

The Glen Montessori School



Parent Handbook

MISSION STATEMENT

It is the mission of The Glen Montessori School to meet four objectives: Provide an educational experience that upholds the tenets of education and development as espoused by Dr. Maria Montessori; Provide this experience to children of diverse ethnic, cultural and economical backgrounds; Create an environment that encourages active parental involvement in the education of the children. This manifests itself through parent committees and a parent-led Board of Directors; Ensure the future viability of the school by practicing sound business principles and obtaining alternative sources of non-tuition related funding.

HISTORY

Recognizing the need and desire for a Montessori school in the Sewickley Franklin Park-Wexford areas, a group of five mothers formed The Glen Montessori School in June of 1986. The school welcomed its first class of six students in September 1986. Word of the school spread and the enrollment grew to fifteen children by the end of the 1986-87 school year. In the fall of 1987, with enrollment full at 24 students, an extended day session for older children was added. In the summer of 2001, The Glen moved from its original location to its current location in Emsworth. Presently the school's program consists of five classroom offering, morning, afternoon, extended, and all day sessions as well as a toddler program.

GOVERNANCE

The best possible environment for the child is the result of a successful partnership among parents, staff members, children and administration. In order to help promote this partnership, the following explanation of the school's roles is offered.

The Glen Montessori School is governed by a Board of Directors who serve on a voluntary basis. It is their responsibility to set the policies by which The Glen operates. The board hires and evaluates the Executive Director and oversees the school's finances.

The day-to-day operation is the responsibility of the Executive Director. The Executive Director, in conjunction with the Educational Directress and staff, promote the Montessori philosophy within The Glen community.

WHO TO CONTACT

Should a concern arise, contact the school office. If the concern is related to the classroom, parents should initially contact the appropriate Directress. Unresolved concerns should be directed to the Executive Director.

CLASSROOM MANAGEMENT

The Montessori classroom provides a carefully prepared environment with many developmentally appropriate activities from which the children may choose.

Ground rules are clearly communicated to the children, with older children participating as role models within the classroom.

The Glen Montessori School supports our children's development as whole, well-rounded, articulate, caring human beings. The Montessori staff prepares the environment so that each child will feel safe, secure and respected. When the child becomes intensely absorbed in his work, he has taken the initial steps toward genuine self-discipline. In the words of Maria Montessori, "A child who can control himself is free to learn."

In an effort to help children internalize values about conduct and social interactions, our program emphasizes the development of a clear behavior management policy. The goal is to promote good decision-making habits.

The Glen also has established a four-step policy to help children and families resolve classroom conflicts. These steps are individualized to meet the specific needs of conflicts that go beyond normal classroom behavior.

ADMISSION

The admission process for The Glen Montessori School consists of the following steps:

- a scheduled tour...classroom observation & Montessori video available.
- an interview with the Executive Director
- a completed application and receipt of a \$50 non-refundable application fee
- an informal classroom evaluation for the prospective child

Once the above process is completed and admission is approved, an orientation package with deposit request, contract, tuition arrangement and placement information is mailed to the family. Enrollment is based on space availability with preference being given to the entry level age groups of Toddler (18 months) and Primary (2 years, 7 months – 3 years, 6 months).

NON-DISCRIMINATION POLICY

The Glen Montessori School is committed to the principles of Equal Opportunity and non-discrimination for all persons. The Glen's policies and practices are designed to prohibit discrimination on the basis of race, color, religious creed, disability, ancestry, national origin, age or sex. Any persons who believe they have been discriminated against may file a complaint of discrimination with any of the following:

The Glen Montessori School

500 Huntington Avenue
Pittsburgh, PA 15202

Office of Civil Rights

U.S. Dept. Health-Human Services
Office for Civil Rights Regions III
Suite 372, Public Ledger Bldg.
150 S. Independence Mall West
Philadelphia, PA 19106-9111

PA Human Relations Commission

11th Floor
Pittsburgh State Office Building
300 Liberty Avenue
Pittsburgh, PA 15222

Bureau of Equal Opportunity

Western Regional Office
Room 702, Pittsburgh SOB
300 Liberty Avenue
Pittsburgh, PA 15222-1210

SCHOOL YEAR/CALENDAR

The Glen Montessori School follows a schedule operating from the day after Labor Day to the last Friday in May. During the year, The Glen Montessori School observes a variety of holidays, Thanksgiving, winter and spring break. Additionally, in-service days are conducted at intervals to promote staff education and operational goals. A school calendar is provided to each family. Changes to the calendar are made in writing to each family.

