

# **Reston Montessori School Parent Handbook**

(Revised August 2018)  
(Updated 7/14/21)



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## Table of Contents

Montessori Philosophy .....	3
About Our School.....	4
Financial Information.....	8
School Schedule .....	9
Parent Involvement and Communication.....	11
Arrival and Transportation.....	12
Departure.....	13
Health and Wellness.....	14
Medical Information.....	16
Safety.....	17
Policies and Procedures.....	19
Montessori Curriculum .....	21

## Montessori Philosophy

“A child’s work,” Dr. Montessori wrote, “is to create the man he will become. An adult works to perfect his environment, but a child works to perfect himself.” Dr. Montessori, an engineer, physician, and an educator, developed an approach to education that would aid the child in his work. The Montessori Method, based on careful observation of and respect for the natural development of the child, has been used in schools around the world for more than 100 years.

The theory behind Montessori education is simple: Children want to learn. From birth to maturity, the child lives in what appears to be a chaotic world. He or she gradually establishes order by learning to distinguish the senses and develop their inner resources. The child who accomplishes this becomes a confident, self-assured learner.

The main purpose of a Montessori school is to provide a carefully planned, stimulating environment which will help the child develop an excellent foundation for creative learning. Montessori classrooms provide a prepared environment where children are free to respond to their natural drive to work and learn.

The Montessori apparatus is carefully designed to provide opportunities for the child to explore concrete examples of abstract ideas. It is self-correcting, allowing the children to develop their senses and discover concepts under the guidance of a skilled Montessori teacher. Each piece of material teaches a single concept or skill, and is introduced to the child depending upon his interests and abilities. For instance, the younger child develops eye-hand coordination through exercises such as transferring beads from one container to another with tweezers. The older child is interested in more specific learning activities, such as reinforcing multiplication facts using the multiplication board. The children are introduced to these independent learning activities in two ways: discovery and demonstration. The child can discover certain materials on his own or by observing an older child do the work. Other exercises are demonstrated by the teacher who then allows the child to work through the material on his own.

The Montessori approach recognizes that a child is more responsive to certain learning experiences at particular times or “sensitive periods.” Careful observation allows the Montessori-trained teacher to recognize these sensitive periods when a child is ready for a new learning experience. The teacher can then direct the child toward materials that will satisfy his developmental needs. Through their work, the children develop concentration, motivation, persistence, and discipline. Within this framework of order, the children progress at their own pace and rhythm, according to their individual capabilities, during the crucial years of development. The Montessori environment teaches children a positive, "I can do it" attitude that will ensure their future success in all aspects of their life.

## About Our School

### Reston Montessori School Vision

“The real preparation for education is a study of one’s self. The training of the teacher is far more than a learning of ideas. It includes the training of character; it is a preparation of the spirit.”

*Maria Montessori,  
Absorbent Mind*

Reston Montessori School, in partnership with parents and community, is committed to providing an affordable, quality Montessori program for students of diverse abilities, economic, and cultural backgrounds in a way that:

- ❖ provides individualized learning and group experiences;
- ❖ integrates learning across all subjects and makes connections with real-world application of knowledge;
- ❖ infuses and integrates technology into the academic curriculum and classroom environment;
- ❖ promotes respect for all cultures; and
- ❖ develops a sense of community so that students become academic achievers with a love of learning, critical thinkers, creative problem-solvers who use technology as a tool, peacemakers, protectors of the environment and its resources, and responsible, productive, and caring community citizens

### Reston Montessori School Mission Statement

- To provide a strong academic foundation using the Montessori Method.
- To provide an environment that meets the intellectual, social, emotional and physical needs of each child.
- To provide a warm and supportive atmosphere that allows each child the freedom to develop at his or her own pace.
- To provide a safe and secure setting in which children learn to respect others as well as themselves, and in the process, develop a strong sense of self-worth.
- To provide a supportive environment that fosters staff members to respect themselves and others which in turn helps and supports the children in their care

### *Values and Principles*

- **Individuality:** We respect individuality while balancing individual needs against those of the group
- **Respect:** We treat children as competent individuals and exhibit the same respect amongst the adult community
- **Diversity:** We seek diversity to create a learning environment that includes and values differing perspectives
- **Learning:** We emphasize a lifelong commitment to learning how to learn
- **Responsibility:** We assume responsibility for our own learning and behavior

