



**POLICIES & PROGRAM GUIDE**

**2023-2024**

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## **Program Goals**

The Montessori Home School (TMHS) was designed to develop the whole child and establish the foundation for seamless learning.

We provide a broad collection of experiences. Our environment is curated to offer learning experiences in reading, writing and mathematics, as well as art, music, movement, language, cooking and practical life on a regular basis. We strive to develop a sense of community which incorporates each child's individuality. The curiosity of their mind becomes limitless within the freedom and independence of our classroom.

My 38 years of experience as a preschool educator allows me to offer a precisely balanced small class in a nurturing and motivating environment utilizing the Montessori philosophy and materials.

The Montessori philosophy of Education for Peace is facilitated through diverse cultural experiences in the classroom. Sharing family traditions from around the world and dissecting where traditions come from is an important component for young children to foster peace in our world.

## Enrollment

- TMHS offers 2, 3 & 4-Day Programs for learners aged 2 years to 6 years of age meeting Tuesday, Wednesday, Thursday & Friday from 9am – 1pm.
- TMHS is open to all children, regardless of race, nationality, or religion.
- Once your program selection (2,3 or 4 days) has been made for the year, changes cannot be made unless mutually agreed upon by both the school and the parents.
- Program days are not interchangeable.
- To keep a balance of ages in our Montessori school, we seek a variety of different aged children. Each child is admitted according to the classroom age ratio. Our acceptance policy is not one of first come, first served. Admissions start at the beginning of March. We require one phone call and a minimum of a single in-person visit to hold a spot. Students under 2.9 require an in-person evaluation.
- Once your child receives a spot in our program, you will be mailed an enrollment packet. A \$150 registration fee and the first month of tuition are needed to hold your child's spot in our program. The registration fee and the first month of tuition are non-refundable.

## **Tuition**

TMHS is a business with expenses and income. The smooth operation of our business is dependent on your cooperation.

**Please see our separate tuition rate sheet for current year rates.**

- The Montessori Home School Program runs from mid September to early June, running approximately 33 weeks. We follow the Stoneham public school calendar in regard to holidays and breaks, and the Stoneham school closing schedule in regard to snow days. Your rate is fixed upon registration. If you drop your child off late, or pick up early, the rate is not adjusted.
- Once your child receives a spot in our program, you will be mailed an enrollment packet. A \$150 registration fee and the \$500 commitment fee/tuition credit are due by July 1. The registration fee and \$500 commitment fee/tuition credit are nonrefundable.

**For your convenience, you may pay tuition in full, in two payments, or in four installments.**

**Fee due dates (1st of):**

Registration Fee: June

Commitment Fee: July

Tuition Installments (4): Sept, Nov, Jan, Mar

**Tuition is payable via check to:**

Maria Luti, 8 Rustic Road, Stoneham MA 02180

Memo: TMHS and which fee/installment (RF, CF, I1, etc)

## **School Closings**

### **Rates regarding Holidays, Vacations, and other Absences**

- I will provide as much advance notice as I can to parent(s) if preschool services cannot be provided on any given day.
- All paid holidays and vacations for the year are shown on the school calendar.
- A minimum of one (1) months notice should the preschool services be terminated. Charges for a child's absence will be: Parents agree to pay the full rate regardless of the reason for absence including illness, vacations, etc.
- School will have 5 paid weather days in case of snow or any other weather related emergencies.
- The school is not allowed to open if a state of emergency has been declared or the school is without power. We will be following the Stoneham Public School closings. If in the contracted year more than 5 days are needed then the days will be taken as unpaid.

## Illness

- We reserve the right to take the temperature of, and/or request pickup for any student that is exhibiting symptoms of illness including but not limited to: excessive runny nose, lethargy, fever, unusual irritability.
- Students with a temperature, vomiting, diarrhea, eye or throat infection requiring antibiotics (ex: conjunctivitis, ear infections, strep throat): your child must be symptom free or have been on medication for at least 24 hours before returning to school.
- If your child has one dose of antibiotics in the afternoon, the child may not return to school on the following day. A full 24 hours must have elapsed prior to the child returning to school.
- If a child is taking acetaminophen, ibuprofen or Benadryl to relieve symptoms, they must stay home until they have been off this medicine for 24 hours, with the exception of those for emerging teeth.
- If your child is sick at school, we will send a message and or give you a call. If they have a temperature or have gotten sick (vomit, diarrhea) they will need to be picked up from school.

## **Physicals**

- All students are required by state licensing to have proof of a physical each calendar year.
- Physical forms must be signed and dated by a physician.
- Physical forms must include a list of immunizations. If a child has not their immunizations, a written notice of parental exemption is required for the schools files.

## **Medications**

- If your child needs any medications, we need your written consent. All forms or notes should have specific instructions about dosage, be labeled with your child's name, and be kept securely in their original containers.
- Students may not administer their own medications.

## **Allergies**

- Families with a child with allergies are asked to fill out an Allergy Action Plan. This plan will be reviewed by admin and classroom staff and individual needs will be accommodated to the best of the school's ability.

