

THE MIR PARENT HANDBOOK AND SURVIVAL GUIDE



2016-2017

Table of Contents

WELCOME.....	1	FIELD TRIPS.....	25
Quick Reference: What has changed for 2016-2017	1	Field Trips and Elementary Local Trips	25
Right to Revise Parent Handbook	1	Guidelines for Field Trip Chaperones	27
OVERVIEW OF THE SCHOOL.....	2	PARENT INVOLVEMENT AND EDUCATION	28
Mission	2	Parent Participation	28
Vision: Living the Montessori Journey.....	2	Spring Auction	29
Student Learning Outcomes	3	Parent Education.....	29
Accreditation.....	4	COMMUNICATIONS PROCEDURES	31
Non-Discrimination Policy and Diversity	4	Photo Release & Permission.....	31
ENROLLMENT PROCEDURES	5	Yearbooks and School Photos.....	32
Admissions	5	Communications to Parents	32
Re-Enrollment of Continuing Students.....	6	Parent Portal.....	32
TUITION AND FEES	6	Parent-Teacher Conferences.....	33
Application Fee	7	Contacting Your Child’s Teacher.....	34
Enrollment Fee	7	Contacting the School for Business Matters.....	34
Re-Enrollment Fee.....	7	Grievance Policy.....	35
Financial Aid.....	8	HEALTH AND SAFETY	36
PTM Dues.....	8	Illness	36
Receipt for Dependent Care	8	Medications.....	36
ACADEMIC PROGRAMS AND HOURS.....	8	First Aid and Medical Response	37
The First Plane of Development.....	8	Disaster Preparedness.....	37
The Second Plane of Development.....	9	Visitor Safety	37
Transitioning to the Next Program.....	10	Smoking and Alcohol Policy.....	37
Student Services.....	11	Integrated Pest Management Plan.....	38
Summer Program	13	WITHDRAWAL, DISMISSAL, AND REFUND POLICY	39
ARRIVAL AND DEPARTURE PROCEDURES.....	13	Student Records.....	40
Drop-off and Pick-up Times.....	13	Student Dismissal.....	40
Signing Your Child In and Out	14	Discipline.....	40
Curbside Service and Parking.....	15	Expulsion Policy	40
Parking Lot Safety.....	16		
CAMPUS MAPS	17		
Campus Map	17		
Drop-off and Pick-up Maps	18		
ATTENDANCE AND TARDINESS POLICIES.....	20		
School Calendar	20		
Attendance.....	20		
Importance of Arriving and Leaving on Time	20		
CHILDCARE PROGRAMS	21		
Childcare on School Days	21		
Drop-In Childcare.....	22		
Childcare on Non-School Days	22		
Making Changes to Your Childcare Program	23		
CLASSROOM LIFE.....	23		
Snacks and Lunch.....	23		
Quiet Time/Naps.....	24		
Birthdays	24		
Bringing Items from Home	24		
Use of Cell Phones and Other Mobile Devices	24		
Clothing.....	25		

Welcome

We are honored that you have chosen Montessori in Redlands for your child.

This handbook will help guide you through your and your child's journey at Montessori in Redlands (MIR). It outlines school procedures, rules, and policies. If you have questions about any part of this handbook, feel free to ask our office staff.

Quick Reference: What has changed for 2016-2017

We updated the following policies and procedures this year.

- Tuition and Fees (page 6)—we clarified the fees, updated the re-enrollment information, and re-instated the \$15 fee for payments returned for non-sufficient funds
- PTM Dues (page 8)—dues are increasing this year
- Making Changes to Your Childcare Program—we significantly updated this policy (page 23)

We added new information this year to the following:

- Student Services—We outlined the process for identifying and referring a student for specialist services (page 11)
- Integrated Pest Management Plan—Notification about all chemicals used on the campus for weed and pest control (page 38)

Right to Revise Parent Handbook

The parent handbook contains the policies and practices of MIR in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded. MIR reserves the right to revise, modify, delete, or add to any and all policies and procedures stated in this handbook, at any time.

Overview of the School

MIR, Inc. is a non-profit, 501 (c)(3) corporation headed by a Board of Trustees. The Board includes parents of enrolled children, alumni parents, and members of the community at large.

Funding for the school comes from tuition, fees, donations, and grants. Donations to MIR may be tax deductible.

Mission

MIR is an environment where children begin a life journey of self-realization, love of learning, and global responsibility.

Vision: Living the Montessori Journey

MIR strives to exemplify Dr. Maria Montessori's holistic vision of education, from birth to adulthood.

We believe that children possess a natural desire to learn and have the ability to absorb all aspects of their culture and civilization without effort or fatigue.

We also believe that, if given the freedom to explore and make choices, children will be self-motivated to learn. This desire to learn through self-discovery will continue through their lifetime.

Trusting in the child's abilities to develop to their full potential through activities that support physical, intellectual, and emotional growth, the school provides an educational program to support its community of students, families, staff, board, and alumni in understanding and respecting the needs of the child.

Through our core values, the school community, both students and adults, fosters the development of global citizens aimed at creating a peaceful world.

The school provides carefully prepared environments in which the academic, social, and spiritual needs of children are fulfilled. Through purposeful activity, students are encouraged to follow their inner rhythms and thus enhance their capacity for exploration and learning. With this learning experience, children become individuals who are more responsible, caring, and respectful.

We call our community's work to achieve this vision "Living the Montessori Journey."

CORE VALUES

The school has three core values through which we "Live the Montessori Journey." These values are the Whole Child, the Prepared Environment, and the Community.

Whole Child

MIR prioritizes the development of the whole child—body, spirit, and mind. The whole child focus allows us to follow the child throughout the developmental continuum from infancy through emerging adulthood.

We foster habits that will promote healthy nutrition and physical activity to maximize the development of the growing body.

We promote the development of a strong sense of self and personal responsibility toward oneself, others, and the environment for success as an adult citizen of the global community.

Our students will be independent, responsible, self-motivated learners with the intellectual abilities outlined in our Student Learning Outcomes outlined below.

Prepared Environment

MIR carefully constructs a learning environment that supports the growth of the whole child. Our prepared environments consist of the outdoor and indoor physical spaces as well as the pedagogical structure, which includes the development of the adult and the implementation of Montessori principles.

Both the indoor and outdoor spaces on our campus will be functional, beautiful, and sustainable aspects of the learning environment. The school will maintain the highest possible standards of authentic Montessori practice by encouraging and supporting an educational continuum of life-long learning opportunities for students and staff.

Community

MIR works to create strong home, school, local and global communities through education and participation. Parents and teachers work together so that children develop themselves as global citizens. From the first point of contact throughout their child's educational journey, parents at the school will be nurtured in their understanding of the Montessori Journey, their participation in their child's education and healthy development, and contribution to the sustainability of the school.

The board, administration, faculty, staff, and students will be connected in their work to create a safe, rich environment in which to grow physically, intellectually, and spiritually.

MIR will be exemplary in its outreach to the community, fostering collaborative relationships with other institutions dedicated to the healthy development of the child and peaceful relations among all peoples.

Student Learning Outcomes

The Student Learning Outcomes (SLOs) at MIR are defined within the context of the Montessori Curriculum, as directed by Association Montessori Internationale (AMI). It forms the basis of the

educational program for every student at MIR. The overall purpose of the MIR program is to build independent, self-motivated learners.

- **Sensorial:** MIR students will have the ability to use their senses to understand their abstract and concrete experiences in the world around them.
- **Practical Life:** MIR students will have the ability and the desire to care for themselves, others, and their environments.
- **Language:** MIR Students will be competent in expressing themselves in written and spoken language and competent in their understanding of the written and spoken words of others.
- **Mathematics:** MIR students will be skillful in abstraction and reasoning. They will be able to use deductive and inductive methods to solve symbolic and practical problems.
- **Science:** Students will have a conscious awareness and understanding of the natural world and its order. They will have the ability to recognize and use the basic methods of scientific inquiry.
- **Cultural Subjects:** MIR students will create a foundation for the appreciation of the humanities and the arts. They will have a sense of historical perspective, an understanding of one's place in the world, and gratitude for the accomplishments of those who came before them.
- **Moral and Character Development:** Students at MIR will possess a strong sense of self. They will be capable, responsible, and accountable to themselves and others.

These SLOs form the basis of the educational program for every student at MIR.

Accreditation

MIR is accredited by the Western Association of Schools and Colleges (WASC) and follows the principles and practices of the Association Montessori Internationale (AMI). It is also licensed as a childcare facility by the State of California Community Care Licensing Agency.

AMI was founded by Dr. Maria Montessori in 1929 to ensure the integrity of Montessori education and holds its schools to the highest standards of authentic Montessori practice. AMI provides internationally recognized teacher training to that end, and lead teachers at MIR hold current AMI teaching diplomas. All classrooms are equipped with approved Montessori apparatus.

WASC is the primary accrediting agency for public and private schools in the western United States. WASC and State Licensing consultants visit the school periodically to ensure its adherence to their standards. MIR is listed in the Private School Directory for the State of California.

Non-Discrimination Policy and Diversity

We follow the Montessori tradition of fostering ethnic, economic, and intellectual diversity. Our students and staff come from many countries and walks of life. MIR admits students of any race, color, national or ethnic origin to all rights, privileges, activities, and programs generally accorded

or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin, sex, or religion in the administration of its educational policies, admissions policies, and athletic or other school-administered programs. MIR is an equal opportunity employer.

Enrollment Procedures

Admissions

ADMISSIONS PRIORITIES

Children are admitted based on a balance of available spaces for each age, program level, and the child's readiness for the level of independence required in a Montessori classroom. Admission preference is given in the following order:

- Children currently enrolled at MIR (re-enrollment paperwork must be received by the deadline).
- Siblings of current students, if they are registered during the re-enrollment month (February).
- Children with a minimum of one full school year of previous Montessori experience.
- New applicants.

ADMISSIONS PROCESS

When your enrollment has been accepted, you will receive an email with a link to our online enrollment forms. You must complete all forms, agree to adhere to the terms of the enrollment contract and the policies in the parent handbook, and pay the enrollment fee (see page 7).

