



The Wellesley Montessori School
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Mission Statement

The Wellesley Montessori School (WMS) is committed to providing an outstanding learning environment for children from the ages of 1 year nine months through age 6. Our goal is to have each child fulfill his or her potential in a caring, safe and challenging atmosphere. The WMS is dedicated to the philosophy and principles of Dr. Maria Montessori.

We follow the child-centered Montessori method of education. This three year program is designed to provide your child with the tools fundamental to learning while fostering their independence. We encourage parents to read about the Montessori educational philosophy for children.

About the School

The Wellesley Montessori School, established in 1974, is dedicated to providing a quality pre-school experience for 15 months to 6 year old children in a pleasant and caring environment that is conducive to learning.

Our toddler classroom has a max of 9 children of mixed ages and our primary classrooms each have 20 children of mixed ages. The classes meet five days a week for three hours per day from 9:00am to 12:00pm. Extended Day coverage is also available from 7:30am - 5:30pm. Extended day care is available on a first come first serve basis and spaces are limited.

Affiliated with the American Montessori Society, we offer a full Montessori program. The children are introduced to the different areas of the Montessori classroom (Practical Life, Sensorial Development, Geography, Science, Math and Language) through lessons and manipulation of the Montessori materials. Children spend part of their class in a group: singing, daily class lesson, movement, stories and snack. The rest of the class time is spent working independently, playing and choosing activities.

We attempt to help the child *learn to do for himself*, to be able to make appropriate choices, to develop a strong self-image, as well as to grow and learn at his own pace.

The Wellesley Montessori School, incorporated in the Commonwealth of Massachusetts, is a non-profit organization.

Admissions Policy

An initial parental visit is required prior to receipt of application forms. Parents are encouraged to call in November to schedule an appointment to tour the School and observe the classrooms. Applications are accepted beginning November 1st for September admissions. Preference is given to returning children and siblings. New children, ages 1 years and 3 months to 4 years and 2 months, will fill any available spaces. A child older than 4 years and 2 months would be considered for admission only if they have had prior Montessori experience. Toilet training status is not an eligibility requirement for enrollment.

Tuition Scholarships are available for qualified families. A letter of request must be addressed to the Board of Directors for consideration with IRS tax information included.

The Wellesley Montessori School, Inc. does not discriminate on the basis of race, religion, cultural heritage political beliefs, national origin, disability, marital status, or sexual orientation in the administration of its educational policies, admissions, scholarships and other school programs.

General Policies and Procedures

School Schedule/Phase-In

There is a phase-in schedule for the first week of school.

The **first Tuesday and Wednesday**, class time is **2 hours** per day from **9:00am to 11:00am**

Parents are welcomed to stay in the classroom with their child for these first two transition days of school.

The **first Thursday and Friday** class time is **2 hours** per day from **9:00am to 11:00am** (without parents)

The **second** week, we will begin the **regular schedule** (9am-12pm) and the **car line**.

If this is your child's **Third/Kindergarten** year of Montessori, your child will stay for the full 3 hours from the first day of school.

Pick up and Drop off Procedures

The Wellesley Montessori School does not offer transportation either to or from School. Transportation is the parents' responsibility. We are on a busy road, so we ask that you drive up to the front of the School. Car line will be available from 8:50am - 9:15am; 12:00pm - 12:15pm, and from 1:00pm - 1:15pm. The teachers will safely bring your child from your car to School and vice versa. If you arrive at any other time, please park in the Church lot and walk your child to School or follow the parking policies below.

Parking Policies

If you come between 7:30am - 8:30am for early drop off or between 12:30pm - 5:30pm you may park in front of the school (as indicated in red in the carline picture) to drop off/pick up your child. However, parking is limited to 15 minutes. We ask that you please pull all the way up (leaving a 30ft space from corner) so that other parents can have space to park as well. Parking and getting out during the carline times is prohibited. During this time, if you wish to not do carline, you may park at the parking lot and walk your child to school.

Car Line Policies

1. During carline, cars may only line up in front of the school, where indicated in the picture below in **RED**.
2. You must leave one car length before all corners (so cars pulling out can see).
3. Pull all the way to the front so that the next car can pull forward.
4. If there are no spots available in the **RED** area shown below, you must queue in line at the Church's parking lot from the Cottage St. entrance.
5. There is **NO PARKING** or **STANDING** in front of the parking lot.
6. You must stay in your car so that the line is not held up.

Failure to follow these guidelines could result in a moving citation from the WPD.



The School cannot be responsible for children left unattended by parents at arrival and pick up. If you are late, you must bring your child to his/her classroom and make eye contact with the teacher.

