



www.mountainlaurelmontessori.org

2015-2016 School Handbook

540-636-4257

P.O. Box 102 *(all correspondence please)*

155 Biggs Drive

Front Royal, VA 22630

.....where learning is a way of life.

CONTACT INFORMATION

Office Hours: Monday-Friday 8:00 am to 4:00 pm

Unless otherwise noted, all staff members may be contacted by:

info@mlm-school.org **and** **540-636-4257**

Financial inquiries directed to the Business Manager, Rose DiNinno:

rdininno@mlm-school.org **and** **540-636-4257**

| | |
|-----------------|-----------------------------------|
| Monica Nixon | Head of School & Program Director |
| Margaret DeMato | Administrative Coordinator |
| Jessica Kuzmick | Admissions and Records |
| Misty Brown | Volunteer Coordination |
| Catie Noel | School Store |

Front Royal Campus

Telephone: (540) 636-4257
Fax: (540) 636-4062
School Hours: 7:30 am to 5:30 pm

Mailing Address:
P.O. Box 102 (*all correspondence please*)
Front Royal, VA 22630

Location: 155 Biggs Drive, Front Royal, VA (no mail, please)

Junior High Campus

Alice Catlin Administrative Coordinator

Telephone: (540) 675-1011
School Hours: 8:00 am to 3:20 pm

Location: Sunny Slope Lane, Flint Hill, VA (no mail, please)

All mail for both campuses should be sent to Front Royal PO Box

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Why Montessori?

A Montessori education is designed to assist children in their task of self-construction as they grow from childhood to mature adult. This approach to life and education is founded upon the principles discovered by Dr. Maria Montessori and that complement the developmental characteristics of the human being.

Our Mission

The mission of Mountain Laurel Montessori School is to provide ideal learning environments for each stage of a child's development, adhering to the guiding principles of the Association Montessori Internationale. Above all, we are committed to an education that guides children to become joyful, life-long scholars, and engaged, compassionate citizens of our diverse world community.

The mission of the Mountain Laurel Montessori Jr. High Program is to serve the diverse needs and interests of students age 12 to 15 years (7th-9th grades). We meet those needs by providing an environment rich in experiences for the hand, the heart, and the intellect through the work of micro-economies of the farm.

MLMS Fulfills Its Mission

We are committed to fulfilling our mission by:

- Facilitating cooperation and involvement of parents, teachers, students, and the greater community
- Fostering a caring school community that emphasizes respect for one another and celebrates diversity
- Providing an environment that supports life-long inquiry and exploration

MLMS offers a "Montessori Beginnings" class for infants and parents, as well as classes for children from ages 16 months to 15 years of age. It is ideal when children begin their Montessori experience by or before age 3, but older children are accepted without prior Montessori experience when it is clear that the school's programs will be mutually beneficial to both the child and the classroom community.

One of the beauties of the Montessori environment is that children with exceptional learning abilities children with learning differences, and those with physical challenges, can fit comfortably into the classroom setting because of multi-age grouping and our individualized approach to instruction. MLMS provides a Montessori environment that is designed and prepared to fit the needs of the child at each stage of development. Each classroom is a rich and exciting environment that supports inquiry-based learning. In this optimal climate, children become active life-long learners.

The MLMS curriculum encourages participation in community service. Elementary and Jr. High (7th-9th Grade) students design and complete service projects throughout the year. Family participation in these activities is welcomed.

Board of Directors

MLMS is a non-profit 501 (c) 3 corporation and, in so being, has a board of directors. The mission of the board of directors, as stated in the MLMS Articles of Incorporation is to support and uphold the mission statement of the school, providing for a Montessori environment, adhering to the standards of Association Montessori Internationale (AMI). Should you have concerns you would like to share with the board, you may address them to info@mlm-school.org. The day-to-day operations and classroom policies of the school are the responsibility of the Head of School and staff. The Head of School is responsible for maintaining the integrity of the Montessori environment.

The Board is charged with the ultimate responsibility for financial, legal, and strategic planning and policy issues for MLMS. The Board, with the Head of School, sets the policy to be implemented by the Head of School and Administration. Furthermore, the Board ensures the integrity of Montessori philosophy within the school by hiring AMI trained and certified teachers. The Board is comprised of experienced individuals whose responsibility is the long-term health and stability of the school.

Our Board Members are:

| | | |
|----------------------------|-------------------------------|----------------|
| Kris Boucher (Chairperson) | Monica Nixon (Head of School) | |
| Carolyn Linke | Maureen McGowan | Stephen Graham |
| KC Dickman | Ernie Ryles | |

Admissions

Mountain Laurel Montessori School admits students of any race, color, religion, and national or ethnic origin, to all rights, privileges, programs, and activities made available to students at the school.

We may not have immediate openings in some programs; however, when this is the case, submission of an application and application fee ensures that your child will be included on a wait-list to be considered for the next available placement. We prefer that children begin their Montessori experience at or before the age of 3, but we do accept older children without prior Montessori experience when we feel our school can meet their needs.

Decisions for class placement are based on the needs of our learning communities and appropriate age and gender balances.

All inquiries, whether in person, via web or telephone will be processed through the main office.