- **Cooperation and Empowerment:** We stress cooperation and empowerment through open and productive communication
- **Compassion:** We demonstrate compassion and social responsibility.
- **Integrity:** We value integrity; our word is important and we use it to accomplish positive goals
- **Self-Reflection:** We believe self-reflection is critical to growth and change
- **Team:** We value and care about each other, operate with a generosity of spirit, and have fun in the process of working together. To maximize our collective impact, we inspire, challenge, and support each other to be our best and sustain our effort
- **Respect & Humility:** We value the strengths, experiences, and perspectives of others, and we recognize our own limitations. We are committed to partnering effectively with families and within the community to ensure that our work advances the broader good for all children

## **Educational Philosophy**

Reston Montessori School utilizes the philosophy, methods and materials developed by Dr. Maria Montessori. The Montessori Method emphasizes the development of all facets of a child's personality – intellectual, social, emotional, and physical. The scientifically prepared environments contain a wide variety of materials from which a child may choose an appropriate learning tool. The Montessori teacher acts as a monitor and guide to encourage individual exploration, discovery, trial, practice and success. Awareness of, and concern for, the welfare of the group is an integral part of our program. It is important for children to know their role in the scheme of life, therefore the holistic curriculum focuses on the interdependence of all things. Freedom with responsibility is basic to Montessori's thinking.

## **Religious Affiliation**

Reston Montessori School is not affiliated with any specific religion; we honor the religious beliefs of all our families. We acknowledge the rich and diverse heritage of our school through classroom studies and celebrations of traditional and cultural holidays. In most classrooms the children sing a song of thanks before eating lunch. This is not intended to be religious in nature but allows the children the chance to calm themselves before enjoying the meal.

## **Membership and Affiliation Information**

Reston Montessori School is an American Montessori Society Member school, an International Montessori Council (IMC) member and is affiliated with the Virginia Council of Private Education (VCPE). The school is licensed by the Virginia Department of Social Services. The school has one Infant (3 months – 18 months), three Toddler (18 months – 3 years), four Primary (ages 3-6), and one Lower Elementary (grades 1-3) and one Upper Elementary classes. Reston Montessori School welcomes students of any race, religion, color, national, or ethnic origin and does not discriminate in the administration of its educational or admissions policies.

## Hierarchy of Reston Montessori School

### Administration

Owner – Kathleen Lanfear  
Director – Eliana Jaoude  
Assistant Director – Joyce Scheuermann  
Admissions Director – Nicole Maamari  
Accounts Manager – Sally Grimmett

### Infant Program

Montessori Teacher  
Infant Assistant  
Infant Assistant  
Infant Assistant

### Toddler Program

Montessori Teacher  
Montessori Assistant  
Child Care Teacher

### Primary Program

Montessori Teacher  
Montessori Assistant  
Child Care Teacher

### Elementary Program

Montessori Teacher  
Montessori Teacher  
French Teacher

### Additional Teachers

Music Teacher  
French Teacher  
Science Teacher  
Physical Ed. Teacher  
Rovers/substitutes

## Addressing Concerns and Questions

Reston Montessori School has developed the following guidelines to assist you with any issue or concern you may have:

### Concern / Issue Type

Individual child's progress or status in class  
Montessori curriculum questions  
French curriculum questions  
After school curriculum questions  
Staff questions  
Tuition/Admission questions  
  
Building/Grounds

### Contact

Montessori Teacher  
Montessori Teacher  
French Teacher  
Child Care Teacher  
Director  
Director and/or Admissions  
Director  
Director

## Children's Records

According to the Virginia Department of Social Services, the following documents must be on file in our office before your child enters the school. Your child may not start school without the following on file:

- Application/Contract
- Physical and Immunization Form

- Birth Certificate Verification
- Child Information Form- Form should be typed- (includes emergency contact information, health and allergy information, transportation information, field trip permission, sick child compliance statement, and acknowledgement of receipt of Parent Handbook.)

It is the parents' responsibility to keep all forms updated with all necessary telephone numbers and any new information pertinent to their child's well-being.

