



Where children learn by doing!



Dear Parents:

We are honored that you have chosen Navarre Montessori Academy to be part of your child's early education and care during these most precious school years. It is our belief that children in their earliest years have tremendous curiosity and capacity to learn. We will encourage these characteristics and work to help your child learn and grow. We truly believe that your child will be receiving a quality education and most importantly, enjoying their time spent learning.

We encourage the development of the whole child cultivating foundational skills as well awareness of their environment; empathy for others; social ease and confidence. We do not discriminate on the basis of race, national origin, color, religion, sex or disability.



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Introduction

This policy manual and handbook has been developed as a resource for families, staff, and community members. Please read and familiarize yourselves with the policies and procedures enclosed. Further questions should be directed to the Directress.

“An interesting piece of work, freely chosen, which has the virtue of inducing concentration rather than fatigue, adds to the child’s energies and mental capacities, and leads him to self-mastery.”

Montessori, M. (1995). *The Absorbent Mind*: Holt & Company p.207



Mission

Navarre Montessori Academy develops confident, multicultural, multilingual children who respect diversity and community and who are caring, capable, enthusiastic, and committed to a lifetime of learning.

Navarre Montessori Academy is a dual-language immersion school that nurtures learning in an environment that celebrates cultural differences and holds to Maria Montessori philosophy. As the world changes, so do our local and global environments. The future will bring more diversity in the people with whom our children will live, work, and develop families and friends.



Values

Family and community

Navarre Montessori Academy helps create caring, compassionate children and instills in them a sense of family, community, and respect for their environment.

Whole-child development

Our focus on whole-child development through the Montessori approach fosters confidence, enthusiasm, and the joy of learning in the child.

Multilingualism

Learning in multiple languages develops overall intelligence, enhances cognitive development, and increased capacity for learning additional languages both now and later in life.

Intellectual Potential

Navarre Montessori Academy provides a learning environment that encourages and allows the child to be self-directed, work at their own pace, and reach their full intellectual potential.



Brief History

Kiani M Torres Ruiz BA, is a MACTE certified Montessori Teacher, member of American Montessori Society, director and lead teacher of primary classroom Ms. Kiani identified a critical need for a quality Montessori school program in Navarre, FL and the surrounding areas when searching for a school program for her children. It has been Ms. Kiani's lifelong dream to open a Montessori program. This dream combined with the need for a Montessori program in the area, and the inspiration from her first born Andrés, motivated Ms. Kiani open and continue Navarre Montessori Academy. Navarre Montessori Academy (NMA) started in August 2016 as a registered in-home day care. After two years in a home environment, guided by the inspiration of the second child Diego and the community, Ms. Kiani, expand offering kindergarten and opening a toddler program to serve more families in the community.



Elements of the Montessori Approach to Teaching

Montessori is both a philosophy of child development and a method of applying the philosophy in an educational setting to guide a child's growth. The Montessori classrooms at all levels are dynamic communities of learners and guides. Some basic premises of Montessori for all age levels include:

A Responsive, Prepared, Child-Centered Environment

Children are to be respected as unique individuals, different from adults, but not less important or valued as members of the community. The child possesses an unusual sensitivity and intellectual ability to learn from her environment. The focus of activity in our Montessori classroom setting is on the child's experience within the environment, and not on the teacher's teaching. Our environment is designed to meet the needs, interests, and abilities of the children within the class. Teachers adapt the environment through modifying the selection of educational materials available, the physical layout and equipment in the classroom, and shifting the tone of the class to fit the ever-changing needs of the children. Generally children work individually or in small self-selected groups. Community meetings or "circle times" are scheduled so as not to interrupt the child's work and are usual held at transitional points during the day. There is a conscious effort to design our classroom as a "children's house", making it as comfortable and inviting as a home.

A Focus On The Human Tendencies

Maria Montessori based her philosophy of education on the human tendency within the child to explore, to move, to share with a group,



to be independent and make decisions, to create order, to develop self control, to abstract ideas from experience, to use creative imagination, to work hard, to repeat, concentrate, and perfect one's efforts and creations. Each of these tendencies are considered carefully when designing our environments, preparing materials, and planning activities for the children.

A Multiage Community of Learners

Our Montessori environment is a community of children and adults. The environment consists of children from a multiage span of two and a half to six years. This creates a "family" like group where older children model and help care for younger children, and younger children look up to and learn from the older children. Varying levels of ability blend easily in a multiage setting, no child feels left behind and everyone learns at their own pace.

Cooperation and Collaboration

Montessori children learn "at their own pace". When the child demonstrates readiness, he/she is guided gently by the teachers in the classroom to explore increasingly challenging activities. In a Montessori setting, teacher's refrain from comparing children to one another and base evaluations on the progress of the individual. Children are encouraged to work together as well as independently. Often a more experienced child will be asked to assist a less experienced child with an activity or lesson. Group discussion and problem solving are strongly encouraged. Teachers work to create a sense of community within the classroom. Children feel a sense of belonging and responsibility toward their classroom and toward each other.

The Process of Learning

Montessori materials *teach through hands on learning, spontaneous engagement, active involvement, and self directed activity.* Montessori

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materials have a control of error inherent in their design. This allows children to work independently, unafraid to make mistakes and to become comfortable with the fact errors are essential to the process of learning. While making independent choices and exploring concepts largely on their own, Montessori children construct their own sense of individual identity. They become independent and confident individuals. The child is intrinsically motivated to learn. In a Montessori classroom children don't work for grades or external rewards, nor do they complete assignments given to them by their teachers. *Children learn because they are interested in things and in gaining an understanding of the world around them.*

In the classroom there are three stages of learning a new concept or lesson:

1. Introduction to a concept. This is usually occurs by means of exploration within the classroom, observing another child at work, a conversation, reading something in a book, etc.
2. Processing the concept. The child develops an understanding of the concept through working with materials that illustrate the ideas, provide opportunity for exploration and experimentation, and provide opportunity for repetition of an activity.
3. Mastering the concept. The child is confidently able to explain the concept and teach the concept to another person.

Evaluation of Children Progress

The Montessori curriculum is carefully structured and sequenced based on the developmental needs of each individual child. Teachers maintain careful records of each child's individual progress. Portfolios of work are kept for older children. *Children are not compared against arbitrary standards or the performance of their classmates.* Parent teacher conferences are held twice a year to discuss child progress. Additional conferences can be held at a parent or teacher's request. If requested,

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written summaries of conferences can be provided.

Overview of Curriculum

The child has a deep love and need for purposeful work. He works, however, not as an adult, for completion of a job, but for the sake of an activity itself. It is this activity, which enables him to accomplish his most important goal: the development of himself; mental, physical, and psychological powers.

The school environment is an atmosphere of calm, order and joy. The younger children are guided by the teacher and by observing and working with older children. Primary children literally absorb information, experiences, and life around them. The older children learn leadership and compassion in this mixed-aged setting. Children learn to work at a task from beginning to end and develop their self-discipline and the capacity for deep concentration. Respect for others and good manners develop naturally as the children grow within the Montessori environment.

Universal Values and Global Perspective

Montessori deliberately teaches children not only appropriate patterns of polite behavior, but seeks to instill basic universal values within the core of the child's personality. These values include self respect, acceptance of the uniqueness and dignity of each person we meet, kindness, peacefulness, compassion, empathy, honor, individual responsibility, and the courage to speak from our hearts. The Montessori philosophy is international in its heritage and consciously seeks to promote a global perspective.