Parent-Teacher Organization (PTO)

The mission of the Mountain Laurel Montessori School Parent Teacher Organization is to establish and promote open communication and support between the parents and staff of MLMS.

Through these efforts, the PTO is committed to supporting children and assisting classroom teachers and its school community through volunteer efforts, coordinating various fundraisers throughout the year, including our Annual Auction event. To achieve this mission, the PTO also provides supplemental educational materials, classroom experiences, and supports school and family social events.

By relationships built through a shared sense of purpose, our school is strengthened and enriched. It is our strong belief that children become motivated to be life-long learners when they are part of a thriving learning environment that includes the participation of family, school, and its community.

PTO meetings are held throughout the school year and provide the framework for organizing activities, hosting speakers, and other parent-child-school interests and issues. These meetings are open to all families and friends of MLMS.

MLMS has many needs that can utilize any of your talents. The MLMS PTO offers many volunteer opportunities for parent involvement throughout the year that is essential to our strong school community. You will receive a sign-up sheet with your child's registration paperwork. The Mountain Laurel Montessori School and our PTO are grateful for your commitment to volunteering and look forward to your continued support of our school community and our children.

2015-2016 PTO Officers:

| | |
|--------------------------------|-----------------|
| President | Margaret DeMato |
| Vice President | Cara Broadhead |
| Secretary | Pam Owens |
| Treasurer | Jessica Kuzmick |
| Parent -Teacher Liaison | Misty Brown |

The PTO officers can be contacted via info@mlm-school.org.

Annual Giving Campaign and Fund Raising Events

It is the continual goal of MLMS to provide:

- A loving and supportive Montessori environment for our children
- A low tuition to meet the needs of a diverse population
- A quality Montessori program by attracting and retaining dedicated AMI trained Montessori educators and staff.

We strive to meet the needs of our families by keeping tuition low. In order to maintain a quality program and facilities for the students, fundraising is imperative. Gifts to fundraising campaigns and other events, both monetary and in-kind support professional development, financial aid, purchase of classroom materials, program enhancements, and grounds development.

The efforts, time, and enthusiasm of parent volunteers are critical to the success of a school's Annual Fund and other school-sponsored fundraising activities. We invite all MLMS parents to have fun and meet new people by actively taking part in school fundraisers and events.

MLMS has launched its Annual Giving Campaign to help maintain its current quality of education. Making a donation to the Annual Fund and participating in other fundraisers makes a clear statement, when we apply for grants, about the level of commitment families have to MLMS and to a Montessori education. We strive for 100% MLMS community participation. All contributions, regardless of amount, are welcome. MLMS is a 501(c)3 organization and all donations are tax deductible to the extent provided by law.

MLMS School Store

The MLMS School Store provides parents, students, staff and the MLMS community the opportunity to purchase school spirit items, handworks made by our students and staff, as well as pre-packaged lunches among many other items. The school store is designed to allow the MLMS Elementary and Junior High students a hands-on experience. All proceeds from Jr. High products support the Jr. High program. All other proceeds are designated to support the Model UN program. The school store will continue to add items throughout the school year. Please stop by periodically to check out what's new.

MLMS Tax ID

The MLMS Tax ID is 54-1517985.

Unplanned Early Dismissal, School Cancellation, Delays

To get updated information about a school delay or closing several options are available.

Radio

For information about cancellations or delays due to emergency or inclement weather, please refer to the radio station WINC (92.5 FM), their website: <http://winc.fm>, WTOP (103.5 FM), their website <http://www.wtop.com> or WFTR (1450 AM).

Website: www.mountainlaurelmontessori.org Closings and delays will be posted on our website after 6:30 a.m.

Email: We will send alerts via email available after 6:45 a.m.

Phone: A message will be available on each campus phone after 6:30 a.m. Please continue to check for updates because weather can become worse, requiring us to alter our instructions.

Text Alert: You can now receive emergency school closing/delay information on your cell phone via text message! You must first activate this service with your cell phone by texting **mountain** to **84483**. Each cell phone on which you want to receive this information must be activated. It's a good idea to let everyone who is likely to pick-up or drop-off your child know about this convenient way to receive our alerts.

We are using a free service called RainedOut to send these bulk text messages, but the message will come to you from **MLMS**.

We urge you to activate your cell phone to receive our texts because it will be the fastest way to receive this valuable information. This is especially important for those families whose children ride the bus!

If you have any questions, please contact Misty Brown at [540-636-4257](tel:540-636-4257) or mbrown@mlm-school.org.

****The Jr. High campus in Flint Hill and the main campus in Front Royal may be on different schedules, so please pay careful attention to the announcements. If you cannot receive radio signal and cannot access the internet from home, please notify the office at the beginning of the year so that arrangements can be made to notify you by phone.**

Schedule for Delayed Openings

Please follow the appropriate schedule in the event of a delayed opening

| | Elementary Starts at | Primary and Toddler Start at | Primary Car Pool | Bus Schedule |
|----------------|----------------------|------------------------------|------------------|--------------------------------|
| Two Hour Delay | 10:00 AM | 10:00 AM | 10:00 - 10:30 | Shift times to two hours later |

Normal lunch and dismissal schedules are followed

Student Absences

Should a student be unable to attend for any reason, please contact the school (540-636-4257) by 7:30 a.m.

