity, creativity and intelligence.

Our elementary program serves children ages 7 – 12 in two classrooms: Lower Elementary is the equivalent of grades 1 – 3; Upper Elementary is grades 4 -6.

We give priority placement in the elementary classrooms to children with three or more years' experience in a Montessori primary curriculum, or who are transferring from another Montessori elementary program. In cases where children do not have this background, the Head of School and elementary guide will confer with parents to make an individualized decision regarding eligibility and enrollment.

## **General Information for All Students**

The following information applies to both our primary and elementary students, unless otherwise noted.

### **Role of the Classroom Guide**

Our guides are professionally trained and serve many functions. Their key role is to serve as the dynamic link between the child and the prepared Montessori environment. Each guide prepares the classroom environment so that children may learn independently and thus take pleasure in their own accomplishments, rather than being motivated by responses from an adult. In this individualized environment, the adult is not always immediately available to each child. This fosters their self-reliance and encourages children to ask peers for assistance.

In order to maintain the individualized approach, the guide constantly observes the children, records their progress and adjusts his or her educational plan. This requires alertness and sensitivity to each child's individual needs, as well as keen observation skills.

## **Communication with Classroom Guides**

Appointments for conferences with your child's classroom guide can be made at any time by contacting his or her voicemail or email. Communication and meetings are encouraged and welcomed. We value partnership between parents and guides as your child continues on the journey of development.

## **Messages**

Written messages for classroom guides may be placed in the box outside each classroom at any time. Guides also have voice mailboxes. Please refer to page iv of this handbook for the guides' voice mail numbers. You are welcome to email if that is preferable.

## **Conferences**

Formal conferences with your child's guide take place in the fall and spring. School is closed for two full days to provide conference time for all families, and one day for guides to prepare. Please check the school calendar for exact dates. Conferences are special opportunities for parents and guides to share information, ask and answer questions, and in the process, for parents to become more knowledgeable about their child's own development and about the Montessori educational process. All parents are strongly encouraged to attend conferences.

We provide half-hour free conference care for children enrolled at our school. Please make sure to sign-up in advance so that we can staff appropriately. Conference care space is limited and therefore cannot be guaranteed after the deadline. Sorry, we are not able to offer care for non-enrolled siblings.

Holiday Camp is also offered on conference days for families needing care for the whole day. Look for registration information in the weekly e-news and at the Front Desk.

## **Language Instruction**

In the primary classrooms, children will hear Spanish vocabulary for everyday things, colors, shapes, etc. Songs and games in Spanish will also be offered in small groups. On the primary playground, all fluent Spanish-speaking adults will speak first in Spanish and then follow up as needed in English.

In the elementary classroom, Montessori grammar lessons will be followed immediately in Spanish, given by our bilingual elementary-trained guide. In upper elementary, students receive Spanish lessons twice a week utilizing the Sonrisa Spanish curriculum. The playground provides another opportunity for elementary students to hear and speak in Spanish.

Some guides and assistants are also introducing American Sign Language as a point of interest as they themselves increase their proficiency.

### **Contribution Lists**

Each Guide will occasionally post outside of their classroom a list of items that would enrich the students' classroom experience. Parents are invited to contribute these materials as they are able.

### **Classroom Observations by Parents**

Parents are welcome to observe their child's classroom during school hours. In-class observations are available October-June. We recognize and respect that Montessori students are part of a community, which has its home in the prepared classroom. When parents observe in the classroom, they are viewed as special guests. Therefore, parents are asked to enter the classrooms by invitation only or by making arrangements in advance through their child's guide. We prefer to schedule one observation per class, per day. If you wish to observe in a classroom other than your child's, arrangements should be made through the Director of Admissions, in coordination with the guide.

Due to the transition process that takes place during the first few weeks of a child's school year, guides will designate an appropriate time for observations that serves both the child and the adult. Observations are also encouraged through the windows and doors of all rooms at any time. For security reasons, we ask that all adults remaining in the hallway outside of typical arrival and dismissal times communicate why they are there to nearby staff.

### **Photo and Video Releases**

There are occasions when photographs/videos are taken of children for educational and publicity purposes. A photo release is part of your enrollment agreement. You can check with the school office to view or change your permission for your child to be photographed and/or videotaped. A child's photo will not be used and the child will not be included in videotaping without signed parental consent.

### **Lunch**

Lunch is an important community time for the children. It takes place in the classroom. We emphasize Grace and Courtesy and Practical Life activities during this time. The tables are set with placemats, napkins, plates and glasses. Children are expected to eat from their plates. Each table waits until everyone in the class is prepared to eat. We work to make this a pleasant and relaxing social time. Milk and water are available throughout the meal.

### **Healthy meals**

We want to promote good nutrition in our classrooms. As a way of supporting this endeavor, we ask that the students do not bring processed foods or sugary drinks. We also ask that the students bring a balanced lunch that includes a protein, fruit/vegetable, and a grain.

## Going green

In an effort to cut down on waste, students will bring home all uneaten food, containers and plastic bags in their lunchboxes. By returning these items, students can see whether they are packing too much food, as well as how much waste they may have generated. We recommend using reusable containers that the children can open independently. They can rinse out their yogurt and applesauce containers to be recycled at school.

## Primary Program

### Snacks

The school provides two snacks daily for primary children to enjoy, one in the morning and another in the afternoon. Menus include fresh fruit and vegetables, and whole grains. Our produce is about 60% organic. We serve rBST-free non-fat milk. The monthly menu is posted at the main entrance to the school and outside classrooms. You can also view it on the website and through the Weekly eNews.

### Birthdays

Each class has its own way of recognizing a child's birthday. Please contact your child's guide for details specific to your child's classroom. Birthday food treats (cake, cookies, candy, etc.) are NOT permitted.

We are required by the Multnomah County Health Department to prohibit homemade food items to be shared in the school.

We also ask that you don't send party favors or birthday presents to school. If you are planning a party for your child, please do not hand out invitations in the classroom. We have found this to be upsetting for those not invited. It can create hurt feelings and unhappy children. Please bring them labeled with the children's names to the Front Desk and we will help distribute them to the appropriate family files.

### Sharing

Each guide will identify a special place in the classroom for sharing as part of the class routine. Ask your child's guide for details.

We suggest you discuss with your child his/her choices for sharing. A verbal experience is just as valuable as an object. We call this "telling sharing" or a "true story." The emphasis should be on correct terminology and simplicity. You may want to help your child develop a sequential understanding of their true story. If an object is chosen for sharing, it should be of benefit to anyone in the class. Please use the following list as a guideline:

The object could be:

- Something your child made

- A natural specimen (leaf, rock, shell, etc.)
- A short book. (No comics, cartoons, or scary fairy tales, please). A realistic story is more appropriate for young children.
- Cultural objects
- Photos (family, vacations, etc.)
- A drawing

Please note: we do not allow toys, money, weapons and make-up at school. Jewelry worn at school is discouraged, as it often presents a safety risk and can result in hurt feelings if it becomes lost or broken. However, when bangles or other culturally specific adornment is inherent to a child's family life and practice, we embrace the diversity. Please communicate with your child's guide about the appropriateness of a particular type of jewelry or clothing. If your child inadvertently brings something to school that becomes a distraction, your child's name will be placed on the item and it will be stored in a safe location until pickup.