### **Records Request**

If you wish to have your child's permanent records sent to another school, send your written request to the Office. Requests for records take 5 working days to process. Your account must be up-to-date in order to process your request.

### **Dis-enrollment Policy**

The goal of the Reston Montessori School is to ensure an environment that is conducive to learning. While most children thrive, not all children are successful in our program. Dis-enrollment from Reston Montessori School becomes necessary due to misbehavior, delinquent payments, etc. Before a dis-enrollment decision is made, an administrator will have a counseling session with the parents where all other acceptable avenues will be explored. If, after these actions are taken, the teachers and administration are unable to reach a feasible solution, a letter of dis-enrollment will be given to the parents stating the child's last date of attendance. The length of notice is determined on a case-by-case basis.

## Financial Information

### Application and Registration

To make an application to Reston Montessori School there is a \$85.00 application fee per family. There is also an enrollment fee for new students of \$325.00 and a re-enrollment fee for returning students of \$250.00 per child charged at enrollment time each year to hold a space for your child for the following year.

### Tuition

Tuition for the school year is computed on a ten-month or a twelve-month calendar.

- Tuition is paid on an installment basis.
- Tuition paid on a monthly installment basis is charged on the 5th of each month.
- Siblings will receive a 10% discount. The discount is applied to the lesser of the tuitions paid.
- Payments may be made by credit card or automatic deduction only.

### Late Payment Charge

A \$50.00 late fee is charged for tuition received after the fifth day of the month. If tuition has not been paid by the end of the month, the child will not be able to continue in school.

### Returned Check Fee

A \$50.00 fee will be charged for returned checks.

### Extra Hours

Occasionally, parents need to have their children stay at school beyond the contracted hours. For this reason, Reston Montessori School offers the option of EXTRA HOURS. Extra hours are \$15.00 per hour or any part of an hour. Parents must contact the school two hours prior to the child's normal departure time to confirm the use of extra hours. Extra hours may not be used more than 5 days per month. If extra hours are used more than 5 days in one month the full monthly fee for before and after care will be charged to your account. Payment for extra hours will be charged to your account.

### Temporary Withdrawals

A child withdrawn due to illness, vacation, or other reasons will lose his or her current and future space unless tuition payments are continued during the absence period.



## School Schedule

### Daily Schedule

The daily schedule for each class allows for flexibility in order to meet the needs of the children. A general schedule of the Infant, Toddler, and Preschool programs follows below.

<b>Infant Schedule</b>	<b>Toddler</b>	<b>Primary</b>
8:00 arrival	8:00 early arrival	8:00 early arrival
10:30 playground	8:30 class begins	8:30 class begins
11:00 lunch	10:30 playground	11:30 playground
11:30 nap	11:30 lunch	12:00 lunch
2:00 playground	12:30 early dismissal	1:00 early dismissal
4:00 motor room	12:30 nap	1:00 nap/work period
5:30 class closes	2:30 class time	3:00 school day dismissal
	3:30 playground	3:30 playground
	4:15 after school activity	4:00 after school activity
	5:30 class closes	5:30 class closes

### School Year Calendar

Reston Montessori School gives your child the opportunity to participate in a Montessori environment while offering working families the advantage of an extended care program. Although we offer this advantage, we are first and foremost a school. Therefore we do have time off during the school year for holidays, parent-teacher conferences and teacher workdays. The tuition has been calculated to include these times. Although we do our best to plan the calendar properly, unforeseen events may cause changes to the schedule. We will try to give as much advance notice as possible if changes are made. Please keep up-to-date with the online school calendar.

### Vacation Camp

Vacation Camp will be offered during Winter and Spring Break if possible. Please refer to the online school calendar for exact dates. Hours for vacation camp are 8:30 a.m. to 4:30 p.m. Sign-up for vacation camp will be posted by the office 30 days before camp begins. Limited spaces are available in each age group and are available on a first come first served basis. Payment for vacation camp is due two weeks prior to the start of camp and charged to your account.

### Inclement Weather Policy

During the winter inclement weather may force us to close the school for the entire day, open late, or close early. All parents are urged to plan now for the care of their children in the event of a schedule change. There are extra days built into our school calendar, therefore we do not make up for days the school is closed.

