

## **APPLE MONTESSORI SCHOOL**

*A caring community dedicated to nurturing the young child's innate desire to learn.*

Dear Parents,

Welcome to Apple Montessori!

Since 1983, Apple Montessori has provided an outstanding learning environment for young children age two through kindergarten. Guided by the philosophy and materials developed by Dr. Maria Montessori, the Apple staff offers your children a warm, nurturing, age-appropriate environment. Within this environment, they guide and aid your children in their task of building a strong foundation of habits, skills and knowledge that will allow them to move confidently into first grade and the wider world.

As a parent, you play an important role in your child's education, The Montessori method will benefit your child most when you are aware of the roles played by parents, teachers and children. Please read this handbook to become familiar with Apple Montessori School. Keep it available for reference.

We are delighted you are part of the Apple community.

Sincerely,

Tory Enerson

**Apple School Calendar  
2016-2017**

**12-Month Calendar**

Monday, August 29      First Day of School  
Friday, August 11      Last Day of School

**School Closed**

Monday, September 5	Labor Day
Monday, November 7	Professional Day
Tuesday, November 8	Presidential Election
Thur. & Fri., Nov. 24 & 25	Thanksgiving
Monday, December 26	Winter Break
Monday, January 2	New Years
Monday, January 16	Martin Luther King Day
Friday, January 20	Inauguration Day
Monday, February 20	President's Day
Friday, March 3	Professional Day
Fri. & Mon., April 14 & 17	Spring Break
Monday, May 29	Memorial Day
Mon. & Tues. July 3 & 4	Independence Day

**12-Month Calendar**

August 29, 2016 - August 11, 2017  
235 School Days

**Apple School Calendar  
2016-2017**

**10-Month Calendar**

Monday, August 29 First Day of School  
Wednesday, June 7 Last Day of School

**School Closed**

Monday, September 5	Labor Day
Monday, November 7	Professional Day
Tuesday, November 8	Presidential Election
Friday, November 11	Parent/Teacher Conf.
Thurs. & Fri., Nov. 24 & 25	Thanksgiving
Mon., Dec 19 - Fri., Dec 30	Winter Break
Monday, January 2	New Years
Monday, January 16	Martin Luther King Day
Friday, January 20	Inauguration Day
Friday, February 10	Parent/Teacher Conf.
Monday, February 20	President's Day
Friday, March 3	Professional Day
Mon., Apr. 10 – Fri., Apr.14	Spring Break
Monday, April 17	Spring Break
Monday, May 29	Memorial Day

**10-Month Calendar**

August 29, 2016 – June 7, 2017  
182 School Days

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Apple Montessori School is approved by the Maryland State Department of Education and licensed by the State of Maryland Department of Human Resources. It is affiliated with the American Montessori Society and validated by the Montessori Schools of Maryland. All staff members meet the Maryland State Board of Education requirements.

Apple Montessori School does not discriminate on the basis of race, color, sex, age, national and/or ethnic origin or disability in the admission of students, the employment of staff or in the administration of its policies.

## **Mission Statement**

Our mission is to create a warm, caring Montessori community and to observe and guide each child as they discover through exploration, gain confidence through independence, develop self-discipline through freedom within limits and build a core of habits, skills and knowledge for a lifetime of learning.

## **Vision Statement**

Apple Montessori's vision is to:

- Create and maintain an outstanding Montessori environment.
- Nurture the whole child as a unique individual developing at his own pace.
- Inspire and support a dedicated teaching staff.
- Partner with parents to foster learning.

## **Portrait of a Graduate**

Our Kindergartener graduates are:

- Eager learners who have built a strong conceptual foundation on which to build further knowledge.
- Confident, self-disciplined, and self-motivated individuals who are able to explore and persevere on a task of interest.
- Enjoyable people who demonstrate respect for self, others, and the environment.

## **Dr. Maria Montessori (1875-1952)**

Dr. Maria Montessori began developing her philosophy in Italy over 100 years ago. Today there are Montessori schools around the world. The Montessori philosophy and method has been so successful because it is built on the natural way children learn.

