

3. Concern for the student requires that our personnel:
- a. Make reasonable effort to protect student learning and mental and physical health and safety.
 - b. Encourage students' independent action in pursuit of learning.
 - c. Respect diverse points of view.
 - d. Treat students with respect regardless of race, color religion, sex, age, national or ethnic origin, political beliefs, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to protect each student from harassment or discrimination.
 - e. Guard students' legal rights.
 - f. Keep personally identifiable information in confidence unless disclosure serves professional purposes or is required by law.

4. We expect all employees of our school to display the highest degree of ethical conduct by maintaining honesty and respect in all professional dealings and to work for the common good.

The spirit of the child should be filled with so much beauty and so much joy that he can draw on it for his entire life. Then he absolutely cannot fail.
(Dagmar Schiffman)

Welcome to Moultrie Montessori School

Mission

Our mission is to create an environment where the spirit of the child is nurtured and where children develop knowledge, skills, and values that prepare them for life. In addition, we desire to contribute to a community of friendship, sharing, and mutual support.

Annual Family Events

Family Thanksgiving Feast/Potluck
Holiday SingaLong
Family Garden/Work Day
End of Year Program and Picnic
Two parent nights, Fall & Spring TBA

School Hours:

8:15 a.m. - 2:30 p.m. Primary
8:15 a.m. - 2:15 p.m. Elementary

After Care is offered on Tuesday, Wednesday, and Thursday from 2:30 p.m. to 5:00 p.m. at a cost of \$10.00 per day. After care fees are paid in advance daily, weekly, or monthly. Please pick your child up at the gate and ring the bell on the left.

Late fees: 5:00 p.m. - 5:15 p.m. **\$20**, 5:16 p.m. - 5:30 p.m. **\$40**, 5:31 p.m. - 5:45 p.m. **\$80**.

Arrival and Dismissal

Arrival is between **8:15 and 8:30 a.m.** Circle time will begin at 8:30. In order to minimize disruptions, children who arrive after the circle begins will wait with one of the teachers.

Enter the driveway at the east end and exit at the west end. In order to have a smooth flow, teachers will meet children at the car and help them out in the morning and into the car at pickup. To insure everyone's safety, please stay in the line without passing.

Transitions can be difficult and the moment of goodbye may bring a little anxiety. Children do best when parents are matterofact and confident that their children will be safe and happy. A short, cheerful goodbye lets the child know that all is well. Practicing in advance and talking about things that your child enjoys at school can help to establish a smooth transition.

For the first six weeks, we ask that parents not come into the classroom in the morning so that children adjust smoothly to the routine and their day. After that, parents may schedule a time to observe or volunteer.

Dismissal is at 2:20 p.m. - elementary and primary siblings, **2:30 p.m.** - primary. Elementary will be picked up at the gate. Primary and toddlers will be picked up at the front door. To ensure their safety, children are asked to remain seated until their names are called. Our parking line is constantly moving and State Road 16 is very busy. Please keep to the left in the car line so that cars may get through as needed.

For everyone's health and well being, please keep your child at home if he or she has a sore throat, a runny nose, a cough or seems under the weather.

Rash illnesses: The health department and the CDC advise the following policy for rash illnesses such as chickenpox and measles. The purpose of the policy is to protect those who are vulnerable, i.e., children too young to be immunized, those who are immune compromised, and unborn babies.

If anyone at Moultrie Montessori contracts chicken pox or measles, nonimmunized children will be asked to stay at home during the incubation period, 21 days. Should another person get measles or chickenpox, a new incubation period will begin.

Standards of Ethical Conduct

1. Moultrie Montessori School values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of respect, kindness and peaceful resolution of conflict. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

2. Our primary concern is the wellbeing of students and the development of each child's potential. Employees will strive for professional and personal growth and will seek to exercise their best judgment and integrity.

Payment Options

- One payment on or before July 1st, less 10% discount for this payment option;
- Ten equal payments, due on the first of each month July 1st April 1st.
- Barter: Arrangements for paying a portion of your child's tuition through barter may be made with the director.
- Parents are responsible for the entire tuition. In the event of early withdrawal or dismissal by Moultrie Montessori School, fees may apply. A late fee of \$25.00 will be assessed if the monthly installment is not received by the tenth of each month unless prior arrangements have been made.

Registration Fee: a nonrefundable registration fee of \$150 is requested at the time of enrollment. You may enroll your child up to one year before the start date.

Sick Policy

Moultrie Montessori adheres to the Florida Administrative Code chapter 65C22.004, Health Related Requirements: "Any child suspected of having a communicable disease shall be removed from the group and placed in an isolation area until removed. Such a person may not return without medical authorization or until the signs and symptoms of the disease are no longer present. A child's condition shall be reported to the custodial parent or legal guardian. Children must not have fever, diarrhea, or vomiting for at least 24 hours before returning to school."

Sign In/Out

State law requires the following: A signature must be included next to time of dropoff and next to time of pick up for each child under school age, 5 before September 1st. Initials are not accepted. Teachers will bring the attendance log to your vehicle for signing. Attendance for elementary children will be kept in the classroom.

If someone other than the parent is picking up the child, a document completed by the parent stating that another individual is authorized to pick up the child is required. This could be the registration form with persons allowed to pick up the child listed or a separate document for occasional pickup by a person not listed on the registration. You may also bring a note.

Safety is of utmost importance to Moultrie Montessori School. The front door and gate are kept locked. Children are asked to remain away from the door at all times. They are dismissed one at a time to their parents or other authorized person. The playground is closely supervised and children learn to play safely and watch out for their friends.

Lunch

Children bring their own lunches. We request that they bring placemats. The placemat provides a personal space that helps the child keep the lunch organized. A choice of water or whole organic milk will be offered.

We ask that drink bottles, including water, and juice boxes be left at home in order to reduce drips, sticky spots, and ants. We request that packaging also be free of commercial or violent images.

ParentTeacher communication

We value parent teacher communication and hope that you will ask questions, bring up concerns, or make suggestions that you think will enhance your child's experience at Moultrie Montessori School. Parent teacher conferences are scheduled at least once a year, and parents or teachers may request to schedule a conference at any time.

POLICIES

Admission

Moultrie Montessori School admits students of any race, color, creed religion, sex nationality or ethnic origin. Moultrie Montessori does not discriminate on the basis of race, color religion, gender, nationality, or ethnic origin in the administration of any of its policies or programs. Admissions are based solely on space available. We request all admission information, first month's tuition, and registration fee be submitted before your child begins school.

Discipline

The staff of Moultrie Montessori School seeks to resolve discipline problems through nonviolent communication and meeting the needs of all concerned. A child may be asked to remove him/herself from the group until an adult is able to talk with him/her about a problem. If a child's behavior causes a concern for the safety of either himself or anyone else, parents will be called to pick up their child immediately. Teachers may request conferences with parents if there are recurring problems or concerns.

Dress Code

Moultrie Montessori School is committed to nonviolence and requests that all clothing, backpacks, shoes and other items be free of violent and commercial images. These include Disney princesses, Barbie, Spider Man, etc. We strive to nurture our students' natural sense of respect and compassion for all people and other living things. Sneakers are required for safety during outside play. Shoes will be removed when inside the building. Children may wear slippers or nonskid socks.

Tuition

The annual tuition is \$8,000 for full time attendance and \$6,000 for parttime attendance. The tuition rate is guaranteed for as long as a child is enrolled in Moultrie Montessori School.