#### *Inclement Weather Plan*

The school follows Fairfax County Public School closings and delayed openings on the first day of a major weather event. On subsequent days please consult the RMS website or message machine for

school closings and/or delayed openings. For school closings and delayed openings we take into account the following:

- Severity of the weather
- Local school closings/late openings
- Availability of staff able to make it to school
- Safety of staff, students and parents when traveling on the roads

On occasion the school may choose to operate on a modified schedule, opening at 9:00am and closing at 3:30 pm. This schedule helps ensure the safety of the students, parents and staff when traveling to school in the morning and home again in the evening. Please consult the school website for information regarding early closings.

## **Parent Involvement and Communication**

### **Involvement**

Active parent involvement is an integral part of an effective school program. Besides the obvious benefits of shared communication and direct support of the functioning of the school, your interest in the school shows your child that it holds an important place in your lives and that you value his/her accomplishments at school.

### **Classroom Observation**

Parents are always welcome to observe a class. Appointments for observations can be made with your child's teacher. We have observation guidelines in the school office. Please stop by and pick up a copy so you can get the most out of your observation. No observations are scheduled during the month of September.

### **Conferences and Progress Reports**

Parent-Teacher Conferences are scheduled twice during the year. Progress reports are issued twice a year in the primary and elementary classes. Please refer to the school calendar for specific conference dates and times. Any questions or concerns you have about your child are important to the staff. Please contact your child's teacher to set up a meeting or phone conference if needed.

### **E-mail**

We send notices from the office and the classrooms via e-mail. The PTA also communicates via e-mail. Be sure to update your e-mail address with the office and classroom.

### **Parent Bulletin Boards**

Each classroom has a bulletin board located outside their classroom. Teachers will post classroom notices in this spot. The school has a bulletin board posted in the hallway by the office. School information and news is posted on this board. If you have some information you would like to have displayed, you are welcome to do so, but please make sure that it is first approved by the office.

### **Parent Meetings**

Meetings are held at different times during the year. Meetings focus on different aspects of Montessori education and child development. These meetings are an excellent chance for you to deepen your knowledge of how your child learns. This is also a time to share opportunities on how to become more effective parents and a time to meet the parents of your child's classmates.

### **Parent Teacher Association (PTA)**

The Reston Montessori School PTA was formed in November 2002. The priority of the PTA is to enrich the school environment. The PTA sponsors enrichment programs for students after school, supports community outreach projects, and hosts parent forums and family activity nights. The PTA is responsible for all fundraising activities at the school. All parents are encouraged to join the PTA and take advantage of the many programs the PTA has to offer.

## Arrival and Transportation

### Arrival

It is important that your child arrive by 9:00 a.m. (8:30 a.m. for elementary students). Latecomers disrupt the classrooms and cause distraction for the children already engaged in an activity or in circle. Children who arrive late miss out on special classes and academic lessons given during the morning. If your child arrives late on a regular basis we will request a conference. Children need to be brought into the school by a parent or an authorized adult. It is not considered a legal transfer of custody to drop them off without supervision.

### Absence

We ask you to call us by 9:00am when your child will be absent. Should your child have a communicable disease (strep, pink eye, chicken pox, scarlet fever, etc.), please call the school immediately, so other classes can be informed and we can help stop its spread.

### Sign-In/Sign-Out

State regulations require parents to sign their children in and out every day, including times when the child accompanies a parent out to lunch or a doctor's appointment or any other activity during the day.

### Daily Transportation

Transportation is the responsibility of the parents. The transportation section of the Child Information Form must be completed and kept on file in the office and should be updated, if necessary. If someone other than the regular driver is to transport your child, written notification must be provided to the school office as well as the child's teacher. If arrangements for alternative pick up are made over the phone the parent must provide the school personnel with the family code word written on the Child Information Form. We use this code to verify that an authorized guardian is making arrangements for the child's transportation.

### Parking

To ensure your child's safety, we require that you park in designated parking spaces only. The driveway in front of the school is not an authorized parking area. Please do not leave your car running or leave unattended children in your car while you are in the school.

### Field Trips

Reston Montessori School uses a combination of school vans, chartered buses and parent volunteers to transport children on field trips. Parents interested in being occasional field trip drivers must be safe and responsible drivers, have working seat belts and a valid driver's license.

