

Revised July 1, 2010

# 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 economic 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. Presently the school's program consists of approximately 150 students offering, morning, afternoon, extended, and all day sessions as well as infant, toddler, enrichment and camp programs.

## **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, Lois J. Payne. The Executive Director, in conjunction with the Educational Director, Jeanine Thornton, 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. Direct other inquiries to:

Ass't to the Director	Luann Hoag	Operations Billing Human Resources
Dir. of Development	Theresa Moeller	Development Enrichment Fundraising
Administrative Assistant	Luisa Trapizona	Pupil Services Parent/Student Events
NAEYC Coordinators	Sandra Kutchman Lindsey Anderson	NAEYC Accreditation

## **ACCREDITATION**

The Glen Montessori School is a full-affiliate of the American Montessori Society, the foremost voice for quality Montessori education in the United States. As a full-affiliate, The Glen Montessori School endorses and follows established standards for excellence for the preparation of Montessori teachers, the practice of Montessori education by credentialed teachers and the dissemination of the principles and ideals for Dr. Maria Montessori.

The Glen is also accredited by the National Association for the Education of Young Children (NAEYC). The Glen has voluntarily undergone a comprehensive process of internal self-study and improvement and has met all ten (10) of the NAEYC Early Childhood Program Standards. NAEYC Accreditation provides parents with a *mark of quality* for our accredited programs.

The Glen Montessori School is also a voluntary participant in Pennsylvania's quality improvement program, Keystone Stars.

## **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:

### **Office of Civil Rights**

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

### **The Glen Montessori School**

500 Huntington Avenue  
Pittsburgh, PA 15202

### **PA Human Relations Commission**

301 Fifth Avenue  
301 Fifth Avenue  
Suite 390, Piatt Place  
Pittsburgh, PA 15222

### **Bureau of Equal Opportunity**

Western Regional Office  
301 Fifth Avenue  
Suite 390 Piatt Place  
Pittsburgh, PA 15222

## **SMOKE FREE ZONE**

The Glen Montessori School is a smoke free zone. No smoking is permitted on school property.

## **GENERAL ADMISSION**

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

- a scheduled tour...parents may also request a classroom observation & a Montessori video is always available for your viewing.
- an interview with the Executive Director.
- a completed application and receipt of a \$50 non-refundable application fee.
- It is the policy of The Glen Montessori School that all children be immunized.

Once the above process is completed and admission is approved, an orientation package containing a deposit request, contract, and tuition payment option is mailed along with other placement information. Enrollment is based on space availability with preference being given to the entry level age groups of Infant (8 weeks to 18 months); Toddler (18 months to 2 years, 7 months); Primary (2 years, 7 months to 6 years old); and Elementary (6 years to 9). Transitioning between the four programs; i.e. Infant, Toddler, Primary, and Elementary is a seamless process with guaranteed slots for children moving upward. Transitioning is accomplished when developmentally/age appropriate. All classroom placements are at the discretion of The Glen Montessori School's administration/faculty in accordance with Montessori guidelines and best practices.

### *Infant*

The Infant Program provides a carefully prepared, emotionally supportive learning environment designed to promote the development during the child's sensitive periods for movement, language and order.

### *Toddler*

The Toddler Program provides an environment for your growing, active, and curious child. The classroom is specifically tailored to support the young child's neurological, physical and emotional development. The prepared Toddler environment offers the following benefits:

- Environment which caters specifically to a Toddler's critical areas of development; Personality, Trust, Thinking, Problem Solving and Separation.
- Warm, inviting and positive atmosphere with activities which are designed to assist the children in making a positive and purposeful separation from their parents.
- Opportunity to establish new and bonding relationship with other children and adults while engaging in stimulating activities

### *Primary*

The Glen stresses a three-year enrollment commitment that promotes the completion of Montessori child development guidelines. The multitude of classroom materials and equipment compliment our three-year learning cycle and are designed to provide basic competency in all curriculum areas as a prerequisite for first grade admission. Our Extended Day (Kindergarten) Program completes the Primary (ages 3-6) Montessori experience.

