



The Portland
Montessori School

2023-2024 Family Handbook

The Portland Montessori School

205 NE 50th Ave.
Portland, Oregon 97213

School Main: 503-688-2992
Fax: 503-688-2999
E-mail: info@portlandmontessori.org

School Website:
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 50th Ave.
Portland, Oregon 97213

School Main: 503-688-2992
E-mail: info@portlandmontessori.org
School Website:
www.portlandmontessori.org

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

Instagram:
https://www.instagram.com/the_portland_montessori_school/

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

School Hours

Drop off & pick up window is 15 minutes
Toddler – 8:15 AM to 3:00 PM Monday to Friday
Primary – 8:15AM to 3:00PM Monday to Friday
Elementary – 8:15AM to 3:00PM Monday to Friday

Hours of Operation (Including After Care)

8:15 AM to 4:30 PM Monday through Friday

Federal Tax ID

46-0878707

Family Handbook Statement

The purpose of the family handbook is to provide information about the school and its policies and procedures. It is provided as a convenience to families and caregivers and does not create a contract or any contractual obligations between families and the school. The Handbook does not guarantee specific treatment in any particular instance. The Handbook may be periodically revised or updated without advance notice.

School Leadership Contact Information

Please find the contact information for the Head of School and Director of Education. 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. School staff and teacher contact information is provided at the beginning of each school year.

Leadership Team

Head of School

Jon Myers

Phone: 503-688-2995

Email: jon.myers@portlandmontessori.org

Director of Education

Ashley Crawford, M.A. in Education

Phone: 503-688-2994

Email: ashley.crawford@portlandmontessori.org

Classrooms

All classroom guides are on-site school days from 8:00 AM to 4:30 PM. Appointments should be arranged directly with your children's teacher by email or written note.

Special Thanks

The Portland Montessori School would like to thank you, the parents, guardians, and caregivers 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, Tardiness, and Late Pick Up

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.

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

For all families: When arriving late (after 8:30 am), please drop off your child at the front door and a staff person will walk them to class.

If no one answers, please know we are working with children. Please always leave a voicemail. We will return calls if asked.

Early Release Days

Early Release Days are scheduled on the school calendar. On these dates, dismissal is at 1pm for Primary and Elementary and 12pm for Toddlers. There is no aftercare on early release days. Early release days are opportunities for the entire TPMS staff to meet and engage in important professional development and planning.

Parking Lot, Street Safety, and Exiting Campus

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

Children must be with a supervising adult at all times while on campus. Please stay with your child at drop off and pick up and encourage them to walk while in the hallways.

All children must be supervised while on campus and in front of the building. We encourage walking on designated walkways. Walking and playing in the bushes next to the building and in parking lots is not permitted as it damages the plants and disrupts active ecosystems.

Administrative Staff and Guide Availability

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

Our Guides are focused on the students during school hours. Appointments for conferences with your child's classroom guide can be made at any time by contacting them by phone or email.

Cell Phone Use

Please refrain from cell phone use when in the school building, during drop off, and at pick up time. Children are able to transition into and depart from classrooms more easily with the full attention of the adult helping with the transition. Being fully “present” is one of the most grounding and greatest gifts we can offer children.

Health Policy

Please be mindful of our health policy and keep your child home when sick. Please also note the COVID-19 Health Policy. Please also review our policy on medication at school.

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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 a long 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 140 students with our thriving toddler program for ages 15 months through age 3, our primary program for ages 2 1/2 through 6 and our growing elementary program for grades 1 through 6. We also offer after-school care and summer camps.

Our guides hold credentials by the Association Montessori Internationale (AMI) to ensure we guide our students using internationally recognized standards of educational excellence.

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 Portland Montessori School was founded in September 1962 as The Providence Montessori School 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.

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 a Board of Directors with active involvement and input from an engaged Parent Action Committee (PAC). Our school retains its original character and community, including its rich history of providing excellent 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 worldwide 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.

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 is listed on our website and includes:

Jon Myers, Head of School
Ashley Crawford, Director of Education
Andrea O'Neill, Director of Operations
Braden Pemberton, Director of Admissions & Special Projects
Anita Prins, Enrollment and Operations Coordinator

Board of Directors

The Portland Montessori School Board of Directors provides fiscal oversight and works with the administrative leadership team to set strategic priorities and ensure the school's fulfillment of its mission and purpose. Current members are listed on our website.

Affiliations, Certifications and Memberships

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

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

The Portland Montessori School is also a member of the Oregon Federation of Independent Schools (OFIS) and is registered with the North American Montessori Teachers Association (NAMTA).

The school's grounds have been designated as a Certified Backyard Habitat – Gold Level. 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.

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 staff members also hold AMI certification and many have completed a 60-hour Montessori Assistant Teacher Training course at our local Montessori Northwest (MNW) training institute. All staff members have credits or equivalent experience in early childhood education. In general, staff members participate annually in twenty-four (24) hours or more of continuing education, ranging from community-sponsored workshops and seminars to local conferences, and specialized Montessori training.

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 view during regular school hours. See either the Operations Coordinator or the Head of School for assistance.