Jr. High staff should be notified directly at the Flint Hill campus

If your student rides the bus, please contact the bus driver in the morning, directly (on his or her cell phone) and email them directly at transportation@mlm-school.org, to let them know your child will not be riding the bus. Please do this each day your child will not be on the bus.

Health Information

Mountain Laurel prefers not to administer medications on a daily basis. Please work with your child's physician to utilize options that would allow your child to take his/her medications at home.

Medications: We may not administer any medication, or apply insect repellent, diaper ointment or cream to your child without a release form that may be picked up in the office. Please fill out the form, indicating dosage and duration of treatment (up to 10 days per form). *Medication required for chronic conditions (past 10 days) must be accompanied by an authorization form signed by the child's physician.*

Medications for Field Trips: A special medication authorization is required for field trips. This form will be included as an attachment in any emailed field trip notifications. You may also request this form from the front office.

All medication must be in the original container, labeled with the child's name, dosage amount, and times to be given. It will be kept in a locked safe. Any medications that require refrigeration will be placed in a locked container and stored in the school refrigerator. If your child's medication needs to go home with him/her, it is your responsibility to pick it up in the office.

Medication Forms Three different types of medication authorization forms are provided at Mountain Laurel: one for specific types of over-the-counter medications such as, bug spray, or hand lotion, one for medications dealing with illness (chronic or short term), and one for special field trip authorization. These forms are available on our website under the "Parent's Corner." You may also request them from the front office. Please contact the front office with any questions you have regarding which form to use, or when.

Illnesses: If your child is not to participate in physical activities because of illness or injury, please submit a note with your instructions to the office. Also, please notify the school within 24 hours if your child or anyone in your immediate family contracts a serious illness or communicable disease, such as:

| | | |
|-----------------------------|----------------------|--------------------------|
| Chickenpox | Cryptosporidiosis | German Measles (Rubella) |
| Infectious Hepatitis | HIV/AIDS | Impetigo |
| Measles (Rubeola) | Meningitis | Mumps |
| Pediculosis (Lice) | Rotavirus Infections | Salmonella |
| Scabies | Scarlet Fever | Shigellosis (Dysentery) |
| Tinea Corporosis (Ringworm) | Whooping Cough | Influenza |

Child Abuse: We are required by law to report any suspicion of child abuse or neglect to the Virginia Department of Social Services.

Parent/School Communications

Please be sure all addresses and phone numbers on forms are kept current. Any changes must be made in writing and delivered to the office in Front Royal.

Communication is key between school and home and we encourage you to contact us with suggestions, concerns and compliments! Questions or concerns regarding a child's class time activities or behaviors should be directed to the teacher. Policy and administrative questions should be directed to the Administrative Coordinator, Meg DeMato. Financial questions should be directed to the Business Manager, Rose DiNinno.

There are several ways we may easily communicate with one another:

- In person
- Telephone call
- Email
- Written notes
- Monthly "NewsFlash" and email updates
- Annual Fund Report

In Person

Your thoughts and concerns are important and we wish to address any questions (none too small) you may have as soon as possible. If you wish a mini-conference or even just a quick phone call, please schedule a time by speaking directly with the teacher after 3:15 pm dismissal, sending an e-mail, submitting a written request, or by calling the main school number.

In order to respect your child's privacy, any significant issues require a scheduled phone or in-person conference. Teachers WILL NOT be available for discussions during classroom hours, but may be available at other times.

To fully support your child, his or her teacher needs to be aware of important events in your child's life, such as births, deaths, separation, divorce, serious illness of a parent or sibling, extended visits from grandparents, absence of a household member, or impending surgery for the child or a family member. Please keep us informed so we may support your child in his or her time of special need.

By Phone 540-636-4257

The school phone will be answered daily from 7:30-5:30 pm. You may reach any teacher or staff member by phone at the main number. Teachers and administrators have voicemail and if you are unable to reach them in person, you may leave a message with the receptionist, or a voicemail message. Your call will be returned as soon as possible. Teachers will be unavailable by phone during instructional classroom time.

E-mail info@mlm-school.org

Please direct all questions, requests and notes to this email address unless otherwise communicated by your child's classroom teacher. It is checked each day, and your email will be forwarded to the appropriate person who will then respond in a timely manner.

Financial Inquiries should be directed to the Business Manager, Rose DiNinno. rdininno@mlm-school.org or 540-636-4257

Family E-mails

Please provide us with current email addresses and check your email regularly as Email serves as the school's primary communication vehicle to inform parents about upcoming events, schedule changes, teacher correspondence, PTO information, etc. This method not only saves trees, but it is also an easy way to cut expenses. Please notify the Advancement Coordinator, Misty Brown, to request paper copies of emails if you have no access to the internet. MLMS also provides a computer for families with limited or no internet access.

Written

Any written communication from parents to the school must be clearly marked as to who should receive it. In order to assure that it is delivered in a timely manner, please give directly to a staff member.

Monthly “NewsFlash”

A “NewsFlash” is published monthly. It contains important information for parents and families. The “NewsFlash” will be linked with our website. Other important information is emailed on an as-needed basis. If you are unable to receive an electronic copy, a paper copy can be provided. Please contact Misty Brown in advance to order a copy.

