

# **MONTESSORI CHILDREN'S CENTER**

**4141 LAURENCE**

**ALLEN PARK, MICHIGAN 48101**

**Main Building 313-382-2777**

**Elementary – 313-386-8508**

**FAX 313-382-4838**

**Email – [www.montessorichildcenter.com](http://www.montessorichildcenter.com)**



## **ELEMENTARY    INFORMATION**

## **WHY KEEP MY CHILD IN MONTESSORI?**

What makes our Montessori elementary program different from traditional elementary programs?

1. Continued emphasis on developing cognitive skills instead of rote learning.
2. Not allowing the child to fail.
3. Self-paced, individualized learning.
4. Emphasis on developing the whole person; morals and respect for the rights of others.
5. A staff/student ratio which allows individual assistance to help each child reach his/her potential.
6. Emphasis on creative arts, foreign language and enrichment activities to broaden each child's cultural knowledge and exposure.
7. A wealth of "hands-on" materials to help the child understand concepts and become independent learners.
8. Support staff for art, music, gym and Spanish.
9. Heavy emphasis on individualizing the program to meet the child's needs.
10. State certified teachers.
11. Loving, trained support staff to care for the child before and after school.

Open communication between parents, teachers and staff to ensure the best possible flow of information is greatly encouraged at all times.

## Elementary Curriculum

**Language Arts:** Mechanics such as punctuation and capitalization. Montessori grammar includes parts of speech, word study, and sentence analysis. Spelling homework is given each Friday and due the following Friday. Spelling tests are given each Friday. Vocabulary and dictionary skills are presented.

**Mathematics:** Textbooks and Montessori concepts. Basic operations using computations and story problems, fractions, geometry and decimal system is presented.

**Enrichment Program:** Music, Art, Spanish, Physical Education, and computer technology, including Study Island, are offered by supporting staff.

**Reading:** Reading will incorporate the McGraw-Hill Program, SRA, trade books (both fiction and nonfiction) and Weekly Reader or Studies Weekly magazine.

**Science/History:** Physical Science, Life Science and Earth Science as prescribed in the Montessori Manual using hands-on materials to support the concepts being learned. Text books are used by the upper elementary students.

**Writing:** D'Nealian printing and cursive handwriting are presented.  
Writing workshops and journaling.

**Spanish:** Lower Elementary – Grades 1 – 3: Students will have written work and shelf work to complete each day. They will be tested on basics, such as, colors, numbers, and body parts.

Upper Elementary – Grades 4 – 5: These students will have weekly classroom assignments and homework. Test questions will, also, be taken from the assignments.

**Media Center:** Students have access to computers and resource materials, as well as, library books in the media center. Computer programs utilize math, geography, spelling, reading, history, language and art. They also have the opportunity to explore Microsoft Office programs, Study Island and conduct research via the internet.

## PROCEDURES

1. **All elementary children are to be brought into the school building and signed in by an adult.** The Directress will begin greeting children at 8:15 a.m. Children arriving after 8:35 a.m. will be marked tardy.
2. Classes begin promptly at 8:30 a.m. and are dismissed at 3:15 p.m.
3. Before entering the classroom, children need to put their lunches and snacks into the appropriate hot, cold or snack basket. Children are responsible for placing food items in the baskets. Please allow them to take control of this procedure. We believe this is part of teaching the child to become independent and responsible. Remind the child to leave any foods that do not need refrigeration, such as chips, crackers, etc., in the lunch box.
4. The parent/guardian or other person dropping off and/or picking up the student is required to sign the child in by writing in the time of drop off or pick up and signing the sheet with full, legible name. The forms will be on the ledge by the secretary's desk.
5. Lunch time: All Grades 11:30 - 12:30  
All items in lunch containers should be labeled at home.
6. Parents please pack food that you know your child will eat and that is nutritious. Remember all food items are to be labeled with your child's name.
7. Medicine will be administered to your child only with **prior written** permission from the parent. Please see the Parent Handbook, Section 22 for further instructions. Medication will not be administered if the procedure as outlined in the Parent Handbook is not followed.
8. Children will be permitted to stay indoors during recess **only** when going outdoors will aggravate or cause further complications during a minor illness **and with prior written instructions from your child's physician.** Please refer to section 27 of the Parent Handbook (Outdoors Policy). If child is too ill to go outdoors, he/she should be kept at home. Fresh air and exercise is very important to his/her health.
9. A change of clothes for all children is to be left with the directress or assistant. Please put clothing in a box, clearly labeled on the outside with your child's name. Be sure clothing is appropriate for the season.
10. Tennis shoes **must** be worn in order for child to participate in physical education classes and/or to use the playground equipment. Children will not be allowed to use the equipment or participate if their footwear is deemed dangerous.
11. Lower elementary only: Show and Tell will be every other Friday. In elementary, this is an opportunity for the children to share their hobbies and interest with their peers. We do not permit the students to bring toys or animals into the facility.