SCHOOL HOURS

Programs

Times

P/T 2 Day Toddler Program
(18 Months to 31 Months)

Thursday & Friday
8:30 AM to 11:15 AM

F/T 2 Day Toddler Program
(18 Months to 31 Months)

Thursday & Friday
8:00 AM to 5:30 PM

P/T 3 Day Toddler Program
(18 Months to 31 Months)

Monday – Wednesday
8:30 AM to 11:15 AM

F/T 3 Day Toddler Program
(18 Months to 31 Months)

Monday - Wednesday
8:00 AM to 5:30 PM

P/T 5 Day Toddler Program
(18 Months to 31 Months)

Monday – Friday
8:30 AM to 11:15 AM

All Day Toddler Program
(18 Months to 31 Months)

Monday – Friday
8:00 AM – 5:30 PM

Primary Morning Program
(Ages 3-6)

Monday – Friday
8:30 AM – 11:30 AM

Primary Afternoon Program
(Ages 3-6)

Monday – Friday
12:15 PM – 3:15 PM

Extended Day Program
(Ages 5-6)

Monday – Friday
8:30 AM – 3:15 PM

All Day Montessori Program
(Ages 3-6)

Monday – Friday
8:00 AM – 5:30 PM

Before & After School Care for All Programs

Monday – Friday
8:00 AM - 8:30 AM
3:15 PM – 5:30 PM

BILLING INFORMATION

APPLICATION FEE: All programs require a non-refundable application fee of \$50 with each application.

DEPOSIT: A non-refundable deposit is required with each completed application to hold your child's place in the class.

TUITION: The Glen offers three payment options.

Annual Payment Option:	Deposit	Due July 15
P/T 2 Day Toddler Program	\$200.00	\$1,474.00
F/T 2 Day Toddler Program	\$200.00	\$3,148.00
P/T 3 Day Toddler Program	\$200.00	\$2,326.00
F/T 3 Day Toddler Program	\$200.00	\$4,853.00
P/T 5 Day Toddler Program	\$200.00	\$4,000.00
All Day Toddler Program	\$200.00	\$7,255.00
Primary AM Program	\$200.00	\$4,000.00
Primary PM Program	\$200.00	\$3,800.00
Extended Day Program	\$200.00	\$5,470.00
All Day Montessori Program	\$200.00	\$7,255.00

Bi-Annual Payment Option:	Due July 15 & November 15		
	Deposit	July 15	Nov. 15
P/T 2 Day Toddler Program	\$200.00	\$837.00	\$637.00
F/T 2 Day Toddler Program	\$200.00	\$1,674.00	\$1,474.00
P/T 3 Day Toddler Program	\$200.00	\$1,263.00	\$1,063.00
F/T 3 Day Toddler Program	\$200.00	\$2,526.50	\$2,326.50
P/T 5 Day Toddler Program	\$200.00	\$2,100.00	\$1,900.00
All Day Toddler Program	\$200.00	\$3,727.50	\$3,527.50
Primary AM Program	\$200.00	\$2,100.00	\$1,900.00
Primary PM Program	\$200.00	\$2,000.00	\$1,800.00
Extended Day Program	\$200.00	\$2,835.00	\$2,635.00
All Day Montessori Program	\$200.00	\$3,727.50	\$3,527.50

Monthly Payment Option: 10 Months – July 15th to April 15th
(Includes a \$10 monthly service fee)

	Deposit	15th of Each Month
P/T 2 Day Toddler Program	\$200.00	\$157.40
F/T 2 Day Toddler Program	\$200.00	\$324.80
P/T 3 Day Toddler Program	\$200.00	\$242.60
F/T 3 Day Toddler Program	\$200.00	\$495.30
P/T 5 Day Toddler Program	\$200.00	\$410.00
All Day Toddler Program	\$200.00	\$735.50
Primary AM Program	\$200.00	\$410.00
Primary PM Program	\$200.00	\$390.00
Extended Day Program	\$200.00	\$557.00
All Day Montessori Program	\$200.00	\$735.50

REFUNDS

In compliance with Pennsylvania Rules and Regulations Governing Private Academic Schools, any student who withdraws or is requested to withdraw during the school year shall not receive a refund of tuition paid for the term. Students who enroll and withdraw within less than thirty (30) days prior to August 31st or December 31st shall be entitled to a 75% refund on any tuition fees paid for that term.