### **Clothing Choices**

Clothing should be chosen for comfort and practicality. For younger children, pants with elastic waists eliminate the difficulty of handling snaps, belts and suspenders. Be aware that your child may paint, garden, work with water and play in the sand while at our school. Special clothing that cannot withstand the occasional spill is not appropriate, as children may become upset if they spill or have an accident in these clothes. Children in our primary program are encouraged to be independent in toileting and the changing of their clothes.

We strongly recommend that you avoid clothing that has characters, as it can become a distraction to your child or others and often includes acting out the character depicted on the clothing. Some examples of character clothing are Pirates, Superheroes, or Disney images. In addition, we request your assistance in keeping at home any clothing with political messages.

### **Change of Clothing**

Please maintain a complete change of clothing (shirt, pants, socks, and 2 pair of underwear) in a plastic storage container with lid at school for your child. A change of clothes may be needed on a daily basis in the primary program. All clothing should be marked with your child's name. Consider providing an additional set of clothing if your child is enrolled in our enrichment program. Lost items are recovered easily when marked with your child's first and last name. Any borrowed emergency clothing should be returned to the school as quickly as possible.

### **Rain and Cold Weather Gear**

Weather permitting, children are outside every day. They should bring a coat or sweater that is appropriate for the weather. All children need to have a raincoat (with a hat/hood), along with a pair of boots that can be kept at school, so they can enjoy fresh



air and movement on mildly rainy days. For young children, gloves encourage more independence than mittens.

### **Footwear**

Sturdy shoes and rubber-soled sneakers are the only footwear allowed. Flip-flops, light-up shoes, clogs, cowboy boots and slick-soled boots with high heels are not permitted. Sandals with ankle straps and worn with socks are considered appropriate.

### **Temporary Tattoos**

We discourage tattoos that cause a distraction to your child or others, especially those that depict characters. Please use discretion before applying them.

### **Toys**

Children may not bring toys to school. Books and other educational materials are welcome. Please speak with your child's guide if you are unsure whether an article or book is appropriate.

### **Field Trips**

Two kinds of school day trips may occasionally occur for primary students—walking trips in the neighborhood and off-site family trips, such as going to the pumpkin patch. For both, guides and other adult supervisors must continue to meet all applicable Oregon Office of Child Center regulations at all times. This includes having the full attention of the appropriate number of adults. For your child to go on a school day trip, you must have given parental permission when filling out your enrollment forms. Check with the Front Desk to confirm or change your permissions on file. Children are to be within sight and sound of a caregiver at all times. Maintaining mandated ratios of children to adults ensures that no child is alone with an adult (staff or otherwise) at any time unless it is a parent with their own child.

When a child needs to use the bathroom on a staff-supervised walking trip, a staff member of The Portland Montessori School will accompany the child to the bathroom. All children will be taken to a women's restroom, unless a male staff member is available to accompany boys to a men's room. Staff-child ratios will be maintained during this time. Staff persons are required to check public facilities before children enter. When exiting, all stalls will be checked to assure all Portland Montessori School children have left.

Family trips are off-site trips taken to educational sites, such as the Fall Pumpkin Patch trip, where students learn about farming. Any time a class or family group plans to leave the campus for a family trip, the classroom guide will send out notification to the parent or legal guardian in advance.

Family trips require that a parent or guardian transport their child to and from the site. This is an opportunity for family groups to strengthen their classroom community. You are encouraged to arrange car-pooling with other families. The parent/guardian is responsible for supervision of children during the outing, not school staff. The guide will communicate details of all outings and trips.

## **Guidance and Discipline Policy - Primary**

Our guidance and discipline policy takes into account the welfare of all students and emphasizes respect for others and being self-responsible. The guides, assistants and studio staff introduce children to the rules of the school in a timely and appropriate manner.

We also strongly encourage parents to participate in parent education classes offered at our school. These classes are a benefit to both the child and family.

### **Our Philosophy on Guidance**

We follow these strategies in guiding our work with children at our school:

- Grace and Courtesy. In partnership with the children, staff role-play appropriate social behaviors and graces.
- Re-direction. When a child is engaged in inappropriate behavior, we direct the child to activities that allow him/her to be successful.
- Positive messages. Directions and limits are modeled in a positive manner whenever possible, so that children know what is expected and why a behavior is inappropriate.
- Simple directions. Communications are clear and simply stated.
- Choices. Age-appropriate choices encourage children to develop self-control and good decision-making skills.
- Consistency. Consistent actions and routines are used so that children know what to expect.
- Modeling. Adults and older students serve as models of appropriate behavior.
- Logical consequences. Learning through logical consequences helps a child to take responsibility for his/her actions. Logical consequences are never permitted if safety is an issue.
- Calming time. A period of time apart from a child's activity may be necessary to allow a child to use self-control when he returns to the activity.

Note: On occasion, a child may visit the Head of School or Director of Enrichment's office. If this occurs, you will be notified about the visit.

Our staff is required to treat all children with consistency, kindness, and fairness. Corporal punishment and withholding food are not acceptable forms of discipline for any reason and are always prohibited.

### Typical Responses to Non-compliant Behavior

The child's age and emerging self-discipline are always taken into consideration by our staff when first responding. Any intentional behavior that causes an injury to another child or an adult will result in the child going home.

Behavior	First Consequence	Notify Parent?
Mishandling of materials	Temporary loss of use	Yes, if ongoing.
Excessive loudness	Grace and courtesy	Yes, if ongoing.
Not following directions	Reminder	Yes, if ongoing.
Defiance, including non-aggressive physical defiance	Loss of privilege (choice of work, location, playmate, or activity)	Yes
Verbal threat	Separate children	Yes
Physical threat	Child goes home	Yes
Hitting, kicking, or punching	Child goes home	Yes
Unsafe, lack of cooperation (e.g., child runs away from an adult in a manner that endangers the child)	Child goes home	Yes

### Intentional Non-compliant Behavior

We expect to work closely with families to find solutions that help children be successful. Staff persons who observe intentional non-compliant behavior are required to complete a Behavior/Concern Report form. The child's guide and the Enrichment Director receive a copy of this form.