## Departure

Your child will not be released until he/she has shaken hands with a dismissing staff member. This is done for two reasons: first it helps us keep track of the children; and second, it helps foster self-esteem. Your child will only be released to those adults listed on the transportation section of your child's Child Information Form. Written notification is necessary if someone other than an authorized person is to pick a child up. This adult must present identification at the time of pick-up. In an emergency, if a parent calls and says someone not listed as an authorized person will pick up, we will ask the caller to provide the family code word. If the word is not provided or is wrong we will not release the child. In the event that your child is not picked up, and an emergency contact cannot be reached, Child Protective Services will be notified. In this event you will have to contact CPS to retrieve your child (703/342-7142).

### **Late Departure**

Children are to be picked up promptly at the close of their school day and no later than 5:30pm from the after school program. Parents who arrive after the pick-up time stated in the contract will be charged \$4.00 per minute, per child. Time is calculated by the office clock. If you know you are going to be late, please call the school. The late fee will not be waived but the staff will avoid calling to locate the parent, and can reassure the child that the parent is on the way. Staff will make accommodations for children waiting for their parents, but parents need to be aware that in many cases, staff members have other duties after the children are gone. The children and staff have had a long day. Please make every effort to arrive on time to pick up your child/children. If your child has not been picked up from school by 7:00 p.m. and we are unable to contact a parent or emergency contact we will contact Child Protective Services and have them pick up your child. You must contact CPS to retrieve your child (703/342-7142).

#### *Late Departure Payment*

Payment for late departure should be made at the time of pick-up or the next morning. Late departure fees not paid within 24 hours will be automatically charged to your account.

### **Dismissal Procedures**

Children who are dismissed at 3:00 will be dismissed from the front of the school. Children and teachers will remain up front until 3:15. If you arrive after that time, your child will be brought into the classroom to wait and you will be assessed late departure fees. All other children are dismissed from within their classrooms.

## Health and Wellness

### Illness

Contamination is a reality in any group of young children. Please do not bring your child to school when he/she is a germ carrier. If your child exhibits symptoms of illness during a 24 hour period prior to attending school, then please keep your child at home. In the event that a child becomes ill during the school day, we will separate him/her from the other children and contact a parent with the request that the child be taken home. Please pick up your child within an hour of the call. We will call the next emergency contact on the Child Information Form if a child is not picked up within this time frame or we cannot reach the parents. Your child should be clear of all symptoms and checked by a doctor before returning to school. Your child must be fever free (without the use of Tylenol/Motrin etc.) for 24 hours before returning to school.

### Communicable Disease Notification

I agree to notify Reston Montessori School within 24 hours if my child or any member of my child's immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

### Exclusion Guidelines

For the protection of all the children and staff, children should not be brought to Reston Montessori School when they are ill. Please do not send your child to the school if your child is displaying one or more of the following symptoms:

- **Fever - Auxiliary or oral temperature:** 100 degrees F or higher; especially if accompanied by other symptoms such as vomiting, sore throat, diarrhea, headache and stiff neck or undiagnosed rash. The child should have no fever for 24 hours before returning to school.
- **Respiratory Symptoms:** Difficult or rapid breathing or severe coughing; child makes high-pitched croupy or whooping sounds after he coughs; child is unable to lie comfortably due to continuous cough.
- **Diarrhea:** An increased number of abnormally loose stools in the previous 24 hours. Observe the child for other symptoms such as fever, abdominal pain, or vomiting.
- **Vomiting:** Two or more episodes of vomiting within the previous 24 hours.
- **Eye/Nose Drainage:** Thick mucus or pus draining from the eyes or nose.
- **Sore Throat:** Sore throat, especially when fever or swollen glands in the neck are present.
- **Skin Problems - Rash:** Skin rashes, undiagnosed or contagious.
- **Appearance/Behavior:** Child looks or acts different, unusually tired, pale, lacking appetite, confused, irritable, difficult to awaken. Just not himself. Until child is without fever for 24 hours and is well enough to participate in normal daily activities.
- **Streptococcal Sore Throat/ Scarlet Fever (with rash):** Until at least a full 24 hours after treatment begins and child is without fever for 24 hours.
- **Chicken Pox:** Until all the blisters have dried into scabs; about 6 days after rash onset.
- **Conjunctivitis (Pink Eye) – Bacterial:** Until 24 hours after treatment begins

- **Viral:** Until a letter from a physician is provided to verify that the child does not have bacterial conjunctivitis. In both situations, the child should be well enough to participate in normal daily activities.
- **Lice (head):** Until first treatment is completed and no live lice are seen.
- **Antibiotics:** Children on antibiotics should be kept at home for at least 24 hours after the first dose to allow the medicine to work on the condition.