U-turns are not allowed on Washington Street or Denton Road. We ask that you be courteous to our neighbors, please do not block the entrances to Denton Road or turn around in driveways. Please leave a 30 foot length at either side of the intersection of Washington Street and Denton Road. Not only is it a safety issue, but you will also avoid the possibility of getting a ticket. **Please remember to share this information with your nanny or au pair.**

If your child is to be dismissed to someone other than yourself, the parent, a written/emailed authorization is required or we will not release your child. If your child is going on a play day with a classmate, we need a note from you so that your child can go with the classmate's parent or carpool.

If you are going to be late in picking up your child please call the School. Please be considerate of your child and the teachers by being on time. At the point when the teacher dismisses your child to you, they are in your care.

Transition Policy

Teachers pick up children from their parents car in front of the school, and the child is walked into school by the teacher. Once the child is in the school he is directed to one of his classroom teachers standing in the hallway.

At dismissal the upstairs classroom goes to the benches in the downstairs hallway where they will be waiting to be dismissed to their parent by the teacher. They are brought to the car by a teacher. The downstairs classroom is dismissed from the classroom and brought to the parent by a teacher.

At noon time for children participating in an enrichment class, the upstairs classroom children are brought to the bottom of the stairs in front of the chapel where they meet their instructor. The downstairs classroom children are brought directly to the instructor. Students that will be staying for extended day care will go outside with the teachers and then transition to lunch at 1pm.

General Daily Schedules

7:30am - 9:00am: Early Drop Off (Classroom/Outdoor Free Play)

9:00am - 12:00pm: Montessori Morning Work Cycle

12:00pm - 1:00pm: Dismissal for Half-Day Students *OR* Enrichment Classes *OR* Outside Play

1:00pm - 2:00pm: Lunch*

2:00pm - 2:15pm: Group Story Time*

2:15pm - 3:15pm: Quiet Rest Time (Kindergarten Students will have an afternoon work cycle)*

3:15pm - 4:15pm: Afternoon Activity/Free Play*

4:15pm - 5:15pm: Outside Play*

5:15pm - 5:30pm: Group Story Time before Dismissal*

* Extended Day Care schedule

Attendance

Although travel can be very enriching, continuity is important to your child's classroom education and social interactions. Please try to plan trips during vacation times. Unnecessary absence is detrimental to the commitment of education.

We encourage all parents to make sure their child arrives to School on time. Being late for class sets up an initial atmosphere of discomfort for your child within the learning environment. Please respect your child's need to be in class every day and on time.

Please be sure to call the School Office if your child is going to be absent from school.

Clothing

Simple, loose, easy to manage clothing is best for young children. All children should come to School equipped with a complete change of clothes, including socks and underwear, marked with their name. It can be cool in the classrooms during the fall, so a sweatshirt or sweater should be included. Also, children wear ballet slippers in the classrooms. Please send your child to School with a pair of ballet slippers that have been clearly labeled with their name.

Again, **PLEASE LABEL ALL CLOTHING**. Many clothes are lost and unclaimed because we cannot identify the owners. If your child is sent home wearing his extra clothes, please send a clean set, marked or labeled, back to School with the child the next day. If, by necessity, your child is sent home wearing clothes other than his/her own, please launder and return them to School the next day and send in a set of clothes for your child.

Please write your child's name on anything that comes to School – clothing, books, cd's, jackets, mittens, boots, etc. It saves pain and anguish and helps reunite items with owners.

Birthday celebrations

Children's birthdays are celebrated at snack time with the class, if so desired. Parents will supply the snack for the class that day and are welcome to join us in the classroom during snack time. If the child is having a party outside School, to which classmates are invited, please mail the invitations from home and do not give them to us to pass out at School. *We highly encourage parents to bring healthy snack for birthday celebrations rather than cupcakes and sugary treats.*

Visiting the Classrooms

The School classrooms are equipped with one-way mirrors. We encourage you to come and observe your child throughout the School year. The best times to observe your child are during the presentation of materials (start of class) and during their work period (immediately after the presentation). Please feel free to come at the time that suits you best and as often as possible. No appointment is necessary!

Show and Tell

Show and Tell will be assigned each week to 4-5 students. A "Show and Tell" bag will be sent home on Friday for your child to bring an item to share on Monday. Your child may bring a book, tape, picture or something from nature to present to their classmates. **No toys, and no stuffed animals please.**

Snow Storms

As a rule, we follow the Wellesley Public School cancellations. If it is announced on TV or radio that the Town of Wellesley has cancelled school due to weather related problems, Wellesley Montessori School will be **closed**. Texts will also be sent in the event that school is closed or delayed.