Biannual Report

MLMS publishes a biannual report that summarizes the prior year’s annual campaign and fundraising events. Copies are available via the school website or in the front office.

Children are Consummate Observers!

Children learn from our actions. Our mission to provide a positive environment requires that all communications be direct and forthcoming. When questions or concerns arise, please go through the proper channels at the school as this will eliminate any misunderstandings generated by gossip. Please address your concerns immediately and clearly with a staff member.

We work with our parents to ensure that any concerns are addressed and resolved appropriately.

Please note it is never appropriate:

- to discuss an issue with children present unless their presence is necessary
- to discuss someone else’s child
- to distribute leaflets or other items through the school without prior, expressed permission from the administration
- to distribute invitations to celebrations or parties in the classroom. (Please use private contact information provided in the family directory to mail, phone or email invitations)

Parent Observations & Visits

Toddler Community children typically experience stress and separation issues when their parents visit the classroom so we do not recommend parent observations for these children.

Primary, Elementary, and The Jr. High observational visits are encouraged. We begin observations in late October. Please call 540-636-4257 or email info@mlm-school.org to make an appointment for primary and elementary classroom observation. Please call 540-675-1011 or email mlmsjrhigh@mlm-school.org to make an appointment for Jr. High observations.

Parents will have other opportunities to visit MLMS during parent and family events as well as volunteer opportunities. We encourage you to attend as many of these special events as possible. Sharing time with our community during these occasions provides valuable insights into our program and the nature of our work. A custodial parent always has the right to be admitted to the school whenever his/her child is in attendance.

Conferences & Student Evaluations

SCHOOL IS CLOSED for conference dates. Please respect our teachers’ time by scheduling your conference on the date set aside for this purpose. Dates are published far in advance so that parents may make arrangements with their

work for the time off. Parent-teacher conferences are held in late fall and spring. Additional conferences can be held throughout the year at the request of parents, teachers, or students.

Toddler Community, Primary: A written report of your child's lessons and achievements in various developmental and/or academic areas is provided twice per year at the parent conferences held in late fall and spring.

Elementary: Written reports are provided at the end of each trimester (late November, late February, and late June). Standardized test results for students in third to sixth grades are provided in the last trimester report of the year.

Jr. High: Narrative progress reports are created at the end of each term. These reports are mailed within a month after the end of the term. Parent conferences are scheduled on the dates school is closed for conferences. Notes on students' work, along with a portfolio of work samples, will be shared at conferences and distributed to parents. Students will also participate in self-evaluation of their involvement and progress in their academic and community work. When a student leaves the Jr. High, an official transcript of credits and/or grades will be provided to subsequent schools, provided that Mountain Laurel receives written parental authorization and the student's financial account is in good standing.

Campus Security

The buildings of Mountain Laurel remain locked at all times allowing for unobstructed egress. All parents and visitors must enter through the main entrance and sign in at the front reception desk before visiting any other part of the campus.

Except for elementary arrival, children must be escorted by an adult at all times while outside the buildings. If no staff is available, you must park your car and escort your child to the front office or classroom.

Arrival Times for Students

Please see arrival and dismissal times listed below.

A photo ID (driver's license) will be required of any person who picks up a child from Mountain Laurel unless the caregiver in charge recognizes the person and that person is listed on the approved pick-up list signed by the child's parent!

Unless you have made alternative arrangements with the school office, **your children must arrive and be picked up at the times specified on your enrollment contract.**

Front Royal Campus Hours of Operation: 7:30 AM to 5:30 PM

Jr. High Campus Hours of Operation: 8:00 AM to 3:30 PM (3:30 – 5:00 Thursday Community Work Days)

STUDENTS CONTRACTED TO RIDE THE MORNING BUS TO THE JR. HIGH MUST ARRIVE BY 7:40 AT THE FRONT ROYAL CAMPUS IN ORDER TO BE TRANSPORTED TO THE FLINT HILL CAMPUS.

.....
Age Group or Class
.....

.....
Hours
.....

Before School Care
(A.k.a. AM Laurel Club)

7:30 AM to start of class

16 months to 3 years
(Toddler Community)

8:15 AM to 11:15 AM

Children may arrive at the school as early as 8:15 AM. Please park your car and walk your child to the exterior door where he or she will knock on the door and a teacher will open the door to welcome him/her.

Primary Morning

8:15 AM to 12:00 PM

Primary students with elementary siblings may arrive at the school as early as 8:00 AM. They should enter the building with their Elementary sibling at the east side door entrance. Staff will be waiting at the door to escort them to their classroom.

Primary students with Jr. High siblings may arrive at the school as early as 7:40 AM and go to Before Care

Primary Full Day

8:15 AM to 3:00 PM

Primary students with elementary siblings may arrive at the school as early as 8:15 AM and may go to classrooms

Primary students with Jr. High siblings may arrive at the school as early as 7:40 AM and go to Before Care

Elementary

8:00 AM to 3:30 PM

Children may arrive at the school as early as 7:40 AM and no later than 8:00 AM.