Dr. Montessori, one of the first women in Italy to graduate from medical school, was interested in child development. She wanted to know how children develop. How do they learn? She was an acute observer and discerned that young children have a unique way of learning. Their mind acts like a sponge taking in everything without conscious effort. She labeled it the absorbent mind. This is most noticeable in how children acquire their first language.

Over time she observed that children go through distinct developmental patterns i.e. periods when they are attuned to a particular part of their environment. She found that if children are provided environments that attend to these “sensitive periods” they learn with a great deal of joy.

As she observed children, Maria Montessori designed materials that she thought would appeal to young children and address their sensitive periods. The materials that did not draw the children she took off the shelf or refined. Those that appealed to the children stayed on the shelf and are still on our shelves today engaging the interest of our students.

Montessori materials and activities address the child’s sensitive periods and take advantage of the characteristic of the young child who:

1. Is a sensorial explorer who wants facts. Montessori materials and activities provide concrete hands on exploration.
2. Is interested in vocabulary. There is vocabulary for all exercises. It helps cement the concepts in the child’s mind.
3. Needs activity. All materials provide for movement and manipulation
4. Needs repetition to make facts and information his own. The materials provide for endless repetition.

It is the teacher’s role to link the child to the materials and activities in the Montessori environment allowing the child to teach himself skills and discover answers on his own.

## **TWO-YEAR OLD PROGRAM**

Children may enter the two-year-old class on their second birthday. The well-equipped classrooms are carefully planned so children feel secure and comfortable in their home away from home. A warm caring staff provides an atmosphere of understanding, respect, and support. The child teacher ratio is 6:1.

The set up of the two-year-old classrooms encourages children to move about and work independently. The furniture is toddler sized. The shelves are low. The materials on the shelves are neatly placed on little trays or in small baskets. Children choose their work from the shelf, work with it as long as they wish and replace it on the shelf when they are finished. The materials are designed to help children develop a sense of order, build concentration, strengthen motor skills and acquire independence.

Everyday the two-year-olds participate in real life activities. These practical life activities include caring for the environment (sweeping, dusting, washing, polishing, watering plants, raking leaves, shoveling snow), caring for self (toileting, washing hands, dressing, preparing food) and taking care of others (grace and courtesy). The twos who stay for lunch eat together. Table manners, conversation and dishwashing are introduced and practiced daily.

Through the daily practice of care of self, care of the environment, language exploration, motor activities and social interactions, the children develop the ability to communicate with confidence, move with grace and be self-reliance.



## **MONTESSORI EARLY CHILDHOOD PROGRAM**

### **AGES THREE THROUGH KINDERGARTEN**

*“So, from the age of three till six, being able to now tackle his environment deliberately and consciously, he begins a period of real constructiveness” Maria Montessori*

Children 3 to 6 years of age love to work and learn. Our classrooms are filled with inviting hands-on materials, known in the classroom as “work”. The “work” allows for movement, manipulation and repetition. Such hands-on activity is critical to the three to six-year-old child’s development of concentration, coordination, sense of order and independence. In our classrooms the child teacher ratio is 10 to 1 allowing for individualized and self-paced learning. All our lead teachers are Montessori certified.

Our curriculum is divided into the following inter-related areas:

#### **PRACTICAL LIFE:**

*These words reveal the child’s inner needs: “Help me do it myself.” Maria Montessori*

In practical life, children learn to care for themselves and their surroundings. Practical life activities include buttoning, zipping, tying, table washing, sewing, pouring liquid, sweeping, dusting and polishing. They also include walking carefully, carrying trays and objects and saying “please” and “thank you”. These activities, which require attention to detail and a sequence of actions, develop concentration, coordination, independence and good work habits.

#### **SENSORIAL:**

*The senses, being explorers of the world, open the way to knowledge.”- Maria Montessori*

Children learn about their world through sensorial experiences. The sensorial materials are designed to give concrete impressions of abstract concepts. Each material isolates one quality such as shape or sound. Through working with a material, children form a clear and conscious mental image of a particular quality. As they work with various materials, they begin to sort, classify, then quantify, and discover interrelationships between them. All this information allows children to observe and explore their world on a more refined abstract level.

