



HILLPOINT MONTESSORI

Parent Handbook

I. Philosophy

The Montessori Method caters to the child's multiple intelligences as discovered by Howard Gardner and develops his/her whole personality. The interplay and fine balance of intellectual, social, emotional and physical factors forms a child's personality. A Montessori environment is carefully prepared to nurture all four of these elements, helping children become independent thinkers and decision makers. Our credentialed Montessori teachers will lovingly guide your child toward building confidence, focus, and self-discipline.

The Montessori Method is child driven. It is imperative that a child is treated and viewed as a unique individual. Each child brings to the Montessori environment their own experiences and backgrounds. Through these varied interests, Montessori teachers are able to tap into each child's strengths and help to alleviate weaknesses.

At Hill Point Montessori Preparatory School, the teachers bond with children to create a safe, supportive, nurturing and challenging environment where they will thrive.

II. Dr. Maria Montessori

Dr. Maria Montessori began an educational revolution that changed the way we think about children. Maria Montessori was born in 1870. In 1896, she became the first woman in Italy to receive a medical degree. She worked in the field of psychiatry, education, and anthropology. It was through her work at the University of Rome Psychiatric Clinic that Dr. Montessori developed an interest in the treatment of special needs children. For several years, she worked, wrote, and spoke on behalf of children. In 1907 she was given the opportunity to study "normal" children, taking charge of 50 poor children of the dirty, desolate streets to San Lorenzo slums on the outskirts of Rome. The news of the unprecedented success of her work on this Casa Dei Bambini (house of children) soon spread

around the world. People came from far and near to see the children's work for themselves. Dr. Montessori was as astonished as anyone at the realized potential of these children. She theorized that each child is born with a unique personality and potential and that it is the teacher's job to recognize that unrevealed potential and bring it to a maximum. A child should be free to explore and should have a prepared surrounding in which to engage in activities that will help in the learning process. She believed that, with proper guidance and examples, a child can be educated. She was nominated four times for the Nobel Peace Prize.

III. The Benefit of a Montessori Education

A Montessori education guarantees the exposure to multifaceted learning in a carefully prepared environment derived with the child in mind and framed by adult rationale.

Montessori credentialed teachers are trained to introduce the child to the world at hand thus allowing for his/her remarkable capacity to absorb and learn from the environment.

By creating a child driven environment, the child develops a deep love for learning and the need for purposeful work, not just to complete the activity, but for the love of the activity itself. The child works in order to develop himself/herself.

By treating the child with mutual respect, the child will naturally learn to treat others in society as individuals and treat one another with respect.

By understanding the child's extraordinary powers of absorption and learning, Montessori teachers are able to maximize the child's growth and potential.

The benefit of a Montessori education is to use the natural gift of learning so the child can become self-driven and successful. At Hill Point Montessori we have created a safe, cohesive, limitless, learning environment, where your child will be

on a positive path to becoming an independent, confident, and socially responsible individual.

IV. Primary Curriculum

At Hill Point Montessori our Primary curriculum is orchestrated to preserve the child's lifelong love of learning, while building skills, self-esteem, competence, independence, and responsibility.

1. PRACTICAL LIFE:

The young child is interested in activities that foster independence and control of his/her own life. Practical Life shelves are carefully arranged with materials that will engage a child in real life activities. These activities will enable the child to learn order, focus, self-control, hand-eye coordination, and accomplishment.

2. SENSORIAL:

This area of the classroom is prepared with activities that are designed to sharpen the five senses for the early learners. Each of these sensorial materials isolates one defining quality such as color, weight, shape, texture, size, sound, and smell. With the help of the sensorial material, the child will learn to distinguish, categorize and relate new information to what he/she already knows. A child craves order and these materials offer that sense of order, which attracts the child to engage in the activities and perfect their skills.