## Medical Information

### Medicine

Your child must be kept home for the first 24 hours while on an antibiotic. Reston Montessori School will only administer emergency medication and over-the-counter topical ointments. Medicine forms must be completed and signed by a physician then reviewed and approved in a meeting with the Director or Assistant Director. Reston Montessori School reserves the right to refuse to administer medication for any reason. If your child is on medication for any reason, the school should be informed for the safety of your child and anyone he/she may come in contact with. Medication (including sunscreen/diaper cream) may never be placed/left in a child's backpack or lunch bag. If either the emergency medication or the form is expired or missing, your child will not be able to attend school until it is properly updated.

### Outdoor Play

The children will spend a portion of the day playing outside. Be sure that your child is dressed appropriately for all kinds of weather. If a child is not well enough to go outside then he/she should not come to school.

### Allergies

Food allergies should be reported to the Director, classroom teacher, and noted on the application form. If the child has a food allergy, the parents should provide an alternative for the child for snack and lunch. Seasonal allergies do not preclude the children from going outside to play.

### Emergency Procedures

In case of serious injury/illness, the rescue squad will be called and the parents notified. Otherwise, you will be called immediately and first aid will be administered to your child. If you cannot be reached, the emergency telephone numbers you listed will be called. If those persons are not available, your child's physician will be contacted. For this reason, we require that you sign the emergency section of the Child Information Form. Please list two (2) LOCAL contacts, at different telephone numbers, as emergency back-ups in the event neither parent can be reached. This form must be on file before your child enters school.

*It is essential that emergency names, telephone numbers and work information be current and accurate.*



## Safety

### Emergency Preparedness

The Reston Montessori School Crisis Handbook is designed to give school personnel step-by-step procedures on how to respond immediately to a crisis. Following instructions, as outlined in the handbook, will help prioritize notification of emergency personnel and contain escalation and injury during the initial impact of the crisis. The goal of the school emergency management plan is to prevent or minimize the effect of an emergency, and to identify and coordinate human and physical resources to achieve this goal. A copy of the handbook is located in the school office. You may request to review it at any time.

### Non-Serious Accidents

A first aid kit is kept in the office. If a child is injured, the abrasion will be cleaned with water and bandaged if necessary. It is school policy to notify the parent if a child receives an injury to the head or mouth. In the event of a non-serious injury to a child an Accident Form, filled out by the person in charge of your child and detailing the accident and measures taken to make your child feel better will be available for you to review when you pick up. This form will be placed on the sign-in book or desk for you to look over and sign before your child leaves school for the day. The form should be returned to the office and a copy for your records will be made at your request.

### Child Abuse

The Commonwealth of Virginia requires that the staff of all educational institutions be aware of signs of child abuse and/or neglect and report to the Commonwealth any suspected cases of abuse and/or neglect.

### Discipline Policy

All Reston Montessori School students are taught to show respect for one another, as well as for adults. We use a discipline method called Interpersonal Cognitive Problem Solving. (There is a parent handbook that goes along with this program; this book is called "Raising a Thinking Child".) ICPS offers a practical approach to help children learn to evaluate and deal with problems. Its underlying goal is to help children learn how to think, not what to think. It does not tell them what to do when a conflict or other problem situations come up. Rather, it gives children a way to talk about their views of problems and think them through. Research has shown that when children learn to use problem-solving thinking, their social adjustment improves, with significant reductions in nagging and demanding, emotional upset and social withdrawal. Children become more able to wait, share, and take turns, as well as to get along with others.