We will notify parents if there will be a **delayed opening** and what time the opening will be in effect.

If the weather deteriorates during the day, and an early closing seems prudent, we will contact you so that early dismissal can be affected. Naturally, if we are open during bad weather, parents should exercise their best judgment in deciding whether or not to send their child to School.

Parental Involvement

Parent Board

A Parent Board will be formed each year. The Parent Board will meet the first Tuesday in October, December, February, and April at 10am. All parents are encouraged to attend. The Board will help drive new fundraising ideas, enrichment programs, family events, and be a sounding board for the future growth of the school.

Parent – Teacher Conferences

Parent-Teacher Conferences will be scheduled before the February break. Progress reports are done once a year, in January. You will be able to schedule a 30 minute conference on the day set aside for your child's teacher. Classes will be in session as usual. You may speak /schedule a conference with the teachers at any time during the School year, not just during the scheduled conference time.

Montessori Education Sessions/Parent Events

During the School year we will have Parent events to provide interesting and informative topics relating to the Montessori experience and other subjects relating to the 1 to 6 year old child.

On **Parents' Days** the children bring their parents to School and show them their work and play at School.

Health Issues

Health Records

The Commonwealth requires that your child have had an exam by a physician within one year and that the physician fill out and sign an immunization and health form for our files.

All children must be up to date on all age appropriate and required immunizations including MMR, DPT, Sabin Oral Polio, HiB, Chicken Pox and Hepatitis. Children are required to be screened for blood lead levels at least once per year at ages 1, 2, and 3.

Children born after January 1, 1997 must be immunized for Chicken Pox or have reliable history of having had Chicken Pox. Physician's diagnosis, physician's interpretations of parents' description of the Chicken Pox or serologic proof of immunity are acceptable.

The dates and results of all tests must be on the health forms. We must receive a completed health form for your child by the first day of School. Failure to provide us with a health record, or failure to have had all the appropriate immunizations, is grounds for your child to be excluded from School until the regulations have been satisfied. If you have any questions, please contact the School Office.

The Department of Early Education and Care requires that you complete the Development Record Form and that it be returned to the School prior to your child's entrance, and updated every year.

Permission for Medical Emergency Care Form

This form, required by law, should be completed and returned before the opening of School. The release consent portion is also required. We will always try to contact parents first, but we are required to have back-up contacts. **Please do not list yourselves as back-up contacts.**

Illness

Children with communicable diseases (Chicken Pox, Conjunctivitis, etc.) will be excluded from School for the period of time specified by the Department of Health. A child should be well enough to participate in the usual School activities. A child with diarrhea, upset stomach, fever, bad cough, or bad cold should not attend School. Parents will be called to come and pick up their child should such symptoms arise while the child is in school. You will be called if your child develops a rash, hives or an allergic reaction. Children with head lice will be sent home and can return only when *nit free*.

Criteria for Excluding an Ill or Infected Child

- **Chicken Pox** for seven days after the onset of the rash or when all lesions have dried and crusted, whichever is later.
- **Diarrhea** (more than the child's normal number of stools, with increased stool water or decreased form) that is not contained by diapers or controlled by toilet use, or stools that contain blood and/or mucus.
- **Fever** (temperature above 99.6 degrees) for 24 hours after normal temperature returns.
- **Head lice** for 24 hours after starting treatment and the child has to be nit free.
- **Hepatitis** A viral infection, for 1 week after onset of illness and jaundice (if any) has disappeared or until immune serum globulin has been administered to appropriate children and staff in the program within 2 weeks of exposure, as directed by the Health Department.
- **Impetigo** for 24 hours after treatment has begun
- **Measles** for 4 days after the rash appears.
- **Mouth sores** in a child who cannot control his or her saliva, unless the child's physician or local health department states the child is noninfectious.
- **Mumps** for 9 days after onset of the gland swells.
- **Pertussis** until 5 days of appropriate antibiotic therapy has been completed.
- **Pinworm infection** for 24 hours after treatment has begun.

- **Purulent conjunctivitis** or pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep, and eye pain or redness of the eyelids or skin surrounding the eye, for 24 hours after treatment was begun.
- **Rash** with fever or behavior change, until a physician has determined that the illness is not a communicable disease.
- **Ringworm infection** until after treatment has begun.
- **Rubella**, for 7 days after the rash appears.
- **Scabies** until after treatment has been completed.
- **Strep throat** for 24 hours after treatment was begun and the child has had a normal temperature for 24 hours.
- **Vomiting** for 24 hours after cessation of vomiting.