3. MATHEMATICS:

In the Montessori Method, mathematics are introduced by concept and not purely by pattern, therefore the materials that are carefully engineered introduce the concept of quantity and its related symbols starting from the numbers 0 through 9. In a Montessori environment a child is introduced to concepts with visual and tactile material corresponding to each concept. Due to the simplicity and the tactile nature of the materials, the child not only is able to simply calculate but reach a deep understanding of number ideas and function. A strong

understanding of mathematics allows children to have a concrete foundation and to later find alternative solutions to problems. They will not depend on the following patterns that may be realized later, but learn the reasons for a function and learn to tinker with it using logic. Due to the concrete nature of the materials, the child is able to work with the basic ideas of fractions, geometry and algebra.

4. LANGUAGE:

Introduction to language in a Montessori classroom begins with giving meaning to the symbols of our alphabet. Each letter has a sound and, when the child discovers that sounds blend together to create words, they begin to read independently. When the child discovers that words strung together is what creates meaningful speech, they isolate the parts of speech and grasp the concept of a proper sentence. Young children are enthused by the expression of ideas. The ability to do express ideas in writing and through oral expression is an amazing achievement. The constant assimilation of language results in a sudden expansion of vocabulary. The sandpaper letters provide a phonetic basis for reading. The child's desire and sensitivity to touch are utilized by the sandpaper letters.

5. SCIENCE:

The science area of the classroom is prepared with the child's curiosity in mind. This area exposes the child to the world around him/her, in a very hands-on manner. The examination area of the shelves is full of shells, rocks, mineral deposits, bark, plant life, etc. The experimentation shelves offer simple experiments that will be introduced during group presentation and then kept open for use at the child's leisure.

6. GEOGRAPHY:

The geography shelves are furnished with colorful map puzzles that introduce the continents and countries with tactile and visual objective. The child will learn

to recognize the shapes and names of the continents and countries of the world, as well as land forms.

V. Elementary Curriculum

The Montessori premise is that the elementary child, when allowed to work independently instead of being taught in groups led by a teacher, and in classes with a mixed age group of 6 – 9 or 9 – 12 year old students, inspire, and teach each other. They master academic subjects that are usually not taught until junior high or high school.

1. HISTORY:

Elementary history is based on social history and anthropology. Though special, relevant events and people may be discussed and taught, history at this time is based on human social past as a story to enliven the child's imagination and reality. This story supported by the anthropological evidence creates a stimulating experience in exploring the past. Timelines and evolutionary graphs are introduced accordingly within stories of our past.

2. LANGUAGE:

In the elementary years, language education is based on the child's need and enthusiasm in expressing their ideas. Children are driven to communicate their thoughts and share their imagination with their peers. We encourage this independent form of communication and offer tools to create the framework where they are able to properly express themselves. Parts of speech, grammar, sentence writing, paragraph writing, and story writing are the tools to allow the child the freedom of speech in written form.

3. GEOMETRY:

In geometry, the child begins with a whole figure and then learns to analyze parts of a whole. Elementary work in geometry includes polygons, angles, and

lines. The child is given a sensorial introduction and works up to deriving formulas.

4. MATHEMATICS:

The child begins with a concrete and sensorial exploration of mathematics in kindergarten. Subsequent presentations become more symbolic until abstraction is eventually reached. Ultimately, the child can solve the problem using only pencil and paper.

5. SCIENCE:

In the elementary level, science introduces the child to the imperative role of science in their everyday lives beginning with their bodies. At this level, science is introduced in relation to the child's life and the world around.

A. Life Science:

Life Science is the interplay of living and non-living organisms in the world at hand. Biology, botany, and zoology are the three main sub-headings under Life Science. Children will learn about food chains, food webs, and ecosystems and how they relate to one another. Zoology consists of learning about mammals, birds, fish, reptiles, and amphibians. Life cycles and major bodily functions are presented, discussed, and explored.

B. Earth Science (Geography):

Children will embark on a journey into exploring and understanding how the earth works during earth science. Children are naturally curious about the earth's formation. Volcanoes, tsunamis, the cycles of the winds, the cycle of water, the rotation of the Earth, and the reasons why geological processes work the way they do are all explored in Earth Science (geography). It is important that the child sees how we are an integral part

of the earth and also how our adaptation and evolution has impacted the earth. An early understanding of the above will ingrain a personal responsibility to our living earth.