Teachers and children deserve a classroom environment conducive to learning, concentration, creativity and participation. Students with behavior that disrupts the learning atmosphere and/or violates the community standards of respect are subject to disciplinary action, including an administrative conference with the parents, loss of privileges, suspension or permanent removal from class or school.

### Biting

The school will immediately notify the parents of a child who is bitten. The school will immediately notify the parents of a child who bites. If the child who bites is 5 years of age or older he/she must be

picked up to spend the remainder of the day at home. The school will work with parents to resolve the issue.

### **Inclement Weather**

If it is raining, thundering, lightning, hotter than 95 degrees or colder than 20 degrees outside, the children will remain in the building. Alternative playtime will be arranged indoors.

## Policies and Procedures

### Clothing

Because of the wide range of activities at Reston Montessori School, we recommend comfortable, washable clothing. Make sure your child can manage his/her clothing when using the toilet. We highly recommend tennis shoes for playground activities (no open-toed shoes/no crocs). Students in the Toddler and Primary programs are supplied with a blue box above their cubby, used to store a change of clothes.

Clothes depicting “superheroes”, violence or lettered with inappropriate language are not permitted. Please do not allow your child to wear jewelry to school. All clothing should be marked with your child’s name in permanent ink or a printed label. Clothing may be misplaced at times and this helps insure that it will be returned to its rightful owner. If something your child brought to school is missing, please check the lost and found, located in the boy’s bathroom. Periodically, all unclaimed items are donated to charity.

### Uniform

Starting with kindergarten, students subscribe to a school uniform. The uniform ensures that a student’s first priority is on his or her studies.

- **Pants:** Navy dress pants or shorts for boys. Navy slacks or shorts for girls. If there are belt loops, then a belt must be worn. Either corduroys or chinos are acceptable. No leggings, sweatpants or blue jeans are permissible.
- **Shirts:** White shirts (blouses) only, with a collar or turtleneck. Short or long sleeves are acceptable. Shirts must be long enough to tuck in.
- **Skorts, Skirts and Jumpers:** Navy skorts, skirts or jumpers may be worn.
- **Sweaters:** Navy sweaters or sweater vests may be worn with the logo.
- **Socks, Tights and Shoes:** Socks and/or tights must be worn. Socks and tights must be plain and white or navy in color. Sturdy, rubber soled shoes should be worn.
- **Elementary and Kindergarten P.E. dress code:** Navy blue sweat pants (or shorts) and grey t-shirts.

### Birthdays

We love to celebrate birthdays at school. You are welcome to bring a special snack for your child’s class. All snacks must be prepared in individual servings. If you would like to join in your child’s birthday celebration at school please speak to the classroom teacher at least one week prior to your child’s birth date. If you are planning a party for your child at home and you are sending out invitations, they **MUST** be mailed or you may invite the children over the phone. Class lists are available in the office. The staff will remove invitations placed in the cubbies and you may pick them up in the office. We do this to avoid hurt feelings.

### Snack

A snack is available to the children twice daily, 5 days a week. Snack is served from 8:30 a.m. to 10:00 a.m. Parents are asked to help supply the morning snack for his or her child’s class **ONLY** (enough to

serve 30 people). We provide a schedule listing dates each parent is responsible for snack. Parents are always encouraged to bring snacks that are new to the children. International foods are always interesting and are preceded by a mini geography lesson showing from which continent and country the food comes. Parents provide snack one time per year for their child's class. A school snack is available to the children in the afternoon after naptime.

## **Lunch**

We request that you pack a healthy lunch for your child, eliminating foods that are high in sugar (Twinkies, fruit roll-ups, cookies, etc.). Parents will be provided with an insulated lunch bag. Any child who forgets to bring his or her lunch from home will be provided a lunch from the School, and the parents will be billed \$7.00.

## **Separation/Divorce**

Reston Montessori School does not permit staff members to become voluntarily involved in custody disputes, visitation disputes, guardianships, foster parent care, chemical dependency proceedings, adoption proceedings or other family law matters or disputes which involve a parent or guardian of a student. This includes a prohibition against giving advice, providing letters, or otherwise participating or assisting in these situations. Any such request for support must be referred to the Director.