NEW STUDENT PACKET

In addition to your enrollment contract, we must have the following paperwork on file for each student in order for them to attend school:

- Identification/Emergency form with Consent to Treat and Allergy List
- Physician's report
- Health history form
- Current copy of immunization record
- Personal rights form
- Parents' rights form
- Prior school records, if applicable

It is critical that all emergency information be kept up-to-date. This is how we reach you in case of an emergency. Please include mobile numbers and a street address when filling out emergency

forms. You will be required to sign off on this form annually. **State licensing prohibits MIR from having a child at school without this documentation.**

Re-Enrollment of Continuing Students

Re-enrollment for current families begins in February. Re-enrollment forms for the next school year will be available via the online Parent Portal in late January.

To ensure continued enrollment, all forms must be submitted with the non-refundable re-enrollment fee by the February deadline. The re-enrollment fee is discounted for families that re-enroll by the deadline.

Due to limited space, re-enrollment of all continuing students is on a first-come, first-served basis and cannot be guaranteed after this date.

Tuition and Fees

Tuition for the academic school year is an *annual fee*. You have three options to pay:

- in one annual installment,
- in two semi-annual installments,
- or in 10 equal installments paid August through May.

The first payment for ALL payment options is due by August 1 of the academic school year. The second installment of the semi-annual payment is due by January 15.

All invoices for tuition and childcare for the current academic year will be posted to your online account under the “BillPay” tab of the Parent Portal on July 1. An email with instructions and due dates will be sent out notifying you that the invoices are ready for viewing and payment.

For those families that choose the 10-installment payment plan, you will receive an email each month reminding you that a payment is due. As each installment payment becomes due, it will appear under the “Make a Payment” tab in BillPay. If a payment is not made by the 1st of the month, any unpaid balance will be added to the next month’s total.

Invoices for incidentals (e.g., lunches, PTM dues, Holiday Sing DVDs) will be posted to your account at the end of each month. You will receive an email notifying you that invoices have been posted to your account and are available for you to view and make a payment. **Even if you pay your tuition on the semi-annual or annual plan, there are incidental charges that are billed monthly throughout the year. Please be sure to review your monthly invoices to avoid past-due charges.**

All installment payments and incidental charges are due by the 1st of the month and considered late after the 15th. Payments can be made via e-Check (EFT) using the online Parent Portal, or in

the MIR office by check, money order, or cashier's check. **If any of the due dates fall on a weekend or holiday, payments made in the office are due by the close of business the Friday before.**

MIR will charge a \$15 fee for any payments returned for "non-sufficient funds."

MIR does not accept credit cards for tuition and incidental payments or cash payments of more than a \$100.

Application Fee

After you have completed your observation of the school, you may submit an application to be added to the wait pool for the current school year. The \$500 application fee reserves your student's place in the wait pool. Once space becomes available, you will be notified and, upon acceptance of the space, you will be sent a link to our online Parent Portal to complete your enrollment forms.

Once space becomes available, parents will be obligated to accept the space or forfeit the application fee. If a space does not become available within the school year, parents will be contacted and given the option to either roll over the application fee to the following school year or receive a refund.

Enrollment Fee

The \$500 enrollment fee is a non-refundable fee collected at the time a new student has been admitted into the school and is ready to enroll. The enrollment fee is applied to the costs of the enrollment process, paperwork, interview and/or orientation with the student's teacher(s), an MIR t-shirt, a photo packet, and the MIR annual yearbook.

Once your student has been admitted to the school, you will receive a link to our online Parent Portal to complete your enrollment forms. You will need to complete ALL forms, agree to adhere to the terms of the enrollment contract and the policies in the parent handbook, and pay all applicable enrollment fees before we can schedule your orientation and interview meetings.

Re-Enrollment Fee

The \$500 re-enrollment fee is a non-refundable fee collected at the time current students re-enroll for the next academic year. **For re-enrollment of continuing families, the fee is reduced to \$350 if you complete your enrollment forms for the upcoming school year by the February deadline.**

The re-enrollment fee is applied to the costs of the enrollment process, paperwork, interview and/or orientation with the student's teacher(s), an MIR t-shirt, fall photo packet, and the MIR annual yearbook.

Financial Aid

MIR offers a financial aid program that is intended to offer partial tuition assistance to current families with a short-term, temporary financial need, such as in the event of a job loss. It is not a scholarship program.

MIR works directly with an outside financial aid service agency, School and Student Services for Financial Aid (SSS), which helps the MIR Financial Aid Committee assess a family's financial need for assistance. Each family is evaluated individually. Once financial need is established, a family's commitment to the school, length of enrollment, future enrollment, and the impact the child has on their program and classroom environment are all considered.

It is the responsibility of the parents to communicate with the school administration if a financial hardship occurs during the school year that will impair their ability to meet payment obligations.

Financial aid is not available for children enrolled in our Toddler or Primary half-day programs.

PTM Dues

To support the work of PTM throughout the year, a \$40 membership fee is billed to every family account. See page 29 for more information about the activities funded by this fee.

Receipt for Dependent Care

Receipts for all payments will be emailed to you once your payment has been posted to your account. MIR is a licensed dependent care center. For parents wishing to claim dependent care on their taxes or participate in a flexible spending plan through their employer, we ask that you retain these receipts. Please consult with your tax preparer to determine what expenses are deductible on your tax return.

The Business Office does not issue a cumulative report of childcare fees for the year.

Academic Programs and Hours

Montessori educational programs are based on the natural development of the child.

Environments are carefully prepared to meet the needs of the children at their particular stage of development. As the child grows, the environment shifts to meet the child's needs and afford him/her maximum engagement in learning activities. As a result, our programs are divided by a child's stage of development, called "planes of development" in Montessori, rather than age.

The First Plane of Development

Children from birth to age 6 ½ or so possess many characteristics in common, including what Dr. Montessori called the *absorbent mind*, the ability to absorb aspects of one's culture and environment

like a sponge, seemingly without effort or fatigue. Practical and purposeful work is emphasized as an aid to this period of the child's self-construction. The work is largely individual and hands-on because this is how children typically work best at this age.

MIR has two programs for the two halves of this developmental period.

TODDLER PROGRAM

Children ages 18-36 months join the Toddler community, where motor coordination, gross and fine motor skills, independence, and language development are fostered and the individual personality is respected. Children are guided through potty-training in this environment.

Enrollment options for the Toddler program include 2 (Th, F), 3 (M, T, W), or 5 (M-F) days a week. They may also be enrolled for half-, full-, or all-day programs. The Half Day program meets 9-11:45 AM. The Full Day program meets 9 AM-3 PM. The All Day program meets 9 AM-5 PM. *Please note, children must be enrolled in a 3- or 5-day program before moving up to Primary.*

Early morning childcare is available 7:15-9 AM. There is limited childcare available until 5:30 PM or 6 PM for families enrolled in the All Day program. Families must sign up for these extended times. **Availability is subject to state-mandated ratio requirements.**

PRIMARY PROGRAM

Between the ages of 3 and 6, children continue their work of constructing themselves through practical life and sensorial activities. Through a variety of activities, children begin to read and write. They learn about their world by studying continents, animals, plants, and other cultures. They work with concrete materials to learn mathematical concepts including the decimal system, geometry, and fractions. Arts, languages, and music are fully integrated into this program.

Children must be fully potty-trained to enter the Primary program. Enrollment options include half-, full-, and all-day programs. The Half-Day program meets 9 AM-12 PM. The Full Day program meets 9 AM-3 PM. The All-Day program meets 9 AM-5 PM. Consistency in routine is important at this age, and all programs are 5 days a week.

Early morning childcare is available 7:15-9 AM. There is limited childcare available until 5:30 PM or 6 PM for families enrolled in the All Day program. Families must sign up for these extended times. **Availability is subject to state-mandated ratio requirements.**

The Second Plane of Development

When children have progressed to greater independence and self-motivation and start to show capabilities of abstraction and great interest in social and community life, they are ready for Elementary. Most children start the Elementary program after age six and before age seven.

ELEMENTARY PROGRAM

The Elementary Program, 1st-6th grade, is centered on children's desire to understand the universe and their place in it. Applying a research style of learning, Elementary students work in small groups on projects that spark the imagination and engage the intellect. Elementary studies include art, the sciences, geography, history, language, music, mathematics in all its branches, and Spanish.

Exploration of each area is encouraged through trips outside the classroom to community resources, such as libraries, museums, planetariums, botanical gardens, farms, and more. This approach to education fosters a feeling of connectedness to humanity and encourages the children's natural desire to make contributions to the world.

The Elementary program hours are 8:30 AM-3:30 PM. Early morning childcare is available 7:15-8:30 AM. Childcare is available in the afternoon from 3:30 to 5 PM, 3:30 to 5:30 PM, or 3:30 to 6 PM. Families must sign up for these extended times. **Availability is subject to state-mandated ratio requirements.**

Transitioning to the Next Program

Transition periods are an especially important time in a child's life and parents are involved in the process. At each level, the transition process is designed to be developmentally appropriate.

When a student is ready to move to the next program level (Toddler to Primary, Primary to Lower Elementary), MIR starts the process by arranging for parents to attend an introduction or orientation. Before your child starts full-time in their new program, you will meet with your child's new teachers.

From Toddlers to Primary, teachers will arrange for your child to have periodic visits to his/her prospective class. This allows him/her to grow comfortable with the new environment and to get excited about the new work s/he will be engaging with at the next level. This is a gradual process and the transition time will vary depending on the individual student's needs.

From Primary to Lower Elementary, students will visit one or two half-days, just enough to get a sense of the work and a feel for the social atmosphere. From Lower to Upper Elementary, students do not visit classrooms but parents have an orientation meeting with the Upper Elementary teachers.

This process must be completed before a child can transition to the next level.

MIDDLE SCHOOL AT THE GROVE SCHOOL

Elementary students transitioning to middle school follow the process appropriate to their chosen school. Many MIR students choose to continue their Montessori education at The Grove School, a Montessori middle and high school program. Grove operates under the Redlands Unified School District as a public charter school. MIR shares its campus with Grove.