C. Physical Science:

Children will be introduced to the functions and inner workings of everyday use through the physical science lessons. Devices such as light bulbs, magnets, and batteries will help the children see the benefits of such devices and the importance of each in their daily lives. They will also learn about electricity and magnetism.

6. DANCE:

Appreciation for music and dance enhances a child's learning. Our dance program is designed for, not only to sharpen the bodily kinesthetic of a child, but also to help blossom the love of performing arts. Jazz, ballet, and hip-hop are just a few genres that will be introduced. There will be two concerts each year that will showcase the children's talent in performing arts.

7. THEATER AND DRAMA:

Performing arts are an integral part of building confidence. Theater and drama will not only immerse the children in enjoyable plays and performances, but also develop their public speaking skills and boost their self-esteem.

VI. MONTESSORI DISCIPLINE PHILOSOPHY

Maria Montessori developed the concept of "normalization" to describe the process by which each child acquires certain personality characteristics that lead to success in the classroom and throughout life. A "normalized" child will love learning, be kind to others, develop concentration and good work habits, and become independent. Our goal is to create and maintain an environment in which each child can successfully reach this level of normalization. Normalization of the

classroom begins with the modeling of the appropriate behavior by the teacher combined with a high level of respect for each student. Many discipline problems can be avoided by the following proactive strategies practiced in every Hill Point Montessori classroom.

A. TEACHER EXPECTATIONS

The teacher will:

1. Provide a structured Montessori environment in which a child feels secure and confident to choose his/her work.
2. Set behavioral expectations through classroom instruction, role modeling, and class meetings.
3. Post and discuss classroom rules and the Montessori Standards of Behavior.
4. Redirect a child and use conflict resolution techniques.
5. Work one-on-one with children who need additional guidance.
6. Establish a Student Success Team to help children succeed in the classroom.

B. BEHAVIORAL EXPECTATIONS

The behavioral expectations we have for the children are:

1. Respect yourself, others, and your environment.
2. Demonstrate responsibility, respect, and self-restraint.
3. Treat all classroom materials with great respect and care.
4. Return all things to their proper place.
5. Keep the environment clean and orderly.

6. Keep bathrooms neat and clean at all times.
7. When in the classroom, be "engaged" in an activity/job at all times.
8. Work quietly in the classroom.
9. Use walking feet at all times except when on the playground.

**If a student is not meeting the standards of behavior expected in the Montessori classroom, a report will be sent home to notify the parent/guardian. We hope this notification will open a positive channel of communication between home and school. A child's behavior becomes a problem when his/her negative actions disrupt the school environment and affects the positive values established at Hill Point Montessori.

C. UNACCEPTABLE CLASSROOM BEHAVIORS

For the safety and well-being of all individuals in the Hill Point Montessori environment, the following are unacceptable behaviors:

1. Talking back and arguing with the teacher and/or fellow classmates.
2. Intentionally disrupting the learning environment.
3. Misuse of Hill Point Montessori materials or playground equipment.
4. Intentionally not following directions in the classroom, in the lunch area or on the playground.
5. Encouraging others to misbehave.
6. Disrupting or impeding the work of others.
7. Showing rudeness or disrespect to others.
8. Littering.

D. DISCIPLINARY ACTIONS

If a child exhibits unacceptable behavior, the following disciplinary actions may be taken depending on the severity of the misbehavior:

1. He/she will discuss the unacceptable behavior with the teacher and be given a form to complete. The completed form will be sent home for parent/guardian signature and returned to school the following day.

2. He/ she will be sent outside the immediate environment for a time out but still within sight of the teacher.

3. He/ she will be sent to the Director, who will discuss the behavior issue with the child and may opt to

A) Call the parent/guardian to discuss the issue with the child present.

B) Place the child in "in-school suspension" and he/she will not be allowed to return to class until the parent/guardian has spoken to the Director.