## **LANGUAGE:**

*“Written language can be acquired more easily by children of four years than those of six. While children of six usually need at least two years to learn how to write, children of four learn this second language within a few months.” - Maria Montessori*

Spoken language, on which written language is based, permeates the classroom. Through conversation, hands on experiences, pictures, stories, poems and songs, the children’s vocabulary and language skills are expanded. A multi-sensory approach is used to teach writing and reading. The sound game makes the child conscious of the individual sounds of which words are made. The sandpaper letters give the written symbols for the sounds. Once the child has mastered the individual sounds and letters for the sounds, he begins to write with the moveable alphabet. This work leads to reading and grammar games.

## **MATHEMATICS:**

*“The child’s mind is not prepared for numbers by certain preliminary ideas given in haste by the teacher, but it has been prepared for it by a process of formation, by a slow building up of itself” – Maria Montessori*

Through manipulation and repetition of the hands on Montessori math activities a child can easily acquire basic math concepts of counting, place value and the basic operations of addition, subtraction, multiplication and division. Once they have acquired these facts they can continue their math exploration using abstract symbols, numbers and problems and to do so with understanding.

## **SOCIAL STUDIES:**

*“The needs of mankind are universal. Our means of meeting them create the richness and diversity of the planet. The Montessori child should come to relish the texture of diversity.” – Maria Montessori*

The children learn about the physical world through sensory experiences using the globe, the land and water forms and the Montessori continents maps. They are introduced to cultures of people from around the world as they learn about different foods, music, celebrations, dress, housing and transportation as well as the animals and plants of the region. In the process, the children become aware of their own environment and began to appreciate the similarities and differences found around the world.

## **SCIENCES:**

“The secret of good teaching is to regard the child’s intelligence as a fertile field in which seeds may be sown, to grow under the heart of flaming imagination.” – Maria Montessori

The science activities build on the children’s natural curiosity and their predilection to learn through hands-on experience. Through simple experiments, observation and proper nomenclature, the children explore the wonders of the world around them.

## **ART:**

To perfect basic art skills, a range of art materials and activities are accessible to the children. The shelves offer cutting exercises moving from the very simple to quite complex. Gluing is followed by collage work. Easel painting, watercolors, crayons and clay work are all available as are seasonal projects using different art media.

**SUMMARY:** While working in the classroom the children learn from each other. The younger children benefit from the model provided from their older peers. The kindergarten children develop self-assurance and confidence as they provide leadership, and master the most difficult lessons in the classroom, integrating their learning experiences and supporting future growth.

In addition to academic lessons, the children learn many things such as accidents happen and it is okay. They learn to make appropriate choices and to take turns. They learn to express their feelings and thoughts in an appropriate manner. They learn responsibility toward others and to their environment.

The three-year cycle in the primary Montessori class allows your child to build a firm academic and social foundation and to move on to first grade and the wider world with confidence.

## THE FIRST DAY OF SCHOOL

On the first day of school please:

1. Make sure the office has your child's emergency contact information, health inventory and immunization forms. Maryland State Law requires these documents. **If they are not on file, your child may not attend school.**
2. Make a nametag for your child. Attach it to the child's blouse or shirt.
3. Send in a complete change of clothing in a large zip lock bag including socks, underwear and outerwear. Write the child's name on the bag and all the clothes. The clothes will be kept at school to be used as needed.
4. If your child is not yet potty trained, send in a supply of diapers and package of wipes.
5. If your child is in a toddler classroom, please send in a recent family picture that can be used at school.

### *(Lunch & Afternoon Children)*

1. If your child stays for lunch, provide a nutritious lunch (See Lunch Bunch page 21), napkin, a drink and a spoon and/or fork if needed in a lunch box. Write your child's name on the outside of the lunch box with a permanent marker. Please put items that require refrigeration in a plastic bag labeled with your child's name. Ask your child to place the bag in the basket by the lunch boxes in so it can be refrigerated until lunch.
2. All children three and under as of September 2016 who stay for the afternoon are required to nap. Naps are also available to children who want or need to rest during the day. If your child will be napping, please provide a sleeping bag or crib sheet and blanket. A small pillow and a familiar stuffed toy are optional. Make sure everything is labeled with your child's name. Nap items will be sent home every Friday for washing.