LATE FEES AND OTHER CHARGES

The late fee for tuition payments is \$75.00. There will be a \$32.00 service charge for checks that are returned for any reason.

ANNOUNCEMENTS/NEWSLETTERS

A weekly message sheet (distributed each Thursday) and a newsletter (distributed monthly) will alert you to any schedule changes or important information.

ARRIVAL

It is imperative for your child to arrive on time for the program. Beginning the school day on time allows your child to participate in valuable social interaction and learning experiences that would otherwise be missed. It assists in the child's full participation in and enjoyment of school experiences.

Your child will be met at your car by a staff member and escorted into the school, so there will be no need for parents to leave their car. Please be sure to stay within the car lane until it is your turn to have your child taken from the car. The pedestrian lane must be observed to allow room for students to exit the car. Also, children under the age of eight are to be securely fastened in an approved car seat.

History has taught us that this is an orderly and safe process, and is helpful with the separation issues that so often affect the younger children. Sometimes, during the first few days, it may be necessary to carry a child into the school. Once in the school, children generally settle down very quickly. If for some reason your child does not, we will call you. Please feel free to call the school to make sure your child has settled down. We will be happy to report how your child is doing and what he/she is doing at the time. Arrival times for the various programs are as follows:

P/T 2 Day Toddler Program
8:30 AM to 8:45 AM

F/T 2 Day Toddler Program
8:00 AM to 8:15 AM

P/T 3 Day Toddler Program
8:30 AM to 8:45 AM

F/T 3 Day Toddler Program
8:00 AM to 8:15 AM

P/T 5 Day Toddler Program
8:30 AM to 8:45 AM

All Day Toddler Program
8:00 AM to 8:30 AM

Primary Morning Program
8:30 AM to 8:45 AM

Primary Afternoon Program
12:15 PM to 12:30 PM

Extended Day Program

8:30 AM to 8:45 AM

All Day Montessori Program

(Carline at Main Door)

8:00 AM to 8:15 AM

If you arrive after the scheduled carline time, we ask you to (1) park your car; (2) ring the bell of the main entrance; (3) enter the building with your child; (4) assist your child in the hanging up of his/her coat; (5) escort your child to the classroom and make certain the Directress is aware of your child's arrival.

DISMISSAL

Make sure you are on time to pick up your child. Anxiety can build up again at the end of the day. It is important for the child to feel safe and not "forgotten". We ask that parents park their car and come in to pick up their children.

Please know that no child will be dismissed to anyone you have not indicated on the parental contact consent form. You may add or delete names as needed. If changes occur while the child is in school, please call the school with this information.

Special dismissal instructions that differ from the child's usual routine must be put in writing with all information clearly specified. For example, children who will be leaving school to visit another Glen student's home must have permission and instructions given in writing by a parent or caregiver. Dismissal times are as follows:

P/T 2 Day Toddler Program

11:15 AM

F/T 2 Day Toddler Program

3:15 to 5:30 PM

P/T 3 Day Toddler Program

11:15 AM

F/T 3 Day Toddler Program

3:15 PM to 5:30 PM

P/T 5 Day Toddler Program

11:15 AM

All Day Toddler Program

3:15 PM to 5:30 PM

Primary Morning Program

11:30 AM

Primary Afternoon Program

3:15 PM

Extended Day Program

3:15 PM

All Day Montessori Program

3:15 PM to 5:30 PM

ORIENTATION

At the beginning of the year, the new children attend school for abbreviated periods. The length of time at school will increase each week, so that by the end of orientation, all children will be ready to come to school for the full three hours. The orientation period gives the children the opportunity to adjust to the routine and to the newness of the school in a calm, peaceful and secure setting.

Special provisions for orientation will be made individually with regard to All Day Montessori students if needed or requested.

PARENT CONFERENCES

Parent conferences will be conducted twice a year in the late Fall and Spring. Conferences will be individually scheduled by the school office.

PHONE CONSULTATION

Each Directress will be available for phone consultation on an "as needed" basis from 8:00 AM to 8:30 AM and from 3:30 PM to 4:00 PM daily.