Staff Meetings

Staff meet 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. Additionally, early dismissal days give our entire staff a chance to meet and engage in planning and discussion during designated afternoons throughout the year.

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 Child Care 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 on our school grounds.

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)
- Routinely 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, recycle and compost

Our staff strongly supports this emphasis on environmental health. We share information and offer encouragement to families 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.

Policy on Staff Providing Child Care Outside of School

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

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. The Portland Montessori School will comply with legally issued subpoenas. The Portland Montessori School reserves the right to charge parents for the time and cost incurred in complying with subpoenas or other issues related to legal domestic matters.

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.

Weapon Free Environment

We are a weapon free environment. The Portland Montessori School staff, family members and

other visitors (law enforcement excluded) are prohibited from bringing any weapon on campus. Weapons include guns, knives, pepper spray, etc.

Animals on Campus

The Portland Montessori School is an animal friendly school in that we house and care for numerous school and classroom pets. We follow all Office of Child Care rules and regulations associated with animals on campus. Please do not feed the school animals unless directed or supported by a staff person.

Please keep personal pets at home, with the exception of service animals, or as otherwise required by federal or state law. Individuals requiring the use of a service animal should contact the school for any necessary arrangements.

Non-discrimination Policy

The Portland Montessori School affords 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, gender, color, religion, creed, disability, sexual orientation, gender identity and expression, national or ethnic origin, or other status legally protected by local, state, or federal law; in the admission of otherwise qualified students, or in providing access to the rights, privileges, programs, or activities generally available to all students and their families, including educational policies, financial aid, and other school administered programs..

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 at each level. We encourage Primary families to have their child complete the third year in Primary and continue their student in our Elementary program and we encourage Elementary families to enroll their child in all six years of the Elementary program.

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.

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 home to school. 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 the following policy applies. Please refer to your enrollment contract for the full policy. This policy applies even if your child never attends their first day of school.

You must provide written notification to the Head of School and Director of Admissions of your intent to withdraw your child and the date of withdrawal.

- If you withdraw before the academic year begins prior to June 1st, there is no fee.
- Parents/Guardians withdrawing a student or whose student is dismissed from The Portland Montessori School on or after June 1 are required to pay 100% of the annual tuition obligation. This obligation can be removed if/when one of the following occurs:
 - TPMS can fill the newly vacant spot with a child from the same age group using information from our current waitpool. Once that spot is filled, you are no longer obligated for any future payments after the date of enrollment.
 - You can refer a new child to the school. If they enroll then your tuition obligation is waived. If not, you will still be responsible for the year's tuition until the spot is filled.
 - Pay the remaining balance for this year's tuition in full at a discount of 30% to be released from the contract.
- The current year's annual tuition must be paid in full by July 1st in order for your child to remain eligible for re-enrollment in the subsequent school year.

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 (\$150 for siblings). Your tuition account must be current with the school for your child to be eligible for re-enrollment.

Family Involvement

We believe that family involvement is an integral part of a child's school success. In our experience, when caregivers and staff collaborate together, guided by a shared set of beliefs and purposes, a powerful team in support of each child is formed.

To be a successful school, we need and expect the cooperation of families, who embrace our mission and values and support the curriculum, faculty and staff. Family involvement is welcome, and is at the discretion of the school.

We offer many opportunities for families to come together as a community, including seasonal celebrations, community education events, the Parent Action Committee (PAC), classroom socials, fundraising events and more. We look forward each year to working together with you.

Code of Conduct for Parents, Guardians, and Caregivers

Parents, guardians, and caregivers play an important role in building the larger community of The Portland Montessori School, and in using constructive strategies for improving our community. The enrollment of your child at The Portland Montessori School indicates the parents' willingness to adhere to the following guidelines:

Communication

The most productive way to support the school climate of trust and respect is to communicate concerns openly and constructively. We expect families to honor this request

by communicating classroom concerns directly with their classroom Guide. Contacting Administration about classroom issues without having approached the Guide is counterproductive. Administration is trained to ask parents if they've spoken with their Guide before addressing a classroom concern. Concerns that go beyond the classroom should be addressed directly with the Head of School. Furthermore, the use of mass emails, and/or social media, or conversations with other parents about sensitive issues involving school policy, personnel or students is inappropriate. Thank you for honoring our community with positive communication.

Conflict Resolution

If anyone has a question, concern or conflict with a policy or action, we ask them to address their concern in a calm and private manner, preferably in person by arranging a meeting with their Guide or Administration. We find email an inadequate form of communicating about serious concerns that would be better resolved through in-person communication. For classroom concerns, we encourage families to first bring their concern to the attention of their guide. Administration is available to support you and guides, after the initial discussion has taken place between the parents and the guide.

Grace & Courtesy

Our goal is for our entire community of faculty, staff, caregivers and students to use grace and courtesy with each other. Commitments are respected, gratitude is offered and criticism is constructive and shared in a kind manner.

Discretion

Safeguarding the privacy of our students, caregivers and staff is of the utmost importance to The Portland Montessori School. Please support our environment of trust by keeping staff and parent emails and phone numbers confidential. Please only use contact information for school-related business, unless you have received permission for more casual use. Please respect our staff's personal time away from work and understand that responses to school related communication may not occur after school hours or on weekends.