3.

## **SCHOOL HOURS**

Prompt and regular attendance will benefit your child's education.

Early Arrival	8:00 am – 8:45 pm
Half Day	9:00 am – 12:00 pm
Half Day plus	9:00 am – 1:00 pm
Full School Day*	9:00 am - 3:00 pm
After Care	3:00 pm - 6:00 pm

\*5-year-olds (kindergarteners) must attend the full school day.

\*4-year-olds have the option of the full day academic program or nap.

\*2 and 3 year-olds nap from 1:00 to 2:30.

### **Early Arrival**

Apple opens at 8:00AM. Early arrivals have time for independent exploration and small group activities. Please escort your child to his classroom.

### **Half Day Plus**

Children enrolled in the half-day program bring their lunch and stay until 1:00pm to eat with friends.

### **After Care 3:00pm – 6:00pm**

During After Care, children may choose to explore independently or interact with their peers in any one of the following areas: arts and crafts, blocks, housekeeping, puzzles and games, puppets and the library. Large motor skills are important, so weather permitting, time will be spent outside playing ball, running, skipping and climbing. Children will be served a nutritious snack. Pick up your child in the After Care Room. Check to ensure your child has collected all his belongings and then sign your child out.

### **Drop-in Hours and Fees**

Extended care is available from 8:00am to 9:00am and 3:00 pm to 6:00pm. The fee is \$10.00 per hour or any portion of an hour. Extra hours are billed at the end of the month and payment is due upon receipt. The service is provided on an as needed basis as long as space is available. *Please call the office for availability.*

## **ARRIVAL AND DISMISSAL**

### **Arrival 8:00AM and 8:45 to 9:00AM**

Holding your child's hand, walk to the main door. Proceed to the Apple Entry Hall and sign your child in. Children's journey to independence includes putting away their own lunch box and hanging up their own coat. In order to support them, we ask that you respect their efforts and give your child a short warm goodbye.

### **Dismissal (11:45AM–12:00PM, 1:00PM or 2:45PM–3:00 PM)**

Children are dismissed only to the care of parents, legal guardians or persons designated on the emergency list. If a child is going home with another adult, we must have written permission before releasing the child. We will request a photo ID to verify the identification of anyone unknown to us.

### **Parking Lot Etiquette**

**Drive slowly.** Obey traffic signs. Do not use the bus lane. Park **only** in designated spaces. When walking in the parking lot, hold your child's hand.

### **Late Fees**

**Apple closes promptly at 6:00pm.** There is a substantial late fee for tardy pick up.

**\$10.00 for the first five minutes**

**\$ 2.00 for each additional minute**

If you cannot arrive by 6:00pm, please make alternate plans for pick up. Remember to plan for traffic conditions and weather delays. Excessive incidence of late pick-up can be ground for termination of your child's enrollment.

## **SNOW AND UNSCHEDULED SCHOOL CLOSING POLICY**

Apple Montessori School follows the Montgomery County Public Schools regarding inclement weather. Please listen to the public announcements for Montgomery County School closings.

<b><i>If Montgomery County Schools:</i></b>	<b><i>Then Apple Montessori School:</i></b>
are closed	is closed
open late	opens at 10:00 am
close early	closes at 12:00 noon
cancel all after school activities	closes at 3:00 pm

**Note:** Before Care and After Care operate only when Apple Montessori School is open.

Please listen to public announcements for Montgomery County School Closings. Alert MCPS is a way to receive text messages or emails directly from Montgomery County during weather related emergencies. Sign up for this service through at [www.montgomerycountyschoolsmd/emergency/alertmcps.aspx](http://www.montgomerycountyschoolsmd/emergency/alertmcps.aspx).