- Initial Instance. The child's guide notifies the parents as quickly as possible, and always within 24 hours. If the guide is absent, the Head of School or Director of Enrichment notifies the parent.
- Escalation of Behavior. The child's guide notifies the parents as quickly as possible, and always within 24 hours. The guide schedules a meeting with the parents to develop an Action Plan. The Head of School may attend this meeting.
- Continued Escalation of Behavior. The child's guide notifies the parents as quickly as possible and always within 24 hours. The guide schedules a meeting with the parents to review and revise the Action Plan. The Head of School will also attend this meeting.

## Elementary Program

### Snacks

The school provides two snacks daily for lower elementary children to enjoy, one in the morning and another in the afternoon. Menus include fresh fruit and vegetables, and whole grains. Upper elementary students collaborate to plan and purchase ingredients for snack. They are given a budget, create a list with the items' estimated cost, and then walk with a chaperone to the nearby QFC on E. Burnside to procure the supplies.

### Going Out

Going Out is a planned outing that is organized by a small group of students. These trips are motivated by work or research that interest the child. This is part of the Practical Life work of the elementary classroom. Parents usually provide transportation and the children are responsible for asking parents to chaperone Going Outs.

Another kind of Going Out is to buy ingredients for classroom snacks. A pair of children walk with a chaperone to the QFC on E. Burnside to purchase ingredients for the week's snacks.

The school requires that an individual who provides transportation to our children ("approved driver") holds an umbrella policy that will provide up to one million dollars in liability insurance coverage. All approved drivers must be listed in the state Central Background Registry (CBR) and have a CBR approval letter on file at the school. Other items to have on file are: a copy of your current driver's license and a current DMV driving record.

If you would like to be an approved driver for elementary Going Outs and have any questions about these requirements, please contact our Administrative Assistant.

### Birthdays

The birthday child is welcome to invite his/ her parents to the classroom for lunch. The birthday child can either bring in a favorite prepared snack for the class, or bring in ingredients and cook/bake his/her favorite snack to share with the classroom.

### Public Library

Each child is to obtain a Multnomah County Library card and pin number. We will keep the cards and pin numbers on file in our classroom for the students. We have trips to the library approximately every two weeks.

## Field Trips

The guides have planned field trips and they will keep you posted about logistics and details. They may also schedule class-wide nature walks in regional parks.

## Homework

Homework in the Montessori environment promotes independence and social graces, which enhance the child's ability to navigate the freedom and responsibilities of the classroom. The work the child does in the home helps the child feel he is a contributing member of the household. In preparing the child for these responsibilities, please discuss the steps of each activity listed below and work with your child to organize the chore so that they are successful.

Homework for elementary children should include the following:

- preparing their lunch
- using an alarm
- making their bed
- making their own breakfast
- cleaning out their lunchbox
- setting/clearing the dinner table
- loading/unloading the dishwasher
- feeding the household pet(s)

As the child matures, other chores could include:

- helping plan the family's weekly dinner menu
- preparing a shopping list of lunch needs
- doing their own laundry
- making dinner one night each week for the whole family

## Electronic Devices, Toys and Games

In order to keep distractions low and cultivate a focused and group-centered work cycle, we ask that children keep mp3 players, electronic devices, toys games and cards at home during the typical school day.

There will occasionally be days of celebration when games will be allowed. Parents and children will be notified of this beforehand.

## Guidance and Discipline Policy – Elementary

The elementary classroom has been prepared to support the social inclinations of the second plane child. As a child gets older and more gregarious, he will also face some conflict. We believe that experiencing and learning about strategies to deal with conflict is an important skill that will serve a child for the rest of his life. We will absolutely keep you informed of any issues that present a concern.

If a child shares about a conflict at school, it is likely that he/she is seeking your empathy rather than a solution. A simple reply such as, "That must have been frustrating," or, "It sounds like that really upset you" is just what is needed to validate their feelings without passing judgment. We ask that parents refrain from giving advice that may be out of context and rather to direct their child to talk to the teacher. If the child appears uncomfortable talking to the teacher, perhaps because of privacy, we ask that parents support their child to bring up concerns directly with the teacher. Parents can offer to assist by helping the child write a note or by contacting the teacher to let him/her know that their child needs to talk.

If a child's behavior becomes disruptive or detrimental to the community, an adult will intervene and guide that child back on track. The guidance may be in the form of redirection or limiting freedom; it is considered support, not a punishment. There may be an occasion when a child is removed from the classroom or from recess, a temporary consequence of limiting freedom.

<b>Behavior</b>	<b>Possible Consequences</b>	<b>Notify Parent?</b>
Mishandling of materials	Temporary loss of use; grace and courtesy lesson	Yes, if ongoing
Disruptive behavior	Grace and courtesy lesson; sit with guide/assistant; take quiet space	Yes, if ongoing
Not following directions	Warning; temporary loss of activity	Yes, if ongoing
Verbal aggression	Non-violent communication/ conflict resolution; sit in office	Yes, if ongoing or extreme
Physical aggression	Sit in office. Go home if intention is to hurt *	Yes
Defiance, including non-aggressive physical defiance	Loss of privilege (choice of work, location, playmate or activity); sit in office	Yes
Unsafe, lack of cooperation (e.g. child runs away from an adult in a manner that endangers the child)	Child goes home immediately *	Yes

\*It is important that you come right away – or have another adult in place to come get the child right away.

If a behavior repeats itself or becomes increasingly disruptive, guides will notify the parent and make a plan to support that child with the help of administration. The guide will also ask for support from families.

The Head of School will review all available information before rendering a final decision to exclude a child. The Head of School reserves the right to suspend, expel or refuse school services to a family for the following reasons:

- Threatened or actual intentional infliction of physical injury to another person.
- Repeated non-compliant behavior that impedes the progress of the rest of the community and/or infringes on the rights of others.
- Damage to the school property.
- Disruption of school activities.
- Repeated defiance of school authority.
- Inability of staff and family to work together in a congenial and cohesive manner.

## **Our Enrichment Programs**

The Portland Montessori School offers flexible and affordable before and after school enrichment programs that keep children engaged in fun and creative activities when the workday for parents extends beyond school hours. Parents may sign up for three or five days a week of before school enrichment, after school enrichment or both. When they do so, they select the specific weekdays for which they need this care throughout the school year. We always maintain a minimum 10:1 ratio of students to caregivers in primary enrichment, and 15:1 in elementary.

Children must be enrolled in advance in order to participate in any enrichment program. You may enroll (or if necessary, withdraw) your child anytime during the school year with 30 days written notice. Several plans are offered to create as much flexibility as possible so that families can choose the program best suited to their needs.

### **Before School Enrichment (7:00 AM - 8:15 AM)**

Our before school enrichment program starts at 7:00 AM and is held in one of our spacious studios that has been carefully prepared with materials that complement those in the Montessori classroom. Our caring staff members provide children with a calm and peaceful environment in which they can engage in age-appropriate activities such as painting or reading. An assistant teacher escorts each child to his or her classroom at 8:15 AM.