Forms

There are a number of forms which must be completed prior to the start of school. They include:

1. Online Application Form
2. Enrollment Agreement
3. Child's Profile
4. Emergency Medical Authorization Form
5. State of FL School Entry Health Exam
6. Immunization Form
7. Partnership Agreement

Children-Teacher Ratio

We are license (Lic# C01SR0081) for 32 children.

Florida Statutes require child care providers not exceed the following staff-to-child ratios.

For licensed child care facilities:

- Children age 3 - 6 years: 1 to 15
- Children 18 months to 36 months: **1 to 15 Children**

Our Ratio

- Children age 3 - 6 years: 1 to 10
- Children age 18 months to 36 months: 1 to 8

For more information go to www.myflfamilies.gov



Daily Routine

Daily Routine II Toddlers (18 mo - 3 Years old)

7:30 am	School opens
8:00 am	Work cycle
9:30 am	Snack/Toileting
10:00am	Outdoor
11:00am	Work cycle
11:30am	Music and movement
11:45am	Lunch
12:15pm	Toileting
12:20pm	Dismissal/Extended Care
12:30pm	Nap
2:30 pm	Toileting
2:50 pm	Outdoor
3:15pm	Circle time
3:30pm	Extended Care Dismissal

Daily Routine II Primary (3-6 Years old)

7:30 am	School opens
8:00 am	Line time
8:30 am	Work Cycle
11:00 am	Outdoor Play
11:30 am	Lunch
12:00 pm	Line Time/Cleaning/Story
12:20 pm	Dismissal/Extended Care
2:15 pm	Kindergarten Work Cycle
2:20 pm	Kindergarten Dismissal
3:30pm	Extended Care Dismissal

**Daily Routine II Elementary (6-9 Years Old)**

7:30 am	School opens
8:30 am	Work Cycle & snacks
11:30 am	Chores
11:45 am	Community meeting
12:00 pm	Lunch
12:45	Read out loud
1:30	Afternoon work cycle
2:30	Dismissal
3:30pm	Extended Care Dismissal

The daily routine is always based on the needs of the children and is adjusted accordingly.

Montessori Arrival and Dismissal Procedures Information

We have observed that the children experienced anxiety if there is not a routine build on transition times. For this reason, we will follow this precisely routine during the drop and pickups.

Suggested Drop off Directions

Driveway pick up and drop off times can be confusing and congested. Please follow all these rules and procedures to ensure that things will go more smoothly. Please make sure that if someone else will be picking up your child, he or she will know **what to do; for example a babysitter, or grandparent.**

As you pull in the driveway, turn right and follow the driveway that goes around the buildings. **DRIVE VERY SLOWLY.** Please stop at the

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the “stop” sign. You can park in any parking spot available. Wait until we open the door and sign out your child. Remember your child’s code when picking him up.

Morning Drops off

Drop off is from 7:20 AM to 8:00 AM. Your child must be in the classroom *no later than 8:05 AM. For Toddlers - No later than 7:45am.*

Please keep this in mind when you are preparing your morning routine. If you need to pick your child up early for any reason, please call or notify ahead. If you are unable to bring your child to school before 8:05 am for reasons other than emergency situations, scheduled appointments or other reasons previously communicated with your child’s teacher; *please do not bring your child to school that day.* This is a disruption to your child’s classmates and teachers, as well as your own child.

To help ensure the health, safety and respect of your child, his/her classmates and teachers, we ask you refrain from smoking in the car prior to carpool. Scents linger throughout the day and our environment is smoke free. ***We ask that parents refrain from turning on iPads, TVs or Movies while driving to school. Students should not have access to any electronic devices, including phones, during the morning commute.*** Children become upset when the items are removed from them, and it can make it difficult to get the child out of the car and ready for their school day.

Our concern is for the children’s safety, both physical and emotionally, require that once the child has been released to the parent’s care, they must leave the premises.



Extended Care

Afternoon Care

We begin our afternoon care from 2:35 pm to 3:30pm. Any student continuing their developmental experiences after 3:30pm will be part of our extended care, afternoon care group. The time in this care will be reflected in the next billing cycle.

Late Policy for Picking Up

You are considered late if you arrive after your child's specific pick up time. If you are late picking your child up from school in the afternoon, we will attempt to contact you or an approved guardian. After 12:35pm, your child will be sent to the afternoon school program and you will be responsible for paying the after school day. If you fail to pick up your child by the *scheduled closing time*, you will be charged a late fee of \$15 per every minute or portion of the minute period, per child, until the child is picked up.

The Montessori Curriculum teaches Grace and Courtesy. To represent Montessori as the peaceful and caring community that it is, *please*:

- Be courteous.
- Be aware of children.
- Remember your Brightwheel passcode
- DRIVE SLOWLY!
- Never leave your car running when you are not in the vehicle.
- Always take your keys with you when leaving your vehicle. Never leave children unattended in your vehicle.
- Ensure your child's seat is attached correctly, according to the specifications of your seat.
- Always have your child in the back seat, and please buckle your child in.
- Be prepared to pick your child up.

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-Please have patience.

When everyone is helping to maintain these expectations, we'll not only be protecting the integrity of the community in the eyes of our own members, but also in the eyes of those in the greater community.

Attendance Policy

The State of Florida requires *mandatory school attendance* of children ages 6-16 (FLA. STAT. § 1003.21.) It is essential that every effort be made to have children present and on time on a daily basis. What they witness and practice at this young age will strongly influence their future habits regarding attendance, which in turn may impact their success in the academic and work worlds.

Daily attendance and punctuality is the responsibility of the parents and the student. However, realizing that there are situations that warrant children to be away from school, NMA will follow the Florida Law regarding absences.

- A written note explaining each absence must be submitted upon return to school. Children between the ages of 5 and 16 must attend school with only excused absences of illness (please see illness policy), death in the immediate family and other extreme explanatory circumstances, NMA recognizes the following circumstances:

- ◆ Medical reasons as documented by a licensed doctor
- ◆ Death in the family
- ◆ Legal reasons verified by a lawyer or a court
- ◆ Circumstances which are pre-approved by the director
- ◆ Any absences beyond ten (10) must be officially documented by the above.

Please call the school at 850.710.3879 in the event that your child is to be absent. Excessive absences may place a child in academic



jeopardy for progression to first grade.

Students missing excessive days will have their cases reviewed. We will review the attendance data and documentation, provide the parent/guardian with an opportunity for explanation if necessary, and determine whether an exception is to be granted. Your child must be in the classroom ***no later than 8:05 AM***. If you drop off your child later than 8:05am you will be charge \$1 per minute late the first two times. After the second time, the late drop off fee will be \$5 per minute late.

The Child

1. Children may work alone or in spontaneous groups. No one may touch another's work without being invited; therefore, there is no forced sharing.
2. Everyone walks around the work rugs.
3. Line rules for group stories or lessons include sitting quietly with arms and legs folded.
4. Each child hangs his own coat, buttons or zips it, and when leaving is responsible for dressing himself and gathering his belongings.
5. Athletic shoes with ties or classroom slippers help us walk quietly and make us surefooted.
6. Children serve themselves refreshments and are in charge of cleaning the environment.
7. Children are directors of work, and I am there to serve their needs. They push me; I don't push them.
8. Children talk quietly and ask for help on a one-to-one basis, not by yelling across the room. They do not interrupt a lesson but wait quietly near be noticed before asking for help or direction.