### **Emergency Preparedness**

Apple Montessori is prepared to respond to emergency situations that may arise during the school day. The emergency plan is based on the recommendations issued by the Maryland State Department of Education/Office of Child Care. The plan details procedures for responding to emergency situations including notification of Apple families. It is essential that you keep your emergency contact information current by letting us know when phone or email information changes. The Emergency Preparedness plan is updated on an annual basis and is available for review in the office.

Apple has monthly fire drills to evacuate the building and several “shelter in place” drills to ensure that the children can quickly move to the safest place in the building. Most of the Apple staff members are trained in first aid and CPR.

## **Enrollment Policies**

### **Annual Non-refundable Fees**

At the time of acceptance or re-enrollment, the non-refundable enrollment fee is due to reserve your child's place.

### **Tuition Payments**

Tuition payments may be paid annually, in two semester payments or in monthly installment payments through the FACTS tuition management program. To enroll in the FACTS program, go to the admission page at [www.applemontessorimd.com](http://www.applemontessorimd.com) and click the FACTS logo.

**Annual tuition payments** are deducted from your account on *July 10th*.

**Semester tuition payments** are deducted from your account on *July 10th* and *January 10th*.

**Monthly tuition payments** are deducted from your account on the 10<sup>th</sup> of the month.

**12-month program:** The first payment is July 10<sup>th</sup>. Payments are deducted the 10<sup>th</sup> of each month. The last payment is on June 10<sup>th</sup>.

**10-month program:** The first payment is July 10<sup>th</sup>. Payments are deducted the 10<sup>th</sup> of each month. The last payment is on *April 10th*.

Note monthly payments include a surcharge of \$35.

There is a \$35.00 fee for any program changes to FACTS.

### **Late Payment**

FACTS processes your tuition payments through automatic bank payments. Should an automatic bank payment be returned, a \$30 FACTS Returned Payment Fee is automatically deducted from your account for each failed payment attempt. This is in addition to any penalty your bank may assess. You will be notified by FACTS of the returned payment via mail or email. For payments scheduled for the 10<sup>th</sup> of the month, a reattempt will occur on the 20<sup>th</sup>.



## **Tuition Refunds**

Tuition obligations are effective for the entire school year. Tuition credit cannot be given for absences due to illness, vacations, or other personal plans or inclement weather.

A student may withdraw from the school and terminate this agreement under the following conditions:

- A written letter to Apple Montessori School of your intent to withdraw from the school accompanied by a nonrefundable withdrawal fee (\$600 10-month calendar, \$1,000 12-month calendar). The letter shall be effective on the first day of the calendar month following the date of submission (the “Effective Date”).
- Sixty (60) days from the Effective Date, the student will be considered to have voluntarily withdrawn from Apple Montessori School (“the Withdrawal Date”).
- Any payments due after the Withdrawal Date shall be cancelled, except any outstanding balance accrued up to the Withdrawal Date.
- After the Withdrawal Date, annual semester and installment payments as well as prepayments shall be refunded to the extent they exceed any tuition due under this contract.
- All fees, including the annual student fees are non refundable.

Refunds may be given on a prorated basis if the school requests the withdrawal of a child for any reason. The enrollment fee is non-refundable as stated on the application.

## **Tuition Discounts**

Apple offers a sibling discount to families when two or more children are enrolled concurrently. The sibling with the least expensive program receives a discount of 10percent. Annual student fees are not subject to discount.

## **Schedule Changes**

Please complete a Program Change Request Form if you would like to change your child’s hours or school program. The form is available in the school office.

## **Grievance Procedure**

Should any parent be in disagreement with a policy, action or decision made by Apple Montessori, a conference may be arranged with the Head of School and /or the appropriate faculty member to discuss the nature of the disagreement. Every reasonable effort will be made in a timely fashion to reach a satisfactory solution for all parties.

## **Your Rights and Responsibilities as a Child Care Consumer**

Your rights and responsibilities as a childcare consumer are outlined in *A Parent's Guide To Regulated Child Care*. The Maryland State Department of Education, Office of Child Care requires every parent to review this information in this brochure. Copies are available in the school office, on our website [www.applemontessorimd.com](http://www.applemontessorimd.com) under admissions or online at [www.marylandpublicschools.org](http://www.marylandpublicschools.org) under publications.