Middle school at Grove begins with 7th grade and MIR students may apply to Grove starting in winter of their 6th year at MIR. Admission to Grove starts with a public lottery. Information regarding the Grove and the admission process is available at thegroveschool.org or by calling the Grove office at 909-798-7831.

Although we are partners in Montessori education, MIR and the Grove School are separate entities, and MIR staff is not able to help with the admission process at Grove. **Enrollment in Grove is not automatic for MIR families. You must enter the lottery if your child wishes to enroll at Grove.**

Student Services

MIR is dedicated to meeting the individual educational needs of all students including those who may require additional support to achieve their academic potential. Support services are available in areas of academic, speech and language, motor development, and emotional challenges. MIR can assist families with referrals to outside professionals when a student's challenges fall beyond the scope of school-based intervention.

MIR recognizes the importance of the "least-restrictive environment" concept and will continue to serve these students in our classrooms when appropriate. While considering the needs of all students, MIR reserves the right to decide whether or not a Montessori environment is the best learning environment for a student.

IDENTIFICATION

Identification and concern for a child with possible special needs may come from a

- Screening
- Parent
- Teacher
- Concerned individual (physician, assistant, etc.)
- Student

SCREENING

MIR administers the Ages and Stages Questionnaire (ASQ) to all students 18 months–5 years old. This tool helps parents provide information about the developmental status of their young child across five developmental areas: communication, gross motor, fine motor, problem solving, and personal-social. The teacher will communicate the screening results with parents through a written response.

If the screening indicates that a child may display developmental challenges or delays, the teacher will communicate with parents and arrange for a meeting to discuss the results.

PARENTS

When parents have a concern about their child's development, they may request to meet with their child's teacher to discuss student progress or concerns. The Head of School or Assistant Head of School may also attend a student progress meeting upon request from the parents or the teacher, based on availability.

TEACHER, INDIVIDUAL, OR STUDENT

When a teacher, concerned individual, or the student him/herself has a concern about how a child is progressing, the teacher may communicate and monitor the specific concerns in the following manner:

- Invite the Head of School or Assistant Head of School to observe the child in the classroom or playground,
- Talk to the child's previous teacher and/or review prior progress reports,
- Ask a peer teacher or learning specialist for input,
- Initiate strategic academic, physical and/or behavioral interventions to accommodate the child's needs in the classroom,
- Gather data on student performance,
- Keep documentation of any and all of the above actions, and
- Set up a meeting with the parents to share observations and concerns.

At this meeting, both the teacher and the parents will have an opportunity to share their observations and concerns in the classroom and in the home. Parents can communicate what the child might be expressing about school. Teachers may also gather data about any possible contributing factors, such as diet, sleep patterns, or changes in home or school environment. They may discuss strategies to assist the child, and arrange a next meeting to assess progress, or they may decide that a referral to student services would be the next step.

REFERRAL PROCEDURES

The child's teacher will inform a student's parents prior to a referral to Student Services. MIR takes the following steps to identify specific needs, determine if referral to a specialist is recommended, and create a learning support plan for the student.

1. Teacher fills out a "Request for Observation" form. This request includes:
 - a. Reason for referral
 - b. Parent contact information
 - c. Prior interventions
 - d. Background information
2. The appropriate specialist (OT, SLP, Educational Consultant) will conduct an observation or informal screening of the student and confer with the rest of the Student Services team. A written summary of this observation or information screening will be available.

3. Parents and teachers will be contacted about the observation, and a Student Study Team (SST) meeting with all parties will be set up to discuss services that might be required, and to develop an intervention plan.
4. A follow-up meeting will be scheduled after 3 months of following the intervention plan. At the meeting, the team will review success and progress of the plan and make necessary adjustments and recommendations. If necessary, the team will refer the family to their public school district for further evaluation. Further SST meetings will follow as necessary.

Summer Program

MIR offers summer programs for Toddlers through Elementary. The Toddler and Primary summer programs give children a chance to continue their Montessori education in a relaxed atmosphere, integrating thematic indoor and outdoor experiences. Swimming lessons are a part of the Primary Full- and All-Day programs. The Elementary program offers a series of two-week classes covering a range of interesting activities and subjects. Swimming may be offered for Elementary students for an additional fee.

SUMMER PROGRAM FEES

Summer school registration deposits are non-refundable and can only be applied toward summer school. If you request to cancel a summer session prior to the cancellation date, your deposit will be applied to the next applicable session. If all sessions are cancelled prior to the cancellation dates, only the summer school deposit will be forfeited.

If you request to cancel a session after the cancellation date, you will be held responsible for all program fees for that session.

Arrival and Departure Procedures

MIR staffs its programs to maintain a safe and inspiring environment for our children. Students are under our care until they are signed out and leave the school grounds.

Drop-off and Pick-up Times

To ensure we remain compliant with California labor laws as well as licensing and insurance requirements, MIR strictly enforces its drop-off and pick-up times.

Drop-off and pick-up times are outlined below. **There is no “grace period” beyond the stated drop-off and pick-up times.**

Families who drop off or pick-up children before or after the times outlined below will be charged for drop-in childcare without 24-hour notice. This fee is \$14.50 per hour, with a 1-hour minimum.

Drop-off times (unless signed up for early morning childcare):

- Elementary children can be dropped off between 8:15 and 8:30 AM.
- Primary and Toddler children with Elementary siblings may be dropped off as early as 8:30 AM.
- Primary and Toddler children with a start time of 9 AM may be dropped off in the classroom as early as 8:50 AM.

Pick-up times (unless signed up for all-day programs or Elementary childcare):

- Elementary children must be picked up between 3:30 and 3:45 PM.
- Primary and Toddler children with Elementary siblings must be picked up no later than 3:30 PM.
- Primary and Toddler children with programs ending at 11:45 AM, 12 PM, 3 PM, or 5 PM must be picked up on time.

Please understand that when children are picked up late, MIR must keep staff beyond their scheduled work hours to comply with state-mandated adult-to-child ratios. This places a burden on them and their families.

Once you have picked up your children, you are asked to leave the campus promptly for liability reasons and so that our outdoor facilities can be used for childcare and other school programs.

Signing Your Child In and Out

The state of California and Community Care Licensing requires MIR to keep accurate, up-to-the-minute sign in/out records. Your signature on your child's class roster transfers physical responsibility for your child from you to the school. **To be able to account for all students in the event of a disaster or emergency, it is vital that all students be signed in and out accurately.**

Classroom sign-in sheets are used to take roll by staff and emergency personnel.

State licensing requires that parents provide a full signature (no initials) and that times are signed accurately to reflect classroom attendance at any given time. Please make every effort to accurately record the time your student arrives and leaves along with your full signature. Staff members are not permitted to sign out for parents unless they are specifically on that child's pick-up list.

Because the accuracy of this information is so important, failure to sign your child in or out will result in a \$9.50 "failure to sign-in/out" charge. In the event that a child is present who has not been signed in, MIR staff will indicate that the child is present by writing "here" in the appropriate space, but you will still be responsible for this fee.

AUTHORIZING OTHERS TO PICK UP YOUR CHILD

You will receive an Identification and Emergency Information form on which you may list adults other than parents/guardians who are authorized to pick up your child from school. No child will be released to anyone other than a parent or person whose name appears on the pick-up list, unless specific temporary arrangements have been made with the office. In the presence of office

staff, you may give written notice stating the name of the person to whom the child is to be released. The person picking up the child will need to present valid photo identification.

Children in the Toddler and Primary programs fall under our licensing regulations at all times during the day and must be picked up and signed out by a parent/guardian or other authorized adult age 18 or older. Older siblings who are younger than 18 may not sign out Toddler or Primary students.

Elementary students may be picked up at the end of the school day (between 3:30 and 3:45 PM) by older siblings only if authorized by parents and listed on the pick-up list. After 3:45 PM, students move to our childcare program and must be picked up and signed out by a parent/guardian or other authorized adult age 18 or older. Elementary students may not sign themselves in or out.

Please be aware that MIR staff may be legally responsible if they knowingly release a child to a parent/guardian or other authorized adult who seems incapable of driving safely due to medications, intoxication, or similar impairment. Anyone in this condition arriving at school to pick up children will be asked to find an alternate method of transportation.

Curbside Service and Parking

Curbside sign-in/out service is provided by MIR staff to help relieve traffic congestion during our busiest times. This service is offered for:

- Primary drop-off (main campus only): 8:50–9 AM. There is NO afternoon curbside pickup for Primary students.
- Elementary drop-off (both campuses): 8:15–8:30 AM
- Elementary pick-up (both campuses): 3:30–3:45 PM. Students who are not picked up by 3:45 PM will be taken to childcare.

There is no “grace period” beyond the stated drop-off and pick-up times.

Please follow traffic patterns indicated on the parking lot maps on pages 17 and 18. **During these times, parents may NOT park or leave their car in any curbside area.** When you do so, you block the other parents trying to get through the drop-off and pick-up line and you increase the chances of accidents in the parking lot as other cars move around yours.

If you find it necessary to leave your car for a short period of time to walk your child to class or to deliver snack, please park in a designated parking space or on the street.

PARKING FOR FIELD TRIPS

Parents participating as chaperones for field trips or participating in extended classroom events during school hours are asked to park on the street, not in the lot. Doing so frees parking spaces for parents picking up and dropping off students in the Toddler and Primary half-day programs.

ELEMENTARY CURBSIDE PICK-UP ON THE NORTH CAMPUS

Elementary pick-up on the North campus is safest when all parents use the curbside service. Please be patient with the pick-up line as all staff members are making every effort to maintain the safety of the children.

Please do not line up for curbside pick-up before 3:20 PM. The Grove School and two of our Primary classes dismiss at 3 PM, and if you line up early, you block their ability to get in and out of the parking lot.