This policy is not meant to conflict with rights of the parent or guardian under federal or state laws and does not preclude the right of a parent with legal custody, birth parent, adopted parent, or legal guardian to review and/or obtain a copy of the student's records. A parent with legal custody may also obtain information from the staff to enable the parent to guide the education of the student. Such a request must be provided to the Director immediately.

## **Social Media**

Employees are not permitted to initiate or accept social media relationship requests (also known as "friend" or "contact" requests) from current students of any age or former students under the age of 18. Employees are discouraged from "friending" parents of current or prospective students, due to the inherent conflicts of interest that this may raise.

## Montessori Curriculum

The Montessori curriculum is organized as a spiral plane of integrated studies rather than the traditional model, in which the curriculum is compartmentalized into separate subjects, with given topics considered only once at a given grade level. It is an integrated thematic approach that ties the separate disciplines of the curriculum together into studies of the physical universe, the natural world, and the human experience. Literature, the arts, history, cultural issues, civic responsibility, economics, and science all complement one another in the Montessori curriculum. The physical environment is carefully prepared, orderly, precise and attractive. It is designed to appeal to the child and stimulate learning without being over-stimulating. Everything is designed to facilitate the child's independence and development.

### Practical Life

Practical life exercises aid in the child's development of concentration, coordination, independence and order. The lessons relate to the care of self and the environment. These lessons are essential in the establishment of good work habits that are necessary for later success in other areas of the curriculum. Success in school is related to the child's perception of himself as a capable and independent human being. Practical life lessons help children develop skills that enable them to work and play together peacefully. Students develop a clear sense of values and social conscience.

### Sensorial

Sensorial activities enable the child to order, classify, and describe sensory impressions in relation to length, width, temperature, mass, color, etc. They also provide a basis for the development of other skills, such as music, mathematics, or language. Through sight, touch, sound, taste, and smell, the Montessori sensorial materials make learning a natural result of the child's desire to explore.

### Language

Language includes oral language development, written expression, reading, elements of grammar, creative dramatics, and children's literature. A phonetic approach to our language is emphasized in the early years, leading to writing and reading. Study of grammar and sentence structure begins as early as kindergarten. During the elementary years an emphasis is placed on development of research and composition skills. Students write every day and begin to organize increasingly complex ideas and information into written compositions.

### Math

Math instruction makes use of manipulative materials to help the child gain an understanding of concepts of number, symbol, sequence, operations, and memorization of basic facts. The materials provide a sensorial basis for the child's natural progression from concrete manipulation to abstract thought. They present a wide range of possibilities for the child's creative exploration of numerical and geometric relationships, as they build on each other in increasing complexity.

### Geography and History

The children are given an introduction to physical and cultural geography through the use of wooden puzzle maps, activities and objects from other countries, and international celebrations throughout the

year. In the elementary years the students begin the study of history following the Time Line of Life, a cornerstone of the Montessori cosmic curriculum.

## **Science**

Science activities are nature-based, and include the study of vertebrate and invertebrate animals, the variety of plant types, and environments around the world that support this wide range of flora and fauna. The elementary students continue their scientific studies with lessons in botany, zoology, chemistry, physics, geology, and astronomy. Love and respect for all life are emphasized in this curriculum.

## **Arts and Music**

Our art curriculum introduces art appreciation to the children. In addition, major periods of art and some famous artists are studied through stories, games and reproductions of famous works of art. The students conclude each unit of study with an art project. . Music class is designed to nurture the total development of the child with an auditory, vocal, and movement component. Various levels of the program take the child from learning to start and stop with the music, to composing simple pieces and accompanying them with instruments. Art and music are also integrated into other areas of the curriculum.

## **Physical Education**

Physical education for the young child usually takes place on the playground in the form of vigorous free play and loosely structured group games. Elementary children participate in a more structured program that develops a healthy approach to physical exercise. The elementary class ice skates, roller blades and also attends aerobics classes at the local gymnasium.

### **Montessori offers your child a way to grow in an environment which:**

- Permits your child to find and participate freely in activities suited to his or her individual needs.
- Helps your child become an orderly, integrated person with self-direction, inner discipline, and a sense of responsibility.
- Fulfills your child's need to become independent and to be able to make wise choices.
- Makes it easy for your child to learn social skills as well as cognitive skills.