C) A parent/guardian will be called to immediately remove the child from school for a specific length of time (Suspension) and conditions will be set for the child's re-admittance.

** At any stage of the disciplinary action plan, a teacher may contact the parent/guardian by phone to discuss the student's behavior and work out a home/school plan for improvement. The teacher or parent/guardian may request a conference at any time to discuss behavior issues.

E. HILL POINT MONTESSORI SUSPENSION/EXPULSION POLICY

The Hill Point Montessori teachers and staff are required to document on an Incident Report any behavior requiring disciplinary action. All witnesses are encouraged to document their concerns and all views will be respected and



treated as valid. All staff, students and parents must adhere to the State of California Education Code and federal guidelines concerning student behavior and discipline. Each child will be treated individually and with respect. Disciplinary action for a student with an Individual Education Plan (IEP) with stated behavioral objectives will be handled in an appropriate manner.

Behaviors that require possible expulsion hearings are as follows:

1. Swearing or using abusive sarcasm, directed at another student, staff member, or parent.
2. Intentional abuse and/or vandalism to school property.
3. Bringing on campus any pornography, or explicit photography or written material.
4. Physical harm to another person with the intent to do bodily injury, exhibited by, but not limited to, hitting, jabbing, poking, pushing, slapping, and/or kicking.
5. Bringing on campus any illegal substances or prescription medications for unauthorized use, sale or intent to disburse.
6. Stealing.
7. Touching another person's private body parts or intentionally exposing one's self for the sole purpose of self-gratification or harming (emotionally or physically) another individual.
8. Bringing guns, knives or any type of weapon used to intimidate or threaten another person.

F. PARENT/GUARDIAN'S ROLE IN SUPPORTING POSITIVE BEHAVIOR MODELING

A parent is the most important teacher in a child's life. Children observe and imitate the behavioral responses that are used by the significant adults in their environment. Parents who are respectful and kind to others, especially their own children, are likely to see that same behavior develop in their children. Demonstrating a variety of healthy responses to frustration and set-backs, as well as modeling effective problem-solving techniques and non-judgmental communication are especially valuable to young children who are still learning to establish their own self-control.

While children absorb a great deal by observation, discussing ways to show respect, build trust, show empathy, manage anger, and practice forgiveness can help a child build successful relationships.

Montessori philosophy does not advocate external rewards for desired behavior, as this tends to reduce intrinsic motivation. However, acknowledging and praising positive behavior is always important and will help shape a child's behavior far better than criticism.

Hill Point Montessori is built on the concept of COMMUNITY. A community shares common values. Its members seek to give as much as they are able for the good of the whole, and take only what they really need. The community seeks to raise the level of the lowest members while keeping the entire community progressing forward toward a shared vision.

G. HILL POINT MONTESSORI VALUES

At Hill Point Montessori, we value:

1. Respect for ourselves, others and the environment.
2. Honesty.

3. Courtesy and exceptional manners.
4. Empathy for others and respect for differences among people and cultures.
5. Accepting responsibility for personal decisions and actions.
6. Working cooperatively with others, which include listening, sharing opinions, negotiating, compromising, helping the group reach consensus, and taking a stand.
7. Seeking one's share of the work load.
8. Creating a balance between the needs of individual students and families and the needs of the school population as a whole.
9. Pride in our school.

H. HOME/SCHOOL COMMUNICATION

Changes in a child's home life may affect his/her behavior and performance at school. Please notify the office and your child's teacher if any significant changes occur, such as:

1. Extended vacations or business trips by a family member.
2. Child staying somewhere other than home (relative/friend's house) for more than a day or two.
3. Loss of family member, including pets.
4. Moving.
5. Change in family environment (separation, divorce, new partner, or a new baby).

* This information will be strictly confidential.

I. PARENT EDUCATION

Acquiring the knowledge, skills, and patience to raise healthy, happy and well-adjusted children is an on-going process that requires a tremendous amount of effort, time, and diligence. Several resources are available and parents are expected to take proactive responsibility in this area.