### **After School Enrichment**

**(3:15 PM - 4:30 PM or 3:15 PM - 6:00 PM) - Primary students**

**(3:45 PM - 4:30 PM or 3:55 PM - 6:00 PM) – Elementary students**

Our after school enrichment program extends the day to 4:30 PM or 6:00 PM, depending on each family's needs. When weather permits, children in after care spend the majority of the time in our large, tree-filled playground. One of our studios is also available for children to engage in a wide variety of activities that complement the Montessori classroom experience. We deepen their experiences with art, music, and movement, and invite special guests throughout the year. When it's too cold or rainy outside, children

often play in the downstairs studios. Children who stay until 6:00 PM receive a small, healthy snack at around 5:00 PM.

### **Enrolling in Before School and After School Enrichment**

Because before- and after-school Enrichment programs are offered on a first come, first served basis, parents who use these programs typically sign up for them when enrolling or re-enrolling their child in school. When a program is full, we create a waiting list. As openings become available, we fill them from this list. Should you find your child needs care after the school year has started, we encourage you to call the Director of Admissions to see if we have an opening or to place your child's name on the waiting list.

### **Additional After School Auxiliary Programs**

To provide convenient access to extracurricular activities, we regularly coordinate our after school programs with well-respected third-party organizations. These organizations hold their extracurricular classes or programs on our campus. Current programs include Spanish classes, soccer, cooking, music, movement and yoga. When children in aftercare are signed up for these classes, the leader of the program escorts them to the class and returns them to the aftercare studio when the class ends.

### **Holiday Camp (for Primary and Elementary students)**

When school is out for a holiday, parents often rely on holiday camp to keep their children engaged and having fun. The Portland Montessori School offers affordable and fun holiday camps that run from 7:00 AM to 6:00 PM.

Primary camps often have a theme or defining experience. For example, on one day camp may focus on cooking, so students will make bread or soup from scratch. On another day, camp may emphasize music or art, and feature a visit from a guest musician or artist.

Holiday camp is open to students from our school, but we also welcome appropriate-aged children from other schools. We provide a healthy morning and afternoon snack. Campers bring their lunch and we provide rBST-free (no hormone) milk.

You may pre-register for holiday camp in the fall when you enroll/re-enroll to secure your space in the camps throughout the year.

Holiday Camp is invoiced; prepayment is not required. The cancellation deadline to receive a refund is one week prior to the actual camp day. Families can register online through their Parent Portal. Contact Jessica Breed to have a new password sent to your email. Check the school calendar and website to confirm holiday camp dates.



## **Camp Vida (for Primary Students only)**

Everybody loves summer: kids, adults – and animals! Did you know that animals go to camp? They do at The Portland Montessori School's Camp Vida, because every summer we celebrate "Fur, Fins & Feathers."

You can rely on Camp Vida to help keep your child safe and happy throughout the summer. It's all about having fun with friends while exploring things like gardening in our organic beds, putting on an original play, immersing themselves in art, singing in a choir and making music with all kinds of instruments.

Each week centers on an animal theme; we meet goats, llamas, reptiles, fish and service animals. Explore the animal kingdom in hands-on educational ways. Camp Vida offers a variety of themed week-long summer camps for children ages 3 – 6 yrs., who have not yet entered first grade. Our campers are often students from our school, but we also welcome children from other schools.

To accommodate a variety of scheduling needs, we offer Full-day camps, Half-day camps and before and after camp care. Our before and after camp bridge care is held in one of our three studios, where children can engage in a variety of age-appropriate activities like art, cooking, reading and exploring scientific topics.

## **Coming and Going Procedures**

### **Absences**

Please report ALL absences, both illness and non-illness related, to the school by calling the front desk, 503-688-2992, by 8:15 AM. Our office staff will forward this information to your child's classroom. In the case of illness, please inform us of symptoms or diagnosis. We are required to provide timely notification to other parents about communicable diseases, such as measles, conjunctivitis or strep throat.

If you expect your child to arrive late because of an appointment, please inform your child's guide in advance so lessons can be re-arranged to match his/her arrival.

### **Arrival and Departure**

It is important to be on time for school. Morning drop-off is from 8:15 – 8:30 am. Half-day pickup is at 1:00 pm. The primary day ends at 3:00 pm and pick-up is from 3:00 – 3:15 pm. The elementary day ends at 3:30pm and pick up is from 3:30 – 3:45 pm.

Primary children are very sensitive to order. They are in the process of developing patterns for their whole life. When children arrive late on a regular basis, they miss out on the initial social interactions with their peers and they can have difficulty getting started. This need for socialization is so strong that the child arriving late may interrupt a

friend who is already engaged in work. We appreciate your partnership with the arrival and departing procedures.

Elementary students are permitted to enter the building without an escort. Children in the second plane are working on developing their social skills and the first 15 minutes in the morning help them re-establish relationships and can set a tone for the whole day.

Beginning in their fifth year, our elementary students may walk home on their own after dismissal at the end of the day, provided parents have given the school their written permission.

### **Door Access Code**

As a parent or legal guardian of a child attending The Portland Montessori School, you may visit the school during our standard hours of operation (7:00 AM to 6:00 PM). Our main entrance is located at 205 NE 50th Street.

Each family is assigned a door access code, which works at the school's main entrance during the hours of operation, 7am to 6pm, Monday through Friday. Parents can access the corner door with their access code between the hours of 8:00am - 8:30am and 2:50pm - 3:15pm.

The access codes are used to secure entrance to the school since all exterior doors are locked at all times. Please inform our Front Desk or a near-by staff person if you find an exterior door propped open.

All exterior doors remain locked during hours of operation. Each family is given - and must use - their school-issued door code to gain entrance to the facility. **For the safety of all children and staff, please do not allow a person to enter into the school along with you if you do not recognize them.** They'll need to enter their own secure door code to gain access.

New door codes are issued each fall. **Do not share the code with children.**

All Primary students must be accompanied to their classroom or studio door by a parent or authorized adult.

Elementary students may enter the building and go to their classroom on their own. They are not permitted to travel through hallways or on stairs without adult supervision. Supervision is defined as "the act of caring for a child or group of children."

### **Family Files**

Please look in your Family File once a day for important communications, such as notes from classroom guides, injury reports and opportunities for your child. Family files are located outside your child's classroom.

Checking Family Files is not children's work. Please do this yourself to help us avoid having the file contents for other families misplaced.

### **Non-parent Pick Up Policy**

If you plan to have anyone other than those noted on your Emergency Contact form pick up your child, **the school must have advance written notice**. Please include the following information in your authorization note: date note is written, date/s of authorized pick-up, the first and last name of authorized pick-up person, their relationship to the child, their phone number and the name of the child being picked up, and your signature. Non-parent pick-up forms are also available at the Front Desk.