Volunteerism/Service

When you sign up to volunteer your time for a school event or purpose, we are counting on you. If you cannot fulfill the task you've signed up for, please contact your classroom rep or school administrator as soon as possible to arrange for a replacement.

Parent Action Committee (PAC)

The school's Parent Action Committee (PAC) is made up of parents of students who are also the classroom representatives. That being said, all parents are welcome at PAC meetings and events. 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 school operations.

Room Reps

Room Reps serve as the liaison between the families and their classroom and are volunteer positions. Room Reps field requests from the guide for various needs, i.e. volunteer help, classroom needs, etc. They help connect their classroom to the school's culture, news and needs. They also attend PAC meetings monthly and share important updates with their classroom.

Community Education Program

The Portland Montessori School is committed to promoting the highest quality education for all our students. The work we do at school is built on the foundation families create at home. We consider you our partner in the education of your child. Children benefit the most when the family and school community are mutually supportive. We encourage and hope that all families attend at least one community education event beyond "orientation".

Our Community 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, family members 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 and our Montessori community. Caregivers can record all hours spent attending community education events as "volunteer hours."

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 Action Committee, 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 as a Room Rep. Parents often discover that these volunteer activities are not only fun, but also help create a stronger sense of community within the school.

Each family is required to contribute a minimum of 20 hours (10 hours for single parent households) 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 \$400 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

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. Our parent community and the PAC play an integral role in the success of our fundraisers.

Stampede for Supplies

Each fall, we hold our Stampede for Supplies 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 Montessori materials and classroom supplies and offset our annual operating budget.

Annual Gala and Auction

One of the annual events that families, community members, guides, staff and friends of our school look forward to most is our gala and auction, which raises funds for the Mary Hicks Tuition Assistance Program and other school operating expenses. Managed by PAC and members of the school community, organizers obtain donations of services, products and experiences for a combined silent and live auction. Attendees have the chance to socialize and enjoy a wonderful catered dinner. The event is typically held in the spring.

Other Fundraising Efforts

In addition to the fundraisers described above, we conduct smaller fundraising activities, including our annual Small Hands order, and local restaurant events. These funds enable us to upgrade and improve school facilities and materials and offset other operating expenses.

Donations

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

Our Educational Programs

The Portland Montessori School offers a variety of programs, including our Toddler program for children ages 15 months – 3 years of age; 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 Span program currently serving students in grades 1 through 6.

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

We also offer after school enrichment, as well as break camps (when feasible), to help families whose workday extends beyond school hours. During the summer, the school operates Camp Vida, a summer day camp with a variety of experiences designed for primary-aged students. These programs come at an additional cost and require additional registration processes.

Toddler Program

The Portland Montessori School offers a Toddler program for children 15 months to 3 years of age. The Toddler program provides a school environment that allows for the natural unfolding of the child's development. It guides the child through carefully timed presentations/lessons and helps your child understand how they fit into a small working community. This environment provides children a special opportunity to prepare for the Primary (Children's House) educational environment.

An AMI-certified guide and dedicated assistant teachers lead the Toddler classroom. They work together to provide each child individualized guidance.

Primary Program

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 dedicated assistant teachers 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 that 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 an AMI-certified guide, 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. This program serves children ages 6 - 12.

General Information for All Primary and Elementary Families

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 their phone 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.

Written messages for classroom guides can be coordinated through the School's front office. 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.

A note about communication:

- Guides and Staff do not check their email after working hours. Please allow your guides to respond to your phone call or email within 24 hours Monday through Friday.
- Please support your classroom by avoiding lengthy communication with your Guide at drop-off and pick-up. Doorway conversations are to share quick messages. Email, phone calls, or appointments are preferred. The purpose of this policy is to preserve the child's experience and not discuss the child in front of them or in front of their peers.
- Urgent messages of an emergency nature – Phone calls are the best way to communicate about sudden life events or emergencies. Feel free to contact the front desk and they will relay any urgent messages to your Guide.
- Topics of concern are best discussed in person or via online conference by making an appointment.

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.

Contribution Lists

Each Guide will occasionally communicate a list of items that would enrich the students' classroom experience. Parents are invited to contribute these materials as they are able and time and money spent acquiring such items can count towards a family's volunteer hours.

Classroom Observations by Families

Parents are welcome to visit their child's classroom with an appointment. Please contact your child's guide to schedule a visit. Visits typically occur from November to June.

Classroom Change Requests

Classroom change requests are generally not accommodated. We take great care and consideration in the placement of each child in our community of classrooms. Many factors are considered from the age of the child, gender, full day or half day, developmental questionnaire, personality of the child, discussion with parents and guides, and the child/guide meeting. Changing a child to a new classroom is unusual and is generally disruptive to the child and their community.

Photo and Video Releases

There are occasions when photographs/videos are taken of children for educational and publicity purposes. If you have questions or you do not wish your child's image to be used, please contact our Director of Admissions to opt out. When photographs or videos are used for publicity purposes, no student names will be used.