### *Elementary*

The Elementary Program will emphasize an authentic Montessori curriculum that focuses on values; Respect for Work; Respect for Feelings; Care of Self; Care of the Environment; and the conviction that everything in the universe is somehow connected. The Elementary Program will be strongly rooted in Montessori philosophy and emphasize each child's individual development.

The cultural curriculum (geography, history, botany and zoology) is emphasized at the elementary level in Montessori with the goal of helping children to see themselves as citizens of the world and the heirs to the tremendous human potential in each of us.

Children in the elementary Montessori classroom will be challenged to exceed typical expectations by stressing the importance of skills that determine lifelong success. Projects and lessons will highlight proficiency in traditional areas, as well as social skills, community service and care for the Earth.

## **ENROLLMENT**

Prior to the child's attendance, a home visit with the parent or legal guardian and the child is required to acquaint each new family with the Montessori environment, teacher, and school schedule. An Infant/Toddler, Primary, or Elementary Home Questionnaire is required for the Home Visit. Parents will also be supplied with a Parent Handbook and asked to acknowledge receipt and understanding of the content of the handbook.

The following forms will be completed and submitted to The Glen Montessori School prior to the child's first day of attendance. The information in these forms will remain confidential and will be shared with the Teacher only as required to meet the needs of the child:

- 1) Application for Admittance
- 2) Child Health Assessment— by the child's physician or certified registered nurse practitioner
- 3) Emergency Contact/Parental Consent Form
- 4) Contract
- 5) Tuition Option Form
- 6) Child Pick-up Authorization Form
- 7) Photo Release
- 8) Child Photograph
- 9) Field Trip Permission Form (Kindergarten)
- 10) Family Dentist Report (Kindergarten)
- 11) Parent Handbook Acknowledgement Form

**These forms must be updated by a parent or legal guardian every 6 months or whenever the information changes.**

Any incomplete form will be returned to the parent or legal guardian for completion prior to the child's first day of attendance. If upon review of a child's health record it is determined that a significant health service (e.g., vision, hearing, or immunization) has not been done, The Glen Montessori School will notify the parent or legal guardian. The parent or legal guardian will be given 4 weeks to obtain the required health services.

All Health Assessments must be complete and on file within four (4) weeks of the start of the school year. It is the policy of The Glen Montessori School that children are vaccinated. Any child without a completed Health Assessment will be excluded from the school after four weeks.

When an outbreak of a vaccine-preventable disease occurs in the school, the parent or legal guardian may be asked to obtain special immunization. In the event of an outbreak, all children whose immunizations are not up-to-date with the current recommended schedule of the American Academy of Pediatrics and the U.S. Public Health Service will be excluded from school until properly immunized.

When public health authorities recommend the use of insect repellents due to a high risk of insect-borne disease, only repellents containing DEET can be used and these are applied only on children older than two months. Staff apply insect repellent no more than once a day and only with written parental permission.

Enrollment forms and all other information concerning the child and family, compiled by The Glen Montessori School, will be accessible only to the parent or legal guardian, and information concerning the child will not be made available to anyone, by any means, without the expressed written consent of the parent or legal guardian.

- (1) All faculty and staff have a signed confidentiality agreement on file to protect student and family records.
- (2) Student and family records can only be accessed by authorized staff and may not be released without the expressed written consent of the parent.
- (3) All student and family records are maintained in a locked cabinet.
- (4) Student records are never removed from the facility.

### **EXTENDED DAY/KINDERGARTEN ADMISSION**

The Extended Day (Kindergarten) class (8:30 AM to 3:15 PM) benefits from a five-day a week program with shared curriculum goals throughout the school. Additionally, the Extended Day (Kindergarten) class receives dedicated time to work on advanced learning strategies with monthly units. The goal of this approach is to increase the power of Montessori expectations and outcomes for all our Extended Day (Kindergarten) students in preparation for first grade.