In addition to a note of authorization, we require a drivers' license or state identification card with photo to identify any person who has your permission to pick up your child from school. Our staff members are not permitted to release a child to a non-parent until ID confirmation has been made.

All non-parents authorized to pick up a child are expected to sign the "Non-Parent/Guardian Child Sign-Out" log (blue sheet) at the Front Desk, **every time they pick up the child**. Non-parents will also be given a VIP Sticker to wear while they are in the building. Before going to the child's dismissal area, the Front Desk will give the signer a mandatory "authorization pass" that must be handed to the staff member releasing the child. **Children will be released only to those persons for whom the school has written parental authorization on file.**

### **Full-day School Hours**

The full school day begins at 8:30 AM. Children may enter their classroom as early as 8:15 AM, when the guide is present to greet children personally. To ease the transition of young students, we encourage parents/caregivers to tell their child that they are leaving, remind them who will pick them up, and then leave calmly. If your child has difficulty with this transition, consider practicing it at home with several "dress rehearsals".

For primary students enrolled in the Full-day school program, dismissal is from 3:00 PM to 3:15 PM. For elementary, dismissal is from 3:30 PM to 3:45 PM. Children are to be picked up from the classroom door. A staff member will bring your child to you as you wait in the hallway.

### **Half-day School Hours**

The Half-day program concludes at 1:00 PM. Dismissal is 1 PM to 1:15 PM from the classroom. Staff members will bring the child to you as you wait in the hallway. There are NO after-school programs for Half-day children, although they may return to participate in auxiliary programs.

## **Enrichment Program Hours**

Children enrolled in the before school care program may enter the enrichment studio starting at 7:00 AM. Staff members will be ready to greet children at the studio door. We are committed to a program that maintains a safe, orderly and engaging environment for the children.

After school care for Primary students begins at 3:15 PM and goes until 4:30 PM or 6:00 PM, depending on the option chosen by the parent. Elementary after school care starts at 3:45 PM. Parents pick up their child from the aftercare program either outdoors or at the door of their designated enrichment studio. Staff members will bring your child to you as you wait at the gate or in the hallway.

## **Late Pick-ups**

Please be punctual when picking up your child. A late pick-up is unsettling to your child and puts an added burden on school staffing. Children not picked up by their designated dismissal time will be brought to the Front Desk to await the arrival of their parent or authorized pick-up person.

Please note that late fees of \$3.50/ minute per child are assessed beginning at:

- Half-day Children: 1:16 PM
- School Day Children: 3:16 PM
- Aftercare Children: 4:31 PM or 6:01 PM, depending on the aftercare option selected

## **Emergencies and Late Pick-ups**

If an emergency arises, please call to alert us about your delay. Call the Front Desk at any time (503-688-2992). This will not prevent you from receiving late fees, but will allow us to reassure your child that you are on your way.

## **Carpools**

Transportation to and from all school activities and events is the sole responsibility of the parents. We encourage our families to share this responsibility whenever possible. Please include all names of drivers in your carpool and authorize them to take your child from school. This authorization (Emergency Contact Form) must be on file in the school office. Children will ONLY be dismissed to authorized persons.

Please prepare any non-parent to stop at the Front Desk to show their photo ID, sign the blue "Non-Parent/Guardian Child Sign-Out" sheet and receive a "Non-Parent" pass. They will need to hand the pass to a staff member before your child is released to them.

## Parking and Traffic Flow

Parking for Montessori families is available in the lot directly across from the school on NE Couch. For safety's sake, families must use the stairs or steps when crossing from the parking lot to the school building. Do not walk on the car ramp at any time.

For the safety of our children and the residents of the neighborhood in which our school is located, we request that you adhere to these instructions when driving to and from the school:

- Please slow down and be especially aware of children, neighborhood residents and pets.
- Ease congestion at arrival and dismissal times by traveling ONLY south (toward N Burnside) on NE 50<sup>th</sup> Street.
- Do not travel east on NE Couch in the mornings.
- Do not park on the residential (east) side of NE 50<sup>th</sup> for an extended period.
- Parking along the curb directly in front of the school is reserved for 5-minute drop-off and pick-up.
- The parking lot between the school building and church on NE Couch Street is not available for parents' use.
- Do not park in the fire zone on NE Couch Street. This zone must be kept available for emergency personnel to access our school in the event of a fire or other emergency.
- Do not park in handicap-designated parking spaces; these are legally reserved for people displaying a state handicap tag. All other cars are liable to be towed at the owner's expense.

## Cell Phone Use

Please refrain from cell phone use when in the school building. Children are able to transition into and depart from classrooms more easily with their parent's full attention. Being fully "present" is one of the most grounding and greatest gifts we can offer children.

## School Calendar

The Portland Montessori School generally follows the Portland Public School schedule when developing its calendar. Our school calendar lists holidays and other planned closures, as well as scheduled Holiday Camp days and school events.

To see the monthly online calendar, go to: <http://www.portlandmontessori.org/calendar>.

A link for our printable school calendar can be found to the left of the online calendar. You will also find a printed calendar at the front desk.

## **Inclement Weather and Snow Days**

In general, our school closures or delays follow that of Portland Public Schools (PPS). The Portland Montessori School will announce any closures through our website, on the school voicemail and on Facebook.

When Portland Public Schools announces a weather-related delay in opening or an early closure, The Portland Montessori School will observe the PPS schedule for all classrooms. For example, with a two-hour late start, before-school care is cancelled and all classrooms open at 10:15 AM. This allows our staff to travel safely to school and be prepared to greet the children when they arrive.

## **Health Matters**

We encourage you to ensure that your child is healthy by regularly examining his or her:

- **Head.** Is hair clean and healthy? Is the scalp free of flaky scales or crusts? Is hair falling out? Does the child tilt his/her head to see or hear?
- **Skin.** Does the child's face have a healthy glow? Does the child have circles under his/her eyes?
- **Eyes.** Should be clear. Eyelids should be free of crust or matter. Symptoms that should cause concern and be checked by a doctor include: dizziness, squinting, headaches, double vision, tilting of the head, or chronic reversal of figures when reading.
- **Ears.** Only the outer ear should be cleaned—never use an object to try to clean inside the ear. Any appearance of runny ears or earache should be seen by a doctor. Sometimes an earache can disappear, but the cause of the problem can still be present. Many times children do not know how to express themselves about earaches. Care of the ears is most important and should not be neglected.
- **Skeletal/Posture.** Check the spine for signs of abnormal curvature. If present, the child should be checked by a doctor, because the muscles and bones may need supportive help or corrective exercises, or both. Children do not always “grow out of” these conditions.