Rain and Cold Weather Gear (Please label)

Weather permitting, children are outside every day. They should bring a coat and clothing 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 (Please label)

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 & Face Paint

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

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, and glasses. Children are expected to eat from their lunch box. 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. Please do not put candy in your child's lunch box.

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, caregivers 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.

Sharing

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

We suggest you discuss with your child his/her choices for sharing the night before. 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 or 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. Culturally specific adornment inherent to a child's family life and practice are embraced. Please communicate with your child's guide about the appropriateness of a particular item days before if possible. 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.

Toddler Program

Snacks and Lunch

The school provides two snacks and a hot lunch daily for toddler children to enjoy. Menus are vegetarian and planned so that the Toddlers can expect certain menu items each day of the

week. Menus include, whole grains, plant protein, fresh fruit and vegetables. We strive to use organic ingredients as much as possible. We serve rBST-free non-fat or 2% 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 eNews.

Toddler Nap

The Montessori environment offers a rich and stimulating experience for children, which requires cognitive engagement. A rest period is essential to your child's development and ability to be successful. Here at The Portland Montessori School we believe that toddler aged children generally require a nap or rest period to support their development. Licensing also requires us to offer a rest period to this age group. We offer a rest period of 1-2 hours in the Toddler classroom. The room is quiet and cool with soft music playing. Each child has their own nap mat and bedding to lay on. During this time, most children do sleep. Children unable to sleep are offered a quiet activity.

Toileting and Change of Clothing

Children enrolled in the Toddler community will be working on toileting. The Toddler Guide will provide you with information about what supplies are needed to support your child with diapering and toilet training. Please be prepared to provide multiple changes of clothing for your child daily. All clothing should be marked with your child's name. 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.

Please refer to the additional information provided by the Toddler Guide for specific Toddler Program information.

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, cheese, and whole grains. We strive to use organic ingredients as much as possible. We serve rBST-free non-fat or 2% 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 eNews.

Nap Philosophy

What is the nap policy?

The Montessori environment offers a rich and stimulating experience for children, which requires cognitive engagement. A rest period is essential to your child's development and ability to be successful. Here at The Portland Montessori School we believe that primary aged children generally require a nap or rest period to support their development. Licensing also requires us to offer a 20-45 minute rest period to children 4 years old and younger. We offer a rest period of 1 hour in each classroom. The room is quiet and cool with soft music playing. Each child has their own nap mat and bedding to lay on. During this time, most children do sleep. Often children who we've been told "don't nap" tend to sleep during nap time. Older children, ages 5 and up continue their work quietly while the younger students are napping.

Children ages 3 and 4 are always offered a rest. If your child falls asleep regularly, they are showing us that they still need to nap. We let them. In our experience, children who are forced to stay awake during this rest period struggle in the afternoon in both concentration and behavior. If they are consistently not falling asleep and unable to rest on their mat quietly, they will be invited to engage in quiet activities until the end of the day.

But I don't want my child to nap anymore. It messes with their bedtime.

Oregon state licensing rules require us to offer a rest period to all students of preschool age. If your child is napping, we will follow your child's natural rhythms and the licensing guidelines. If your child starts to show us that they are not sleeping anymore, after a 20-30 minute rest period, they will be invited to join quiet activities.

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.

Toys

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

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. If you aren't sure about certain clothes, please check with your guide.

Change of Clothing

Please maintain two complete changes 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 aftercare 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.

Elementary Program

Snacks

The school provides two snacks daily for elementary children to enjoy, one in the morning and another in the afternoon. Menus include fresh fruit and vegetables, cheese, and whole grains. As the school year progresses, Upper elementary students collaborate to plan and purchase ingredients for snacks. They are given a budget, create a list with the items' estimated cost, and then walk with a chaperone to the nearby QFC (5544 E Burnside St.) to procure the supplies.

Clothing Choices

Clothing should be chosen for comfort and practicality. For Elementary students, be aware that your child may paint, garden, work with water and play outside in all weather.

We strongly recommend that you avoid clothing that has characters, as it can become a distraction to your child or others and often includes distracting conversation about what is depicted on the clothing. Some examples of character clothing are Skulls, Video Game images, Superheroes, or Disney images. In addition, we request your assistance in keeping at home any clothing with political messages. If you aren't sure about certain clothes, please check with your Guide.

Going Out

A Going Out is a planned outing that is organized by a small group of students. These trips are motivated by work or research that interests 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. Sometimes a Going Out is spontaneous (such as to the library, park, etc.) and would be chaperoned by a staff person.

Another kind of Going Out is to buy ingredients for the classroom. A pair of children walk with a chaperone to the QFC (5544 E Burnside St.) to purchase ingredients for the week's snacks.

Becoming an Approved Driver

The school requires that an individual who provides transportation to our children (“approved driver”) holds auto insurance coverage that meets the minimum amount of liability coverage required in the State of Oregon. 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 we require to have on file are: a copy of your current driver’s license and a current DMV driving record. Approved Drivers must be fully vaccinated for COVID-19 and provide proof of vaccination. Approved Drivers must follow all of The Portland Montessori School’s COVID-19 policies.