Jr. High

8:00 AM to 3:30 PM

School bus leaves Front Royal @ 7:45 AM

School bus returns to Front Royal by 3:50 PM

After School Care
(a.k.a Laurel Club)

3:00 PM to 5:30 PM

*****DO NOT PASS VEHICLES IN THE ARRIVAL-DISMISSAL LINE AT ANY TIME.** This is a safety issue.

***Cars may **ONLY** be parked in designated parking spaces.

***Biggs Drive must not be blocked at any time - Please stop at the bottom of the hill at the yellow line painted on the asphalt. Make sure there are no cars in the roadway between that point and the school's driveway entrance; then proceed with care.

*** Please refrain from talking or texting on a cell phone while driving in our parking lot or waiting in an arrival/dismissal line.

Leaving Car Safety Seats - If you need to leave a child safety seat at school for any reason, please mark it clearly with your child's name and leave it on the school's front porch. The school bears no responsibility for the custody or installation of your child's safety seat. It is the driver's responsibility to ensure that the child is properly secured in a car safety seat/booster seat/seatbelt before driving away from the school.

Car Seats for Bus Riders – car seats for children 3 years old and younger are to be provided by the family for the duration of the school year. The car seats will remain on the bus, and are not brought to and from school every day.

Arrival Procedures

Please look below and find your family configuration for arrival instructions. Following these rules creates staggered arrival times and assures the safety of our children.

Families with Toddler Children Only- Arrive between 8:15 and 8:25. Please park your car and walk your child to the exterior door of the Toddler building where he or she will knock on the door and a teacher will open the door to welcome him/her.

Families with Primary Children Only- Children arrive between 8:15 and 8:45. Pull up to the front gate so that our staff may easily assist your child getting out of the car. A staff member will greet your child and take her/him out of the car in the carpool line. We encourage your child to unbuckle and exit the vehicle through the left door (adjacent to the yard fence). If you have primary child(ren) only, **please do not arrive before 8:15** and block the driveway. Please do not get out of the car with your child(ren). This is an instructional time and staff members need to be focused on students. If you need to go inside, please drop your child first then park and enter the building.

Families with Elementary Children Only- Children arrive between 7:40 and 8:00. The east side ramp entrance of the main building will be unlocked from 7:40 to 8:00 only. Please pull up to the east ramp exit and let your elementary children exit the car. Please have them exit the car on the side next to the building

If an elementary student arrives during the primary carpool line, the family must park their vehicle and escort the student to the front door of the building

Families with Toddler & Primary Children- Arrive between 8:15 and 8:30. Please park your car and walk with both children to the Toddler building, exterior door. Your Toddler child should knock on the door and a teacher will open the door to welcome him/her. At 8:15 please walk your Primary child to a staff member on the **outside** of the main building who will escort him/her in.

Families with Primary & Elementary Children- Please arrive in time for your elementary child to be in class by 8:00 a.m. He or she is considered late if arriving in the classroom after 8:00. Primary siblings should enter the building holding their older sibling's hand(s) at the east side entrance. An adult will be at the door to escort the primary child to their classroom. **PLEASE DO NOT EXIT THE CAR WITH YOUR CHILDREN.** (If you are concerned about the safety of your child at any time, you may park and walk your child(ren) to the front entrance of the school, or return at 8:15 for the Primary car line).

Additional Elementary Arrival Info

- All Elementary students please use the east side entrance ramp for arrival.
- If you are parking, please make sure your child walks with you through the parking lot. They are not as aware of moving cars as are we.
- Your child is considered late if arriving in the classroom after 8:00. **If your child is late he or she must be signed in by an adult** at the office before going to class.

Families who have Before-School-Care contracts for their children- Before school care is offered by contract. Arrive no earlier than 7:30. Please park and walk your child to the Laurel Club room where before-school-care is held. You must make contact with a staff member to let them know your child is present.

Dismissal Times for Students

Toddler Community- Dismissal time is 11:15. Parents please park and come to courtyard gate.

Primary Class- Dismissal from school for half-day students is 12:00 PM. We dismiss from the playground or courtyard on fair weather days. Please park in a designated parking place and walk to the playground gate. If it is not feasible for you to come to the playground gate, we walk as a small group to the courtyard gate at 12:10 to meet parents. Dismissal is from the main gate on inclement weather days.

3:00 PM dismissal is from the front porch and parents may line up in the queue and step out of the car to get your child at the main gate. Please pull into a designated parking space if you have business inside or would like to speak with a teacher or another parent; we ask that you not leave your car unattended in the carpool line.

All Siblings- students with older siblings will be dismissed at the latest dismissal time of all the siblings unless special arrangements are made.

Elementary Class-

Dismissal time is 3:30 p.m.

- A. Primary/Elementary Siblings: All Primary & Elementary siblings will be dismissed from the Toddler/courtyard gate. Please park your car by 3:25 so that our car line is not obstructed, and walk to meet the adult in charge at the gate.
- B. Parking parents: If you wish to park in order to pick up your elementary child, please park by 3:25 and meet them at the toddler/courtyard gate. Our staff have an obligation to keep the elementary pickup line moving, so please understand that that will be their priority.
- C. Car line: Parents pull up in the car to the main entrance/front porch gate to pick-up students.

Jr. High- Jr. High students are dismissed at 3:30.