## **SCHOOL POLICIES**

### **Homeward Bound**

Children will only be dismissed to their parents, legal guardians or the persons designated on the emergency list. If your child is going home with a friend or another adult, please send an email to the School Office. If the person is unknown to us, a photo ID will be requested before letting them take your child.

### **Sick Children**

If your child is over tired, vomits before school, has increasingly loose or watery stools, a fever of 100.0 degrees (orally) or in any way shows that he is not feeling well, please keep him home. Children do not concentrate or learn well when they are ill. They also spread illness. Please notify the school if your child is sick. It is important that we notify other parents of communicable diseases such as strep throat, head lice, chicken pox or conjunctivitis (pink eye). Please note: Notification is confidential.

If your child becomes ill during the school day, we will provide your child a cot and temporary isolation in the school office. You will be notified and asked to pick up your child within the hour. If we leave you a message and you do not contact us within 20 minutes, we will call the next person on your emergency list.

**FEVER FREE POLICY: You must wait until your child has been fever free for 24 hours** without the assistance of fever reducing medication before sending your child back to school. If a child is absent 3 or more days due to illness, a written statement from a parent or physician that the child may return to a regular schedule is required.

Please note if your child is well enough to attend school, he must be prepared to participate in all scheduled indoor and outdoor activities.

### **Injuries**

Some bumps and bruises are part of childhood. If a child is injured (bee sting, scratch, abrasion, bruise) the parents will receive a Bruised Apple Report stating what happened and the treatment given. If treatment beyond washing the injured area, applying an ice pack and/or a Band-Aid and giving a hug is

required, the parents will be called. In an emergency requiring immediate medical attention, 911 will be called and *then* the parents. A staff member will stay with the child until a family member arrives.

## **Medication Administration**

Before any medication is administered a dated Medication Authorization Form (available on our web site or in the school office) must be on file in the school office. An employee who has completed medication administration training (Office of Child Care approved) will administer the medication.

- An adult must bring all medications to the office. **DO NOT** put any medication in your child's lunch box or school bag.
- **Non-Prescription medications** must be in the original tamper resistant container and clearly marked with the child's name, instructions for administration and the expiration date. Non-prescription medications (over the counter) will only be administered when the school is provided with the Medication Authorization Form completed by **parent and physician**.
- **Prescription Medications** original pharmacy tamper resistant container and clearly marked with the child's name, instructions for administration and expiration date. Prescription medication will only be administered when the school is provided a Medication Authorization Form completed by the **parent and physician**.
- **The first dose of any medication must be given at home.**
- Additional forms (completed by the parent and physician) may be required if your child has asthma or allergies.
- The time and date of medication administration are recorded in the Medication Log Book.

## **Health Records**

All students must have the following health records on file:

- Health Inventory Form completed by the parent and physician
- Immunization form
- Medication Administration Forms (if medication is to be administered)
- Asthma Action Plan and /or Allergy Action Plan (if needed)

If you change your address, phone numbers, email or emergency notification information, please notify the school office.

## **Screen Time**

Montessori is a hands-on, experiential program. The daily learning activities do not include any screen time activities either passive or interactive. Screen time for special activities such as special projects or parent presentations must be approved by the Head of School.

## **Mischief or Misconduct**

Learning appropriate classroom behavior and self-control is an important aspect of our program. The process is varied and gradual. Appropriate behavior is elicited in a positive and kind way using positive reinforcement and logical consequences; never by inflexible and punitive measures, which instill fear. A child who demonstrates inappropriate behavior is gently and consistently reminded how to behave and is helped to see the relationship between his/her behavior and the consequences. If the child continues to have behavior difficulties or exhibits a sudden change in behavior, the parents will be contacted to discuss the situation. To ensure our classrooms and playground remain safe places to learn we follow Maryland's Model Policy to address Bullying, Harassment or Intimidation.