Parking Lot Safety

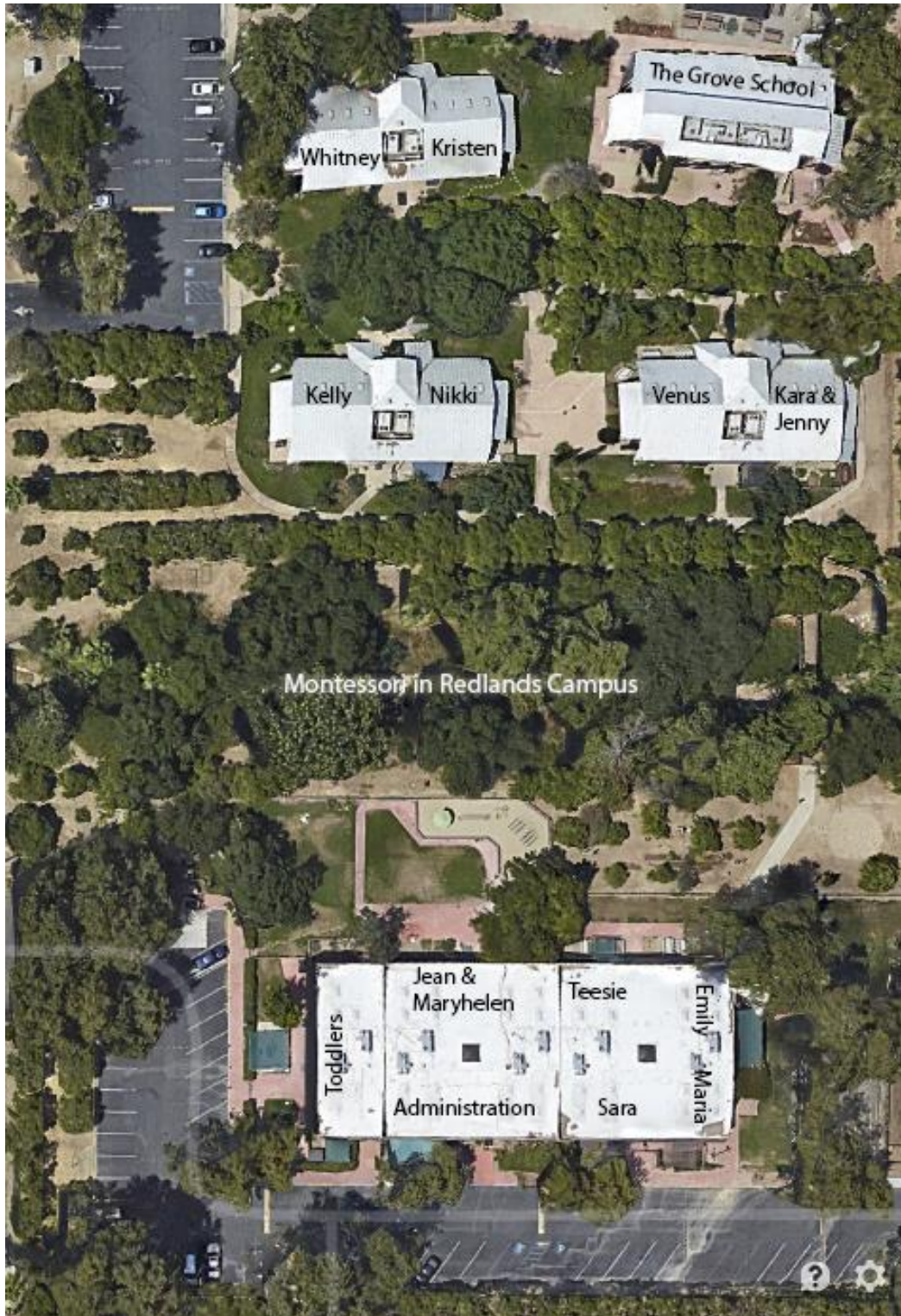
The speed limit in all MIR parking areas is 5 MPH. Your cooperation is essential to keep children safe in the MIR parking lots. **Children sometimes dart away from adults and cross the parking lot unexpectedly and unattended.** Please drive slowly and use extreme caution. If applicable, parents are encouraged to use the curbside sign-in/out service to increase parking lot safety.

It is unlawful to leave a child unattended in a parked car. Always turn off your engine, remove your keys, and take your children and personal belongings with you.

California law requires children to ride in the back seat in a properly secured child passenger safety restraint until they are at least 8 years old or until they are at least 4 feet 9 inches in height.

Campus Maps

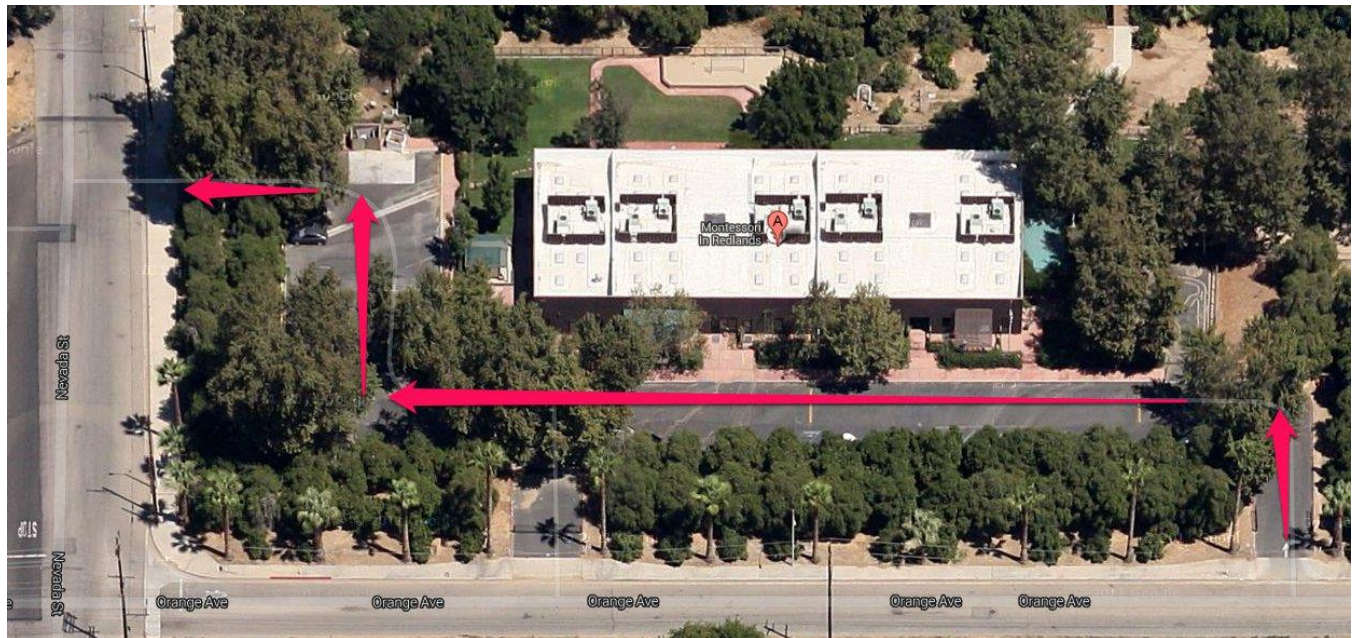
Campus Map



Drop-off and Pick-up Maps

SOUTH CAMPUS

The south campus driveway is one way. The flow of traffic moves from the east entrance on Orange Avenue towards the west exit on Nevada Street. (See diagram below.) All Toddler classes, Jean and Maryhelen's class, Sara's class, Maria's class, Emily's class, and Teesie's class are on the south campus.



Curbside drop-off will be available for Primary students on the south campus and for all Elementary students only. For curbside drop-off, please stay in your car and have staff take your child to their class.

For curbside drop-off and pick-up, please form one line at the curb. **Parents who choose to walk their child into the class need to use the parking spaces. *Please do not park at the curb between the no-parking signs.*** This will provide a safe and efficient flow of traffic and limit congestion. All yellow and "visitor" parking spaces are open to parents who are dropping off or picking up.

NORTH CAMPUS

The driveway for the north campus is **one way**. The flow of traffic moves from the north entrance on Nevada Street towards the south exit on Nevada Street. (See diagram below.) Kelly's class, Nikki's class, Venus's class, Kara and Jenny's class, Whitney's class, and Kristen's class, and Student Services are on the north campus.



- **Parents of Primary students in Kara and Jenny's class and Nikki's class** must park and sign their children in and out in their classrooms. Curbside drop-off is not available for these Primary classes.
- **For Elementary morning curbside drop-off**, please form one line on the left-hand side of the parking lot.
- **For Elementary afternoon curbside pick-up**, parents of students in Venus's class and Whitney's class should form a line on the left-hand side of the lot. Parents of students in Kelly's, and Kristen's classes should form a line on the right side.

Please leave room in the middle for cars to get through. Please do not line up before 3:20 PM. This will block the flow of Primary families leaving the parking lot.

Parents are asked to remain in their cars in the designated line in the parking lot. Staff will bring the sign-out sheet and your child to your car. Elementary families with students in more than one Elementary class on the north campus should meet their children in the *youngest siblings'* Elementary line.

Attendance and Tardiness Policies

School Calendar

The 2016-2017 school year extends from August 22, 2016 through June 2, 2017. Please review the MIR school calendar, available on the website, for a complete schedule of holidays, staff in-service days, school closures, and childcare dates.

There are scheduled staff in-service days throughout the school year when there is no school and childcare is *not* available. In-service days provide MIR staff the opportunity to meet as a group, to participate in necessary training workshops, and to work on the classroom environment. These days are necessary for providing the highest quality Montessori education. They are excellent days on which to schedule your child's appointments.

There will be no credit or reduction in tuition for holidays or staff in-service days.

Attendance

Montessori philosophy insists that we respect the child's need for consistency. The children who benefit most from the prepared environment are those who attend regularly. For all students at every level, each day "counts." Excessive and unnecessary absences can hinder their ability to focus and progress.

MIR specifically requests that every effort is made to schedule family vacations and trips to coincide with school holidays. Whenever possible, appointments with a doctor, dentist, orthodontist, or other professionals should be made outside of classroom hours. If you are planning a trip during the school year, please speak with your child's teacher as soon as possible.