BUSING

School districts have the final word in determining who is eligible for busing. Parents of eligible students will receive a busing questionnaire to complete concerning busing for the following school year. The Glen will notify the transportation department and the transportation department will notify you of your child's bus stop and time of pick-up/drop off. We urge you to accompany your child to the bus stop and meet him or her, especially in the early weeks of school.

Families are responsible for obtaining a copy of the school district's school calendar and cancellation policy. It is the responsibility of the parent to call the district's transportation department on days your child will not be riding the bus.

SNACKS

Providing snacks for the children at school can be exciting for your child. We have a snack calendar in which each child is responsible for providing the snack. The school provides snacks in September and a snack calendar begins in October. Please bring in your assigned snack the day before it is scheduled.

The Glen Montessori School is a PEANUT FREE ZONE due to the increasing severity of allergies some students have to peanuts. We ask that you please make sure your snack does not contain any peanuts, peanut butter, or peanut oil.

LUNCHES

For the Extended Day and All Day student, having lunch at The Glen with friends is a social event as well as a learning experience. Exercises of grace and courtesy are highly valued in the Montessori curriculum.

Parents can make lunch time a happy and healthy one. Here are some suggestions: (1) make sure your child's lunch container is labeled with his/her name; (2) pack a lunch that is easy to eat; and (3) parents can help by packing wholesome, sugar-free treats. Montessori encourages the child to be independent with regard to preparation and clean-up of lunch. The use of the microwave inhibits that independence. For this reason and because it simply becomes hard to heat numerous lunches in the limited time available, we ask families to pack lunches that allow your child to have a positive lunch experience.

If your child has any dietary restrictions and/or food allergies, please notify the office at 412-766-3815. Please do not pack any item containing peanuts or peanut butter.

Note: Due to the limited time available for programming, Enrichment lunches are strictly limited to brown bag only. No “microwave” lunches please.

NAP TIME

For those children enrolled in the All Day Toddler and All Day Montessori Program, a small blanket, pillow and one (1) small special security item is requested for nap time. All items should be packed in a carry bag which will be returned to you monthly for cleaning.

CLOTHING

While The Glen has no formal student dress code, here are several suggestions that will benefit the child as well as the staff:

- **Indoor Clothing**

(1) Dress your child in clean, comfortable, easy-to-manipulate clothing; (2) no body suits that snap between the legs; (3) avoid overalls that present problems due to heavy buckles; and (4) wherever possible, please label your child's clothing – both indoor and outdoor items.

- **Outdoor Clothing**

Outdoor clothing (including footwear) appropriate to the weather is necessary since outdoor activities will be scheduled for most days except for rain and extreme cold. This would include boots, hats, mittens and snow pants.

Umbrellas in the hands of small children can be dangerous. For this reason, please have children wear raincoats with a hood or hat. PLEASE, NO UMBRELLAS.

- **Change of Clothes**

On the first day of school, please send a complete, labeled “Change of Clothing” for your child to be left at school for uses in case of accidents. This is for all ages of children, as “accidents” are not only of the bathroom kind, but also include wet or muddy clothing from outdoor play and major spills. The clothing must arrive in a clear one-gallon size zip lock bag with the child's name written clearly on the bag in permanent marker.

As the weather turns cooler, it is advisable to exchange warmer clothing in the clothing bag to more appropriate wear.

DISASTER

Every child must have a small blanket in a labeled clear zip lock bag. This will be stored at The Glen in order to comply with Pennsylvania's disaster regulations. The blanket will be returned to you when you leave The Glen.

FOOTWEAR

Children will feel much pride and independence if they can take off and put on their own shoes. Slip-ons are a good choice, as are sneakers with Velcro fastening for younger children. Older children who have learned to tie laces may wear laced shoes. Please, no clog, flip flops or open backed shoes. Remember that children will be playing outside most days; fancy dress shoes can be slippery and become soiled.

SLIPPERS

The Montessori Method recognizes the child's need for quiet and order in the classroom to allow the greatest opportunity to do concentrated work. In addition to maintaining a quiet classroom, wearing slippers helps keep the rooms clean. With this in mind, and also for your child's comfort, we ask you to provide slippers to be kept at school. Please encourage your child to choose plain ones, as fancy ones do distract. Ballet or Isotoner-type slippers are preferred for girls as they are easier to wear and store. Please mark the child's name on both slippers. All children should bring their slippers on the first day of school.