1. Hill Point Montessori teachers can provide a recommended reading list that covers Montessori and other topics of education.

2. Parents are encouraged to participate in parent education classes offered by Hill Point Montessori on Parent Education Nights.

3. Parent/Teacher discussions may be scheduled at any time with your child's teacher to exchange ideas and strategies for specific behavioral issues that may be impacting the student or family. The director is also available to discuss educational and behavioral issues.

J. HILL POINT MONTESSORI SCHOOL IS A SCHOOL OF CHOICE

We recognize that Hill Point Montessori is a private, school of choice. Students who are unable to progress or become responsible, independent, and productive members of the Montessori Community always have the option to return to the school offered by their local public school district. Traditionally, public schools offer a more structured group approach to instruction and classroom set-up and this approach may more suitable for some children. Parent understanding and support of the expectations established by Hill Point Montessori is vital to each child's behavior and successful performance. As mentioned in much of our literature, this is a COMMUNITY EFFORT. While children should never be denied access to educational opportunities, these same children cannot be permitted to interrupt the learning environment and process for others.

VII. ADMISSION & ENROLLMENT

1. Admission

Children between 2 years – 12 years will be considered for admission regardless of gender, race, color, religion, nationality, or political belief.

2. Enrollment Procedure

- A. The Application for Admission form must be filled out and returned with the application fee of \$100 to be considered for admission.
- B. Once the admission decision is made by the school, after proper evaluation process, an enrollment packet will be handed to parents. Please pay the family fee, registration fee and supplies fee to admit your child to school. All fees are nonrefundable.
- C. School uniforms are purchased from Dennis Uniforms and French Toast.
- D. All students are expected to wear the full uniform (instructions for required uniform is in the enrollment packet).

3. Class Assignments

Montessori classrooms emphasize a well-balanced, social representation of the world around us for all the children to learn and cope with individual differences. When a child is accustomed to working and playing with other children of different genders, ages, cultural backgrounds, and personalities, he/she is establishing good interpersonal skills. At Hill Point we are dedicated to providing the best education for the children; therefore, we place each child in the classroom that is the best suited for him/her. Placement requests cannot always be granted. All of our staff are equally qualified and trained in the Montessori Method. Please trust our professional



expertise in evaluating our child and placing them in the proper classroom.

4. Waiting List Registration

Since our enrollment is limited, your child will be placed on the school's waiting once the classrooms are fully enrolled. The application for admission and enrollment fees will be required to be placed on the list. The fees will be refunded if the wait list is too long and the time is lapsed. You will be informed ahead of time about the decision.

5. Waiting List/Classroom Placement Priorities

- A. First priority is reserved for continuing children.
- B. Second priority is reserved for staff's children.
- C. Third priority is reserved for current children's siblings.
- D. Fourth priority is reserved for those registered children on a first come, first served basis.

VIII. POLICIES

1. Annual Registration Fee and Tuition

The annual registration fees and supply fees are due at the time a reminder is sent to ensure your child's continued education at Hill Point. Tuition for the full school year is required to be paid by all students. The tuition for the year is charged upfront for the 10 months. Monthly tuition will also be considered based on the financial situation of each family. Once a student is considered for enrollment and you decide to enroll your child at Hill Point it will be a yearly commitment. If due to unavoidable reasons you are unable to keep your commitment to keep your child enrolled, a 30 day notice



and explanation and verification will be required for withdrawing your child.

Once you pay the fees and give your commitment to enroll your child each year, no refunds will be made to the fees paid, if you change your mind and disenroll your child after commitments are made, parents will be responsible to pay three months of tuition, due to putting the school in financial jeopardy. We base our expenses on the full commitment of student enrollment.

Hill Point has rolling enrollment until spaces are filled. If a child is enrolled in the middle of the month tuition will be prorated accordingly.

2. Tuition and Payments

As any private school, Hill Point is completely supported by tuition and fees to provide a high standard of education for your children. Parents who are paying on a monthly basis are required to pay tuition on the 1st of each month. If tuition is past due, a late fee will be collected according to the number of days late. A fee will be collected for returned checks.