## **Child Neglect and Abuse**

The Maryland Child Abuse Law requires that anyone who has reason to suspect that a child is being abused to report the matter to Protective Services or the Police and to report any cases of suspected neglect to Protective Services. By law all teachers and administrators are required to report any suspected cases.

## **Student Records**

Apple Montessori complies with the Family Educational Rights and Privacy Act. Personal, family, enrollment and performance information will be kept for at least two years after your child leaves Apple Montessori. Automatic access will be allowed for administrators, teachers and parents but written permission by a parent or legal guardian or court is required prior to access by anyone else, including requests for information from other schools. The school keeps a log of those accessing the files.

## State Regulations

Children at Apple Montessori are protected by regulations published by the Maryland State Department of Education. They cover such things as physical space requirements, staff requirements and health and safety standards. A copy of the regulations is available in the school office.

### GENERAL INFORMATION

#### Clothing

Please dress your child in comfortable play clothes appropriate for messy projects and active outdoor play. Also keep the following in mind the following:

- ◆ Children are very proud when they can use the bathroom unassisted and put their coats and boots on without help from a teacher. **Please dress your child in user-friendly clothing.**
- ◆ Dress your child in supportive closed-toe shoes. Crocs, sandals and “flip-flops” do not provide the support and protection needed for running, climbing and playing on the playground equipment. **Dress your child in supportive closed-toe shoes.**
- ◆ Children may misplace or not recognize articles of clothing especially sweaters, coats, boots, hats and gloves. **Please clearly label all clothing items with your child’s name.**
- ◆ Accidents and water spills do happen. **Please provide a labeled change of clothing** at school for your child, including underwear and socks, in a labeled zip lock bag. When soiled clothes are sent home, please replace them with a clean set of clothes.

#### Toy Policy

Please do not send any toys to school with your child. We cannot be responsible for toys that are lost or broken. We have more than enough hands on activities to keep your child engaged.

## Outdoor Fun

The children go outside to play every day unless it is pouring rain or extremely cold. After being indoors during the “runny nose” season (September through June!), the germ-free fresh air is especially wonderful. If your child is dressed appropriately and well enough to be in school, then he/she is well enough to go outside. We request that the children keep a raincoat and a pair of boots at school.

## Peanut Policy

Apple is a peanut free school. Please do not send in peanut related food. We take every precaution to protect those that have serious peanut allergies.

## Lunch Bunch

Lunch is fun and important social time. The children are excited by the opportunity to eat lunch with friends. Please send in a nutritious lunch in a lunchbox clearly labeled with your child’s name. Include a napkin and a spoon and/or fork as needed. A nutritious lunch contains items from the following food groups:

- ❖ Protein Source (meat, fish, beans, eggs, plain yogurt, cheese)
- ❖ Complex Carbohydrates (whole grain bread, rice, crackers and pretzels)
- ❖ Fruit
- ❖ Vegetables
- ❖ The school will serve nonfat milk on a daily basis.

No candy or beverages with added sugar please. Instead of fruit snacks that are not 100% fruit provide fresh fruit. Providing our children good nutritional choices will help them develop healthy life-long eating habits.

Put any items that **require** refrigeration in a clearly labeled plastic bag and remind your child to place it in the refrigerator basket on the lunch box shelf. It will be given to your child at lunchtime. We do not have the ability to heat lunches. To keep food warm use a thermos or hot pack

## **Fruity Tuesday**

We ask that each child bring a piece of fresh fruit on Tuesdays to fill their classroom fruit basket. Children wash and prepare the fruit and share it with the class at the snack table.

### **Snacks**

Apple provides healthy morning and mid afternoon snacks. Drinking water is always available. Snack menus are posted next to the classrooms.

If your child has allergies or other restrictions please let the office know. Apple has a nut free policy. Nuts and anything made using nuts (including peanut oil, peanut butter etc.) will not be served to the children.