Extended Day (Kindergarten) at The Glen is a one-year experience occurring the year prior to first grade. Students are selected for the Extended Day (Kindergarten) class based on birthday cut-offs as determined by your home school district for Kindergarten. If your child turns five after your home district's cutoff, and you would like to have the advantage of additional classroom time, these new five-year olds will be welcomed to attend class both AM & PM session with no nap required (Modified & All Day). The new five-year olds would achieve admittance to the Extended Day (Kindergarten) class during the next school year (the year before 1<sup>st</sup> grade).

### **SCHOOL YEAR/CALENDAR**

The Glen Montessori School follows a schedule operating from the week before Labor Day to the last Friday in May. New students to The Glen will have an orientation period during the last week in August. Families with new students to The Glen will receive an orientation schedule in your July packet.

During the year, The Glen Montessori School observes a variety of holidays, fall, 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.

### **BRIDGE TO FAMILIES**

Since The Glen Montessori School operates on a school calendar, and as a service to working families, The Glen offers child care on selected closure days to help "bridge"

the child care needs of families (Modified All Day & All Day). The hours and dates for the “Bridge to Families” program are located on the back of the school calendar.

To help families plan in advance their “Bridge” schedules, a **Blanket Coverage Program** has been developed to pre-reserve all “Bridge” days. Please contact Mrs. Trapizona for reservations; slots are limited.

## **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.

## **PROCESS OF DISENROLLING A CHILD**

The Glen Montessori School’s program focuses on the child. We seek to provide programs designed to support children’s growth and to challenge them to learn as individuals with unique learning styles and ways of responding to the world. Given the diversity of families and communities we serve, we recognize and appreciate the characteristics and behaviors that each child brings to our programs. Our desire is to provide a program that truly celebrates and values the individuality of each child.

Because our child-centered and focused approach seeks to accommodate a wide range of individual differences, it is only on rare occasions that unfortunately a child’s behavior may warrant the need to find a more suitable setting. Examples of such instances could include:

- A child appears to be a danger to him/herself, other children, employees.
- Medical, psychological or social service personnel may determine that The Glen’s philosophy and teaching methods may not fit the best interest of the child.
- Any other situation in which the accommodations required for the child’s success and participation place an undue burden on the classroom community, resources and/or finances of the school and removal is in the best interest of the child or school.

## **PROCESS OF DISENROLLING A FAMILY**

Because our programs are based on developing partnerships and supporting families, it is only on rare occasions that a parent'/guardians' actions or requests may warrant the need to find a more suitable setting for themselves and their child. Some examples of such instances include:

- The parent/guardian fails to abide by the school's policies or those requirements imposed by appropriate licensing agencies.
- A parent/guardian demands special services which are not provided to other children and which cannot reasonably be delivered by the program (including requests that are outside the Montessori philosophy of the program).
- A parent/guardian is physically or verbally abusive to faculty, children, or anyone else at the school.

## **SCHOOL YEAR HOURS/RATES**

<b>Programs</b>	<b>Times</b>
F/T Infant (8 Weeks to 18 Months)	Monday – Friday 7:30 AM to 5:30 PM
P/T Infant-3 Full per Week (8 Weeks to 18 Months)	Monday, Tuesday, Wednesday 7:30 AM to 5:30 PM
P/T Infant-2 Full per Week (8 Weeks to 18 Months)	Thursday, Friday 7:30 AM to 5:30 PM
P/T 3 Day Toddler Program (18 Months to 31 Months)	Monday, Tuesday & Wednesday 8:30 AM to 11:15 AM
F/T 3 Day Toddler Program (18 Months to 31 Months)	Wednesday, Thursday & Friday 7:30 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
Modified All Day Toddler Program (18 Months to 31 Months)	Monday – Friday 8:30 AM to 3:15 PM
All Day Toddler Program (18 Months to 31 Months)	Monday – Friday 7:30 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 (Kindergarten Program (Ages 5-6)	Monday – Friday 8:30 AM – 3:15 PM
Modified All Day Program (Ages 3-6)	Monday – Friday 8:30 AM – 3:15 PM

All Day Montessori Program (Ages 3-6)	Monday – Friday 7:30 AM – 5:30 PM
Elementary (Ages 6-9)	Monday – Friday 8:30 AM – 3:15 PM
Elementary All Day (Ages 6-9)	Monday – Friday 7:30 AM – 5:30 PM

## **LATE PICK-UP FEE**

A \$20 late pick-up fee will be charged for every 15 minutes after published pick-up times for your selected program. Late arriving families will be asked to sign the Late Pick-up Voucher and return the assessed amount within five (5) business days.