Tuition is based on the academic school year, which begins mid-August and ends June 30th. If you do not enroll your child for summer school, his/her last day will be the last day of school listed in the school calendar.

- A. A rate sheet will be provided at the time of enrollment. If the tuition will be increased, all parents will be provided with a new rate sheet.
- B. Payments are due between the 1st and 5th of each month.
- C. Annual payments will have a 5% discount applied at the time of enrollment.

- D. Payments made later than the 5th of the month will be considered delinquent and subject to a \$25.00 ate fee. A \$50.00 late fee will be charged for payments received later than the 10th of the month. If the due date falls on a school holiday, please be sure that your payment is received before or by the due date to avoid any late fees.
- E. If the payment is not received by the 10th of the month, the child is no longer considered enrolled in the school and his/her enrollment will be terminated. You may apply for re-admission for your child by paying a \$100.00 non-refundable re-registration fee and the full balance due.
- F. There will be a \$50.00 surcharge for all unpaid checks returned to the school. When a check is returned, you are expected to pay the current due amount by money order, cashier's check, or cash only.
- G. After 2 returned checks, only cashier's check, money order, or cash will be accepted for the remaining tuition payments.
- H. If a child is enrolled after the school year starts, his/her tuition will be prorated by the number of school days that have passed.
- I. There will be no make-up days and no refunds for missed days.
- J. There is a no fee deduction for holidays, illness, or vacations. An advance written notice of at least 30 days must be given for withdrawal of a child from the school for any reason. A 10% annual percentage rate will be applied to the uncollected balance.

3. School Hours and Extended Day Policies

A. The contracted school day is 8:30 am to 3:00 pm. Students arriving after 8:30 am will be marked tardy. In the event of an extreme weather event (i.e. torrential rain), it will be up to the discretion of the director as to whether or not tardiness will be accepted on that day.

B. You must escort your child into their classroom and sign him/her in with the attending teacher at arrival. Late arrivals must go to the office and be signed in at the office. You must meet your child at the designated pick up area and sign out your child with the attending teacher at pick up.

C. Extended care is from 7:00 am – 8:30 am and 3:00 pm – 6:00pm. Extended care will be provided to students who are enrolled for extended care on a regular basis.

We will not be able to provide extended care to students who are not enrolled on a regular extended care program. We only have enough staff to care for the regularly enrolled students who pay the full day tuition.

In an emergency situation in which a parent will be late to pick up a student, we will make special accommodations. A fee will be charged for the hours of care.

D. Days of Attendance: Unless your child is sick, regular attendance is required and appreciated. When your child is sick, please inform the office. Excessive tardiness and absences will result in the retention of the child at the current grade level.

E. Arrival and Pick-Up: Please make every effort to bring/pick up your child to/from school on time. Parents are required to sign



children in and out every day as a safety precaution. There is a \$10.00 charge per missing signature after child's name has had 3 missing signatures.

F. Early Pick-Up: Early pick-up shortens your child's class time. It also causes interruptions to your child's class that is still in session. In consideration of the child's benefit, please minimize early pick-up. In the rare event that you need to pick up your child before class ends, please come to the office. Our administrative staff will call your child to come to the office for you.

4. After School Enrichment Classes

It is the responsibility of parents to pick up the students on time after the class is done. The teacher who conducts the class will have to stay and dismiss the students. The school is not responsible to have those students in our care. Parents will have to make some arrangements with the enrichment teachers. It is very difficult to accommodate many students without getting paid for the hours of care. We also have to remind parents that there are many students who will be in aftercare on a regular basis. We will only have room to accommodate those students.

5. Sign in/out procedures

Children should be signed in and out daily. Sign your full signature. No exceptions for this rule. DSS is very tough on this procedure, and wants the school to strictly enforce it. This is mainly for the Primary school. We want the Elementary school to follow this procedure too.

Parents are required to supervise the students until they are safe in your vehicle. Our grounds are large and playing in the grounds without proper supervision will be a safety issue.