Referral Process

One of our most important responsibility is to observe our students. Occasionally, we will note behavior (whether it is emotional, social, or academic) that is disruptive to the child's ability to function as a student or a member within the NMA community. In these cases, we

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will make modifications in the environment and in specific works in order to help the child to be successful. Once the teacher has exhausted his or her knowledge and modification options, we must refer to a specialist for support.

We may refer to a pediatrician depending upon the issues at hand. We have the responsibility to clearly document and communicate all behavior and concerns to the parents. In order to optimize success, the parents have the responsibility to communicate behavior seen at home and to follow through with a potential referral and recommendations. NMA is devoted to the success of your child and believes therapeutic interventions can be a valuable way to meet needs specific to your child. If the NMA administration is in agreement with the teacher's recommendation for a referral (testing, treatment, etc.) yet the parent is not willing to participate in this process, there will be communication between NMA and the parent in order to determine whether continuing at NMA is in the best interest of the child.

Student Records

All children are required to have current health and immunization forms in their files before the first day of school. Children may not attend school without current forms. Each child is required to have a "School Entry Health Exam" form and a "Certificate of Immunization". Your local physician will know what forms these are. If you do not have a local physician, the Santa Rosa County Health Department will also issue them by appointment. The Health Exam form is valid for 2 years from the date it was signed. The certificate of immunization form expires at different times throughout the year. The certificate of immunization form *must* be current in order for the child to attend school. If you choose not to immunize your child, a Religious Exemption form will suffice.

Parents have a legal right to see any information that is forwarded to other schools unless they have waived their access to these materials.



NMA reserves the right to withhold any and all records for students whose account balance has not been paid in full. Additionally, if you are not up to date on monthly payments, we may not allow your child to return until payments are current. Student records usually consist of, but are not limited to, attendance records, health and emergency information, assessments, developmental and academic progress reports, accident reports and parental authorization for various school activities

In cases of divorce when lawyers request student records, NMA will only provide attendance records and other factual documents. NMA staff will never offer opinions on a child or a parent. Parents are not permitted to subpoena staff for divorce cases.

Confidentially of Student Records and Parental Rights

Navarre Montessori Academy stresses the importance of protecting the rights and privacy of children, their families, and our staff. The practice of maintaining the confidentiality of verbal information and written records is a basic policy of our school. The practice is in accord with one of the primary ethical principles of professional behavior in early childhood settings. For this reason, no parent volunteer working in the office is ever permitted any access to any records pertaining to a child or children other than the child or children of that volunteer.

Legal parents and guardians have the right to inspect and review any and all records, files and data directly related to their children.

Parents/guardians who desire to review these records are requested to call the director to schedule an appointment to do so. The director of Navarre Montessori Academy must be present whenever records are reviewed.



Child Abuse

Chapter 39 of the Florida Statutes mandates that any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare shall report immediately such knowledge or suspicion to the central abuse hotline of the Department of Children and Families

Daily Outdoor Play

The children have a daily outdoor play period except during inclement weather. Children will not play outside in inclement weather, extreme high or low temperatures. At least one teacher will accompany the children to and from the play area and remain with the students during the play period. Equipment is provided for climbing, hanging, swinging, etc. Children should dress appropriately for outside play. Basic safety rules are followed:

- During winter months, be sure to send your child with a coat, hat, and gloves.
- In warm weather, shoes should cover feet completely to protect them from mulch and insects. In case of inclement weather, we have indoor play activities for the children.

If you feel your child should not go outside to play due to illness, then he/she is too sick to be in this environment. Children need at least one hour of physical activity, either inside or outside, for every 2-3 hours of quiet work. Physical activity is considered part of the Montessori curriculum.

As a parent, you are legally responsible for your child before and after school hours if you and your child are on the school property.

Playground equipment is to be used only at designated times during your child's school day with your child's class and under the supervision of your child's teacher.



Parents

1. Please leave toys *at home* and don't fight with children over leaving them in the car. Children are grumpy when this happens.
2. Please try to bring happy, relaxed child to NMA by allowing adequate time and a very slow pace in preparing for school.
3. Talk about ground rules with children in a "positive" manner, and practice talking quietly at home.
4. Encourage the ability to distinguish between appropriate indoor behavior and outdoor behavior. There is a difference.
5. We will assess the child four times yearly; then we will schedule parent conferences twice each year or as requested / needed.
6. Please avoid rewards for accomplishments children naturally receive do. Please use positive verbal reinforcement(i.e. thank you, look how nice it looks, etc.)
7. The order is very important to children to give them a sense of security and peace.
8. Return folders of communications promptly.
9. Notify the director if you have a question or concern. Email is the best way to communicate. You are also welcome to call at (850)710-3879.
10. *Parents are the child's primary educator.* The teachers can love, support, and encourage parents best by setting excellent examples. The teachers must address parents' needs as well as the needs of our children. The teachers and parents must also trust one another and share the goal of providing the best educational environment for children to develop.

Adult Guidelines and Rules

The entire school community, including teachers, students, parents, and friends are responsible for *modeling appropriate behavior*, helping to maintain the order and neatness of the environment, and reporting any violations of guidelines or safety concerns to the



Directress. Navarre Montessori Academy is a smoke free environment. No one may smoke anywhere on the grounds. Navarre Montessori Academy cannot and will not tolerate any irresponsible and dangerous behavior, acts of violence, threats of violence, emotional or sexual harassment or verbal abuse directed toward anyone. It is illegal and forbidden to bring or carry a weapon to the school or on the grounds of the Navarre Montessori Academy

Visitation Policy

All visitors are required to sign in, recording the date and time of arrival, purpose for visit, and sign out with a time of departure. The Montessori classroom is a very special place. The environment has been carefully designed to meet the developmental needs of children. A very delicate balance occurs between the child, teacher, and the environment as they work together to support growth and learning. The presence of *visitors moving freely through the room can be distracting and at times confusing for the children*. It can interfere with the atmosphere of independence and concentration in the classroom.

We ask that all visitors respect the children and the classroom. The teacher will guide visitors into appropriate areas to sit and observe. Visitors should remain seated and restrain from engaging in conversation or activity with the children. In the case of parents, student teachers, and volunteers, the teachers will direct visitors to appropriate activities within the classroom where they can become involved such as sharing a special skill or cultural information during circle time, listening to children read, or directing a special project.

Fire/Emergency Evacuations

In case of the need to evacuate our site, the following procedures will be followed:



Evacuation routes/exits:	<ul style="list-style-type: none"> • Exits (all windows and doors are checked regularly to ensure opening): Front door, back door and windows.
Notification:	<p>Once all children are safely evacuated:</p> <ul style="list-style-type: none"> • 911 will be called • Parents will be notified of the evacuation
Emergency Kits/Information:	<ul style="list-style-type: none"> • Emergency kits will be taken when possible.
Evacuation Sites:	<p>- Inside Harvest Village(e.g., for fire):</p> <p>NYPD's Italian Restaurant,</p> <p>- Out-of-Harvest Village(e.g., explosion, flooding):</p> <p>Tom Thomb 7614 Navarre Pkwy, Navarre, FL 32566 or</p> <p>Souther Pipe and Supply 7534 Navarre Pkwy, Navarre, FL 32566</p> <p>- Out-of-town (e.g., hurricane, widespread flooding)</p> <p>Santa Rosa Mall 300 Mary Esther Blvd, Mary Esther, FL 32569</p>
Transportation to Evacuation Locations:	<ul style="list-style-type: none"> • Children will walk to the evacuation site and weather permitting to the evacuation sites (.25 of a mile away).