Hands and feet should be kept clean and nails trimmed. Good supportive shoes are essential to growing feet. Shoes should be checked often. Encourage your child to sit, stand, walk tall, and be respectful of his/her body. Model a healthy lifestyle for your child, and encourage him/her to take care of his/her body by getting plenty of good rest, a well-balanced diet and daily outside free play.

## **Health Screenings**

Because we are committed to your child's health and development, we offer several health screenings.

### **Ages and Stages Questionnaire (ASQ) and ASQ-SE - Primary**

The School requests all new primary parents to complete the ASQ and ASQ-SE as part of their child's enrollment. These questionnaires create a unique opportunity for parents and guides to partner in identifying the best approach to support the development of each child under the age of 5 ½ years. You may find them familiar, as many pediatricians have now incorporated the ASQ and ASQ-SE into their delivery of services to young children. The questionnaires are scored according to the child's chronological age. Not only will these screening tools help your child's teacher pinpoint the most developmentally-appropriate activities, it will be a point of discussion at your first parent-teacher conference in late October.

### **Vision and Hearing Screening**

A registered nurse consultant will be available to administer vision and hearing tests in the fall. Families receive information in advance and have the option to request one or both screenings be scheduled for their child. The fee is paid directly to this independent consultant. Payment must be submitted along with the permission form.

### **Nutrition**

The school provides healthy snacks in the morning and the afternoon. The monthly snack menu is posted near the school entrance on both floors. The menu is also available on the school website: [www.portlandmontessori.org/calendar](http://www.portlandmontessori.org/calendar)

Two percent reduced-fat, hormone-free milk is available at all lunches and some snacks. Children's lunches are provided by their families. Our school licensing agency requires us to monitor lunches for nutritional content. Your child's daily lunch should include an item from each of the basic food groups (protein, grain, dairy-we provide milk- and two ½ cup servings of fruits and/or vegetables).

We specifically request that you do not send sugar-based sweets or refined carbohydrates. Candy and cookies can be enjoyed as special treats at home.

### **Keeping Your Child Home Due to Illness or Other Health Issue**

Students should be kept home from school or taken home from school to protect their health and well-being, as well as that of the children and staff of our school. The following table explains when they should be kept home from school and when they may return.

<b>Student Exhibits Symptoms or Diagnosed Illness</b>	<b>Student May Return to School When:</b>
Fever greater than 100 (checked orally)	Temperature stays below 100 (orally) for a minimum of 24 hours without use of Tylenol or other fever-reducing medication.

Rash or rash with fever—when new or with a sudden onset	Rash disappears or with a written or phone consent from a health care practitioner.
Green, brown, gray, tan or yellow drainage from nose, eyes, or any other part of the body	Discharge has been gone or the student has been on antibiotics for 24 hours and you have a written or phone consent from a health care practitioner.
Nausea and vomiting	Symptom-free for 24 hours.
Diarrhea, with two loose or watery stools in one day	Symptom-free for 24 hours.
White, clay-colored, or bloody stool	Symptom-free or written or phone consent from a health care practitioner.
Yellow color of skin and/or eyes	Symptom-free or written or phone consent from a health care practitioner.
Brown or bloody urine	Symptom-free or written or phone consent from a health care practitioner.
Strep throat diagnosed by a health care practitioner	Must have been on antibiotics for 24 hours and have written or phone consent from a health care practitioner. If no antibiotic given, call the Front Desk before sending child to school.
After an illness of two or more weeks, surgery, or other change in health status	Written instructions from a health care practitioner and parent regarding medication or special health needs must be provided.
Skin lesions that are severe, weeping or pus filled	Symptom-free or on medication for 24 hours or have a written or phone consent from a health care practitioner.
Eyes are red, inflamed, watery or have a discharge	Symptom-free or on medication for 24 hours or have a written or phone consent from a health care practitioner.
Difficulty breathing or wheezing	Symptom-free for 24 hours.
Complaints of severe pain	Symptom-free for 24 hours.
Head Lice	Head is completely free of lice AND nits (see detailed Lice policy below)

The following terms used in the table above are defined as follows:

- “Consent may be written, phoned in, or faxed by a health care practitioner”  
The school office must receive this prior to the child’s return to the classroom. Parents can bring written consent to the Front Desk on the morning that the child returns to school or have it faxed in advance to 503-688-2999 or emailed to [info@portlandmontessori.org](mailto:info@portlandmontessori.org).
- “Symptom-free for 24 hours”  
This time begins when the last symptom disappears and extends for a full 24 hours from that time. For example, a child has nausea and vomiting in the middle of the night. The child must stay home the next day, even if he or she has no



more episodes of vomiting. The child should be able to rest and recover at home for a full day before coming back to a busy day at school.

- "On medication for 24 hours"  
This time begins with the first dose for any medication that must be in the child's system for 24 hours before returning to school. For example, medication that is started in the afternoon needs to have been administered up to and including the afternoon of the next day before the child can return. The child is considered contagious and may not return earlier unless written consent from a health care practitioner is provided.

### **Head Lice Facts**

Lice transmission primarily occurs by direct "head-to-head" contact. Head lice cannot fly or jump. Cleanliness and personal hygiene have little bearing on whether you or your child gets lice. Indirect spread through contact with an infested person's belongings (for example, a comb or hat) occurs only rarely since head lice typically survive for less than a day away from the human scalp at room temperature. Eggs cannot hatch at room temperature. When a child is identified with an active head lice infestation, he or she has likely been infested for a month or longer.

### **Getting Control of Head Lice**

The major focus of an infestation control plan should be to:

- Reduce level of infestation in the individual
- Decrease risks of head-to-head contact between students

### **Head Lice Policy**

1. Any child exhibiting symptoms of head lice will be excluded from school until the child has received at least one lice/nit removal treatment, and all the nits/adult lice/egg casts have been removed from the scalp.

A Natroba treatment option is available for families who have a child that is 4 years or older and are able to afford this prescription from their doctor. Natroba is an anti-lice medication that was approved by the Food and Drug Administration (FDA) in January 2011 for the treatment of head lice (pediculosis capitis) in patients 4 years of age and older.

The safety and efficacy of Natroba has not been established in pediatric patients less than 4 years of age. Natroba should be used in the context of an overall lice management program that includes washing all clothing, bedding, towels, combs, brushes and hair clips in hot water. Natroba works on the lice by causing neuronal excitation, periods of hyper-excitation, followed by paralysis and death.

2. One parent must make an appointment with the Director of Enrichment, Amy Williams, or her designee for a head re-check, before receiving permission to re-enter the classroom.

3. If the child is found to still have nits/adult lice/egg casts in the hair, the child will be sent home immediately until the hair and scalp are clear. Exception of “nit-free” will be made for families bringing in proof of a filled prescription for Natroba.
4. If any child has been infested three times within a two-month period, or has not been successful in removing all visible nits/adult lice/egg casts, then that child must be excluded from school until cleared by a physician in writing.