## **BILLING INFORMATION**

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

**DEPOSIT:** A non-refundable \$200 deposit is required with each completed application to hold your child’s place in the class each year.

**TUITION:** The Glen offers three payment options; Annual, Bi-Annual and Monthly. Please refer to the separate rate sheet for deposit amounts, due dates and precise rates for your preferred program.

## **REFUNDS**

In compliance with Pennsylvania Rules and Regulations Governing Private Academic Schools, any attending student who withdraws or is requested to withdraw during a term shall not receive a refund of tuition paid for the term. Students who withdraw less than thirty (30) days prior to any term shall be entitled to a 75% refund.

## **LATE PAYMENT FEES AND OTHER CHARGES**

The late fee for Annual and Bi-Annual tuition payments is \$75.00. The late fee for monthly tuition payments is \$20.00 per occurrence. There will be a \$35.00 service charge for checks that are returned for any reason.

## **ANNOUNCEMENTS/NEWSLETTERS**

A newsletter (distributed monthly) will alert you to any schedule changes or important information. The newsletter contains classroom information as well as general information concerning our school and its operation. We strongly urge you to read your newsletter.

## **FAMILY/TEACHER COMMUNICATION**

The school will promote communication between families and staff members by using a variety of methods, i.e. communication boards, mailboxes, written notes, telephone conversations, as well as formal Parent-Teacher Conferences and informal conversations. Families are encouraged to leave written notes with important information so all the staff who work with the child can share the parent’s communication. Staff are encouraged to respond to parent inquiries within 24 hours.

The Glen Montessori School promotes a cooperative partnership between teachers and families as they work together to help children participate successfully in the Montessori environment, especially when Montessori philosophy and family practices may differ. Every effort will be made to reconcile differences in a way that complements both Montessori and the child's culture and family values. Additionally, families are encouraged to raise concerns and work collaboratively with program staff to find mutually satisfying solutions that may be incorporated into classroom practices.

**Infant/Toddler classrooms will supply Information Exchange notes for families on a daily basis.** Teachers will use these notes to inform families about the child's experiences, accomplishments, behavior, sleeping, feeding, and other issues related to personal care such as wet diapers and bowel movements for toddlers.

## **PRIMARY ARRIVAL**

It is truly important for your child to arrive on time for the program. Directresses plan activities with the classroom schedules beginning at 9:00 AM. 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, by state law, 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.

## **INFANT/TODDLER ARRIVAL**

Infant & Toddlers do not use the car line and are hand delivered to the classroom door. If you have an older child and an infant/ toddler, please drop-off the older child in car line first, then swing around and enter the building to drop off your younger child.

### **Drop-off & Pick-up Times**

#### ***Infant***

Infant Arrival	7:30 AM to 8:30 AM
Infant Pick-up	3:15 PM to 5:30 PM

#### ***Toddler***

All Day Arrival	7:30 AM to 8:30 AM.
All Day Pick-up	3:15 PM to 5:30 PM

½ Day AM Arrival	8:30 AM
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½ Day AM Pick-up                    11:15 AM

**Primary**

All Day Arrival                    7:30 AM to 8:30 AM

All Day Pick-up                    3:15 PM to 5:30 PM

½ Day AM Arrival                    8:30 AM

½ Day AM Pick-up                    11:30 AM

½ Day PM Arrival                    12:15 PM

½ Day PM Pick-up                    3:15 PM

**Late Arrivals:**

A major goal of a Montessori program is to promote independence and self-help skills among our community of children. Our teachers work daily on this philosophy and reinforce constantly the attitude that “I can do it myself”. It is extremely important that as a “child centered” program we support the efforts and philosophy of Montessori as we start the day. We thank you in advance for cooperating and supporting this important Montessori principle by adhering to the following late arrival procedure:

**“After” Car Line**

If you arrive after the scheduled car line time (8:30 to 8:45 AM & 12:15 to 12:30 PM), we ask you to (1) park your car; (2) ring the bell of the main entrance; (3) enter the building with your child; (4) stop at the red line and allow your child to go to his/her room; (5) your child will hang his/her coat up independently. Only Infant & Toddler parents are permitted to escort children to the classroom.