If you would like to be an approved driver for elementary Going Outs and have any questions about these requirements, please contact our Registrar. We will provide chaperones with guidelines and education on how to support students when attending a Going Out.

Birthdays

For their birthday celebration, a student is welcome to invite their family to the classroom for lunch. They can either bring in a favorite prepared low-sugar snack for the class, or bring in ingredients and cook/bake his/her favorite snack to share with the classroom. Please no donuts, cupcakes, cakes, ice cream, etc.

Sharing

The Elementary Guides monitor for items not normally in the classroom environment. Please have your child make a plan with your Guide on how they will share. This includes: books, cultural items, special objects, etc.

The school will not allow “smashies” or gems or other trading to occur on campus. Thank you for keeping these items at home.

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 or camp outs 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, Fidgets/Focus Tools

In order to keep distractions low and cultivate a focused and group-centered work cycle, we ask that children keep 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. Families and children will be notified of this beforehand.

Fidget/Focus tools are only allowed upon the recommendation/prescription of a licensed professional (Occupational Therapist, Pediatrician, Mental Health professional).

Aftercare Programs (when available)

The Portland Montessori School offers aftercare programming that keeps children engaged in fun and creative activities when the workday for parents extends beyond school hours. Parents may sign up for five days a week of after school aftercare. We always maintain a minimum 10:1 ratio of students to caregivers in primary aftercare, and 15:1 in elementary.

Children must be enrolled in advance in order to participate in any aftercare program. You may enroll (or if necessary, withdraw) your child anytime during the school year with 30 days written notice.

TPMS Aftercare

(3:15 PM - 5:00 PM) - Primary & Elementary students

The Primary and Elementary aftercare program extends the day to 5:00 PM. When weather permits, children in aftercare spend the majority of the time outside on the playground. Our studios are 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.

Enrolling in TPMS Aftercare

Because TPMS aftercare 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.

Camp Vida (for Primary Students only)

Camp Vida offers a play-based, enriching week-long summer camp for children ages 3 – 6 yrs., who have not yet entered first grade. Our campers are often students from our school and we also welcome children from other schools.

Camp Vida operates on a Monday - Friday 8:15 - 3:15 schedule.

Enrollment is separate from school year and aftercare enrollment. Messaging for Camp Vida opportunities will be sent to families during the school year.

Student Support

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

Children with Disabilities

The Portland Montessori School values a diverse community and therefore strives to accommodate students with special challenges. The school will provide otherwise qualified students with reasonable accommodations or modifications unless doing so would fundamentally alter the nature of our programs or curriculum, or would cause an undue burden to the school. Parents should notify the school if their student has or develops a disability. Guides will consult with parents to develop a plan that meets the child's needs within our Montessori structure and resources.

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 community education classes offered at our school. These classes are a benefit to both the child and family.

Our Philosophy on Guidance - Primary

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

- Grace and Courtesy. In partnership with the children, staff model appropriate social behaviors and graces.
- Re-direction. When a child is engaged in unsafe behavior, we direct the child to activities that allow them 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 their 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.

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 - Primary

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, biting 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 Director of Education 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 Education 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 or Director of Education 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 and Director of Education will also attend this meeting.
- Exclusion from school may be necessary. If exclusion from school is deemed a possibility, TPMS Head of School and connected staff members will meet with the family to determine a timeline and detailed improvement plan for implementation.

Elementary

Our Philosophy on Guidance - 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, they 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 their life. We will keep you informed of any issues that present a concern.

If a child shares about a conflict at school, it is likely that they are 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 guide to let them 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. It is considered support, not a punishment. There may also be occasions when a child is temporarily removed from the classroom or from recess.

Typical Responses to Non-Compliant Behavior - Elementary

Behavior	Possible Consequences	Notify Parent?
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	Yes

	if intention is to hurt *	
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. Exclusion from school may be necessary. If exclusion from school is deemed a possibility, TPMS Head of School and connected staff members will meet with the family to determine a timeline and detailed improvement plan for implementation.

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 their transition back to school.

Talk privately with the child in a way that honors the child’s dignity. Establish clear expectations of what will happen at home. Before you decide on the appropriate at-home consequence, please take time to re-examine your child’s sleep schedule, nutrition, and the amount of individual time they spend 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 any reason deemed in the best interest of the school, including but not limited to 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.

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 8:00 AM. Our office staff will forward this information to your child's classroom. Please do not email your child's Guide about last minute absences. They often do not check their emails until the end of a given school day. In the case of illness, please inform us of symptoms or diagnosis. We are required by licensing to provide timely notification to other parents about communicable diseases, such as measles, conjunctivitis, strep throat, or COVID-19 (see Health section starting on page 38).

If you expect your child to arrive late because of an appointment, please inform your child's guide via email in advance so lessons can be rearranged to match their arrival.

Long vacations during the school year, outside of school holidays, are generally discouraged as they disrupt a child's routine and learning and the classroom community in general, especially for older students. However, we do understand a family's need to travel for "life events" on occasion. Should you require an extended absence, please communicate in advance with your child's Guide so that they can be prepared to support the student in reintegration to the learning environment and routines.