## **Clothing Needs (Please label)**

- A change of clothes
- Slippers / indoor only shoes (to stay at school)
- Sunscreen and/or bug spray
- Rainy day and cold weather clothes, boots, hats etc as seasonally appropriate
- Pullups, wipes, comfort items



## **Drop Offs & Pick Up Etiquette**

**Our day starts at 9:00 a.m. and ends at 1:00 p.m.**

**PARKING:** Please park on the same side of the street as the school. Do not drive up driveway. Rustic Road is sometimes busy and much safer to exit on side of the street for the students.

**ARRIVALS:** When children arrive at school, they place their coats or bags on the appropriate hooks. There is a space for them to store their lunchbox and a place for their indoor shoes that they change into when they arrive. This successful environment aids independence. We require that you limit your involvement in the mudroom and be timely and efficient with your arrivals and departures.

### **REMINDERS:**

- Please complete calls and finalize texting before exiting your car to drop off or receive your student.
- Availability to have a conversation with staff during arrivals/departure times is limited so that we may focus on the students safety.
- Arrival and drop off times are specific.
- We request advance notification, where possible, if a child is to be dropped off early, picked up late, or if not attending due to vacation or sickness.

### **RIGHTS AND EXCLUSIONS**

In the event that the designated pick-up person comes to pick up a child and appears to be in medical crisis, under the influence, or acts in a way which TMHS staff deem to be potentially harmful to the child, TMHS will contact another designated caregiver or emergency contact for that child.

## **Lunch & Snack Policy**

- **Lunch**  
Each child brings their own lunch. Please be mindful of the items that are packed to encourage independence
- **Snack**  
Is provided by each family one week at a time. A schedule for the year is provided which corresponds to the child's birthday week.

## **Outdoor Weather Policy**

- We have utilized our whole property to create more outdoor learning opportunities beyond traditional playground activities, Please expect that your students clothes will get dirty each day. Students will go outdoors daily when weather and air quality conditions do not pose a significant health risk to children.

## **Hygiene & Bathroom Policy**

- Students attend the bathroom independent of other students. The door is closed to respect students privacy.
- We support your potty-training efforts that begin at home. There are no potty-training requirements for our school.
- Students have access to tissue and hand washing materials as well as hand sanitizer throughout the school.
- Students are encouraged to “cough in elbow” and are instructed on the proper use of napkins during meal times.

## **Grace, Courtesy, & Conflict Resolution**

- Displaying grace, courtesy, and managing conflicts are important aspects of a student's development.
- Conflicts are opportunities for teachers to guide students towards displays of manners and problem solving. This helps teach children appropriate social skills at a time when they can truly internalize the information.
- Montessori classrooms embrace peaceful education and strive for students to communicate and solve differences with each other, facilitated by their teachers. For that reason, we do not reprimand , remove privileges or enforce time outs. Your student may be redirected to reflect, but all conflict resolution is based on the student's interpretation of the issue, problem solving in collaboration with others.
- Your student's privacy is important to us. We will not discuss your student with you in classrooms, open areas, or in public settings.

## **Parent Participation**

TMHS welcomes the family in the school life of their child. We make it accessible and possible for parents, caregivers and grandparents as well as siblings to visit during the school year. TMHS includes many cultures, races, religions, and ethnic traditions reflected in the staff, student, and family population. We encourage and invite families and staff to share their backgrounds and traditions with the classrooms and respect the privacy of each individual.

## **Inclusion | Non Discrimination Policy**

- TMHS is open to all students and staff regardless of race,color, creed, religion, gender, sexual orientation, marital status, national origin, or disability.
- The Montessori Home School provides opportunities for all children and staff to actively participate in all aspects of the program. Children with special needs or disabilities (medical as well as developmental) and children who are developing typically will be together in classrooms to support and enhance all children's opportunities for learning.
- Families are requested and encouraged to share with the school and staff any special needs of their children (medical, language barriers and developmental needs) as well as up to date formal reports so that staff may adequately and professionally meet their medical and developmental needs.
- Any information shared with the school and essential staff is kept completely confidential and used solely for the purposes of the child's successful learning experience.

## **Transition Policy**

### **Into the Program:**

Potential Parents/Guardians are given information about our program via an initial inquiry phone call. Once enrolled, families are given opportunities to share their individual information.

### **Out of the Program:**

The Montessori Home School works cooperatively with the transition to another school, school district, or facility. Parents give written permission to their new school to contact TMHS. TMHS will, at the parents request, release any notes or records kept by TMHS as it relates to the student's transition and or will be available for a phone conversation concerning the child's academics and status with the school or within the classroom.

### **How We Communicate With You**

- Individual phone calls and meetings are available with appointment. Maria Luti gives each parent her personal cell phone number. Parents may text or call.
- Monthly newsletters are sent by email and hosted on our website. Some years there are parent informational nights.

## **Birthday Celebration Policy**

The traditional Montessori birthday celebration isn't just fun, it gives a concrete way for young children to understand the months of the year and the earth's revolution around the sun each year. It also is a way for children to feel special and to connect with their place in the world and their classroom.

Parents bring in photos of their child from Newborn until their present age. Parents and siblings are invited to join the celebration. The celebration may take place first thing in the morning when children arrive or in the afternoon just before heading home. Timing of the celebration depends on when the family can attend. A celebratory treat is provided by the parent, being mindful of any classroom allergies. Birthdays are important, meaningful, and exciting.