No students will be permitted to play in our grounds after school.



Students have to be escorted to the vehicles. Throwing and kicking out the pea gravel on the parking areas can make people trip and fall. Running on our flower beds, picking fruits and flowers will not be permitted.

IX. HOURS OF OPERATION

1. School hours are scheduled Monday through Friday at the following times:

Primary through 6th Grade

School Hours: 8:30 a.m. to 3:00 p.m.

Extended Care: 7:00 a.m. to 8:30 a.m. and 3:00 p.m. to 6:00 p.m.

If your child is not enrolled in our extended care program, he/she must be dropped off after 8:00 a.m. and picked up within 15 minutes of his/her class end time.

Office Hours: 8:00 a.m. to 3:30 p.m.

X. HEALTH

1. **Immunizations**

State law required that, upon admission to a school, each child must be immunized against the following diseases: Polio, Diphtheria, Tetanus, Pertussis (Whooping Cough), Measles, Rubella, Mumps, and Varicella. You are required to provide the school with a current record of your child's immunizations and TB test results.

2. **Illness**

We want every child to stay happy and healthy. Do not bring your child to school if he/she shows any traces of illness. Please be sure that your child has completely recovered before sending him/her back to school. We assume that if a child is well enough to come to school, then he/she is well enough to fully participate in all activities. A daily inspection



of illness will be performed on each child to ensure that the child is healthy enough to participate at school.

An inspection of head lice and communicable rashes will be performed. If your child has a temperature, he/she should be fever free for 24 hours before returning to school. When your child has a communicable disease, please notify Hill Point immediately so that we may take any precautionary measures. If your child becomes ill at school, you will be contacted immediately and prompt pick up is expected. Hill Point provides a first-aid room with a cot, sheet, and blanket for your child to rest, separated from the other children. You must make arrangements for your child to be picked up within one hour of notification.

A note from the Pediatrician is needed if a student is returning after a contagious disease.

3. Medication

Medication should be taken to the office in person. No medication will be administered without a signed Medication Release Form; forms are available in the office. Please sign the Medication Release Form each day you would like us to administer medication. The medicine should be in its original container clearly labeled with the name of the child, the date, the medication, and dosage instructions.

4. Emergency Care

If a child becomes ill or injured, a parent will be notified and instructions for the next course of action will be requested. If the parent cannot be reached, or if the nature of the illness or accident requires immediate action, then emergency personnel will be called.

XII. NUTRITION

The school observes a “no candy” policy in the interest of the child’s health and would appreciate the parent’s cooperation. We are also a nut free school.

1. Lunch

We will provide a hot lunch program at our school. A menu will be provided monthly. For children who opt to bring lunch from home, please do not send food that requires preparation, heating, or refrigeration to school. Yogurt, cottage cheese, etc., can be packed with an ice pack. Please be sure to provide napkins and necessary utensils in the lunch box daily.

2. Snacks and water are provided daily.

3. Forgotten Lunches

Please notify the school by 9:15 a.m. of forgotten lunches so the school can order a hot lunch for your child.

XIII. CLOTHING

1. **Children MUST be in uniform.** High-heeled shoes and some sandals can easily cause foot injury and should be kept at home. Comfortable closed toed walking shoes and tennis shoes protect the children’s feet and are recommended. Socks must be worn at all time. Jewelry and trinkets should be kept at home.

2. Change of Clothing

Each Primary child must bring a complete change of clothing in a clearly labeled Zip-Loc bag. If the child uses the clothing, they will be sent home and must be replaced the following school day.

XIV. COMMUNICATION

Communication is vital between parents and teachers. In order to educate your child and report to you outside of our instruction time, we have established many methods in the following to keep us on the same page:

1. Parent-Teacher- Student Conference

Parent-Teacher-Student Conferences are scheduled in November and May. Every parent and child is entitled to a 30-minute individual conference with the teacher. The sign-up sheets are available about two weeks prior to the conference dates. Additionally, written progress reports are issued three times a year. We believe that the communication between parent and school is critical to a child's experience in Montessori education and we will make any reasonable effort to meet with you.