Shelter-in-Place

In case of the need to stay put due to a tornado or notification from authorities, the following procedures will be followed:

Location:	Children will be taken to an interior room of the building
Emergency Supplies:	<ul style="list-style-type: none">• Cell phone will be brought.• A first aid kit will be brought• Emergency contact sheets are kept with

Lock Down Procedure

In the event there is imminent danger to the Staff or children in the Center (whether Staff suspects threat or upon notification from local Authorities), the following procedures will be in effect:

1. All doors will be locked.
2. All children will be moved to the art room area at the side of the the center - away from the windows, where the children can be involved in quiet activities.
3. Lights will be turned off.
4. Authorities will be contacted - "911"
5. This will remain in effect until notification from Police Department.

Parent Reunification

In case of the need to evacuate or when parents/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians (or other contacts designated by parent/guardian) as soon as it is safe.



Notification:	<ul style="list-style-type: none"> • Parents/guardians are provided: <ul style="list-style-type: none"> ◦ Information on each evacuation site. ◦ Contact information for Mrs. Kiani cell phone and home phone.
Release	Children will only be release to contacts listed on the child's form with proper

- The educator will blow a whistle and ask children to stop what they are doing and quietly walk to either the primary or secondary exit. In a case of a fire emergency, the smoke detector alarm will go off and the educator in charge will instruct children to line up at the nearest exit immediately.
- As the children are lining up the director will check all areas of the classroom for children (bathroom, kitchen, etc.), and in inclement weather collect children's coats and gear from their cubbies. A large laundry basket is kept next to the cubbies for holding coats and belongings. In the case of a fire emergency, the director will guide the children out of the building as quickly as possible, checking that all children are present. Since a quick evacuation is essential in a fire, this may mean leaving coats and gear behind.
- The director will walk with the children to the designated meeting place.

Fire Drills

- Random fire drills will be conducted on a monthly basis, and a special alarm bell will ring. The emergency procedures described above will be practiced. Our school alarm and fire hydrants are checked yearly by the local Fire Department, where a certificate will be issue.



Behavior Management

Conflict resolution and respect for the environment, (both physical and environmental), are two very important concepts in Montessori education. So is learning to do the right thing, not because you will be punished if you don't, but because you don't want to adversely affect others.

As a Montessorian, we believe in natural and logical consequences as opposed to punishment. Conflict resolution and respect for the environment, (both physical and environmental), are also important aspects of our approach. For it is one of our ultimate goals that our children do the right thing, not because they will be punished if they don't, but because they don't want to adversely affect the people and the world around them. With this said, children will not be subjected to discipline that is severe, humiliating or frightening. ***Discipline will not be associated with food, rest or bathroom. Spanking or any form of corporal punishment is prohibited.*** Discipline techniques that may be used include positive reinforcement, redirection, or if the child is going through a period they need to calm him/herself down there will be a space provided. Withholding or using food, rest, or sleep as a punishment is prohibited.

Student Behavior & Discipline

Empathy and being considerate of others are adult qualities that take many years to develop. It begins in childhood and in a Montessori environment it is nurtured as children learn to respect the people and the materials in that environment. Our discipline policy emphasizes positive democratic and respectfully approaches to helping children behave constructively.



1. We encourage cooperative behavior.
2. We set clear limits and expectations for behavior to ensure a safe and peaceful environment for all.
3. We model appropriate behavior for the children.
4. We modify the classroom environment to encourage cooperative behavior.
5. We listen to the children.
6. We provide consistent redirection of any inappropriate behavior towards meaningful and purposeful activity.
7. We respect the individual needs, desires, and feelings of each child.
8. We explain things to the children on their levels.
9. We remain consistent in our efforts to maintain a safe and peaceful environment for all our students.

Intentional aggressive behavior toward peers or staff including kicking, fighting, biting, pinching, poking, hitting, beating, bullying, shoving, spitting, tripping, scratching, using profane language, making disruptive noises, or misusing the school's and other's property will be addressed in a compassionately direct manner.

Repeated behavior that does not improve with conflict resolution techniques may result in the following:

1. The child being removed from the environment. When the child has calmed down, the teacher will have a discussion with the child about behavior and will provide encouragement and redirection.
2. The teacher contacting parents to discuss concerns and partnering with the parents to provide support for the child.
3. Ending the child's day early. If the child is acting aggressively and has broken the agreements that have been made with him/her to keep everyone emotionally and physically safe at the environment, the parents may be asked to come and take the child home for the rest of the day. The child will be welcomed back the next day with agreements in place to ensure everyone's safety and well being.



4. Holding a conference with the parents, and the Directress.
5. If the behavior continues, the Directress will use his/her own discretion as to how best to support the individual child and the rest of the NMA community.

“Freedom within limits” is the core of the philosophy regarding discipline in a Montessori environment. Montessori children enjoy considerable freedom of movement and choice; however, their freedom always exists within carefully defined limits on the range of their behavior. They are free to do anything appropriate within the ground rules of the community, but they are redirected promptly and firmly if they cross over the line.

Preparation of the environment and carefully defined ground rules are key to successful discipline. When a child oversteps these boundaries and redirection does not work, a serious discussion of the situation occurs between the teacher and the student. At this time

age appropriate consequences directly relating to the situation are laid out. Should the child continue to disobey the consequences will be enforced. For example if a four year old is painting on the wall instead of the easel and refuses to stop when asked, she would use the privilege of using paints for the remainder of the day.

If a child is endangering his or her safety or the safety of another person, an adult will intervene *immediately* and remove the child from the situation. Once the child / children are safe, the teacher can assess the situation and choose appropriate discipline measures.

If the child's body is out of control and he or she is unable to respond to redirection, discussion, or consequences the teacher may choose to have the child sit quietly in a calm part of the classroom to regain self-control. When the child is able to return to work calmly he or she may



do so, with permission from the teacher. This time should never last more than a few minutes for a school child.

Our approach to discipline is based on empowerment, mutual respect, and trust. Methods of discipline or interactions that frighten, demean, or humiliate a child are **prohibited**. A teacher or staff member only, may administer discipline in the school setting.

When any student at NMA finds it difficult to meet the school's expectation of positive conduct, every effort will be made to bring the student, family, and staff together to achieve a solution.

Aggression Policy

Young children are just learning how to interact, socialize, and communicate. Often children who lack impulse control or do not yet have the language skills needed to talk through a social situation will

Navarre Montessori Academy follows the love and logic, positive discipline, Montessori inner discipline methods / philosophy for discipline and will work with all children as they learn the skills necessary to play, work, and socialize together. However, excessive aggression is not acceptable in the classroom. All aggressive behavior that is deemed beyond a simple learning experience will be reported to the parents. We will discuss the behavior and the circumstances around the behavior as well as the way we handled the situation. We do not discuss the names of the children involved. All aggression incidents will be reported to both the parents of the child that did the aggression and the child that received it. And all such incidents will be recorded in the children's file. After a child has acted aggressively two times, or if their behavior is deemed aggressive, a meeting between



the directress and parents will be necessary. At this meeting we will discuss the behaviors, observations, and what methods we will use in future situations should they arise. We will also discuss actions parents can take at home to support the child as they work through this behavior. All children are different, and each situation will be taken as a case by case basis with a plan implemented that is appropriate for that child's behaviors and needs. If the behavior does not improve within the time line established between the Directress and the parents, the family may be informed that this group setting may not be appropriate for their child and may be asked to leave Navarre Montessori Academy. Again, we will work with all children and families, but we must also keep the safety and well-be of all the children in the community in mind. If, at any time, you have questions or concerns, please contact NMA any time.