Medications

If your child is taking medication that must be administered during School hours, you must sign a permission form as mandated by law (indicating the child's doctor, directions and dosage), before we can administer any such medication. No educator shall administer the first dose of any medication to a child, except under extraordinary circumstances and with parental consent.

Prescription Medication

Prescription medications must be in the containers in which they were originally dispensed and with their original labels affixed. The child's name, the physician's name, the dosage and date must be on the label.

All medication administered to a child, including but not limited to oral and topical medications of any kind, either prescription or non-prescription, must be provided by the child's parent.

Non-Prescription Medication

We cannot administer over-the-counter (OTC) medicine (e.g. Tylenol, cough syrup) without a consent form signed by you **and** the doctor. OTC must be in the original manufacturers packaging.

Topical Non-Prescription Medication

We will apply OTC topical medication (petroleum jelly, sun screen, insect repellent) using brands that we have on hand or any that you send in with your child **but** we still need your written permission to do so.

You must **not** put medication in your child's lunch box or hand it to the teacher without a signed form (by you and the doctor, if required) or we will be unable to administer the medication. Please do not give your child medication to take on his own – no matter how responsible you feel your child is. Please fill out a Medication Consent Form available from the School Office. You will be called for your permission before any OTC medications will be given to your child.

Medication Disposal

All unused, discontinued or outdated prescription medications shall be returned to the parent and such return shall be documented in the child's record.

Extended Day Care Information

Extended Day Care is available Monday-Friday from 7:30am to 5:30pm. If you know that you are going to be late, please call the School. We would appreciate your effort to get here by **5:30pm**. Late charges are assessed after 5:30pm at a \$1.00 per minute.

Lunches and Snack

All children should have a lunch box with their name clearly printed on it. (Twenty popular lunch boxes look remarkably alike.)

You are responsible for providing a *balanced, nutritious* lunch for your child. Also, please include a beverage and, if needed, the utensils necessary for your child to eat the lunch you have prepared. **NOTE: Due to the high volume of nut allergies, WMS is a NUT-FREE classroom. Peanut and Nut products are strictly prohibited.**

Clothing

Children participating in the extended day will go outside to walk and play everyday throughout the year. If your child does not have the appropriate attire, they will not be able to participate in outdoor play for their safety.

Attendance

Please check with the School Office to confirm the days of the week that your child will be staying for extended day care. Since space is limited, schedule changes must be pre-approved by the Office.

Pick-up time is by 5:30 p.m. – **please** be on time. It is important for the children, as well as the teachers, to leave promptly. If an emergency does arise, or you know you will be late, please make sure you call the School.

Termination of Enrollment

Reasons for the School to terminate a child may include:

1. Parent(s) unwillingness to cooperate with the purpose and implementation of the School program.
2. Parent(s) unwillingness to seek professional help in dealing with a child that is aggressive and a potential threat to the safety and well being of himself/herself and/or others.
3. Accounts more than 60 days in arrears may be sufficient cause for dismissal from the program.
4. Parent(s) unwillingness to supply Department of Early Education and Care required documents for the child.
5. If required forms are not on file by the required date, the School may suspend the child until such time as the forms are received.

Pathways for discussion between the Director and/or teacher are in place for parents. The Director may, after one or two conferences with the parent, dismiss the child if the parent does not or is unwilling to remedy the situation. Written notification will be made and will include the reasons for dismissal.

The school will meet with parents and discuss options other than suspension or termination. The school will pursue options for supportive services to the program, including consultation and educator training. The school will also assist with developing a plan for behavioral intervention at home and in school.

Upon request of the parent, the School shall inform the parent of the availability of information and referral for other services, such as: evaluation, diagnostic or therapeutic services.

When a child is terminated from the School, initiated by the parent (s) or School, the School shall prepare the child for termination in a manner consistent with the child's ability to understand. The school will provide written documentation to the parents of the specific reasons for the suspension or termination of the child and the circumstances under which the child may return, if any.

Children's Records

Information contained in a child's record is privileged and confidential. Staff may not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without your written consent. You must be notified if your child's record is subpoenaed.

Access To Your Child's Record

You are entitled to have access to your child's record at reasonable times by request. You must have access to the record within two (2) business days of your request unless you consent to a longer time period. You must be allowed to view your child's entire record, even if it is maintained in more than one location. The School must have procedures governing access to, duplication of, and dissemination of children's records and must maintain a permanent written log in each child's record which identifies anyone who has had access to the record or who has received any information from the record. This log is only available to you and the people responsible for maintaining the school's records.