If you happen to have both an Infant and/or Toddler and a Primary child, drop your Primary child off at the carline first, then escort your Toddler into the building as described above. If you’re late, escort your Infant or Toddler to his/her room, but allow your Primary child to go directly to their room on their own. Families habitually late for arrival will be asked to meet with the Executive Director in order to develop a corrective action plan promoting timely arrivals.

**CHANGES IN ATTENDANCE**

When you have a change in your child’s attendance due to early dismissal, absences, etc, please be sure to fill out “A Note to School” form with your signature. This will ensure all staff will be made aware of the change. These forms are readily available year round in the school lobby. Have a supply of these at home ready to be completed for the morning or the next day your child comes to school. Notifying us as much in advance of events such as doctor’s appointments or vacations will be beneficial.

**EARLY DISMISSAL**

On the appointed day and time, parents should report to the front desk to pick up your child. The Administrative Assistant will phone the room to have your child brought to the front desk for pickup.

## **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 guardian.

## **ORIENTATION**

At the beginning of the school year, an orientation schedule will be used to acquaint new students (Infant/Toddler/Primary) attending school. The length of time at school will increase daily, so that by the end of orientation, all children will be ready to attend regular hours on the first day of school. 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.

## **OBSERVATIONS**

Often parents ask “What does my child do each day?” To answer this question and to help improve the understanding of Montessori’s theory of education, The Glen has adopted an Observation Policy that we hope will broaden and heighten each parent’s view of the classroom education your child is experiencing.

An Observation is designed and structured to allow you to really observe what typically happens on any given day in a Montessori classroom. By being a passive observer in the classroom, each parent will have the opportunity to observe your child as they interact intellectually and socially within the controlled environment. By observing, you will gain an insight into how your child approaches and chooses intellectual pursuits, how he/she problem solves, and how he/she deals with social opportunities.

Observations begin in November and continue through April. Parents may schedule separately for a one-hour observation with the front desk. The observation times are 9:00 to 10:00 AM or 1:30 to 2:30 PM; Tuesday through Thursday. Observers may request that the classroom Directress call between 3:30 to 4:00 PM that afternoon to discuss any questions pertaining to the observation. We ask that you respect the confidentiality of our school community members in any conversation you might have about your Observation in the classroom.

Families should plan to take advantage of this opportunity to observe your child’s classroom community in its natural state. Plan to arrive fifteen (15) minutes before your scheduled time in order to review our Observation Policy and Questionnaire.

## **PARENT CONFERENCES**

Parent conferences will be conducted twice a year; Fall and Spring and are listed on the school calendar for your convenience. Parents are required to sign the conference

report to acknowledge completion of the conference. We consider conferences to be vital to the ongoing progress of your child. Please make every effort to attend these most important discussions.

## **ASSESSMENT**

Conditions under which child is assessed.

The Glen Montessori School promotes and utilizes observation techniques as its primary assessment tool. Observations occur within the context of reciprocal communication with families and with sensitivity to the cultural contexts in which children develop. Observation assessment results are used to benefit children by informing sound decisions about children, teaching, and program improvement. Anecdotal notes, documentation, and communication with families occur on an as needed basis with parent conferences occurring twice per year.

Our educators assess children in the following areas:

**Practical Life**-The development of fine and gross motor skills through the practice of everyday activities such as pouring, tweezing, spooning and self-care.

**Sensorial**-The development of the classification and categorization of objects in the child's world according to a variety of criteria explored with the senses.

**Language**-The development of the skills necessary to read and write.

**Math**-The development of the conceptual and operational use of numbers.

**Geography**-The development of the child's knowledge of the world and its political, physical and geological formations.