Arrival, Tardiness, and Departure

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

A student in Primary and Elementary is considered tardy at 8:31am. The Montessori work cycle (lessons and community gatherings) begins promptly at 8:31am.

All Toddler and Primary students must be accompanied to their drop-off area by a parent or authorized adult, according to our license. Please stay with your child at all times. For example, sending a toddler or primary aged child back to their cubby to retrieve forgotten items alone is not permitted. It is not uncommon to want to connect with other parents during pick up. We encourage you to congregate in a location conducive to visiting or visit a local park, while supervising your children, for such occasions. Please do not allow your children to run freely around the campus, parking lot or landscaped areas unattended.

Toddler and 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. If you are late, you can help ease the transition by supporting your child in entering the school building swiftly and quietly. The Guide will likely be in lessons and may be unable to engage in the normal morning greeting.

For Elementary students, arrival on time is necessary as 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.

For all late arriving students, parents should proceed to the front door. A staff member will walk your child to class. Excessive tardiness (daily or frequent occurrence) at the Elementary level can cause a student to miss important lessons and may result in required student support outside of school.

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 pick-up, **every time they pick up 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 for Toddler, Primary and Elementary. Children may enter their classroom as early as 8:15 AM for Toddler/Primary/Elementary 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 all students enrolled in the Full-day school program, dismissal is from 3:00 PM to 3:15 PM. Children are to be picked up from the designated pick up area.

Half-day School Hours

The Half-day program concludes at 1:00 PM. Dismissal is from 1:00 PM to 1:15 PM from the front door of school or other designated pick up area. Staff members will bring the child to you as you wait in front of school. There are NO after-school programs for Half-day children.

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. Regular tardiness may incur accumulated fees of up to \$3.50/minute. If you feel you are going to be late, please call our front desk at 503-688-2992.

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 show their photo ID and let them know that they may be asked to sign a “Non-Parent/Guardian Child Sign-Out” sheet.

Parking and Traffic Flow

Parking for The Portland Montessori School 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 or landscaping 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 E Burnside) on NE 50th Avenue.
- Do not travel east on NE Couch in the mornings.
- Do not park on the residential (east) side of NE 50th for an extended period.
- Parking along the curb directly in front of the school is reserved for deliveries.
- 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.
- Handicap-designated parking spaces 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 on school grounds. Children are able to transition into and depart from school 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 (with some

deviations) schedule when developing its calendar. Our school calendar lists holidays and other planned closures, as well as scheduled Break 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 right of the online calendar. You will also find a printed calendar at the front desk.

Early Release Days

There may be Early Release Days scheduled on the school calendar. On these dates, dismissal is at 1pm for Primary and Elementary and 12pm for Toddler. On Early Release Days there is no . These days are opportunities for the entire staff to meet and engage in professional development and planning.

Inclement Weather and Snow Days

In general, our inclement weather and unscheduled closures or delays follow that of Portland Public Schools (PPS). The Portland Montessori School will announce any closures through our text service, school website, on the school voicemail and on Facebook. All families will be signed up to receive text alerts upon enrollment.

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, any before-school care offerings are canceled 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.

While we generally follow PPS closures, we make the decision to close related to our school's needs and its location.

Health and Wellness

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 primary parents to complete the ASQ and ASQ-SE as part of their child's enrollment annually. 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.

Nutrition

The school provides healthy snacks in the morning and the afternoon. The monthly snack menu is posted near the school entrance. The menu is also available on the school website:

www.portlandmontessori.org/menu

Non-fat or 2%, 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

When ill, 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 at school. We greatly appreciate your adherence to this request, as it helps prevent the spread of illness, especially during cold and flu season.

Health Guidelines

- Per school policy and parent handbook, please keep your child home when they are sick to prevent the spread of any contagious illness. We must follow the [ELD](#) rules for Childcare Centers.
- Please call the front desk to report when your child is staying home sick. Emails often do not reach us in a timely fashion. Someone from the Admin team will call or email you to follow up with questions and share information on exclusion rules if necessary.

The following table explains when a child should be kept home from school and when they may return. These guidelines are provided in part by the Office of Child Care Licensing with mandated rules for licensed child care centers, such as ours.

COMMUNICABLE ILLNESS

What is the policy for children who are sick?

Children who are sick with any communicable illness must stay home. This includes fever, a runny nose, sneezing, coughing, pink eye, whooping cough, etc. If the symptoms are NOT ILLNESS but related to a chronic condition, please provide a doctor's note stating as such.

The table below shows the illness and exclusion/return to school rules.

Student Exhibits Symptoms or Diagnosed Illness	Student May Return to School When:
Fever of 100 or above	Temperature below 100 for at least 24 hours without the use of medication.