As an educational institution in the state of California, MIR is required to offer a minimum number of school days in the academic year. It is our duty to abide by the attendance requirements that are imposed on students age 5 and older. We are obligated to report, if necessary, students who are considered truant.

For these reasons, MIR tracks attendance for students ages 5 and older each day and will post that information for you on the Parent Portal (you will only see your child/ren's absences). Absences for vacations or for "reasons unknown" will be marked as unexcused.

Please email attendance@mir.org or call the MIR office to report an absence to ensure we track it correctly, even if you have already talked with your child's teacher.

Importance of Arriving and Leaving on Time

Respect for the child's need for consistency applies to the child's daily schedule. Concentration is extremely important for your child to make steady progress in achievement, to be settled at school, and to support a positive attitude toward school.

One way we foster your child's concentration is by providing an uninterrupted three-hour work period in the classroom every morning. Tardy children lose out on some of this time and often miss important group lessons and activities. Their late arrival can also disrupt the work of the other children in class.

Children who are consistently late do not have adequate time for full participation and development. They can have difficulty feeling a sense of belonging in the community. *This is true even for very young children, who have an even greater need for consistent routine.* Please make every effort to have your child at school on time.

Elementary begins promptly at 8:30 AM. The Toddler and Primary programs begin promptly at 9 AM. Elementary students who arrive after 8:30 AM and Primary students ages 5 and older who arrive after 9 AM will be marked tardy, and the number of times they are tardy will be available to you on the Parent Portal (you will only see your child/ren's tardy record). Please note that tardiness due to "overslept" or "running late" will be marked as unexcused.

Please email attendance@mir.org or call the MIR office to report if you will be late to ensure we track it correctly, even if you have already talked with your child's teacher.

Leaving early for appointments or family activities is just as disruptive as arriving late. Children who leave before the end of the work day miss out on end-of-day class rituals and activities that bring closure of their work cycle and their social interactions. The number of times an Elementary student leaves early will be marked and that information made available for you on the Parent Portal.

Excessive absences, tardiness, or early departures in the Elementary program are deleterious to the child's social and academic progress and will result in a meeting with the Head of School.

Childcare Programs

Childcare on School Days

There are childcare options for all three programs. For specific hours, please refer to the appropriate section under "Academic Programs and Hours."

There is no "grace period" beyond the stated drop-off and pick-up times. Families who drop off or pick-up children before or after the times outlined on page 13 will be charged for drop-in childcare without 24-hour notice. This fee is \$14.50 per hour, with a 1-hour minimum.

The school closes at 6 PM on most days, with the exception of a few days when the school closes earlier (see school calendar for exact dates). Any pick-up after school closes incurs a \$20 late charge for the first 15 minutes. An additional charge of \$1 per minute will accrue after the first 15 minutes.

Drop-In Childcare

Drop-in childcare is available; however, it is not intended to be a long-term solution to childcare needs. **Drop-in childcare before and after class requires 24-hour notice, space permitting.**

Because MIR must comply with state-mandated adult-to-child ratios, **you must call the office first to inquire about drop-in childcare availability every day that you require it.** It is your responsibility to notify the office if your children are being dropped off early or are staying beyond their regular pick-up time.

The drop-in childcare rate is \$9.50 per hour (1-hour min.). If you require drop-in childcare and provide less than 24-hour notice, the rate is \$14.50 per hour (1-hour min.), space permitting.

Morning drop-in childcare is available between 7:15 AM and 9 AM for all Toddler and Primary students, and 7:15 AM and 8:30 AM for all Elementary students *as space permits*.

There is no drop-in childcare 11:45 AM-5 PM for Toddler or Primary students. Afternoon drop-in childcare is available *as space permits* from 5 PM to 6 PM for Toddler and Primary students **enrolled in an all-day program (9 AM-5 PM)**. Changes to a Toddler or Primary student's schedule between 11:45 AM and 5 PM are considered *program changes* and require a meeting with the teacher and processing through the office.

Drop-in childcare is available for Elementary students between 3:30 PM and 6 PM *as space permits*.

If you find that you need drop-in childcare more than 4 times a month, we recommend that you sign up for monthly childcare. This will secure a space for your child and help MIR plan staffing and space accordingly. It is also generally less expensive for you.

Occasionally parents have the opportunity to chaperone a class field trip, resulting in a need for childcare for siblings enrolled in other classes. **If the field trip is scheduled to return to school beyond the sibling's regular program time, and that program is not All-Day, you must make alternate arrangements to have the sibling picked up.** If the trip departs early or the sibling is in an All-Day program, you may request drop-in care following the protocol noted above.

Childcare on Non-School Days

MIR offers childcare for select non-school days, which include some holidays and Parent/Teacher conference days. Advance registration is required for these days and there is an additional charge for this service.

Reservation forms for non-school childcare days will be made available online several weeks in advance. Forms must be completed by the deadline to ensure space for your child.

Non-school day childcare hours are 8 AM-4 PM. For Elementary and Primary students, childcare days are divided into blocks of time (8 AM-12 PM and 12 PM-4 PM). If your children are normally at school until 5 PM, you may extend the second block of childcare to 5 PM at no additional charge.

Toddlers may sign up for morning childcare (8 AM–12 PM) or all-day childcare (8 AM–4 PM). If your toddler is normally at school until 5 PM, you may extend the day to 5 PM at no additional charge.

MIR plans and budgets for the number of non-school childcare staff based on reservations. If you cancel without notifying us (by not showing up), we still must pay for employee time. Because of this, **your account will incur the full childcare fee if you cancel non-school childcare less than 24 hours in advance.**

Making Changes to Your Childcare Program

Beginning with the 2016-2017 school year, MIR will only be able to accommodate one change per school year to your student's childcare program. Any one change you make to your student's childcare program after start of school, August 22, 2016, will remain in effect until June 2, 2017. You will not be able to drop childcare for a period of time and add it back later. This allows other families waiting to sign up for childcare to do so, and permits MIR to staff accordingly and prepare the childcare environment. *This does not affect students that require changes due to moving up mid-year.*

Drop-in childcare is still an option, provided space is available. You will need to call in advance to check availability and secure a space per the process outlined above.

Classroom Life

Snacks and Lunch

Parents of Toddler and Primary children are asked to provide a morning snack for their child's classroom. You will receive a monthly snack schedule from the class. The school will provide a snack for children enrolled after 4 PM.

You must provide lunch for children who stay past noon, or order lunch through the hot lunch program. Please work with your child to pack a nutritious lunch in a lunch box clearly marked with his/her name. **Please send nutritious foods that serve your growing child.**

State licensing prohibits storage of children's lunches in classroom refrigerators, so include an ice pack in your child's lunchbox if needed.

Your child will enjoy lunch more and will handle it better if it is packed in easily managed containers. MIR suggests using reusable containers and drink bottles to reduce trash and recycling.

MIR offers lunch through The Grove School's hot lunch program, which is available Mondays, Tuesdays, Thursdays, and Fridays. MIR offers pizza lunches on Wednesdays. Vegetarian options are available daily. All lunch orders, including pizza, must be made online. Hot lunches are \$3 each for Toddlers and \$4 each for Primary and Elementary students. The cost will be billed to your account.

Quiet Time/Naps

A quiet environment will be provided for those children who nap in the afternoon. We will provide a mat and sheet for your child. We ask that you send a small (crib-sized) blanket. Please make certain it has your child's name on it.

Birthdays

All classes celebrate birthdays in their own way. Please check with your child's teacher for the policy on the celebration of birthdays in their class.

Bringing Items from Home

Please do not send candy, gum, soda, toys, money, or anything dangerous to school with your child. Children may bring music, books, flowers, rock or butterfly collections, or other educational materials to school to share in group. These should be cleared with the teacher. Please stress to your child the idea that these are brought to school to be shared and if he or she does not wish to share something with the other children, it should be left at home. Keep in mind that there may not be time for sharing on any given day, and that we value a child's verbal sharing as much, if not more, than any sharing items.

If you find a tiny block or other school material in your child's pocket or lunch box, please return it the next day. Younger children often take things home. This behavior is not unusual, and is an indication in young children that they are integrating school and home environments.

Use of Cell Phones and Other Mobile Devices

MIR recognizes that some of our older students leave school to go to athletic team practices, dance or music classes, circus, or other after-school activities. Many carpool with other families, spending much of their time away from their parents, who provide them with a cell phone for emergency situations. **Cell phones should be brought to school only when absolutely necessary.**

Students who bring a cell phone to school are not permitted to use it during school hours. All student cell phones must be turned off and may not be on their person during class hours. If students use their cell phones during class, teachers reserve the right to secure the phones in a classroom cabinet until the end of the day.

We also ask that you refrain from talking on your cell phone when picking up your children.

For smaller children especially, your child has been eagerly anticipating your arrival and is looking forward to having your full attention. For all children, the teacher may have important information about your child's day to share with you.

Parents may not use their cell phone, except in an emergency, while chaperoning children on an MIR field trip. (See "Guidelines for Field Trip Chaperones," pp. 27.)

It is not necessary for children to bring other mobile devices to school, such as a tablet or laptop computer. MIR provides classroom computers for Elementary students who require them for schoolwork. Children in Upper Elementary who wish to bring devices from home should check with their teacher on appropriateness of use. MIR is not responsible for loss or damage of devices brought from home.

Clothing

CLOTHING FOR TODDLER AND PRIMARY STUDENTS

Children will grow in independence and self-esteem if they can dress themselves. Clothing should allow for freedom of movement and should be easy for young children to take on and off. It is easier for young children to use the restroom without adult help if they wear two-piece garments, preferably without belts, snaps or buttons that are difficult for them to handle.

Toddler and Primary students should have an extra set of clothes at the school “just in case” in addition to emergency clothing. Mark your child’s name on each item. Names should also be put on all coats and sweaters.

While we use painting aprons and take reasonable care to keep the children clean, children engaged in creative activities will get dirty. It would be unusual if your child came home at the end of every day as spotless as when you brought him or her in the morning. In light of this, it is a good idea not to send your child to school in anything that you wish to remain perfectly clean.