Expulsion Policy

Unfortunately, there are sometimes reasons we have to expel a child from our program. We want you to know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this program.

IMMEDIATE CAUSES FOR EXPULSION

- The child is at risk of causing serious injury to other children or him/herself.
- Parent threatens physical or intimidating actions toward other parent or staff.
- Parents exhibits verbal abuse to other parent or staff.
- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Failure of child to adjust after a reasonable amount of time.



- Uncontrollable tantrums / angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.

Prior to expulsion, a parent will be called and correspondence will be sent home indicating what the problem is, and every effort will be made by both the staff and the parent to correct the problem. If, after two weeks, depending on the risk to other children's welfare or safety, behavior does not improve, and the center finds that they can no longer accommodate the child, the parent will be asked to remove him/her. The parent will be given a minimum of one week's notice to find another center to provide care for this child.

Defining Bullying and an Anti-Bullying Action/Prevention Plan

People often say that teachers have eyes in the back of their heads. They don't. We can't see everything that is happening and we depend on our students to let us know when something is going on that needs to be addressed. Students are always encouraged to ask for support immediately when a situation arises in our environment. Teachers act as facilitators to resolve the conflict, and this is most effective when it is done immediately following the situation. *If your child tells you about something that happened at school that upset them, the parents should ask the child what they did at school to resolve the problem. If the problem was not resolved, it should be addressed upon arrival the following day with the support of a teacher and both of the children involved.* How to deal with bullying depends on a lot of factors including the age of the child. Bullying can be physical and/or verbal. It is important to draw a distinction between behavior that is rude, behavior that is mean, and behavior that is characteristic of bullying. Rude behavior is characterized by saying or doing something that hurts someone else. In children, this



usually takes the form of social errors. The critical factor is that these incidents are usually spontaneous, unplanned inconsideration based on thoughtlessness, poor manners or narcissism, but not meant to actually hurt someone. Being mean involves purposefully saying or doing something to hurt someone. Mean behavior very much aims to hurt or depreciate someone. Very often, mean behavior in kids is motivated by angry feelings and/or the misguided goal of propping themselves up in comparison to the person that they are putting down. Both rudeness and mean behavior require correction, however they are different from bullying in important ways that should be understood and differentiated when it comes to intervention. Bullying is defined as intentionally aggressive behavior, repeated over time, that involves an imbalance of power. Kids who bully say or do something intentionally hurtful to others and they keep doing it, with no sense of regret or remorse. Bullying is not tolerated at Navarre Montessori Academy. In order to prevent bullying at NMA, when students display mean or rude behavior, it is immediately addressed so that the behavior does not continue. At NMA, we aim to prevent bullying and promote respect by teaching pro-social skills such as empathy, listening, and conflict resolution.

We have a snack schedule in place. The families are responsible for supplying our environment with healthy, nutritious snacks. Some examples of healthy and nutritious snacks are fresh or dried fruit, vegetables, crackers, pretzels, cheese etc. Each snack must be prepared in a commercial kitchen (store-bought) and individually wrapped when brought into the classroom. This is the guideline we must follow in accordance with the Department of Children and Families. We appreciate your support and understanding in helping us to adhere to the state's guidelines.



Lunches

Please make it your child's responsibility to bring his/her lunch to school. If your child is enrolled in the half day program and your *child forgets lunch please do not bring it to them during the day*. This will help them to learn a valuable lesson in responsibility and natural consequences.

Here are our rules for lunchboxes:

1. Your child should bring one big container with compartments. Here are some ideas for lunchboxes:

a. <https://www.planetbox.com> b. <https://www.lunchbots.com> c. <https://bentgo.com>

2. **Bring food that is easy to eat** like sandwiches, salads and chopped fruit and vegetables are great ideas for your child's lunch box as they are so easy to eat. Please *avoid* wet foods including those with drippy sauces as they are more difficult for our children to manage.

3. Bring a **waste-free lunch**, remove packaging from the lunch box.

4. Please **label** not only the lunch box, your child's clothes, and bedding sheets.

We encourage you to teach your child how to establish healthy eating habits and to learn to be respectful of their own bodies both inside and out. We, as teachers do this not only by teaching about health and nutrition in the classroom, but by consistently modeling these healthy eating habits. As a Montessori parent, please keep this in mind when packing your child's lunch.

Feed your child what you would eat yourself. A balanced meal includes proper portions of protein, natural sugars and carbohydrates. Below is a list of foods that are acceptable and unacceptable for school lunches and as snacks in the classroom. *Foods sent to school in your child's lunch that are considered unacceptable will be sent home with your child uneaten*. Healthy eating habits start early and your support



is crucial to the nutritional education of your child.

Acceptable Foods (Organic/ Natural) if Possible)	Unacceptable Foods
Crackers	Chocolate
Peanut Butter Crackers	Candy
Goldfish	Gummies
Deli Sliced Meats	Pudding
Tuna	Carbonated Beverages
Raw Vegetables	Chips (Cheese, Potato, Corn)
Whole Fruit	Cookies (Graham Crackers- All Natural, Whole Wheat Acceptable)
Pasta	Cakes
Plain Milk	
Pretzels	
Sandwiches with Whole Wheat Bread	
Raisins	
Air Popped Popcorn	
Granola Bars (No Chocolate)	
Natural Cheese (Not Processed)	
Apple Sauce (No Sugar Added)	
Yogurt Eaten With a Spoon - Check label for sugar contents and avoid artificial colors	
Water	

Special Diet and Allergies

Let the Directress know if the child has a particular dietary need, restriction or allergy.



Birthday

“Walk Around the Sun” is a Montessori tradition that we feel is very meaningful and purposeful. You will coordinate this celebration with the Directress when the time is appropriate to do so. Parents are invited to bring in a picture or display board with pictures of each year of your child’s life. You can bring a special snack for your child’s birthday to share with the class. We ask that the *snack be healthy and provided in accordance to our nutrition guidelines outlined above*. Each snack needs to be individually wrapped for each child. Any special birthday snacks that do not fit with our nutrition policy must be individually wrapped and will be given to the students at afternoon carpool.

Adjustment Period

It will take time for your child to learn to love and trust me; we are building a new relationship. Short-term behavior changes and separation anxiety are normal. *Feel free to linger during this adjustment period, for your comfort or your child’s.*

The following tips will help with this process:

1. Talk about pre-school. Explain to your child what to expect: how long you’ll stay, who will be in the classroom, my name, etc.
2. Be positive; your child can sense your separation anxieties; if you’re enthusiastic, they will be too.
3. Read books about pre-school/ daycare when you’re home.
4. When/if your child cries, remain calm. Try not to say, “Don’t be afraid,” or “There’s nothing to be afraid of,” or “There’s no reason to



cry.” It’s best to address your child in a positive way, accept their feeling and understand it “It’s okay to be afraid. Your educator will take care of you.”

5. Never sneak out, slink out, or “slip away.” Tell your child that you’re leaving the classroom. Make sure you are consistent and give one quick good-bye, each time you leave.

6. When you leave, tell your child where you’re going, when you’ll be coming back, and what you’ll be doing.

7. Don’t ask your child for permission to leave the classroom. For example, “Is it okay if I go now?” This can be confusing to your child. Be matter of fact instead.