**Socialization**-The development of the skills necessary to interact, to work, and to succeed such as the ability to make a friend, the ability to self-initiate, and the ability to communicate effectively.

**Strengths**-The development of the unique abilities of the child with special attention given to their interests and individual progress.

**Science**-The development of the skills necessary to act on the environment in which the child resides and to observe the changes in this environment.

**Art**-The development of fine motor skills necessary to produce the child's unique vision using skills such as coloring, painting, gluing and cutting.

**Work Cycle**-The development of the skill of choosing a work, completing the work and preparing the work for the community.

### **Timeline associated with assessments that occur throughout the year**

Observations are on-going and happen on a daily basis. Each classroom retains an observational record on each child. The developmental checklists and additional observations take place as needed on an individual basis.

In addition to observation, The Glen Montessori School employs the following assessment strategies:

1. Ages & Stages Questionnaires

The Glen Montessori School recognizes that the first five (5) years of life are very important to your child because this time sets the stage for success in school and later life. Therefore, The Glen offers routine testing using the Ages & Stages Questionnaire for children 2 months to 60 months. Ages & Stages Questionnaires were developed by Early Childhood Educators to be completed by parents at home or during a home visit. The assessment provides an excellent foundation to facilitate communication between a parent and teacher about a child's social, emotional and cognitive development.

## 2. Stanford Binet

The Stanford Binet Intelligence Test is a standardized test that assesses IQ and cognitive abilities in children and adults. The test is designed to test intelligence in four areas including verbal reasoning, quantitative reasoning, abstract and visual reasoning, and short-term memory skills. The Stanford Binet also scores 15 sub tests including:

- |  |   |
|--|---|
| <input type="checkbox"/> Vocabulary                | <input type="checkbox"/> Quantitative         |
| <input type="checkbox"/> Comprehension             | <input type="checkbox"/> Number series        |
| <input type="checkbox"/> Verbal absurdities        | <input type="checkbox"/> Equation building    |
| <input type="checkbox"/> Pattern analysis          | <input type="checkbox"/> Memory for sentences |
| <input type="checkbox"/> Matrices                  | <input type="checkbox"/> Memory for digits    |
| <input type="checkbox"/> Paper folding and cutting | <input type="checkbox"/> Memory for objects   |
| <input type="checkbox"/> Copying                   | <input type="checkbox"/> Bead memory          |

The Stanford Binet test is administered in The Glen Montessori School's Elementary Program.

3. The annual Pennsylvania System of School Assessment (PSSA) is a standards-based, criterion-referenced assessment used to measure a student's attainment of the academic standards while also determining the degree to which school programs enable students to attain proficiency of the standards. Every Pennsylvania student in grades 3 through 8 and grade 11 is assessed in reading and math. Every Pennsylvania student in grades 5, 8 and 11 is assessed in writing. Every Pennsylvania student in grades 4, 8 and 11 is assessed in science. The Glen Montessori School's Elementary Program will participate fully in this testing system.

### **Ways to involve families in planning and implementing assessments.**

(1) Parent-Teacher Conferences are held twice a year to communicate the progress of the child and to garner input from the parents about how best to serve the child including assessments. Parents are involved in developing strategies to assist the student in developmental goals.

(2) During the Home Visit, parents are asked for input concerning the development of their child and how they have assessed their child's

progress at this time. Background information is shared and used to develop ways to assist the individual child. The Ages & Stages Questionnaire will be completed during this visit.

### **Methods to effectively communicate assessments information to families**

(1) The Glen Montessori School uses a variety of tools in addition to the Parent-Teacher Conferences to communicate information to the families. These methods include communication box, regular phone hours for teachers, e-mail, newsletters, face-to-face time with teachers during arrival and departure times, and scheduled appointments.

### **PHONE CONSULTATION**

Directress will be available for phone consultation on an “as needed” basis from 8:00 AM to 8:30 AM and 3:30 PM to 4:00 PM. Calls received during school hours will be returned by teachers at the end of the day.