Bus Riders: Jr. High students who ride the bus will arrive at the Front Royal Campus by 3:50 p.m.

The buses depart for Marshall/Warrenton and Winchester at 3:55.

Emergencies: In case of any emergencies such as illness or injury, early closing due to inclement weather, or shelter at school after hours due to inclement weather, natural disaster, or emergency evacuation, we will make every effort to contact you by phone and email as soon as possible to inform you of action taken. We will care for your child until you or your authorized emergency contact provider arrives. A copy of our annually reviewed emergency plan is available in the school office.

After-School Care Contracts:

Families whose children who stay in after-school care may be in the woods, on the playground, or in the Laurel Club room. When the weather is pleasant, assume your child will be in the woods or on the playground. Before taking your child from the premises, please make contact with the after-school care supervisor. If you are not at the school by closing time (5:30 pm), your child will still be under our care. However, the following charges will apply after 5:30 pm: \$20.00 for the first 15 minutes or portion thereof; \$1.00 per minute after 5:45 pm. If your child is not picked up by the time the school has been closed for one full hour and we are unable to contact either parent or an emergency contact person, we will assume an emergency has occurred and will contact either the police or Child Protection Services.

Bus Service

Marshall - Warrenton Service**

7:00 a.m. - Bus departs from the **Warrenton Village Center** near **Rankin's Hardware**.

7:15 a.m. - Bus departs from the **Marshall Community Center**

7:40 a.m. – Bus arrives Front Royal

3:55 p.m. - Bus departs from Front Royal

4:15 p.m. – Bus arrives at **Marshall Community Center**.

4:30 p.m. – Bus arrives at **Warrenton Village Center**.

Winchester –Frederick County Service

6:40 a.m. - Bus departs from **Winchester Rehabilitation Center (Old Hospital)**

7:00 a.m. – Bus departs from **Costco**

7:15 a.m. – Bus departs from **Dinosaur Land**

7:40 a.m. – Bus arrives Front Royal

3:55 p.m. – Bus departs from Front Royal

4:15 p.m. – Bus arrives at **Dinosaur Land**.

4:35 p.m. – Bus arrives at **Costco**.

Flint Hill Service**

7:45 a.m. - Bus departs Front Royal Campus, arrives at Flint Hill Campus at 8:05 a.m.

8:10 a.m. - Bus departs Flint Hill Campus, arrives at Front Royal Campus at 8:30 a.m.

3:10 p.m. – Bus departs from Front Royal Campus arrive at Flint Hill Campus 3:30 p.m.

3:30 p.m. - Bus departs Flint Hill Campus, arrives at Front Royal Campus a 3:50 p.m.

3:55 p.m. - Buses depart from Front Royal Campus

****THERE IS NO AFTERNOON BUS ON EARLY RELEASE DAYS:**

The buses are equipped with seat belts, and we require their use at all times. Appropriate safe behavior by students is expected on the bus. Unsafe or inappropriate behavior can result in suspension of bus privileges for a student.

Classroom Community, Conflict Resolution, & Discipline

A Montessori environment nurtures a child's sense of responsibility, cooperation and fairness. Teachers and older students serve as models and guides for appropriate behavior. This helps new and younger students learn the rules and expectations in the classroom in a positive way, eliminating many conflicts. At all levels, teachers devote a great deal of time in lessons of grace and courtesy that allow children to practice consideration for their teachers and friends. Age appropriate techniques in conflict resolution are taught and practiced on a daily basis to develop empathy and to empower students to speak for themselves with confidence and integrity.

If a child fails to cooperate with peers or adults and his/her behavior becomes disruptive and/or dangerous, we will allow the child some time away from classmates yet supervised by an adult until the child regains control and is ready to participate cooperatively. Behavior that seriously frightens or endangers the community or its members will be cause for immediate dismissal from the program. Weapons and threats are against school policy and will be cause for suspension or dismissal.

Items to and from Home and School

Toys, candy, gum, money, weapons, etc. are not permitted at school. Items of interest such as a rock collection, books, flowers, etc. are welcome. Your child may also bring wildlife (including animals), however please obtain permission from your child's teacher **before** bringing a live creature to school. The teacher needs notice in order to make any necessary preparations. The school and staff cannot take responsibility for the safety or whereabouts of items brought from home.

Computer and Internet Use

The older elementary and Jr. High students at our school will use a filtered internet. Any student bypassing or attempting to bypass this filter will thereafter be forbidden use of the internet. All internet use at the school will be public and for academic use only; no social or recreational use of the internet is allowed.

Electronic Devices

MLMS is now offering filtered public Wi-Fi at both campuses. With the exceptions described below, MLMS students in grades 4 through 9 may bring a personal electronic device to school for educational purposes. Learning about being held accountable for the responsibilities of both school-owned technology and personally owned electronic devices is an important part of preparing students to be successful in the future.

Parents of students in grades 4 through 9 and students in grades 4 through 9 will be required to read and sign a written contract regarding the expectation of use of personal devices in the school setting.

Students enrolled in toddler through third grade are not permitted to bring electronic personal devices to school.