8. Please trust that we will comfort your child when you leave and that your child is safe.

Tuition

1. Navarre Montessori Academy enrollment requires a one time application fee and annual non-refundable registration fee and a deposit payment. The deposit payment due is in the amount of one-tenth of your annual tuition for each student.
2. All fees as well as the deposit payment are non-refundable unless Navarre Montessori Academy receives a written notice of withdrawal on or before May 30 of the enrolling school year. With written notice of withdrawal on or before May 30 of the enrolling school year your deposit payments will be refunded.
3. A \$30.00 late fee is assessed if payment is not received by the 30th of each month or if a payment discrepancy is not resolved by the 5th of the month.
4. We accept Visa, MasterCard, American Express, Discover and Debit cards. A 3.5% (three point five percent) convenience fee will be added to the amount being charged. A 1% convenience fee will



be charge for bank transfer. To avoid any fee you must enroll in the automatic payment.

5. Monthly tuition statements will be emailed to parents based on the email addresses provided on the application. Please be sure to provide an accurate and legible email address for both parents.
6. Tuition is not subject to proration for any reason and this includes but is not limited to illness, holidays, emergency snow closings or leaving the country for an extended period of time during the school year, family emergencies, or state and federal mandated state of emergencies. Monthly tuition payments will not be prorated for withdrawals from enrollment before the end of a calendar month.
7. Thirty day written notice is required for withdrawal of your child from enrollment in Navarre Montessori Academy. This written notice of withdrawal must be received by Navarre Montessori Academy by the end of the calendar month preceding your child's last calendar month of enrollment.
8. Navarre Montessori Academy will deem all written notices of withdrawal to take effect at the end of the next calendar month after Navarre Montessori Academy's receipt of the written notice. Written notices of withdrawal that request withdrawal at a later date than the end of the next calendar month after Navarre Montessori Academy receives the written notice of withdrawal will not affect such a withdrawal and instead will affect a withdrawal that will take effect at the end of the next calendar month after Navarre Montessori Academy's receipt of the written notice. For example, a written notice of withdrawal received on October 5, no matter whether the written notice requests withdrawal at the end of November or at the end of a later month, will affect a withdrawal as of November 30, and your child's last day of enrollment will be on November 30. Please note that tuition is due for the *entire school year, regardless of your child's withdrawal*.
9. Tuition is due for the **entire school year**, regardless of your child's absence, withdrawal, suspension or expulsion. The Montessori

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classroom is prepared to accommodate your child and his/her space is reserved. We cannot give credit for missed days due to vacation or illness.

10. If you withdraw your child from enrollment in Navarre Montessori Academy for any reason, Navarre Montessori Academy does not guarantee that your child will be permitted to re-enroll.
11. Requests for any change in a child's program, for instance a change from the full-day program to the half-day program, must be submitted to Navarre Montessori Academy in writing, and any such change will only become effective on the 1st of the calendar month that starts 30 days or more after Navarre Montessori Academy receives such written request. However, Navarre Montessori Academy reserves the right to deny such requests for any change in program or to delay the effective date, in its sole discretion, of any change in program.
12. Written notices must specify the last day of school your child is attending. Verbal notice of withdrawal, and verbal requests for changes in program, are not accepted in any circumstance. You are responsible to ensure that Navarre Montessori Academy has received your written notice in a timely manner. If Navarre Montessori Academy has not received your written notice, as it may determine in its sole discretion that written notice will not be effective.
13. Navarre Montessori Academy reserves the right for un-enrollment of any child without prior notice if, in the sole opinion of Navarre Montessori Academy, it is in the best interest of the child or Navarre Montessori Academy.
14. If you are experiencing extenuating financial circumstances that impact your ability to make timely payments, please do not hesitate to reach out to Ms. Kiani for potential alternative arrangements. All disclosed information is considered to be confidential and will remain within the confines.



Admission

1. *Parent tour* our facility, meet the teachers and ask questions.
2. *Parents submit an application* for admission with a \$75 non-refundable application fee.
3. *A meeting or trial day* is scheduled with the child and the teacher so for the child to be evaluated in the environment.
4. *If a position is offered to your child.* A \$150 non-refundable enrollment fee and non-refundable \$300 material fee will be due at this time.
5. Upon receipt of the enrollment contract, enrollment fee and material fee, we will hold a place for your child in our program.

Note: We reserves the right to refuse admission based upon likelihood to benefit from the program. If a class is full, the child will be placed on a waiting list and you will be notified if space becomes available.

Other matters that are taken into account during the admissions process:

We consider “enrollment” in NMA to involve families as a whole, not just the children. We seek families who wish to work in partnership with the school on an ongoing basis and who will be committed to supporting the Montessori philosophy at home as well as at school. As such, we reserve the right to deny acceptance, at the sole discretion of NMA, to those who do not demonstrate acceptance and support of our Mission. We may deny enrollment a student if we determine, at its sole discretion, that it cannot adequately serve the needs of the child. The number of children who can be accommodated depends on Montessori guidelines and state regulations. When space is unavailable at the time of application, children may be placed on a waiting list at the parents’ request.



The first days, consider the commitment.

- Your child will likely have a phase-in process to smoothly acclimate to the routine of their new environment. This may be as short as one day, or as long as two weeks of gradual acclimation, depending on his or her comfort level and previous experience in a school setting. During this time we ask that parents stay flexible.
- The NMA community asks that parents that they attend parent education events.
- Each year of this cycle awards students a new experience that builds upon the first, and culminates in mastery of the academic and social topics first introduced in year one.
- We also ask parents to encourage their child's independence at home. This may mean instilling ways for their child to contribute to the family by helping with daily chores and more. While a typical programs may not ask as much of its parents, we feel that a healthy school and its children thrive on the collective contributions of each family.

Uniform Policy

We have established rules for proper dress code with the aim of making your child's school experience as pleasant, positive, and successful as possible. We ask that you help your child learn the new dress code so that he/she can make appropriate choices when dressing for school. Our students wear a school uniform on a daily basis. This policy must be adhered to so that our student body develops a feeling of community and belonging. We have heard on numerous occasions about the complexity of getting a child dressed in the morning. Therefore, we have chosen to become a uniform school as of August 2017.

Why uniforms?

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Many parents may be surprised to consider uniforms at such a young age, but uniforms are helpful not just to the students, but parents and teachers as well. Most importantly, uniforms eliminate distractions and competition in the classroom. This frees the child to focus on their classroom activities and develop their inner self. The uniform places children in a “school” frame of mind. Families who have taken advantage of the uniforms report stress-free mornings and relief from unnecessary clothing negotiations with their children. Children are encouraged to show their individuality not through what they wear, but rather their actions, efforts, and personality.

How do uniforms support the Montessori curriculum?

As mentioned above, uniforms eliminate competition between students, promote concentration by minimizing classroom distractions, and perhaps most importantly, uniforms encourage independence both at school and at home. Children who wear uniforms know exactly what to wear each day. Children can retrieve their clothes without discussion, make the choices allowed within the confines of the uniform policy and dress themselves. The beauty of the uniform is that they are simple in design and construction so children can manage on their own, both at home and at school. This is especially helpful for children who are toilet learning as these students benefit from simple, easy-to-manage clothing. Lastly, uniforms promote the concepts of beauty and order, which are fundamental elements of the Montessori philosophy as uniforms are appealing to the eye and create an expected order in the child’s dress. Overall, uniforms provide children another opportunity to experience “freedom within limits,” a defining characteristic of Montessori education.

Where do I get NMA uniform?

Uniforms are available for purchase through French Toast Uniforms at <http://www.frenchtoast.com>. NMA school code is QS5TZFB as well as through Lands’ End School at <http://www.landsend.com>. The school code is 900190125.