Remember that using an insecticide shampoo or some other topical treatment is just one part of the treatment plan. Refraining from sharing personal items, wearing hair tied back, and combing daily for live lice and nits once diagnosed are just as important. Parents are urged to complete all steps of lice control, which includes washing and drying bed linens, pillowcases, stuffed animals, etc. in high heat – or in your freezer for 24 hours. And don't forget to treat the car seat.

### **Medications**

We do not administer routine prescription or non-prescription medication for common illnesses (amoxicillin or acetaminophen, for example). The only medications school personnel may administer are long-term, life-sustaining prescriptions that are vital to a child's daily functions (like those for asthma, seizures, diabetes and acute allergies). Staff may only administer these after they have been trained to properly administer them.

The school's Medication Authorization form must be filled out by the parent in advance and must be stored with the child's emergency medicine in a clearly-marked, locked cabinet.

At the end of the school year, any unused medication is returned to the family.

### **Immunizations**

Before a child attends our school, a parent or guardian must complete the required health forms and be in compliance with the State of Oregon Certificate of Immunization Status regulations. Parents of children who are not in compliance will receive notification from the State of Oregon Health Division and the child will be excluded from school until proof of compliance is verified.

### **Cold Weather**

During the cold winter months, it is still important for children to play outside in order to get needed exercise, use their large motor skills and socialize. Even when temperatures drop very low, children enjoy the fresh air, if they are dressed properly. All children take their coats when they go outside to play or work. Hats and gloves are also essential to their comfort.

Our Enrichment Coordinator determines whether children will be required to wear their coats, or if they may decide for themselves whether to wear or hang up their coat on any given day. Our outdoor staff closely monitors children for signs and symptoms that indicate it is time to go back indoors.

Wind-chill is another matter. The outdoor staff frequently checks for this factor, although it is not an exact science. Our guideline is when the wind-chill is at or lower than 25 degrees, we shorten the outdoor playtime and transition indoors, using our rainy day schedule. If you would like more information, check with your child's guide.

### **Hot Weather**

When the weather turns warm or hot, children are encouraged to wear loose-fitting and light-colored clothing. We also encourage them to wear hats with brims. Sunscreen is applied before heading outside and water bottles labelled with the child's name remain a daily constant when on the playground. Children are encouraged to drink water regularly and as needed. Playing in the shaded areas is also encouraged.

With reasonable precautions, children should be able to withstand heat fairly well. Outdoor staff is alert and watchful for warning signs of heat illness. Children's outside playtime is limited when the temperature is over 85 degrees.

### **Consent to Treatment**

In the event of a medical emergency, the school staff will first contact 911 and then contact the parents. All families are required to complete and sign a new consent form each academic year.

### **Injuries (Non-emergency)**

If an injury occurs, a First Responder will assist your child by providing comfort and first aid. This person will also prepare a written report. The report will be placed in your Family File and will require your signature acknowledging your awareness of the injury. Please leave the signed form at the Front Desk for the school to keep on file. A copy will be made on request.

A serious injury will be reported to you immediately. It is imperative that you provide us with the current names and phone numbers of adults who can be reached in case of emergency.

### **Emergency Contact**

There may be occasions during the day when parents or guardians must be contacted. It is imperative that the school is immediately informed of any changes in home or work addresses and phone numbers, especially cellular phones and pagers. In addition, the school requires parents to provide contact information for several other adults who may

be contacted when parents are unexpectedly unreachable. At least one emergency contact must live locally and be available to pick up your child.

### **Medical Emergency**

To ensure the safety and health of The Portland Montessori School children, the following protocol is followed when a child needs emergency care:

1. Call 911.
2. Contact the parent(s) to inform them of their child's injury or illness. The injured child will be accompanied by a staff member when he/she is transported to the Providence Portland Medical Center emergency room for treatment (unless the parent directs otherwise). Encourage the parent to meet their child and attendant there.
3. Inform the Head of School or designee of the need to transport the child to the emergency department.
4. The child shall be transported by wheelchair, stretcher or ambulance, depending on the assessment of the child's needs/condition. The child will be stabilized and his/her injury immobilized before transport.
5. If the injury is so severe that the child cannot be safely moved by our staff, they will call an ambulance to transport the child.
6. The Head of School or designee will locate the necessary forms that must accompany the child (Consent to Treatment and Emergency Contact) to the emergency department.
7. The school staff member accompanying the child will take a copy of the forms on file at the school and present them on arrival to Emergency Department.
8. The school staff member who accompanies the child to the hospital Emergency Room will stay with that child until the child's parents have arrived and all information regarding the injury has been reported to the attending physician.
9. An injury report is prepared for the family. A written statement signed by the parent(s) must be faxed to the OCC within seven days of an injury that requires a physician or dentist, communicating the essential information about the occurrence and its conclusion.
10. An email message is typically sent to all school families to inform them that an accident has occurred. (The ambulance will undoubtedly be a topic of discussion at the dinner table.)

### **Evacuation Points and Emergency Communication**

If there is ever a need to evacuate the building, all The Portland Montessori School students will be taken to one of two pre-designated local facilities. Our first point of evacuation is our parking lot on NE Couch, across from the church. If the parking lot is not available, we will evacuate to the Portland Police substation at the corner of NE 47<sup>th</sup> and E Burnside.

Every attempt will be made to communicate with parents, based on the presenting conditions. First, a sign will be posted at the school entrances indicating where we have moved the children. Second, if the phone lines are working, the school Front Desk number (503-688-2992) will be used to provide updated information in the outgoing message. Finally, calls will be made to the students' emergency numbers provided by parents.

### **Emergency/Disaster Preparedness & Comfort Kit**

In preparation for an emergency or earthquake, The Portland Montessori School will provide provisions for all students that will last one day (24 hours). The following items are included in the kit:

- Non-perishable food items (e.g., snap-open cans of fruit, raisins, sunflower seeds, fruit rolls, granola bars, etc.)
- A large plastic lawn bag
- A space blanket

All classrooms and studios are stocked with fresh water.

We encourage families to provide the following:

- A picture of the family and pets
- A brief note addressed to your child offering encouragement and comfort
- A small toy or stuffed animal
- If your child has food allergies, please provide enough appropriate provisions to last 24 hours.

### **Emergency Drills**

The staff and children of The Portland Montessori School participate in monthly all-school fire drills and periodic lock-in and lock-out drills. In addition, bi-monthly emergency preparedness drills are practiced in the classrooms (earthquake, stop-drop-and-roll, etc.). A notification flier will be posted at both entrances on the day of any all-school drills.

### **Changing Table**

A diaper-changing table is available for families' use in the adult bathroom on the upper level.