CLOTHING FOR ELEMENTARY STUDENTS

Students should wear clothing and shoes that allow for freedom of movement and physical activity. It is highly recommended that students wear closed-toe shoes suitable for lots of active play and physical education. Students who arrive at school in clothing that is inappropriate or distracts from the learning environment may be asked to change, or parents may be called and asked to provide a change of clothing.

Field Trips

Field Trips and Elementary Local Trips

There are times when the best way for students to learn is to go on an outing. All classes go on field trips, and Elementary students often organize small trips to visit local community resources. We prepare our outings carefully and always with the idea of providing the children with a valuable, age-appropriate lesson.

Field trips are more frequent in the Primary and Elementary programs. Toddler students only take a couple of field trips a year. The following policies apply to field trips at every level, but some of

them will be adjusted for the Toddler program. Your child's Toddler teacher will give clear instructions for each field trip.

FIELD TRIP T-SHIRTS

Every student is provided a school shirt to wear on school outings to help teachers and chaperones identify and track MIR students more easily. Further clothing guidelines based on the location of the trip will be provided as needed.

MEDICAL RELEASE AND PERMISSION FORMS

The Medical Release and Field Trip Consent portion of the enrollment contract covers all outings off the school premises. You will be informed of upcoming field trips via classroom communication. Some field trips may require additional forms provided by the location.

FEES

Costs of field trips are included in your tuition, with the exception of Elementary overnight field trips (Pali Institute, 6th year Washington, D.C. trip, and camping). Overnight trip costs vary and parents will be informed of the approximate cost ahead of time.

Overnight trips for Elementary students provide valuable experiences in independence, planning, and responsibility. **All students are expected to attend.** Parents who may not be able to afford the fees should inquire in the office about financial assistance.

ELEMENTARY LOCAL TRIPS

Elementary students take frequent small trips into the local community that are specifically related to a subject of study. These trips are called "goings out" and are organized by the students themselves. Children typically travel in cars with parent volunteers; the students often need parent drivers or other assistance with these trips. Ask your child's teacher about opportunities to help.

TRANSPORTATION

We use buses as transportation for the majority of classroom field trips. Statistics show that buses are the safest transportation choice. Hiring a school bus ensures that the driver of the vehicle has one and only one job: to drive the bus safely.

Transportation for Elementary overnight and local trips is usually provided by teachers and parent volunteers.

WHO MAY GO

MIR is responsible for and insured to cover only the children enrolled in our program; therefore, **no other siblings or young relatives may attend our field trips.** When a parent signs up as a chaperone, he or she is agreeing to watch his/her child, plus someone else's child(ren). Having to care for a baby or a toddler at the same time takes away the focus needed to do the job.

Guidelines for Field Trip Chaperones

We often enlist the help of parent chaperones to add to the supervision and safety of the trips. For some trips, we only allow a limited number of parents to chaperone.

We ask that only one parent per family sign up for each field trip. The limited number of parents provides safety for the children without overwhelming the group with adults, thus interfering with the lesson we want the children to learn. One parent per family gives other parents the opportunity to attend.

We thank all the parents who, at one time or another, make the effort to come with us. We understand that it is not possible for most parents to come to every trip, and in fact we ask that you refrain from signing up more than once or twice each year. Taking trips without you gives your child the chance to become more independent and learn to respect and listen to other adults in a safe environment. It will also give other parents the opportunity to experience the joys of chaperoning.

We must have a signed Parent Chaperone Agreement Form on file in the office for you to participate on a field trip.

Adherence to the following guidelines helps ensure a safe and memorable trip for everyone.

OVERALL GUIDELINES

- We will assign your child and one or two other children to your care. You will be responsible for the children assigned to you for the entire length of the trip. Be close to them while walking from place to place. If for any reason you need to leave the group for a moment, ask another adult in the group to watch your children in your absence.
- If a child from another group asks you to take him/her to the bathroom, let his/her chaperone know you are taking them, but don't leave your group un-chaperoned to do so.
- We want you to enjoy the day with your child and their friends. If you are having trouble with a child's behavior or the number of children in your group, please let us know so we can make the necessary changes.
- Be attentive and respectful towards our host and help the children follow the rules set by the host.
- We serve snack to the children either before leaving the school or as soon as we arrive at our destination. Do not share snacks, candy, or bubble gum with the children in your care. **Some children have allergies and any of those foods, their ingredients, or the machines they were manufactured on could be a trigger. Water is OK.**
- Gift shops are very tempting, but we will not shop during school outings. Please do not buy treats or toys for the children in your group.
- The children's safety is our main concern. Do not be afraid to intervene if you see a child in need, even if s/he is not in your group.

- Although these outings are a great opportunity to get to know other parents, please keep visiting to a minimum. This way we ensure proper supervision of the children in our care.
- Except in an emergency, parents may not talk or conduct business on their cell phones during a field trip. Your attention needs to be fully on the children in your care.

WHEN TRAVELING BY BUS

- Arrive at school 10 to 15 minutes before departure time. Park on the street to leave school parking spaces open for parents picking up Toddlers and Primary students at lunch time.
- Gather your assigned children and help them board the bus. Sit with them and assist them as needed. Remind them to be in their seat at all times and encourage proper manners.

WHEN TRAVELING BY CAR

- You must have a copy of your driver's license and insurance on file in the office.
- California law requires the children younger than 8 be secured in a car seat or booster seat in the back seat. Children who are 8 years of age OR who have reached 4' 9" in height must be secured by a safety belt in the back seat.
- Parents must obey all traffic laws while driving MIR students. This includes the law prohibiting cell phone use while driving.
- No videos or DVDs are allowed to be played for the students while driving.
- Your vehicle must be filled up with gas before the trip. Stopping at a gas station (or making any other unscheduled stops) with a car full of MIR students is prohibited.
- The children in your car group are under your immediate supervision when walking to and from the destination and in the parking area. It is best for the children to wait until you open the door for them before they exit the car.

ELEMENTARY GOINGS OUT

Teachers will provide individual training for parents supporting Elementary goings out.

ELEMENTARY OVERNIGHT TRIPS

Training for Elementary overnight trips will be held early in the school year with the Head of School or Assistant Head of School for all parents interested and willing to chaperone.

Parent Involvement and Education

Parent Participation

Parent participation is vital to your child's educational experience. Attending parent education programs, volunteering in the classroom, and participating in PTM (Parents and Teachers of Montessori) meetings and activities will greatly enhance your family's experience at MIR.

VISITS AND OBSERVATIONS

MIR is a licensed childcare facility in the state of California. Parents of enrolled students have the right to access the facility and their children at any time. MIR encourages you to observe your child's classroom throughout the year. However, it is our experience that children adjust more easily to the first days of school if you say good-bye and leave quickly.

Parents are welcome to observe their child's classroom. Due to the number of prospective parent observers, we ask that, when possible, you schedule your classroom visit through the office.

For fire, earthquake, and safety reasons, it is essential that we know who is on campus at all times. Please stop by the office and let us know if you are visiting.

Contractors and other workers must wear a yellow visitor badge while on campus.

PARENTS AND TEACHERS OF MONTESSORI

PTM promotes collaboration with, and contribution to, the MIR community by acting as a support to the parents, teachers, and administration of the school.

PTM sponsors several community-building events every year, run by parents and staff volunteers, to encourage parent and student involvement in the school-wide community. PTM also holds regular meetings that provide a forum for the community's interests and concerns. PTM provides financial support for Parent Education Nights.

To support the work of PTM throughout the year, a \$40 membership fee is billed to every family account.

MIR FUND

MIR is a private, non-profit school. Like all private Montessori schools, our goal is to make our programs as affordable as possible without sacrificing value. Providing individualized teaching for every student at a consistently high quality requires that we must ask families, alumni, and friends to make a generous gift to the MIR Fund each year. Donations are voluntary.

Spring Auction

MIR's Spring Auction is a significant fundraiser for the school. It's a fun event for parents, staff, and community members, the highlight of which is a live auction featuring one-of-a-kind, hand-crafted treasures created by the children. Contact Jill McDermott in the office to volunteer, donate, or for more information.

Parent Education

A variety of opportunities are offered throughout the year to learn more about Montessori philosophy and child development. Attendance benefits both you and your child, and every parent is encouraged to attend as often as possible. This attendance is essential to foster a greater understanding of your child's school life and the basic theory and practice of Montessori

education. Attending workshops and frequent discussion with your child's teacher will help you to be consistent at home and give you a basic background of the Montessori theory of education.

COFFEE, TEA, & M.E. (MONTESSORI EDUCATION)/LUNCH WITH PETER

Hosted by the Head of School several times throughout the year, Coffee, Tea, and M.E. and Lunches with Peter are forums for Montessori theory, lessons, and discussion with parents. This informal setting gives parents an opportunity to ask questions regarding Montessori education or life at MIR.

NEW PARENT ORIENTATION

Hosted by the Head of School and Admissions Director, New Parent Orientation includes a discussion of basic principles of Montessori education as well as ways to implement those principles in the home. In addition, it serves as an introduction to the history and structure of the school, and events during the year that would be of interest to parents. The intention is to provide new parents with information to help make their child's first experience with the school as comfortable and successful as possible.

PARENT EDUCATION NIGHTS

These evening sessions take place throughout the year and are listed in the school calendar. They can include guest speakers on child development, in-depth exploration of Montessori curriculum, or discussion of topics of vital importance to Montessori parents. **Parent participation in two or more sessions is expected.** Most Parent Education Nights take place on Tuesday, Wednesday, or Thursday evenings starting at 7 PM, and childcare is provided at no cost for enrolled Primary and Elementary students.

BEGINNINGS

These Parent Education Nights are specifically for parents of children 18 mos.-3 years (Toddlers and 1st year Primary students). Called "Beginnings," these sessions focus on helping you learn about early childhood development, how Montessori education supports that development, and how our Student Services team helps students who may need extra assistance. Childcare will be provided at no cost for enrolled Toddler and Primary students.

PARENT INFANT CLASS

Each year MIR hosts a Parent-Infant Class for children from six weeks to 17 months old and their parents. The goal of the class is to assist with the child's development through small-group interaction. Parents learn how to observe, support, and encourage the child's natural development. This four-week class is held in April.