TOILET LEARNING

The Glen Montessori School does not require children to be toilet trained in order to attend school. Learning to use the toilet, like every other part of life, is acquired at different ages by different children. Pressuring children to use the toilet before they show signs of readiness may be counter-productive, resulting in unnecessary stress on parent and child.

When parents decide that a child is ready to use the toilet, the parent and Directress can meet and discuss the way in which toilet learning is to be handled. Every attempt will be made to follow the parent's plan for helping their child to learn this skill.

All toileting items such as diapers, ointment, etc. are to be labeled with your child's name and brought the first day of school. Replacement items should be supplied as needed to your classroom teacher.

Help us by not wearing tights when potty training.

HEALTH POLICY

Children who are sick should not be brought to school. Please keep your child home if any of the following symptoms are present:

- Cough • Vomiting • Sore Throat • Diarrhea
- Runny Nose with Yellow/Green Discharge
- Rash • (undiagnosed) • Fever (98.6 F)
- Pink eye or eye discharge

To help prevent the spread of illness to others, your child should be symptom-free for 24 hours before returning to the school environment. If your child develops a contagious disease such as measles, fifth disease, pink eye, mumps or chicken pox, please contact the school immediately so that other parents can be notified.

DISPENSING MEDICINE

Medication shall be administered to children only when a completed Medicine Dispensing Form is on file. All medicine, including over the counter medications, must be authorized by a physician.

School administrators will only administer the dosage as indicated on the Medicine Dispensing Form and on the prescription itself. Prescription medication must be in the original container labeled with the child's name, date, directions, and physician's name. It is the parent's responsibility to bring all medications and forms to the office. Do not send medication and forms in with a child.

Children are not permitted to carry medicine (even vitamins) with them or in their lunch box. Directresses will remove such medicine and contact the parent.

MEDICAL EMERGENCIES

In the event a child becomes ill or is injured while at school, the following procedure will be followed: (1) the school will call the parent to let them know what has happened; (2) seek direction for treatment; and (3) call will be made to parent, if necessary. An Incident Report Form must be completed, with the original provided to the parent and a copy to the school.

If a parent cannot be reached in the event of a minor incident, the designated emergency contact adult will be called (as determined by the administrator's best judgment). In the event of a major emergency, the administrator will call the designated emergency contact adult. The school will require the emergency contact adult to pick up the child and provide appropriate care, or to meet the child and school administrator at the hospital. After treatment, the designated emergency contact adult will take the child home and provide care until the parent returns.

In the event of a progressive illness (flue symptoms, fever, etc.), the parent or designated contact will be called to take the child home. Please make certain the school office has updated names and telephone numbers.

ABSENCES

Parents are requested to call the school office the first day of any absence. If your child becomes ill during the night, you may call the school at any time and leave a message. Communicable and serious diseases must be reported to the school immediately, so that the appropriate health reports may be filed with the County Health Department.

DELAYS AND CLOSINGS

In the event of inclement weather, please listen to radio station KDKA (1020 AM) or watch KDKA television or log onto www.KDKA.com. The Glen Montessori School will announce any delay or closing using the school's name. A weather-related delay will result in a 10:00 AM start. Safety is our first concern. Any parent who feels that local road conditions are unsafe should feel free to keep their child at home. The Glen also notifies all the other major television stations of closures.

FOR BUSED STUDENTS

If your school district is closed, and The Glen is open, transportation for that day becomes your responsibility. Contact your district for rules regarding this.

SPECIAL EVENTS

Special events are held throughout the school year at The Glen. Flyers will be distributed as events occur.

BIRTHDAYS

During circle time, classes celebrate with a special ceremony for each child's birthday. The birthday child holds a globe and walks around the circle one time for each year of his/her life. A candle is placed in the center of the circle to symbolize the sun and the earth's yearly revolution. While the birthday child walks around the circle, the directress would like to be able to share something about each year of his/her life with the rest of the class. It is helpful for parents to provide a "Birthday Book" of the child's life. For instance, "Johnny was born on May 1 in New York City, NY. When he was six months old, we moved to Pittsburgh, PA. When he was one year old, he started walking..." Pictures or mementos from each year are wonderful things to share with the class. Parents are welcome to join the class for these celebrations. Children with birthdays in the summer are encouraged to celebrate their Half-Birthday. This way, their birthdays will not be forced into the last month of school. Please call the school office with any questions.

Parents are also welcome to look in the Wish Box and purchase a gift for their child's classroom. The teacher provides a list of suggestions for you. Sometimes donating a book in honor of your child's birthday is also nice. Any of these ideas are by choice.