### **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 your district’s 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 for AM and PM classes. 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.** Because we use a rotating snack calendar, your name may not appear every month.

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

### **LUNCHES**

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. Use a thermos as an alternative.

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 nuts, 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 any of our Modified or All Day Programs, a small blanket, pillow and one (1) small special security item is requested for nap time. All your child’s nap items should be packed in a carry bag which will be returned to you monthly for cleaning. Naps are provided as age appropriate.

## **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 (hard to adjust clothing often impedes potty training).; (2) no body suits that snap between the legs; (3) avoid overalls that present problems due to heavy buckles; (4) wherever possible, please label your child’s clothing – both indoor and outdoor items; and (5) please remember that your child may be involved in messy activities.

- **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. Your child will be expected to remove and put on their own coats and shoes. Please choose appropriate ones with your child so you can be sure they can manage them. If they cannot tie, please choose velcro.

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 use 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 can be placed in the child’s plastic container located in the cubby. Wet and soiled clothing will be placed on the top of your child’s cubby for you to pick up. Please be sure to replace used clothing with fresh ones as needed.

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

## **FOOTWEAR**

Children will feel much pride and independence if they can take off and put on their own shoes. Slip-ons with closed back 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 crocs, clogs, flip flops or open backed shoes.** Remember that children will be playing outside most days on mulch covered playgrounds; 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. Slippers that make sounds or have flashing lights will be sent home to be replaced. Slippers with rubber soles will help keep your child's feet dry. 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.

## **OUTDOOR PLAY**

The Glen Montessori School offers daily opportunities for outdoor play (when weather, air quality, or environmental safety conditions do not pose a health risk). When outdoor play is not possible, students will utilize open areas of the classroom or the All Purpose Room for large-motor activities.

## **BAGS**

Hanging bags in a cubby can represent serious consequences to small children. For this reason, we ask that all families refrain from leaving plastic bags of any type in the cubby. If bringing a change of clothes, simply put the items in the plastic container. Snack items should be delivered directly to the classroom teacher for proper storage.

## **DISASTER**

If weather conditions prevent a parent or legal guardian from reaching the school to recover a child, the school will care for the child (maintaining proper child:teacher ratios) until such time as the parent or legal guardian can safely reclaim the child. Every effort must be made by the parent or legal guardian to retrieve the child. Use of the emergency code name may appropriately be utilized to send an emergency family or friend to pick-up the child.

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.

## **TOILET TRAINING**

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, overalls, onesies, or belts when potty training.

## **HEALTH POLICY**

Children who are sick should not be brought to school. We cannot emphasize enough how important it is to monitor your child's health. Please keep your child home if any of the following symptoms are present:

- Fever • Diarrhea • Vomiting • Severe Cough/Sore Throat
- Mouth Sores • Impetigo (until 24 hours after treatment)
- Strep Throat (until 24 hours after treatment)
- Runny Nose with Yellow/Green Discharge
- Rash • (undiagnosed) • Head Lice (until all nits removed)
- Chickenpox (until lesions have dried and crusted-usually 6 days)
- Pink eye or eye discharge (until on antibiotic for 24 hours)

The Glen Montessori School, not the child's family, makes the final determination about whether a borderline/ill child can remain in the school. Children will be excluded if:

1. The child's illness prevents the child from participating comfortably in activities that the school routinely offers for well children.
2. The illness requires more care than the staff are able to provide without compromising the needs of the other children in the group.
3. Keeping the child in care poses an increased risk to the child or to other children or adults with whom the child will come in contact.

**To help prevent the spread of illness to others, your child should be symptom-free for 24 hours before returning to the school environment especially if sent home from school.** If your child develops a contagious disease such as measles, fifth disease, pink eye, mumps, strep throat, or chicken pox, please contact the school immediately so that the Health Department and other parents can be notified. In the event of a state of nationally declared health related emergency, directives from the County Health Department, State Health Agency and/or Department of Education guidelines will be followed.

## **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. Medication errors will be controlled by checking the following 5 items each time medication is given:

- Right child
- Right medicine
- Right dose
- Right time
- Right route of administration

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.