In addition:

Toddler, Primary, Elementary Programs: Personal electronic devices including the following are NOT ALLOWED on school premises:

- cell phones, beepers, PDA's, personal music devices, digital cameras, electronic readers, and electronic games of any type.

There may be instances on school trips when a device may be allowed, but only with permission from the student's teacher.

Electronic reading devices (such as Kindle) may be used on the bus with written permission from both the school and parents. Device may only access e-books.

Jr. High: Students are discouraged from bringing expensive personal belongings to the Jr. High. With the understanding that students are responsible for the care and safety of their own property they may bring electronics such as cell phones and digital media devices to school, however **all electronic devices MUST be stored in student's locker** while at school. Here are some specific rules regarding personal electronic devices:

- Personal music devices (iPod, MP3 players, etc.) and cell phones MAY NOT be used on the bus to and from school during regular school days, on school outings, trips, and overnights. Cell phone use is permitted **ONLY IN THE EVENT OF EMERGENCY** on school outings, and trips.

- Digital cameras may only be used with teacher permission. Jr. High teachers may decide at any time to retract this permission if they determine a student has used a camera inappropriately. Under no circumstance or context may a student post on-line or publish in any form a picture taken on Jr. High property or during a Jr. High event or outing. Official publications of Mountain Laurel Montessori School are excluded from this prohibition.
- Electronic reading devices (such as Kindle) may be used on the bus. Device may only access e-books.

Snacks and Lunch

MLMS is a PEANUT-FREE Environment

Mountain Laurel Montessori School is a peanut free environment. This applies to the Front Royal campus. Do not send food items prepared with peanuts or peanut products.

Please do not send in any snack items to share that contain nuts or nut products.

Snacks: For Toddler and Primary classrooms, teachers will provide information to parents at the beginning of the year as to the dates of your responsibility for providing snack for your child's classroom and the number and amount of servings. A daily log of foods served is posted in your child's classroom and this information is retained for at least one week.

Primary Lunch: All children who stay past noon bring a lunch from home in an insulated lunch box and a reusable water bottle. All items should be clearly marked with the child's name, and VA licensing requires that **the lunch box must be labeled with the current date each day**. No item should display images of superhero/cartoon characters. Please place a clean, cloth napkin, tea towel, or placemat in your child's lunch box every day. Please include a protein and something fresh and limit sweets.

Elementary Lunch: All children need to have a clean cloth napkin or tea towel in their lunch container. Please clearly mark lunch containers with your child's name. Lunch should include a protein food and something fresh. Please go easy on the sweets. Elementary children may bring 100% juice, milk, or water – no sodas, teas, sports drinks (such as Gatorade), or caffeinated beverages. They should bring a refillable water bottle each day clearly marked with the student's name.

After-School Care: Children in aftercare should bring a healthy snack in addition to their lunch. The snack container or lunch box must be clearly labeled with the child's name, and VA licensing requires that **the container must be labeled with the current date each day**. Children are often encouraged to snack on un-finished lunch items if they are still hungry and have no additional snack. No Candy.

Jr. High: On a regular school day, students should bring a lunch and drink in an insulated lunch bag along with a refillable water bottle. Sodas, caffeinated beverages, gum and/or candy are not allowed at school. There will be occasions when parents will be asked to contribute prepared food or ingredients for special events. Students are required to bring and be responsible for money used for meals that are eaten while on school trips.

Forgotten Lunches- Front Royal Campus

For children who arrive at school without a lunch, Mountain Laurel will attempt to contact the parent(s) to determine if they will be able to bring something by 11:30. If the parent(s) cannot be reached, or if they would prefer, a lunch will be provided from a selection offered by the school store. Parents will be billed accordingly.

Daily Routine- Toddler, Primary, Aftercare

A general daily routine is posted inside each classroom near the door.

Afternoon Nap for Primary Students

After lunch a nap period is provided for all children 2 ½ to 4 years old. A staff member will coordinate with supplies needed at the beginning of the year. Mats and linens are provided by the school.

A waiver may be signed after the child's 4th birthday if he/she is no longer napping.

Parent Resource Library

A "Parent Resource Library" is available for parents. We have a small collection of books by Dr. Montessori and other child development experts. We also have parenting books and tapes available. Your child's teacher is an excellent resource for recommendations. Visit the office if you would like to borrow any items from our Parent Resource Library.

Student Library

The student library is located in the main building along the inside corridor that connects the handicapped entrance to the Toddler Courtyard. Students have access to the library with their teacher's permission and books are for in school use only.

Dress Code/Uniform Policies

Please mark all student clothing and belongings with their name in permanent marker.

Unmarked items that are not claimed in a reasonable amount of time will be donated to the school uniform pool or given to good will.

ALL STUDENTS:

Articles of clothing should be neat, clean, and of proper fit and length. Please keep in mind that this is an active and involved environment, and although we have the children wear aprons when engaged in messy activities, sometimes accidents are unavoidable. Therefore, be advised that children at Mountain Laurel are at risk for staining their clothing while engaged in activities in our learning environments!