## **TARDINESS AND ABSENTEEISM**

It is very important that your child arrives to school before 8:30 a.m. Class time starts promptly at 8:45 a.m. It affects the entire classroom to have children come in after 8:35 a.m. We sincerely ask that you help us to run a smooth classroom by having your child here between 8:15 a.m. and 8:30 a.m. or sooner, if your child is enrolled in the daycare program.

In the event your child will be absent or tardy, please call the secretary as soon as possible. The secretary will inform the directress of your call.

The telephone number at your child's school is – **313-386-8508**. If there is no answer, you call will transfer to the main building.

## **LATCH KEY (Morning and Afternoon)**

If your child will be dropped off between 7:00 a.m. and 8:00 a.m., they should be taken to the multi-purpose room, in the main building and signed in. An assistant will walk the students to the elementary building at 8:00 a.m. Students should not go into their classrooms until greeted by the Directress or an assistant at approximately 8:15 a.m.

After 4:30 p.m. the children may be in the main building, the elementary building or outside. If the children are at the elementary building, the large "GO" sign will be in the front window. Once the children move to the main building or outside, book bags, jackets, etc. will be located on the child's coat hook or cubby.

## **CLASS WORK POLICY**

Each day your student will have class work, both shelf and paper, to complete. Completion of these tasks is critical for mastery of the concepts. In an effort to aid your child in reaching this level, the following will be implemented:

In the event the student does not finish a minimum of two assignments by 11:15 a.m., the student, supervised by one of the teachers or an assistant, will do an assignment during recess. This period will not exceed more than one half of the recess time.

Exceptions, which will be left up to the individual directresses' judgement, may include illness, length of assignment, or tardiness.

## **HOMEWORK POLICY**

### **1st – 3rd year students:**

Reading: Tuesday & Thursday  
Math: Monday & Wednesday  
Spelling: Each Friday

### **4th – 5th year students:**

Reading/Spelling: Monday through Friday  
Math: Monday through Thursday  
Spelling: Monday through Thursday  
Science & Social Studies: Periodically

Please keep in mind that this is a general guideline. Any unfinished class work is to be completed at home. Also, if a child is having difficulties mastering a concept, then extra homework may be assigned to help him/her progress.

There are several times throughout the year that special projects are assigned. These, also, should be completed as homework.

Elementary children need help and guidance in doing their homework, and reminders to bring the assignment book to school each day. Every day that homework is assigned, we do our best to make sure that it is written in the student's homework planner. Please encourage your student to look in the planner for the assignment when they are ready to begin their homework.

Montessori Children's Center believes that homework is an integral part of each child's education. It helps them to master concepts and teaches responsibility.

As your child grows, he/she will be responsible for successfully completing numerous homework assignments. To help your child better understand the importance of homework, we have implemented the following procedure.

### **The following action will be taken if a child fails to complete an assignment.**

1. The student will miss one half of his or her recess period that day. During this time, the student will be allowed to work on the assignment. If assignment is not completed during this time, it will once again be sent home as extra work.
2. If the assignment has not been completed and turned in to the teacher the following day, the student will receive a zero for that assignment.
  - a. Three zeroes will lower grade by  $\frac{1}{2}$  level, i.e. A to A- or S to S-.
  - b. Five zeroes will lower level by one full grade, i.e. A to B or O to S.
3. If a student has numerous incomplete homework assignments, a conference with the student, parents, and directress will be required.