GLASS CLASSROOM

This event gives parents a chance to watch students at work to see how Montessori really works. More than an observation, this experience allows parents to see Toddler through Lower Elementary or Primary through Upper Elementary. These viewings are punctuated by in-depth

discussion with a teacher or administrator about what was observed in the classroom. This is the closest experience to going to school with your child. (Please note, to avoid distracting your child in their work, you may be asked to observe in a different classroom from theirs.)

JOURNEY & DISCOVERY

This special event is designed to give adults first-hand experience with the Montessori curriculum in its totality. The program includes a silent journey in which participants are guided through the prepared environments, from Toddler through Elementary. The journey is followed by a “discovery” session where parents are encouraged to participate as a student at each level. Through individual and joint exploration, adults have the opportunity to truly discover the Montessori experience. A catered luncheon and discussion group completes the day. This event is offered in Spring and participation is strongly encouraged for new parents.

PARENT/CHILD NIGHT

This event provides an opportunity for you to be guided *by your child* through classroom activities, with teachers on hand to guide the children as necessary. This is one of the children’s favorite activities. It is their opportunity to show you the work they do each day, and they do so with great pride.

Communications Procedures

Photo Release & Permission

Montessori in Redlands welcomes and appreciates contributions of photographs and schoolwork from MIR staff, students, and parents, as well as the press, to help illustrate and confirm the value and benefits of a Montessori education. Photos and schoolwork may be used in print or online for publications for the MIR community or for promotional material.

The MIR Photo Release Form that you sign as part of your Back to School packet gives the school permission to use photos of your child or his/her work and outlines where these images may appear. Children in photographs are not named unless permission has been explicitly requested and/or granted at the time the photo was taken/submitted.

We require that the form be signed each school year and separately for summer school. A form must be completed for each student.

Many MIR parents take pictures of school events and of children other than their own for personal use. MIR requests that parents taking photos use them appropriately and offer parents a choice about the use of pictures of their children. It is MIR’s expectation that you will ask permission of other parents before posting pictures of children other than your own on the internet or via mobile apps.

Yearbooks and School Photos

Each student will receive a yearbook and fall school photo package as part of the enrollment fee. Additional photographs can be ordered from the photographer. Spring photo packages are available for a fee, with a percentage of the proceeds donated back to MIR. Consult the school calendar for photo days.

Communications to Parents

Toddler and Primary classes provide a “parent folder” or drawer, which is used to post important school and class notices as well as student work. Parents should check the parent folder regularly or as suggested by your child’s teacher. Also, parents who have provided an email address will receive weekly bulletins as well as other notifications via email. MIR also posts notices to the school website, the Parent Portal, on Facebook, and on bulletin boards located throughout the campus.

Some Elementary classes do not have folders but use different methods appropriate for the age and class schedule for sending home notices. Teachers will inform parents of the class communications process at the classroom orientation in early September.

The school calendar is posted to the MIR website, with a link from the Parent Portal. The calendar is posted in a variety of formats including PDF for printing and as a Google calendar that you can subscribe to or download to import into your own calendar app. The weekly bulletin and monthly newsletter include important calendar updates as well. In addition, each classroom shares class calendars via email and other means.

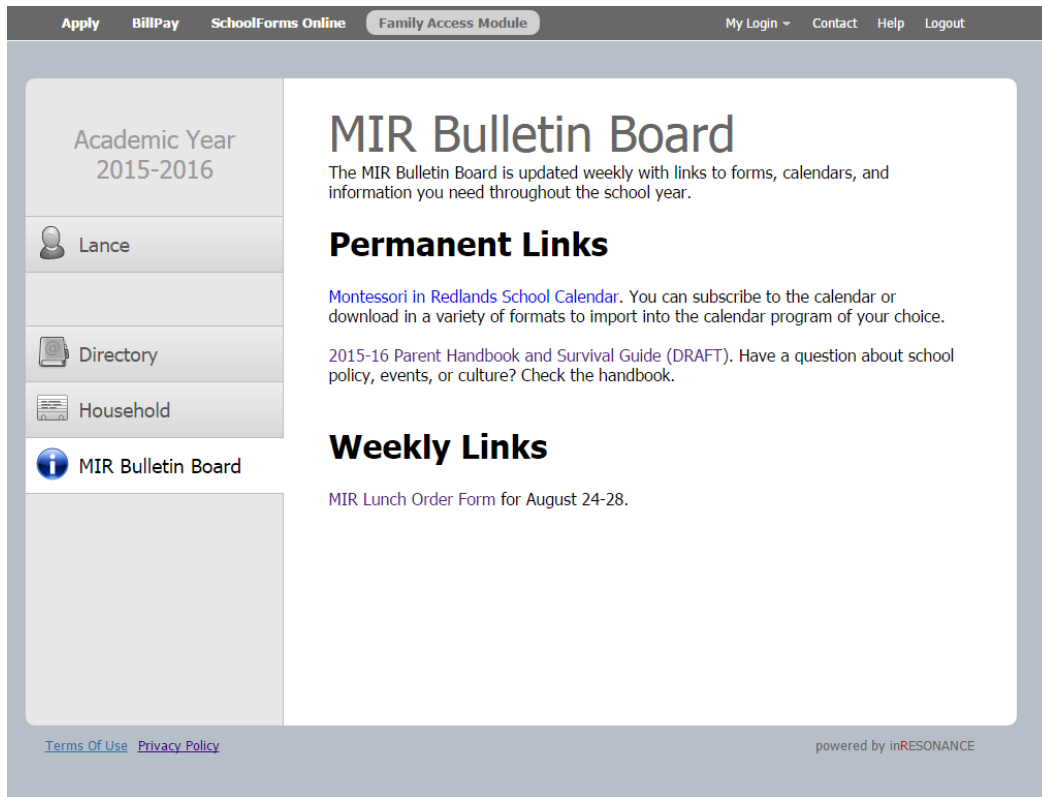
Parent Portal

MIR has a password-protected online Parent Portal from which you can view and pay your invoices, access important links, and view a school directory. You used this portal when you enrolled your child for the school.

To access the portal, go to mir.org and click the Parent Portal button. Use the username and password you used for enrollment to sign in to access all the functions of the portal. To view your bill, click on BillPay in the menu at the top. To access important links and the school directory, click on Family Access Module in the menu at the top.

FAMILY ACCESS MODULE OF THE PARENT PORTAL

The Family Access Module looks like this:



Within the Family Access Module of the Parent Portal, you can click the MIR Bulletin Board tab on the side to access important links and see notices and other information that will be posted.

Click on the Directory tab on the side to find a directory of MIR families. This directory is for your convenience and is intended for personal use only. It may not be used for solicitation or advertisement. You may sign in to the Directory at any time and update your preferences on what information to display in the Directory. You may also opt in to the directory at any time, or opt out of it.

Parent-Teacher Conferences

Parent-Teacher conferences are held two times a year. Conferences provide you with an opportunity to discuss your child's progress one-on-one with teachers without distractions. Attendance at these conferences is required for all parents at MIR and is crucial to your child's success.

Childcare is available to make it possible for you to attend. Please make every effort to attend on these days, as they have been set aside on the calendar well in advance for this purpose. If you are unable to attend during the scheduled conference days, you may make special arrangements with your child's teacher for an alternate meeting time. Teacher availability may be limited.

For Primary and Elementary students, you will receive three written conference reports each year. Two of these reports will be reviewed with you in person during the conferences. You will receive the third written report in the mail at the end of the school year.

For Toddler students, you will receive one to two written conference reports per year, depending on how long your child’s tenure in the program.

Contacting Your Child’s Teacher

Teachers value frequent, timely, and open communication with you about your child. Each teacher will let you know how best to contact her or him.

For matters concerning your child’s progress, please avoid making direct phone calls to the classroom during the school day; dropping by the classroom to speak to the teacher during the school day; holding extended conversations with the teacher in the car line; or sending oral messages to the teacher via the classroom assistant or your child. You are welcome to schedule an individual meeting with teachers for this purpose.

Contacting the School for Business Matters

If you need to reach MIR administration for matters related to school business, use this list to help you find the right contact. All administrative personnel can be reached through info@mir.org.

For matters related to...	Contact...
School mission and goals School policy and procedures Board of Trustees Referral to specialists Safety and security Programs	Interim Head of School Peter Davidson
Elementary Programs	Assistant Head of School Vanessa Stewart
Tuition payment and billing Financial assistance requests	Business Office Lisa Oliver Lacy Walls
Buildings and grounds	Facilities Roger Smart
Safety and security	Safety Office Ellen Camarillo
Fundraising School events PTM Room Representative communications Alumni affairs	Development Office Jill McDermott
Monthly newsletter Email communications PTM Room Representative communications	Marketing and Communications Lisa Kensok

Website content Public relations Social media	
Enrollment applications Student records Parent contact updates Program changes Observations	Admissions Office Jacq Chandler
Student medications School forms and RSVPs School mail Parent contact updates Scheduling appointments After-school programs (dance, soccer, choir, etc.)	Main Office Coby Smith
PTM activities and events	PTM Liaison Jean Bonner-Drinkwine

Grievance Policy

Parents who have a grievance or concern relative to the school should use the following grievance procedure. This procedure allows MIR to deal with grievances fairly, consistently, and quickly.

Step 1: The first route to resolve the difficulty is through direct verbal communication with the staff parties involved. Often this type of communication clarifies and resolves the situation immediately.

Step 2: If this does not bring closure, you should take the problem to the teacher for resolution. This may be done in written form with the knowledge that any such documentation may come before the administration.

Step 3: If you are still dissatisfied, you should submit a written account of the grievance to the Head of School. The Head of School will meet with all the parties involved and determine the best solution to resolve the matter.