If you are planning a home party for your child, please do not hand out invitations at school. This can result in hurt feelings and sad children. Please deliver invitations by other means.

FIELD TRIPS

During the course of the year, The Glen Extended Day children may take field trips to enrich their learning experience. All trips will be chaperoned by volunteer parents and Directresses. All field trips will be announced in advance and all children must have a signed permission form on file at the school before participating. All students, parent volunteers and staff will travel by bus.

Since parent chaperones will be keeping track of a number of young children in their group, we ask that other arrangements be made for siblings and that they not accompany parent chaperones.

PARENT INVOLVEMENT

The Glen Parents' Association, or GPA, is a mechanism to gather the energies of families and staff members together to best benefit the children. By virtue of enrolling your child at the school, you become a member of the GPA. Please join one of the various committees and share your time and talent. Details about the time commitments and responsibilities are communicated early in the school year.

FUNDRAISING/ANNUAL GIVING

The Glen Montessori School is a non-profit 501(c)3 organization. As such, tuition alone does not cover operating expenses such as salaries, rent and expendable materials. Raising funds is necessary to supplement operating expenses as well as covering irregular costs such as adding, replacing or upgrading equipment, furnishings, or materials. Fundraising is also important as a way to build camaraderie among the families who work so hard to provide the best education available for their children.

We rely heavily on our parents to contribute in these efforts. The Glen Montessori School and The Glen Parents' Association organize events and opportunities for giving throughout the year. Successful events are repeated from year to year, and new ideas and participants are encouraged to share their time and talents.

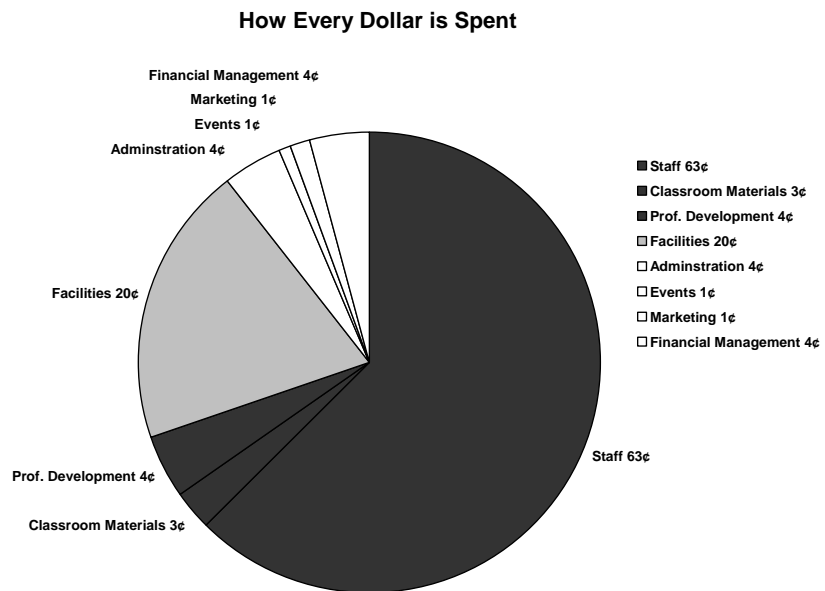
We ask each Glen family to contribute yearly by raising \$250 or by volunteering 25 hours of time. There are three ways you can contribute:

- Raise \$250 in net proceeds from a variety of fundraising sources: personal or family donations, fundraising efforts or events (e.g., candy sales, scrip)
- Receive \$100 credit toward the fundraising target for each signed student referral to the Glen
- Devote 25 hours during the school year to various activities. All time is accounted for on the honor system via a form available at the reception desk.

The Glen Parent Association will define the activities the school would like parents to volunteer their time for.

Your fundraising contributions matter because this money benefits our children in important ways. 70¢ of each dollar directly touches our children via investments in staff and classroom works. Another 20¢ pays for the facilities in which our beautiful school is

housed. The remaining 9¢ pays for all administrative expenses – like marketing, school events/field trips, and insurance. As you can see, your money is spent on creating an educational experience for our children we can all be proud of.



The Glen Montessori School
500 Huntington Avenue
Pittsburgh, PA 15202
(412) 766-3815
Fax: (412) 766-3816

To find out more about our school, contact us at:
www.glenmontessori.org