When the weather requires the recommended use of sunscreen, parents may supply sunscreen in an original container and labeled with your child's name. Sunscreen is only applied on children older than two months and only with written parental permission. Sun screen should be UVB and UVA protection of SPF 15 or higher.

## **MEDICAL EMERGENCIES**

In the event a child becomes ill or is injured while at school, the following procedure will be followed: (1) if the illness or injury is an emergency, the school will contact 911 and follow the school's Emergency Plan for Transportation; (2) the parent will be notified; (3) an Incident Report Form will 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 (flu 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](http://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 talk to your classroom teacher about this option.

The Glen does not serve a special snack for birthdays. As an alternative, parents are 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 or through the school's mail boxes. This can result in hurt feelings and sad children. Please deliver invitations by other means. To accomplish this, The Glen supplies a school directory to assist parents in planning parties, play dates, etc. Thank you cards, party bags or gifts also should not be handed out at school.

Parents should know that the school's mailboxes are provided for the express purpose of delivering important school notifications and cannot be used as a means for private mail or advertisements.

## **FIELD TRIPS**

During the course of the year, Kindergarten and Elementary children take field trips to enrich their learning experience. All trips will be chaperoned by Directresses and occasional parent volunteers. 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

Parents are invited to help with classroom projects and festivals. Each classroom has a volunteer parent coordinator who assists the teachers and contacts other parents for help. A number of events such as the Reconnect Party, Harvest Festival, Pie Making Day, etc. are held each year. Please feel free to join in and share your time and talent. Details about the time commitments and responsibilities are communicated throughout the school year.

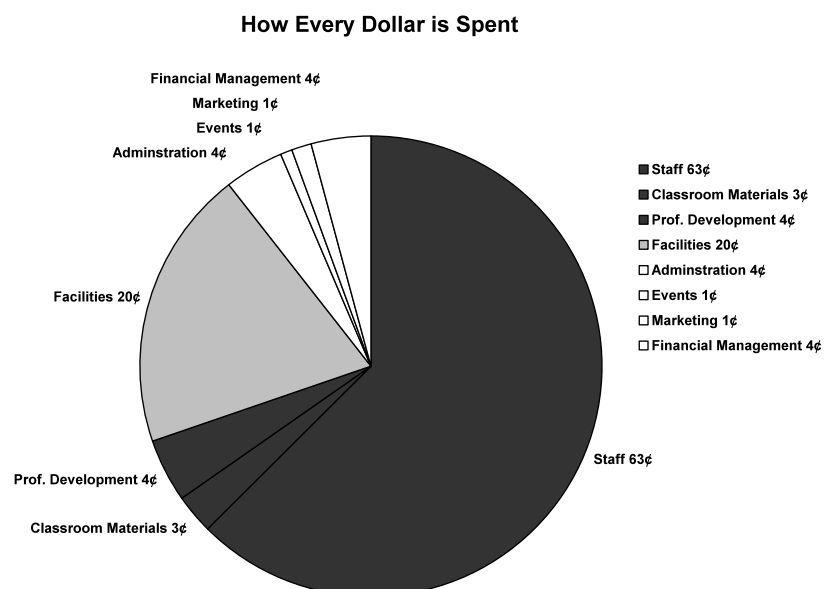
## MONTH OF GIVING

As a way to help cover operating expenses associated with the classroom, every family of The Glen is asked to assist the school with some needed supplies such as Kleenex, glue sticks, etc. Each family will receive a supply list at the beginning of the school year. We ask that the items on your list be delivered to the school by September 30.

## 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. Annual Fund giving provides a way to help supplement operating expenses as well as covering irregular costs such as adding, replacing or upgrading equipment, furnishings, or materials. The Annual Fund is also an important way for The Glen Montessori School to vision for the future as we develop plans to own our own building. A sound school is based on strategic planning for the future. By working together, The Glen can reach goals that translate into a quality education and experience for you and your children.

Your 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  
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**To find out more about our school, contact us at:**  
[www.glenmontessori.org](http://www.glenmontessori.org)