Step 4: If the situation is unresolved after approaching the involved party, the teacher, and the Head of School, you are directed to call upon the services of the Executive Committee of the Board of Trustees. The Executive Committee will schedule a meeting to hear the situation and receive written communication. All written communications will be treated with strict confidentiality. **The Board maintains final responsibility for all grievances. Their decisions are final and binding.**

Health and Safety

Illness

California State law requires that MIR shall be responsible for ensuring that children with obvious symptoms of illness do not attend school. Obvious symptoms include: productive cough, runny nose, sneezing, fever, rash, eye inflammation, vomiting, diarrhea, or sore throat.

We cannot admit your child to school if one or more of the following exists:

- Illness that prevents the child from participating comfortably in normal school activities including outdoor play.
- Illness or injury that results in a greater need for care than teachers can provide without compromising the health, safety, and supervision of the other children in the class.
- A temperature of 99.9 (under the arm) or 100.4 (oral or in the ear) degrees or higher.
- Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, vomiting, rash with fever, mouth sores with drooling, or behavior changes that indicate severe illness.
- A communicable disease without medical documentation to indicate that the child is no longer contagious.

Parents will be called if a child develops symptoms of illness at school, and we will require that you pick up your child(ren) immediately. Sick children will be kept comfortable until you or your authorized representative comes to pick them up.

Children who have had a fever must be kept out of school until they have been fever free without the use of medication for 24 hours. This policy dramatically reduces the incidence of illness in children schoolwide. Your cooperation with this policy is appreciated. Please note, children who have been given medicine at home to control a fever will often tell their teachers at some point during the school day. You may then be called to pick up your child and asked to keep them home until they are fever free without medication for 24 hours.

If your child will be absent from school or has any type of contagious disease, such as chicken pox, strep throat, head lice, pink eye, etc., please call the office immediately. Parents of other children in the class will be notified of all communicable diseases (confidentiality will be maintained).

Medications

For medication to be administered to your child, you must sign a medication form in the office. Under no circumstances should medication be sent to school with a child.

All prescription and over-the-counter medication, including vitamins, supplements, cough drops, etc., must be in their original container with label. This policy applies to diaper cream and to

sunscreen for Toddlers and Primary students as well. Prescription medication must have the original pharmacy label with the student's name.

The dosage you list on the medication form must exactly match the dosage prescribed on the container and the time the medication is to be administered. Authorization expires upon the end date listed on the medication form. A new authorization form is required for any extension or refill. You must pick up any unused medication on the end date or it will be discarded.

First Aid and Medical Response

All staff members are CPR and First Aid certified and are prepared to perform basic first aid. In the case of a serious injury, the fire and rescue squad or an ambulance will be called. The school will notify you, the person you have given us permission to call, or your child's physician. **It is vital that you keep the consent to treat form you signed at registration up-to-date with all phone numbers, so that you can be reached in the event of an emergency.** This form also provides us with written authorization to get medical treatment for your child if you cannot be reached.

Disaster Preparedness

MIR has a detailed plan for handling disasters, which is practiced annually by the staff during in-service days. The children practice fire and earthquake drills regularly. MIR has arranged an alternate site plan in the event we need to evacuate our premises.

The staff at MIR have been specifically instructed as to their responsibility toward the children in situations that might necessitate caring for the children's needs for an extended period of time. Designated staff will remain at the school until all children are reunited with their families. Parents will be asked to provide an extra set of clothing, food, and other items each year to help stock our emergency supplies.

Visitor Safety

For fire, earthquake, and safety reasons, it is essential that we know who is on campus at all times. Please stop by the office and let us know if you are visiting. Visitors will receive a nametag before proceeding to the classroom(s). Student visitation is allowed only when students are considering enrollment or on a case-by-case basis with teacher permission. All non-enrolled students who visit the campus unaccompanied by a parent or guardian must have a signed release form on file in the office.

Smoking and Alcohol Policy

In accordance with state law, MIR maintains a smoke-free campus. Smoking by parents, employees, guests or anyone else is prohibited on the campus at all times. Alcohol is also strictly prohibited at any MIR event *when children are present*, whether on or off campus.

Integrated Pest Management Plan

The Healthy Schools Act of 2000 was signed into law in September, 2000, and requires that all schools provide staff and parents or guardians of students with annual written notification of expected pesticide use on school sites. The annual notification will identify the active ingredient(s) in each pest control product. MIR adopted a green school plan in 2011 and pesticide use is informed by that plan.

MIR has contracted Craig & Sons Termite & Pest Control, Inc. to provide our pest control services. Craig & Sons is a locally owned business that has been providing quality termite and pest control since 1991. They are licensed by the State of California and their technicians participate in continued education to renew their licenses and deliver state-of-the-art pest control. Craig & Sons is a member of many professional pest control organizations, such as PCOC, NPMA, and EVAOR.

THE GRAPEFRUIT GROVE

A campus located in a citrus grove presents some unusual challenges for pest control. MIR has made a concerted effort to control pests using alternative methods. As you may be aware, the citrus industry in the state of California is threatened by a disease spread by the Asian Citrus Psyllid. The Psyllid has been identified in our grove, and thankfully, there is no evidence of the disease. To avoid spraying the grove with pesticides, MIR has partnered with researchers from the Center for Invasive Species Research at the University of California in Riverside. Over the past several years, researchers have released two kinds of parasitic wasps (*Tamarixia radiata* and *Diaphorencyrtus aligarhensis*) to provide a biological control for our trees and in the groves adjacent to our campus. To see the progress of this ongoing biological control, a map is available online at www.ucanr.edu/sites/ACP/Distribution_of_ACP_in_California.

WEED CONTROL

Throughout the year it is necessary to control weeds in the exterior landscape around the buildings and in the citrus grove. Our maintenance person applies a weed control product on the weekends and after school hours. Most of these applications occur during the months of February, March, May, June, August, September, and October. These products, known as Round-Up and Honcho Plus, contain glyphosate, N-(phosphonomethyl) glycine, isopropylamine salt of glyphosate (active ingredients), ethoxylated tallowamine surfactant, related organic acids of glyphosate and isopropylamine.

RODENT CONTROL

Craig & Sons provides and maintains outdoor bait stations to control unwanted rodents on campus. These bait stations are designed to prevent rodents from coming into the buildings and children from coming in contact with the bait. The bait, Contac All-Weather Blox Rodenticide, comes in the form of a block and contains Bromadiolone .005%, an anticoagulant that disrupts the recycling of vitamin K in the body. Preventing the blood from clotting in the rodent leads to

death by internal hemorrhaging. Contac is less toxic to non-target animals (pets and beneficial wildlife) in both primary and secondary poisoning situations. An antidote, Vitamin K1, is readily available and there is a time factor (within 1-3 days) for treatment.

For gopher control, we use carbon monoxide fumigation and repellent bait blocks placed in the gopher tunnels. The bait blocks contain Diphacinone .005%, another anticoagulant. This product is authorized for use in a school setting by the State of California.

PEST CONTROL

Pests will always find a way into our classrooms and offices, especially with all the food and crumbs in the classrooms. MIR is making every attempt to control these common pests with minimal chemical pest control. Craig & Sons uses Tengard SFR, a broad range insecticide as well as a very effective termiticide. Tengard SFR is safe for children and pets as soon as it has dried after application. Tengard SFR contains Permethrin. Permethrin is an insecticide in the pyrethroid family. Pyrethroids are synthetic chemicals that act like natural extracts from the chrysanthemum flower. Permethrin affects the nervous system in insects, causing muscle spasms, paralysis, and death. Permethrin is more toxic to insects than it is to people and dogs. Some head lice medications and flea collars for dogs contain permethrin.

The school does not treat the interior areas of campus while school is in session. The interior areas are treated when the school is closed prior to the beginning of each school year and, when necessary, during holiday breaks. The exteriors are treated once a month on a Saturday.

If you are interested in reviewing the MIR Integrated Pest Management Plan and copies of the Material Data Sheets for the pest control products, as well as the training certifications for the technician, they are available at the front desk of the main office.

Withdrawal, Dismissal, and Refund Policy

If a student withdraws voluntarily from the school by 5 PM, July 1, you forfeit the enrollment fee but will be released from all other financial obligations pertaining to the Contract. After 5 PM on July 1, your obligation to pay all tuition for the full academic year becomes unconditional and absolute due to the cost and expense that MIR must incur to reserve space and plan for enrollment.

If written notice of request for cancellation of the contract is received after July 1, and the reason for cancellation is 1) medical necessity of the student; or 2) permanent relocation of the student more than 30 miles from the school, reduction of tuition obligation will be considered. Reasons

for withdrawal must be verifiable through documentation. All other requests for withdrawal may be considered on a case-by-case basis.

In the event that you qualify for a release from your contract, a 30-day written notice is required upon leaving the school within the contracted year. You will be responsible for tuition through the end of the month in which your 30-day notice ends. Fees cannot be prorated for that final month.

Student Records

Student records are available to you upon request. All requests not made in person require your signature. If you have an outstanding account balance, this may delay the release of student records.

If you are withdrawing your child from the school, records are released after you meet with school administration and pay any outstanding balance.

Student Dismissal

MIR provides an authentic Montessori environment that meets the needs of a wide variety of children's learning styles and personalities. Still, some children may have a more difficult time in a Montessori classroom. In those cases, we work hard to make sure that accommodations are made within the Montessori context to ensure success.

Occasionally, a child does not thrive in a Montessori environment. In these cases, where an alternative placement is in the best interest of the child, the teachers, student service professionals, administration, and parents will meet to discuss the student's dismissal from school.

Discipline

Montessori philosophy regarding discipline is based on the concept of *freedom with responsibility*. Students are allowed as much freedom as they are developmentally ready for, with the expectation that they will act responsibly. Children are guided to develop an inner discipline so that they need less and less external authority.

Throughout this process, children learn to make appropriate choices and learn from the natural and logical consequences of inappropriate choices. Guidelines for behavior in the classroom are set with the greater good of the community as a focus. The physical and emotional safety of the children is always protected and behavior that threatens this is unacceptable.

Expulsion Policy

In the interest of creating a safe, non-threatening environment, possession of drugs, alcohol, or weapons at MIR is grounds for immediate expulsion. Other grounds for expulsion include aggressive or violent behavior, or any behavior that distracts the student, or other students, from making progress. These behaviors will be reviewed on a case-by-case basis.