## **DISCIPLINE POLICY**

Discipline is a topic in every school and household in America today and Montessori Children's Center is no different. We believe that each student has the right to be treated with respect by their teachers and other students. We believe it is the responsibility of the staff to provide a caring and safe environment, which we strive to maintain, both physically and psychologically. In order to do this we require each student and his/her parents or guardian to read, discuss and agree to abide by our Discipline policy.

### **The following action will be taken if a child intentionally:**

- A) Abuses personal property
- B) Abuses school property
- C) Disregards the "Student Bill of Rights"

- 1<sup>st</sup>. Occurrence: The child and parents will have a conference with the student's directress, Ms. Lisa, and Mrs. Jane.
- 2<sup>nd</sup>. Occurrence: In-school suspension, ranging from several hours to an entire school day. Parents will be notified.
- 3<sup>rd</sup>. Occurrence: Three to five day at-home suspension. Parents will be notified of this decision.
- 4<sup>th</sup>. Occurrence: Permanent expulsion for the remainder of the school year.

### **BULLYING:**

We have adopted a zero tolerance for bullying.

There are three main types of bullying:

- Physical; hitting, kicking, taking belongings
- Verbal; name-calling, insulting, racist remarks
- Indirect/emotional; spreading nasty stories, excluding from groups, making a joke about someone and saying "I was just kidding"

- 1<sup>st</sup>. Occurrence: Student will be sent home and a conference will be scheduled with the student, parents, directress, Ms. Lisa and Mrs. Jane.
- 2<sup>nd</sup>. Occurrence: 1 day at home suspension
- 3<sup>rd</sup>. Occurrence: 3 day at home suspension
- 4<sup>th</sup>. Occurrence: Permanent expulsion from Montessori Children's Center

## **CLOTHING/DRESS CODE**

Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment.

**The following uniform dress code is required for elementary students, grades 1-5.**

- ◆ Plain white, light blue or navy collared shirt (includes mock turtleneck, long or short sleeves, cotton or knit)
- ◆ Plain Navy, Dark Blue or Khaki pants, uniform style shorts (skorts or skirts for girls; must be longer than the fingers when arms hang at students side or no more than three inches above the knee).
- ◆ Plain white or navy socks/tights
- ◆ Belt must be worn with pants that have belt loops
- ◆ Shirts must stay tucked in
- ◆ Black, Brown, navy casual dress shoe or athletic type shoe (open toed-shoes, shoes or boots with heels, “flip-flops” are not permitted)
- ◆ Grey “sweat shirts and sweat pants” (with or without school logo) will be available for gym class.  
Option: Navy or Black sweatpants with school T-shirt

Cold weather attire includes solid colored sweaters, plain (or school logo) sweatshirts in Navy, White, or burgundy.

We will have a “color” day each month. Students will be permitted to wear clothing of their choice as long as it follows the dress code guidelines in Section 37 of the parent handbook.

Sandals, flip-flops, open-toed or shoes with more than a one half inch heel are not allowed at any time.

Tennis shoes (or other flexible, non-slippery footwear) are needed. The children are not permitted to participate on gym days, use the outdoor climbing equipment or participate in outdoor activities if their shoes are deemed inappropriate for such activities. Sandals, open-toed or hard-soled shoes, most slip-on shoes and shoes with more than a one half inch heel preclude safe running and climbing. An extra pair of tennis shoes may be left at school.

If a student’s dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work or otherwise violates this dress code, the student will be required to change his or her dress or appearance. A second or repeated violation of this policy may result in disciplinary action.

## **CHOIR**

All elementary students have the opportunity to participate in choir. Practice is on Wednesday for one half hour during recess time.

The Choir will perform at an evening Christmas concert, one or more senior citizens residences, spring shows and at the graduation ceremony.