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All NMA students are required to do in keeping with the guidelines set forth above. Violations of the uniform policy will be documented. A note will be sent home notifying parents of failure to adhere to uniform regulations. After the fifth notice, any subsequent uniform violations will result in the child being sent home to change. Students may return to school as soon as the uniform is in compliance.

All Children Must Wear

Primary:

- Approved uniform from FrenchToast.com or Lands' End School.
- All shirts and dresses must have NMA logo.
- Closed Toe Shoes for outside.
- Inside shoes; Montessori Movers preferred. No light up shoes. Velcro or slip-on if the child cannot tie.
- One color pants with no themed.

Toddlers:

Fall

- Navy Blue Shorts/Pants (elastic waist band)
- Red t-shirts with logo;

Winter

- Navy Blue sweatpants
- Red sweatshirt with logo.



Dress Code:	Toddlers	Primary	Early Elementary
Uniforms:	<p>-Fall: Navy Blue Shorts/ Pants(elastic waist Band).Red T-shirts with NMA Logo.</p> <p>-Winter: Navy Blue Sweatpants/ Red Sweatshirt with NMA Logo.</p>	<p>-Fall: Navy Blue Shorts/ Pants(elastic waist Band). Red or white polo shirts with NMA Logo.</p> <p>Girls can wear Navy Blue dresses.</p> <p>-Winter: Navy Blue Sweatpants. Red or white polo shirts with NMA Logo. Can be long sleeve or wear a long sleeve under.</p>	<p>-Fall: Navy Blue Shorts/ Pants(elastic waist Band). Red or white polo shirts with NMA Logo.</p> <p>Girls can wear Navy Blue dresses.</p> <p>-Winter: Navy Blue Sweatpants. Red or white polo shirts with NMA Logo. Can be long sleeve or wear a long sleeve under.</p>
Shoes:	<p>-Velcro Strap - Closure sneakers (no shoe laces).</p> <p>-Good for walking, running and climbing.</p> <p>-Easy for them to take off and put on themselves.</p> <p>-Indoor Shoes are REQUIRED and need to be similar to slippers; Easy to get on and off for them.</p>	<p>-Velcro Strap - Closure sneakers (no shoe laces until teacher approves).</p> <p>-Good for walking, running and climbing.</p> <p>-Easy for them to take off and put on themselves.</p> <p>-Indoor Shoes are REQUIRED and need to be similar to slippers; Easy to get on and off for them.</p>	<p>-Velcro Strap - Closure sneakers (no shoe laces until teacher approves).</p> <p>-Good for walking, running and climbing.</p> <p>-Easy for them to take off and put on themselves.</p> <p>-Indoor Shoes are REQUIRED and need to be similar to slippers; Easy to get on and off for them.</p>
Lunch box	<p>-Bentgo/ System To Go/ Planet Box</p> <p>-Zipper lunch boxes (practice open and closing at home, at this stage your child is assisted)</p>	<p>-Bentgo/ System To Go/ Planet Box</p> <p>-Zipper lunch boxes (practice open and closing at home, we are growing independence)</p>	<p>-Bentgo/ System To Go/ Planet Box</p> <p>-Zipper lunch boxes (practice open and closing at home)</p>



Educational Workshops

The second Wednesday of each month excluding December and summer, we hold a Parents Educational Workshop. Parents must choose at least two workshops to attend. We may choose to invite guest speakers to share information on parenting and related issues. The educational workshop are held via zoom.

Gently remind to adults

- Use quiet voices
- Walk easily and quietly in the environment
- Do not to enter to the environment with sleeping children
- Respect a child's concentration on an activity and not distract him/ her at work
- Hold a conversation to a minimum and not engage in a spontaneous parent conference at the door during arrival/ dismissal
- Parents visiting in classes may have an anxious effect on other children settling in for the morning or waiting for their parents at day's end. Decorum in voice and demeanor is necessary at all times.

Parent-Teacher Conferences

Parent teacher conferences will be regularly scheduled *twice a year*, in the fall and in the spring. A parent can request a conference with a teacher at any time throughout the year and your teacher may schedule additional conferences if necessary.



Authorization to Release of a Child

Children are to be released only to their parent(s) or to an authorized adult. The authorized adult is required to have a picture I.D. on file. Parents must also fill out a release form (pick-up form) before the release of their child to the authorized adult. Please add emergency pick up names.

If a person other than the parent comes to pick up a child, we will ask to see a driver's license or photo ID. We will match the name on the ID to the release form names provided by the parent in the child's office file. I will make a copy of the photo ID and include it in the child's file for any future references. It will be necessary for me to contact and reach a parent to verbally confirm this release. With the exception of regular babysitters, parents must notify me of a different pick-up person even if the person picking up is on the approved pick-up list. If the parent does not notify us, we will call the parent before releasing the child.

Illness Policy

Children will be visually screened as they arrive. If the child exhibits signs of illness, it will determine if the symptoms indicate the need for exclusion until the child is well. In the event a child becomes ill and needs to be picked up the child will be separated from the rest of the children until the parent or other authorized person arrives. Your child will not be authorized to attend NMA if he/she exhibits any of the following symptoms:

- Fever of 101°F or higher
- Communicable disease
- Diarrhea with three or more watery stools in 24 hours

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- Vomiting during the past 24 hours
- A rash
- Eye discharge or pinkeye
- Lice or nits
- Too ill or tired to participate in normal activities
- Respiratory symptoms (cough, stuffy, **runny nose**, or sore throat)

Your child may return to NMA after he or she is free from signs of illness for 24 hours or with a doctor's authorization to return.

General Principle:

Your child is not well enough to attend school if:

- He/she is not able to engage in all indoor and outdoor school activities
- He/she would require medication to feel well for instance, Tylenol® or Advil® or Gravol®
- He/she has not stayed home a minimum of 24 hours, as required above.

For instance, if your child is sent home ill at 8:00a.m. on December 1st, the earliest your child may return to school is December 3rd.

Medications

Written consent is required to administer ANY medication. All prescription medication must be in its original container and properly labeled with the child name. Your pharmacist may be able to provide you with a separate container of medicine that can be left with me.

If medication the parents are responsible for signing the *Authorization to Administer Prescribed Medication Release and Indemnification Agreement* before administering any prescribe medicine.



Non-prescribe medication WILL NOT be administered by any NMA staff.

It is extremely important that we all follow these procedures. We want to ensure your child's safety, success, confidence, and happiness

The more supportive you are of them and their ability, the more successful they will be! We appreciate your full support with these procedures and are thankful you trust our knowledge and experience.

Partnership Agreement

Background

The purpose of this document is to clarify expectations. What can parents and school expect of each other as we enter into a long-term partnership to aid the development of your children? This document seeks to answer that question by articulating expectations: those that parents can reasonably expect of the school of the school and, in turn, what the school, with its mission of providing a superior Montessori learning environment, will expect of parents. By publishing a dialogue based on important questions and answers contained in this Agreement, we aim to reduce the misunderstanding and disappointment that can result when unstated expectations go unmet.

Q: What is the school's most basic expectation of parents?