### **Finance and Tuition Information**

Reference this section for information about paying tuition, tuition discounts, policies regarding late or delinquent payment, tuition assistance and other finance and tuition-related information.

## Tuition

Tuition is an annual fee that can be paid in full or paid in equal installments for payment convenience (eleven or ten months, depending on enrollment date). All installments are due on the first of each month and are late after the tenth of each month. On an eleven-month plan, the first installment payment is due on July 1st and the final installment is due on May 1st. When the annual tuition is paid in full by July 1st, families receive a \$300 credit.

All returning families must have a zero balance by August 10<sup>th</sup> in order to return to school in September. Tuition is pro-rated when children begin school on or after October 1<sup>st</sup>.

## Enrichment

Enrichment Program Fees are monthly.

### Before School Enrichment

5 days per week (7:00 a.m. – 8:30 a.m.).....	\$130
3 days per week (7:00 a.m. – 8:30 a.m.).....	\$110

### After School Enrichment

3 days per week (until 4:30 p.m.).....	\$110
3 days per week (until 6:00 p.m.).....	\$195
5 days per week (until 4:30 p.m.).....	\$130
5 days per week (until 6:00 p.m.).....	\$235

### Holiday Camp (7:00 a.m. – 6:00 p.m.) – fees are per day

Primary “early bird” registration.....	\$60
Primary late registration.....	\$70
Primary “day of” registration, space permitting.....	\$95

Elementary “early bird” registration.....	\$65
Elementary late registration .....	\$75
Elementary “day of” registration, space permitting.....	\$100

## Online Registration

We now offer online registration for enrollment and re-enrollment in our primary and elementary programs, enrichment programs, holiday camps, and summer camps. To re-enroll, parents must verify that information in their electronic record is accurate, or make updates as necessary.

Each family is assigned an admissions account in the parent portal with a unique username and password that may be updated upon the first log-in. (The password may be changed after the first log-in.) The web site for online registration and re-enrollment is: <https://sfo.inresonance.com/portlandmont/index.php>

### **Sibling Discount**

When siblings are registered in our educational programs, each additional child receives a \$500 sibling discount spread out over the 10 month academic year.

### **Suspension Due to Delinquent School Tuition**

It is the policy of The Portland Montessori School to send a 30-day suspension notice to a family when tuition payments become 2 months past due. At that time, a letter will inform the family that unless their tuition is brought current within 30 days, their child will be suspended 30 days from the date of the letter.

### **Late Payment Fee**

A ten-day grace period is granted. A \$25.00 late payment fee will be assessed on the 11th of each month for any unpaid balance.

### **Returned Checks**

There will be a \$25.00 charge on all check payments returned from the bank for insufficient funds or other reason.

### **Payment Method**

We accept cash, check, or money order. We are not set up to receive credit card payments at this time. Please contact your bank to enroll in automatic bill pay; all you will need is our name and address.

### **Late Pick Up Fees**

Late pick-up fees will be assessed for all students at \$3.50 per minute, beginning one minute after their designated pick up time.

- Example: If your pick up time is 4:30 and you pick up at 4:36 you would be charged \$17.50 for 5 minutes.
- We strongly recommend you have a designated person who has agreed to serve as your back up "pick-up buddy."

### **Auxiliary Class Fees**

If your child participates in an optional afterschool auxiliary class (Spanish, cooking, art, soccer, etc.), the fees are paid directly to the class instructor. Auxiliary class fees are separate from The Portland Montessori School Enrichment Program fees. Parents contract directly with the auxiliary instructors. The classes are not supervised by The Portland Montessori School and our office does not maintain records for them.

### **Tuition Assistance**

Thanks to the donations from families, friends and staff of The Portland Montessori School, as well as proceeds from our annual school auction, some limited funds are available each year for tuition assistance. Tuition assistance is available only to full-day

students. Preference is given to currently enrolled families who will be returning for the new academic year. Tuition assistance is not automatically renewed. Applications must be made each year. Please see our website for more information regarding tuition assistance.

### **Family Commitment and Participation**

We believe that parent involvement is an integral part of a child's school success. We offer many opportunities for families to come together as a community, including seasonal celebrations, parent education events, the Parent Advisory Committee (PAC), Community Connections, Parent Reading Group, classroom socials, fundraising events and more.

### **Volunteer Hours Program**

As a part of each family's commitment to our school, we request that families contribute their time and expertise through our volunteer program. The parent-led volunteer team, as well as the guides or administrative staff, may request assistance on projects such as painting a classroom, chaperoning children on outings, building a labyrinth or serving on our Parent Advisory Committee. Parents often discover that these volunteer activities are not only fun, but also help create a stronger sense community within the school.

Each family is required to contribute a minimum of 15 hours (8 hours for single parent families) of volunteer time per year or pay the equivalent of \$20 per hour. We require that at least 3 of these hours be in support of our annual school auction.

Families whose schedule does not permit community participation may make a one-time payment of \$300 in lieu of their volunteer hours.

We welcome the assistance of extended family members to help you in completing your hours. The school wishes to thank you in advance for your participation in our Volunteer Hours program

### **How do I document our family volunteer time?**

Parents are expected to log their hours in the "Volunteer Hours" Binder located at the Front Desk. Uncompleted volunteer hours will be included on your April school invoice.

### **Fundraising**

Our school relies on donations and fundraising activities to help us achieve important goals like offering tuition assistance to families, upgrading our school facilities and purchasing classroom materials.



### **Annual School Auction**

One of the annual events that parents, extended families, guides, staff and friends of our school look forward to most is our school auction. Managed by a parent-led auction team, members of the school community obtain donations of services, products and experiences for a combined silent and live auction. Auction attendees have the chance to socialize and enjoy a wonderful catered dinner.

The 2017-18 auction will be held on Saturday, April 21, 2018.

### **Stampede for the Arts**

Each fall, we hold our Stampede for the Arts event. Children collect donations from neighbors, friends and families or ask them to pledge an amount for each lap they run. Children and parents alike love the event. The funds raised allow us to purchase high-quality arts materials, offer rich arts-based experiences, hold family arts-nights and develop special arts projects and installations that the entire school enjoys. During the 2016-17 school year, we were able to have an African drummer come to the school, bring in a drama coach to help the elementary students stage a musical, complete with set design and costume creation, and hold our annual Spring Square Dance.

The 2017-18 Stampede for the Arts Run will be held on Thursday, October 12<sup>th</sup>, 2017

### **Other Fundraising Efforts**

In addition to the annual auction and Stampede, we conduct smaller fundraising activities, including our annual Small Hands order, Dough 4 Dollars and Dine Out events. These funds, much like the special appeal funds raised at the auction, enable us to upgrade and improve school facilities and materials.

### **Donations**

We frequently find that families in our school community, their relatives and school alumnae wish to donate directly to our school. These tax deductible donations may be made by check or money order, payable to TPMS.