Amending Your Child's Record

You have the right to add information, comments, data, or any other relevant materials to the child's record. You also have the right to request deletion or amendment of any information contained in your child's record. If you believe that adding information is not sufficient to explain, clarify or correct objectionable material in your child's record, you have the right to a conference with the Director to make your objections known. If you have a conference with the Director, the Director must inform you in writing within one week of her decision regarding your objections.

If the Director decides in your favor, she must immediately take the steps necessary to put the decision into effect.

Transfer of Records

When your child is no longer enrolled, the Director can give your child's record to you, or any other person you identify, upon your written request.

Charge for Copies

The School shall not charge an unreasonable fee for copies of any information contained in your child's record.

Discipline Management

As an affiliate of the American Montessori Society, The Wellesley Montessori School follows the Code of Ethics of the Society which includes a pledge "to conduct ourselves professionally and personally in ways that will reflect our respect for each other and for the children we serve." In the prepared environment of our School, the child is helped to acquire self-discipline. With freedom to move about the classroom, choose activities, and socialize, the child learns to respect the environment, his/her classmates and himself/herself.

With the low aggression and the self-discipline of the children in the classes, discipline problems are infrequent. The teachers are to be alert to possible problems and take precautionary measures before a situation becomes a disciplinary problem.

If a situation arises in which a child cannot handle himself appropriately and no longer is respectful of others or the environment, and/or is becoming a threat to the safety of himself/herself or others, the child will be asked to take a Time Out. The child will be asked to sit separately for a short period of time to regain control of himself/herself. The teacher should make it clear, at a level that the child can understand, why he/she was singled out and removed from the group.

The respect demanded professionally and personally of us would preclude the use of corporal punishment, humiliation, verbal abuse, or denial of food as a means of handling a problem.

Emergency Preparedness

Fire Drills

During a fire the upstairs classroom will vacate to Chaoui's House on 6 Denton Road Wellesley, MA via the playground exit. The Downstairs classrooms will vacate to the sidewalk on the far side of Denton Road and Washington Street. One house up from the Chaoui's House. One teacher is assigned to check the classrooms and the bathrooms, and attendance is taken as soon as we evacuate. The teachers will leave the building with their cell phones and will communicate with parents via email, texts, or phone call.

Other Emergencies

For other emergencies such as: natural disaster, loss of power, loss of heat, etc parents are notified via email if possible, and phone calls, to come and pick up their children.

In the event a child goes missing a teacher will check the building and we will contact the Wellesley Police immediately.

Department of Early Education and Care

Child educators are mandated reporters and must, by law, report suspected child abuse or neglect to the Department of Children and Families.

The Wellesley Montessori School is licensed by the Department of Early Education and Care (EEC) through the Executive Office of Education.

Department of Early Education and Care

51 Sleeper Street, 4th Floor

Boston, MA 02210

Main Line: (617)988-6600

Fax: (617)988-2451

Central MA

10 Austin Street,

Worcester, MA 01609

Phone: (508) 798-5180

Fax: (508) 798-5181

Parents may contact EEC for information regarding the Wellesley Montessori School's regulatory compliance history.

Plan for Referral Services

In accordance with State regulations, the Wellesley Montessori School refers parents to their pediatrician and the home town for special education assessments, programs. The appropriate town school system identifies children in need of special education services. The Public School arranges for screening and evaluation of those students ages 3 to 21. For children who are unable to progress effectively in a regular education program due to a suspected disability consisting of a developmental delay or an intellectual, sensory, neurological, emotional, autism, communication, physical, specific learning, or health impairment or combination thereof.

The public school offers all programs and services without regard to race, color, sex, religion, national origin, sexual orientation and disability

In the case when it is necessary to refer a parent(s) to appropriate social, mental health, educational and medical services, the Wellesley Montessori School staff person informs the Director that there is concern. The Director and other staff involved observe the child and record

observations. They review the child's file. A conference is requested with the parents to discuss the concerns of the child.

Referrals:

Screening for Mental Health, Inc.

One Washington Street, Suite 304
Wellesley Hills, MA 02481
Phone: (781) 239-0071
Fax: (781) 431-7447
Email: smhinfo@mentalhealthscreening.org

Grove Street Counseling

8 Grove St # 303, Wellesley, MA 02482
(781) 431-7323

Wellesley Psychotherapy

148 Linden St # 103, Wellesley, MA 02482
(781) 237-7761

Wellesley Dental Group

5 Seaward Road
Wellesley Hills, MA

Boston ENT Associates

15 Oak Street
Needham, MA 02492
781-444-472216