A: Make continuing efforts to understand, embrace, and apply the Montessori approach at home and to work in partnership with the school. These efforts should begin before admission. The school desires parents who understand and embrace the mission of the school. To that end, we help parents learn about the Montessori approach by providing information and opportunities for parent education as part of the admission process so that parents can make an informed decision in choosing to enroll their children and continue



to provide more opportunities throughout a family's years at the school. Once children are enrolled, the school expects parents to attend Parent/Teacher conferences and Parent Education Workshops. Additionally, we expect parents to familiarize themselves with the philosophy, policies, and procedures contained in the Parent Handbook and other school publications. Professional staff and parents are expected to work collaboratively to foster the development of the child. Children thrive when both the home and school environments work in harmony, sharing the same educational values and expectations. Children develop a love of learning and become responsible, independent, and capable when parents' values and expectations are consistent with those of the school and are reinforced on a consistent basis at home.

The school expects parents to commit to growth in parenting in a Montessori way. We have defined the real "work" of a parent, in a collaborative partnership with the school, as modeling the attributes for their child and providing opportunities for their child to develop them at home. In other words, parents are expected to become proficient in applying Montessori philosophy at home. This begins with the general principle, "Never do something for your child that he can do for himself." Allow your child to engage in all of the simple tasks of everyday life that a child can do for himself at each stage of development. Montessori education may also entail learning a communication style that is different from the way in which you were parented. This is a commitment that takes time and will likely involve change, which typically involves some level of discomfort. However, you are not alone or isolated in your journey of growth as a parent. Navarre Montessori Academy and families are your support system. We are all members of a Montessori learning community.

Q: What contribution can I make to create a positive school community?



A: Demonstrate respect for all adults and children, the school, and the school's programs and become involved in the life of the school community. Respect is the cornerstone for the Navarre Montessori Academy community. Respect begins with civility and deepens into trust. Our most fundamental behavioral guidelines for the children are: "respect yourself, respect others, and respect the environment." We expect the same from adults, parents, and school staff, at all times and in all relationships within the school community. We expect every member of our community, students, parents and staff, to be willing to accept full responsibility for their attitudes, actions, and ultimately for their lives. Support your child by speaking of his/her teachers, classmates, and school in positive terms. Look for ways to make a positive contribution to the life of the school. Get involved in the life of the school community. At Navarre Montessori Academy, parent involvement is not only strongly encouraged, but is an integral part of everyday life.

Q: What are my responsibilities regarding communication and problem solving between home and school?

A: Maintain active, direct, and respectful, two-way communication with the school.

Read communications sent home, including emails and newsletters. Inform the school in a timely fashion of pertinent changes in your child's life. Parents are responsible for keeping contact information current and informing the school of any significant changes in child's life. Active communication involves parents sharing observations and concerns about their child with the child's current teacher. In matters large and small, remember the principle of respect; even when there is a disagreement, disagree respectfully, and follow the school's problem solving process. Children prosper most when the adults in their lives work in harmony and resolve conflict through side by side problem solving, rather than face to face confrontation or by involving others who are not part of the problem or the solution. Asking for information, striving to see other perspectives, and remaining open to

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possible solutions are critical elements of collaborative problem solving.

Q: What can I expect of the school academically?

A: NMA aspires to fulfill its mission as a Montessori school. As a Montessori school, we differ from traditional schools. Our first commitment is to the multidimensional development of the child. Navarre Montessori Academy's curriculum is challenging and you can expect your child to be provided with challenging work that is appropriate for her. We educate the whole child. We guide all children to think for themselves. Cognitive development and a solid academic foundation are important, yet they represent only one dimension of our aspirations for your child. Equally significant is your child's social, emotional, spiritual, and physical development. Children are given choices and a great deal of freedom-within limits-during the school day. They are allowed to experience, and learn from, the consequences of their choices thereby strengthening their critical thinking skills and promoting self-correction. The choices a child makes and the accompanying responsibilities influence the emerging character of your child. Choosing his own work, or shaping it to a considerable degree, following that work through to completion, while working independently or in cooperation with others, the Montessori child identifies his interests and develops his individual gifts with the goal to strengthen intrinsic motivation and self-direction. We treat each child with dignity and respect, and expect that she will treat others with the same respect. We treat each child as an individual and strive to develop each child's unique gifts-within the context of the classroom and the school community. With freedom comes responsibility, and each child learns to balance his personal freedom with a clear sense of responsibility to herself, to others, and to the community as a whole.

Q: What can I expect in terms of communication from the school?

A: We strive to maintain open, honest, timely, and respectful communication with you about your child and about information affecting the school community.

<http://www.montessorinavarre.com>



Our goal is to ensure strong communication between school and home in support of our students. The following processes are part of the school year to help in this area: New Parent Orientation, Information Night, November Parent/Teacher Conferences, May Parent/Teacher Conferences, and monthly e-mail Newsletter. In the event of special concerns, the director will contact you to discuss these concerns by phone, by e-mail, or in person. If you have a concern or question about your child's classroom or progress, please contact the director by e-mail or phone. Please, give us 24 hours to respond. In addition to conference reporting, the director will communicate with you via classroom newsletters, e-mail messages, ClassDojo and short reports as needed for individual children. At times, as needed, we will also recommend meetings or conferences with parents or other resources.

Q: What can I expect of the school environment?

A: We strive to ensure an environment that is physically and emotionally safe and supportive, as well as aesthetically beautiful. Dr. Montessori said that the classroom teacher's first responsibility is to prepare the environment. This means that the learning materials should correspond to the developmental characteristics of the child at each level. It is important that those materials be attractive to the child: correct in size, aesthetically pleasing, well maintained, and complete. In a broader sense, the whole environment must meet these criteria; to appeal to the child and inspire his work. Our community of children and adults comprise a social environment and culture that impacts the child's experience. We strive to make this environment emotionally supportive and safe for every child. Thus, empowering him with problem solving and social skills and aiding him in the development of emotional intelligence to prepare for a lifetime of working with others in a variety of communities and organizations. We look forward to a working partnership with you to provide both an outstanding educational experience and warm, welcoming community for both you and your child.



Parent Handbook Acknowledgment & Agreement

I (we), _____ and _____, have read, understand, and agree to abide by the information given in the Parents' Handbook, including the Parent-School Partnership Agreement. I (we) understand that the content may change or be updated by NMA.

Please initial each of the following indicating you are aware of the policy.

_____ Drop off is between 7:30am and 8:00am. Students **MUST** be in class by 8:05AM. I have read and I understand the drop-off directions.

_____ If you are unable to bring your child to school before 8:05 am for reasons other than emergency situations, scheduled appointments or other reasons previously communicated with your child's teacher; please do not bring your child to school that day.

_____ Students must be fever free for 24 hours **without** the help of any meds before they can return to school.

_____ I have read the policy for before and after school.

_____ I have read, and agree to comply with the policy for communication with staff members at NMA.

_____ I have read the Nutrition Policy and understand what foods are not acceptable for school.

_____ I am aware of the conference dates listed on the school calendar and that will hold one conference only per family on the specified days.

_____ I understand that NMA reserves the right to hold any documents for students with outstanding balances.

_____ I understand that if I choose to withdraw my child at any point in the year, *my balance will be due for the remainder of the*



school year and NMA reserves the right to fill the spot in the classroom.

_____ I understand that I am considered late after my child's scheduled pick up time. I understand that it is my responsibility to pay fees on the next billing cycle.

_____ I understand the after care rules and timing and it is my responsibility to pay fees if I use this service.

_____ I understand I will be considered using the extended care services, if I pick up from 12:30 pm. It is my responsibility to pay fees on the next billing cycle.

_____ I understand and support the phase in process.

_____ I have turned in the School Entry Health Exam and a current Immunization form or Religious Exemption form. I understand that my child will not be able to attend school with expired or missing forms.

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____