Difficulty breathing, shortness of breath or wheezing	Student must stay home until they are symptom free for at least 24 hours without use of symptom-reducing medication.
Cough	<p>Student must stay home until they are symptom free for at least 24 hours without use of cough-reducing medication.</p> <p>If your child tests positive for COVID-19 you must:</p> <ul style="list-style-type: none"> ● Stay home until you have not had a fever for at least 24 hours without the use of fever reducing medication AND all other COVID-19 symptoms are improving ● Avoid contact with high-risk individuals for 10 days ● Mask when you are around other people in the 10 days after you become sick or test positive <p>If a medical professional advises that the student can return to care (i.e. diagnosed with something else and given antibiotics), they may return to care following the documented advice of the medical professional.</p>
Loss of Taste or Smell	<p>Student should receive medical advice and take a Covid-19 test.</p> <p>If your child tests positive for COVID-19 you must:</p> <ul style="list-style-type: none"> ● Stay home until you have not had a fever for at least 24 hours without the use of fever reducing medication AND all other COVID-19 symptoms are improving ● Avoid contact with high-risk individuals for 10 days ● Mask when you are around other people in the 10 days after you become sick or test positive <p>If a medical professional advises that the student can return to care (i.e. diagnosed with something else and given antibiotics), they may return to care following the documented advice of the medical professional.</p>

<p>Sore Throat Headache</p>	<p>Student must stay home from school and a medical professional should be consulted.</p> <p>If a medical professional advises that the student can return to care, they may return following the documented advice of the medical professional.</p> <p>If not seen by a medical professional, student may return 24 hrs after symptoms resolve.</p>
<p>Rash (no other symptoms)—when new or with a sudden onset</p>	<p>Student must stay home from school and medical professional should be consulted.</p> <p>If a medical professional advises that the student can return to care, they may return following the documented advice of the medical professional.</p> <p>If not seen by a medical professional, student may return 24 hrs after symptoms resolve.</p>

<p>Runny Nose, Congestion, Green, brown, gray, tan or yellow drainage from nose, eyes, or any other part of the body</p>	<p>Student may return after discharge has been gone for 24 hrs OR you have a written or phone consent from a health care practitioner clearly stating that the discharge is due to a chronic condition (i.e. allergies).</p>
<p>Nausea and vomiting</p>	<p>Student must stay home from school and a medical professional should be consulted.</p> <p>If a medical professional advises that the student can return to care, they may return following the documented advice of the medical professional.</p> <p>If not seen by a medical professional, student may return 48 hrs after symptoms resolve.</p>
<p>Diarrhea, with two loose or watery stools in one day</p>	<p>Student must stay home from school and a medical professional should be consulted.</p> <p>If a medical professional advises that the student can return to care, they may return following the documented advice of the medical professional.</p> <p>If not seen by a medical professional, student may return 48 hrs after symptoms resolve.</p>

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.
Complaints of severe pain	Symptom-free for 24 hours.
Head Lice	Head is completely free of lice AND nits (see detailed Lice policy below)

Common Illness/COVID-19 Related Questions & Answers

What is the policy for staff who are sick?

The same policies above apply to staff.

What is the policy for students or staff who stay home sick with COVID-19 symptoms or suspected cases of COVID-19?

Please contact the school if your child tests positive for COVID-19. You should always contact your Physician for guidance. We can also connect you with the Health Department Medical Staff for questions. We follow the guidance of the Multnomah County Health Department and the Oregon Health Authority and will rely on their directives around school closure or student/staff return after exposure. In the absence of guidance from these agencies, the school will make the most cautious decision most aligned with the health and safety of our community.

How will the school communicate with us in the event of school or classroom closure?

With advance notice, we would communicate with you via email. However, in an emergency situation, we use our Emergency Text Alert System first and follow up with all other methods: email, website, facebook, and news outlets. We will not close a classroom for COVID/illness-related situations unless that classroom has over 30% rate of positive cases.

Will there be make-up days in the event of a school or classroom closure?

In the event of short-term closures for weather or staffing shortages no make-up days will be offered.

How and when will the school notify parents of a possible COVID-19 exposure?

The Portland Montessori School staff will notify families of any excludable illness including, but not limited to, COVID-19 as required by the Department of Early Learning and Care (DELIC) and the State of Oregon Office of Child Care. We will use all available methods as described above, to communicate with you in the event of a case at our school. We will not notify you of 2nd or 3rd hand exposure incidents (i.e. friend of a friend tested positive). In the event we feel a household positive test (not a student or staff) may pose a risk (however small) to a student or cohort, we will notify you and may decide to close a cohort.

Am I required to report symptoms and/or a confirmed case of COVID-19?

Yes. We do ask that you please report to the school if your family or children have tested positive for COVID-19.

If I am vaccinated, am I required to report symptoms and/or possible exposure to COVID-19?

Yes. We do ask that you please report to the school if your family or children have been exposed or in close contact with a case of COVID-19 OR if you develop symptoms of COVID-19.

Vaccinated individuals can contract and transmit COVID-19.

How can I help prevent Stigma and Bias regarding COVID-19 in the school setting?

COVID-19 does not discriminate. Anyone can get it. You can help by following the [CDC](#) information on Stigma and do your part to educate those you know on how to prevent stigma and bias. We are a community that stands against racism, bias, and stigma in all its forms.

What other resources can I access?

- Oregon Health Authority: <https://www.oregon.gov/oha/covid19/Pages/index.aspx>
- Centers for Disease Control (CDC): [Coronavirus Disease 2019 \(COVID-19 CDC](#)
- Multnomah County Health Dept. <https://multco.us/novel-coronavirus-covid-19>

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.
- “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.