- **Shorts, skirts and jumpers** must be at least **knee length**. Leggings, tights or gym/bike shorts should be worn underneath skirts and jumpers. No cut-offs.
- Midribs, shoulders, and undergarments must be covered at all times.
- Revealing and tight-fitting clothing and tank tops are not permitted.
- Pants must be worn at the waist and shirts must remain tucked or fully cover the waistband of the pants.
- Elementary students should not wear leggings or tights as pants (unless worn under a knee length skirt or dress).
- Clothing must not promote drugs, alcohol, sexual innuendo, or anti-religious messages or be offensive to members of the school or wider communities.
- Clothing, jewelry, or hairstyles that are deemed unsafe, inhibit movement, or are **excessively distracting** to the community or the individual are not acceptable (ex. Mohawk).
- No make-up may be worn.
- **No hair dye used.**
- Make-up (including flavored/colored lip gloss) may not be in a student's possession either on the bus or on school property.
- (Primary) No jewelry or watches of any kind (post style pierced earrings OK)
- (Elementary) Jewelry is to be limited to conservative earrings (post style), necklaces, bracelets and watches.
- Sturdy shoes or sneakers only. **No flashing light, gaming, or wheely shoes permitted.**
- Rain/snow boots in inclement weather that stay on the feet.
- A pair of rubber-soled slippers or indoor shoes only with backs and toes covered must be worn in the classroom.
- A large backpack capable of holding your child's lunchbox and papers/projects
- Purses are not allowed at school.

- Shorts may be worn only when the outside temperature is 50° F or above. If it is warmer out, but with a wind chill factor the temperature is 50° F or below, shorts may NOT be worn.

Toddler Community and Primary Class Dress Code: All children wear rubber-soled slippers in the classroom. We ask that slippers, clothing, outerwear, backpacks, and lunchboxes be simple and ***generic, without representations of commercial/fantasy characters.*** All items worn or brought to school should have your child's name clearly marked in permanent ink.

Young children are just learning how to dress themselves. Please send your child in clothing with fasteners that he/she can easily manipulate. Pants should be easy for the child to pull up and down. Shirts need to have wide openings so your child can pull them on without frustration. If at all possible, please send your child in shoes that he/she can put on and take off without much assistance. Velcro fasteners and large buckles are great ways to give your child practice with fasteners.

Children must wear shoes appropriate for outdoor activities - sneakers or hiking boots for days when the weather is pleasant and the ground is dry, rain boots for days that are rainy or muddy, and snow boots, snow pants, and gloves or mittens for days when there is snow on the ground. For Toddlers and Primary students, because of the obvious strangulation hazard, **scarves may not be worn or brought to school.** Rain jackets with hoods are encouraged. Umbrellas, because of their obvious hazards, should not be carried by primary students expected to walk in line.

Elementary Uniform Policy and Dress Code:

- Mountain Laurel Logo Shirts – Any approved style shirt in the following colors, white, maize, gray heather, any blue, or evergreen, may be ordered from the Lands' End uniform catalog (short or long-sleeved polos, turtlenecks, oxfords, blouses, tees, or sweats). Uniform shirts must have the Mountain Laurel logo and the logo must be embroidered. Please use the preferred school code: **900101627**.
- Khaki, black, dark-brown, or navy slacks (not jeans), shorts, jumpers, skirts, capris or skorts may be worn. Jumpers, shorts, skirts, and skorts must be knee length.
- Solid-color logo sweaters or sweatshirts in the above colors may be worn over shirts indoors. Long sleeve shirts of any color or pattern may be worn under the uniform shirt, but the under shirt must be tucked in.
- **No uniform days.** In the event that MLMS offers a non-uniform day for elementary students as a fund-raising event, children are required to follow the uniform guidelines that apply to all students. Jeans may be worn.

Jr. High Dress Code

Dress code for "ALL STUDENTS" applies to students at the Jr. High. Please see below for additions.

- For safety and comfort reasons, closed-toe boots or athletic shoes are required while outdoors. Students are to bring muck boots, coats, rain gear, work gloves and an extra set of clothes to be left at school.
- Hats may not be worn indoors.
- Swimsuits must be one piece or "tankinis" for girls.

Tuition & Fee Payments, Contract Changes

All questions regarding contract changes and payments must be directed to the Business Manager, Rose DiNinno rdininno@mlm-school.org or 540-636-4257

Re-enrollment contracts are sent to parents in early February each year, with a return due date of March 1st. Annual payments may be made directly to MLMS by due date stated in the contract. Semi-annual or monthly payments must be made through our tuition management company, FACTS Tuition Management. The link for FACTS may be found on our website. Please see the re-enrollment letter for more detailed instructions.

NO CASH PAYMENTS please. We are not equipped to secure cash payments.

Volunteer Service Hours Agreement:

Parents have the option of giving 20 hours or more of volunteer activity or paying a \$200 fee. Volunteer hours may be reported by:

1. Emailing info@mlm-school.org with record of activity (what) and how many hours were given.
2. Calling the main campus with a report of hours and activity.

A record of service hours is maintained by the school and reports of hours completed will be emailed to parents three times a year with a summary report at the end of June. Hours completed between July 1st of each school year and June 30th of the same school year are credited for that current school year. Up to 3 hours of attendance at a parent education event or PTO meeting count toward volunteer service hours.

MOUNTAIN LAUREL MONTESSORI SCHOOL IS A PEANUT FREE AND SMOKE-FREE ENVIRONMENT.