2. Missed Conference

Missed appointments can only be rescheduled for remaining open slots that have already been set aside for conferences. Please understand that missed conferences create a considerable hardship on the teachers because they must prepare for conferences and teach your child at the same time.

3. Making Appointments

Please be reminded that all the teachers are required to be with the children during class time. They are not allowed to have conferences with the parents when they are expected to teach your children. If you



have a simple question to ask your child's teacher, please do so before drop-off or after school dismissal time. If you need to discuss anything with your child's teacher, please leave a note in her mailbox, e-mail her, or make an appointments to discuss it in person. Special meetings may be scheduled before or after school hours. A mutually convenient time for parent and teacher may be scheduled upon request. All of our parent-teacher discussions are confidential.

4. Bulletin Board

All updated policies and notices are posted on the Parent's Bulletin Board located in the gymnasium. It is your responsibility to read it.

5. Class Dojo

Several teachers have elected to use the Class Dojo app with their class as a communication tool between the parents and the teacher. Parents will be notified at the start of the year as to how to connect to this web page. Teachers can be sent individual messages from parents and the teachers can use it to relay group messages to the class, as well as sending photos and videos of the children working throughout the day.

XV. MISCELLANEOUS

1. Toys, Candy, and Gum

The school will provide plenty of educational equipment for the children. Your child may bring special items and books on Sharing Day, as specified by the teacher. Toys, candy, and gum are not allowed at school. The teachers are requested to throw them away or to donate them to charity. The school is not responsible for lost or broken toys. No guns, knives, or other destructive toys are allowed at school.

2. Allergies

We are a nut free school. An allergy list for your child should be provided to the school upon enrollment. EpiPen should be provided for students who have severe allergies.

3. Advertising

Photographs of school activities may be used for commercial purposes including website posting. If you object to your child's photograph being used for such purposes, you must submit written notification to the office during the first two weeks of the school year.

4. Birthday Celebrations

Birthday celebrations are not permitted at school. Classroom teachers will make sure to recognize your child's birthday and do something special. Teachers are not responsible to hand out invitation or organize birthday celebrations.

5. Freedom and Discipline

We claim that an individual is disciplined when he is a master of himself, can control himself, and follow the rules of life. We teach the children to move about instead of remaining in a fixed spot. The children are taught to speak to their classmates with quiet voices inside the classroom, to use the materials nicely, to not harm others, and to not speak unkindly to another. We are not only preparing them to be disciplined in school, but also through life. Our goal is to help the children develop their internal discipline. The children learn to behave well, because that's the right thing to do and not because that's what they are told or how they are bribed.



Discipline has to be based upon love and consistence. At times we find some children deviate from the normal path of development and are not acquiring the internal discipline for which we are striving. The consequences are given as the children's own choice. All children need to feel safe and able to play nicely with their friends. If a child is not able to play nicely, he chooses not to play. When he chooses to play nicely, he is welcome to play. Thinking time is given for the child to cool down and think about proper behavior. If time out cannot calm the child down, the child will be sent to the office for a private talk and temporary isolation from other children. If the private talk cannot calm the child down, the parents will be called to pick up their child.

6. Cell Phones and Electronic Devices

Cell phones and other electronic devices are NOT allowed at school. The children are not allowed to use them during class times, with the exception of the iPads provided in the classroom. Hill Point cannot be responsible for any lost cell phones or electronic devices. If your child needs to call you, he/she is welcome to call you from the office. If your child brings a cell phone or electronic device to school, it will be confiscated and taken to the office where it can be claimed by a parent.

In case of a classroom emergency, all teachers have Walkie-Talkie devices available and the teachers also have their own cell phones with them to use in an emergency situation.

7. Holidays

Please refer to school calendar for school holidays. If parents are requesting day care when school is closed, please let the school know ahead of time to arrange day care. A fee will be charged by the teacher who will be providing day care.