All participants will be required to purchase a “Choir” shirt for 15.00. This is a three button polo style with a small school logo on the front. Returning students may use your shirt from last year. This is a big commitment for both the student and the parent. Please check your calendars before making the obligation to join. Any student that begins Choir and chooses to stop will not be permitted to rejoin.



## **ELEMENTARY STUDENT'S BILL OF RIGHTS AND RESPONSIBILITIES**

1. Freedom from humiliation.
2. A quiet, peaceful place to work and learn.
3. Freedom to work at present level of accomplishment.
4. Freedom to use those materials and resources necessary to master the skills being developed.
5. Freedom to work with others is granted in accordance with each child's individual self discipline and learning style.
6. The right to improve self-esteem and self-confidence by realizing success before going on to the next level of difficulty.
7. Each child has the responsibility to the class to conduct him/herself in a manner which will ensure the collective rights to the entire class to a peaceful, quiet place to work.
8. Each child must take the responsibility for finishing all assignments and using his or her time wisely.
9. Each child has the responsibility to finish all homework assignments neatly and on time.
10. Dr. Montessori said, "The teacher is within the child." A directress must provide the materials, lessons, and the peaceful environment to enable the child to reach his or her potential, but only the child can learn.
11. Self-motivation and self-discipline are the keys to a successful, happy school experience.

## **TRAITS WE HOPE TO INSTILL IN OUR STUDENTS**

1. Self-confidence – Nothing breeds success like success.
2. High self-esteem – People like and accept me for who I am.
3. Good basic skills – The child needs to master a concept before moving on.
4. Motivation – Motivation to reach his or her full potential. The child feels good about his successes and is encouraged to try new things.
5. Concentration – Enforce ground rules, build basic skills and filter distractions.
6. Small and large motor coordination – Gym, art, writing and play.
7. Self-discipline – Comes from classrooms where ground rules are enforced consistently, lovingly and fairly.
8. Order and good work habits – Following sequences and ground rules before work, continually reinforced throughout the year.
9. Independence – Don't smother the child. Help them to find solutions. Assist only as long as you are needed.
10. A love of learning.

## ELEMENTARY SUPPLY LIST

1. Backpack – (Due to lack of storage space, **back packs with wheels are not permitted**)
2. Lunchbox, **labeled with student's name**  
**Reminder: Foods that require warming are to be in a covered, labeled, microwave-safe container.**
3. Colored pencils or crayons – 16 or 24 count. (NO markers, please)
4. 3 boxes of quality #2 pencils – **Dixon Ticonderoga**, PaperMate SharpWriter, or Zebra Cadoodles. No refillable pencils, please!
5. Four pink pencil erasers
6. 6 glue sticks
7. 2 pair of scissors – Well-made and safe
8. 2 hand held pencil sharpeners with container for “shavings”
9. 4 boxes of tissue
10. 6 rolls paper towel
11. 2 reams of copy paper – 8 X 11
12. Box with a change of clothing
13. Pencil pouch to store pencils, **labeled with student's name**. Do not buy pencil boxes as they will not fit in the student's desk,
14. Upper elementary only (grades 4-5) – 2G USB Flash Drive, **labeled with student's name**
15. Daily: nutritious morning snack (latch key students may bring an after school snack)

# PARENT AND STUDENT ACKNOWLEDGEMENT AND AGREEMENT

By signing and returning this form, both parents and student acknowledge that they have read, understand, and will follow to the best of their ability, all policies and procedures contained in this information packet, including homework, discipline and dress code policies.

Please return by September 9, 2016

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Parent Signature

Date

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Parent Signature

Date

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Student Signature

Date

## CHOIR

Choir: Return by Monday, September 12, 2016

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Students name \_\_\_\_\_

Will       Will not be participating in Choir.

Student is purchasing shirt and has enclosed \$15.00.

Student will be using previously purchased choir shirt.

Size    S 6 – 8            M 10 – 12            L 14 – 16            XL 18

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Parent's signature

Date

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Students signature

Date

R011916