### **Parent/ Teacher Communication**

At Apple we feel it is important for parents and teachers to build a partnership regarding the care and education of a child and his or her growth and experience in the classroom. Small changes at home can have a profound effect on your child's attitude, behavior and/or performance at school. Please keep us informed of any changes at home that might effect your child at school: a parent's business trip, grandparents visiting or leaving, a new sibling on the way, death of a pet .....

You may contact the teachers by leaving a written note, calling the school or sending an email to [applemontessori@aol.com](mailto:applemontessori@aol.com). Teachers are available to return your calls before 9:00AM and after 3:00PM.

### **School Communication**

School notices and the monthly Apple Newsletter will be emailed to you. Please read this material to keep abreast of school happenings. Information will also posted on the Apple web site and the sign in table.



## **Parent /Teacher Conferences**

Formal Parent/Teacher conferences are scheduled in November and February. During conferences school is closed for the 10 month academic program however childcare for these Apple students will be provided during your scheduled conference time. Note: teachers are **ALWAYS** available to talk with you and address any of your questions or concerns. They are happy to schedule a conference before and after school hours Monday through Friday.

## **Parent Observations**

After September, parents are welcome to visit and observe their child's classroom. Please let us know when to expect you.

## **Evening Meetings**

Special evening parent/teacher meetings including Parent Orientation and Curriculum Night are scheduled at Apple Montessori School. Please watch the monthly calendar and emails for announcements concerning these meetings.

## **Community Awareness**

Several times during the school year we may request your participation in our community awareness projects. Periodically we collect canned food and small items of clothing to donate to area charities and to help Apple children understand the need to give to those less fortunate than themselves. If you are aware of a community project that the Apple children might participate in, please let us know.

## SPECIAL EVENTS

### **Birthdays**

Birthdays are very special and we love to celebrate them. Please contact your child's teacher to arrange for your child's celebration at school. If your child has a summer birthday, you are welcome to celebrate a half-birthday at school. Parents are invited to attend and participate (usually 20 to 30 minutes). We ask that you send in or email a photo of your child as an infant and one for each year of your child's life. Mount the pictures on separate letter size piece of or construction paper available from the school and include a brief caption.

For the party send in a snack for the entire class along with birthday napkins. Please remember our peanut free policy when sending in snack and do not send snacks with peanuts (no peanuts, peanut butter, peanut oil etc.).

We ask you do not send in party favors. Many families acknowledge a child's birthday by donating a new book to our school library. A nameplate will be placed in front of the book to mark the occasion.

**Birthday Invitation policy:** Birthday should be fun occasions! Usually guest lists do not include an entire class. Children who do not receive an invitation in their cubbies are very disappointed. In fairness to all and to avoid hurt feelings Apple request that no invitations, gifts or thank you notes be brought to school. Class lists are distributed for your use to mail invitations and thank you notes.

### **Parent Sharing**

We encourage you to participate in the classroom by sharing something that is special to you, your child or your family; for instance a holiday celebration, a career, a talent or a hobby. Past parent presentation have included baking Chinese dumplings, visiting the doctor, washing a baby, origami, playing the flute, cracking geodes, celebration of Eid. We encourage you to participate. To present a program, please talk with your child's teacher.

## **Halloween**

We celebrate Halloween with a morning of crafts, songs, stories and a special snack. No costumes please!

## **Thanksgiving**

We celebrate Thanksgiving with our traditional Thanksgiving feast. The children prepare the food, decorate the classroom and set the tables. A request list for food contributions will be sent home to the parents prior to the feast.

## **Christmas, Hanukah, Kwanza, Eid, Chinese New Year etc.**

Our multicultural student body celebrates many different holidays. We try to expose the children to as many of these celebrations as we can. We invite you to share your cultural and family's traditions. Please contact your child's teacher.

## **Valentine's Day**

We celebrate Valentines Day with an exchange of Valentine cards. Please send in enough Valentine cards for every child in the classroom. Do not address the envelope, but help your child write his name on the cards so the recipients know who gave the Valentine.

## **School Picnic**

We celebrate the end of the school year with a potluck picnic, games and fun.

## **Interior Field Trips**

Instead of taking the students on field trips, we bring the field trips to school; thus the name Interior Field Trips.