Face Coverings

Face coverings are not an option to send sick children to school. Please refer to our exclusion policies for time needed to remain at home due to specific illnesses. Face coverings are optional for all staff and students while on campus to maintain a healthy community. However, there are times when due to health and safety needs, the School will reserve the decision to require face coverings (i.e. masks) and adhere to health and safety requests, orders, and requirements from governing entities. Depending on the specific circumstances, this could include, The Portland Montessori School staff, children, family and community members. Messaging would be provided to families sharing this provision depending on the scenario.

Head Lice

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, they have 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.
2. One parent must make an appointment with the Front Desk 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. An exception of “nit-free” will be made for families bringing in proof of a filled prescription for Natroba or other doctor prescribed treatment.
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 generally 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. Please see a school administrator if you have any questions or special medication requests.

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

Please do not send your child to school with chapstick or lotion. If these items are medically necessary, please follow the procedure listed above.

If your child needs an accommodation to receive short-term medication during school hours, please alert school administration.

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 Staff 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 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, using available weather apps/methods. We follow a [Department of Health and Human Services Child Care Weather Watch chart](#) to determine safe temperatures for outdoor play. If you would like more information, check with the front desk.

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. If you wish for your child to wear sunscreen, please apply it before arriving at school. 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. We follow a [Department of Health and Human Services Child Care Weather Watch chart](#) to determine safe temperatures for outdoor play.

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 staff member will assist your child by providing comfort and first aid. This person will also prepare a written report. The report will be given to you usually the same day 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 cell phones. In addition, the school requires families 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. 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.
5. 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.
6. 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 the Emergency Room.
7. 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.
8. An injury report is prepared for the family. A written report must be provided to OCC/DELIC within seven days of an injury that requires a physician or dentist, communicating the essential information about the occurrence and its conclusion.
9. In a serious event, an email message is typically sent to all school families to inform them that an accident has occurred removing specific names and identifiers. This is so that families may address questions and have conversations with their children.
10. The child's parents will be responsible for any costs associated with emergency treatments, including but not limited to ambulance transportation, as families recognize and assume the risks associated with participation of school-related emergencies.

Evacuation Points and Emergency Communication

If there is ever a need to evacuate the building, all 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 47th 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 phone and internet lines are working, the school will alert parents via the emergency text system and the Front Desk number (503-688-2992) will be used to provide updated information in the outgoing message (if available). Finally, calls will be made to the students' emergency numbers provided by parents.

Emergency Drills

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

Child Abuse Awareness

All school staff are considered mandatory reporters of child abuse according to Oregon law. If any school employee has reasonable cause to believe that a student is suffering or has suffered from child abuse, Oregon law requires that the school employee report the situation to Child Protective Services. These reports are anonymous and rely on the judgment of the employee. Staff cannot discuss child abuse reports with parents or anyone outside of school administration or legal authorities.

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. You can also reference the enrollment contract you signed upon enrollment.

Our School's Commitment

The Portland Montessori School mission is to guide each child's joyful quest to reach his or her intellectual, spiritual, social and emotional potential within a diverse, nurturing learning community as we adhere to the Montessori principles of the Association Montessori Internationale. Our vision is to cultivate lifelong learners to become the foundation of a more just and peaceful world.

As with the majority of independent schools, The Portland Montessori School is heavily dependent on tuition revenue to support its programs and staff. Each year, based on its anticipated enrollments, the School commits to optimal staffing and program support to provide the quality education parents expect. Because these commitments are for the full academic year, the School's financial wellbeing depends on timely payment of full tuition by all parents. Therefore, tuition at The Portland Montessori School represents an annual commitment covering the academic year from September to June and we ask that you formally commit to that obligation.

Tuition

Tuition is an annual fee that can be paid in full or paid in equal installments for convenience (eleven or ten months, depending on enrollment date). All installments are due on the first of each month and are considered 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 June 1st in order to be eligible to return to school in September. Tuition is pro-rated when children begin school on or after October 1st.

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 reasons.

Payment Method

We use an online service called FACTS Tuition Management for tuition payments. Upon enrollment you will receive an invitation to create a log-in and password. There is a one-time \$35 set up fee to enroll, but paying tuition is made easy. We also accept cash or check.

Late Pick Up Fees

Late pick-up fees may be assessed for students at \$3.50 per minute, beginning one minute after their designated pick up time. A courtesy reminder and conversation will take place before billing occurs. It's important that we understand each other's situations to be able to support the needs of families, staff, and the school.

- 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."

Mary Hicks Tuition Assistance Program

Thanks to donations from families, friends and staff of The Portland Montessori School, as well as proceeds from our annual school auction, funds are available each year for tuition assistance. Named after former Head of School Mary Hicks, this program supports families in financial need by offering scholarships to children in all of our programs.

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.

Preschool Promise Program

The Portland Montessori School is a designated Preschool Promise school and eligible families

may receive tuition assistance through the State of Oregon. Please ask the Director of Admissions about Preschool Promise to learn how to apply.