



Where Every Child Matters!

**Parent Handbook
2019/2020**

www.westrivermontessori.org

(802) 824-5033

wrmsabc@gmail.com

*“Never help a child with a task at which he feels he
can succeed”*

Maria Montessori

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General Overview

WRMS Mission Statement

The West River Montessori School is committed to being a community that fosters a love of lifetime learning and the pursuit of academic, physical and personal development of students, teachers and parents.

Our History

The West River Montessori School was founded in 1978 by Harriet DeForest. Harriet's interest in the Montessori Method began as a young child. Harriet's grandmother met with Dr. Maria Montessori in the early 1890's. She found the Montessori method to have a positive effect on the child and purchased a complete set of Montessori materials for Harriet when she was four years old.

Harriet's yearning for the best education for her grandson, Jonathan, led her to gather interested parents and community members for an informational meeting about the Montessori Preschool Program. This meeting was held in the Congregational Church of Londonderry in the Spring of 1978. In the Fall of that year, with the support of many generous parents, grandparents and community members, the West River Montessori School opened its doors.

Today the school continues to excel as it did in the beginning, with the dedicated love and support from interested parents, grandparents and community members using Dr. Montessori's original ideas and philosophy.

The West River Montessori School is licensed by the State of Vermont's Child Care Services Division, and complies with all of the standards put forth by that department. It's operations are governed by a volunteer Board of Directors and is implemented by Vermont licensed preschool educators. The school is a non-profit corporation and the parents of the children registered for the current school year form the membership of the corporation.

The Montessori Method & Classroom Structure

The Montessori Child, Teacher & Classroom

The Child. All growth must come from a voluntary action of the child his/herself. To encourage this voluntary action, the child spends his day in a non-competitive environment, stimulated by other children, older and younger, guided individually by the teacher, and proceeding to each aspect of the program at his/her own pace. He/she is permitted to take as long as he/she needs to complete his/her work, even being allowed to continue it for the next day. He/she works together with other children or alone, on rugs or at tables. When he/she is finished, he/she returns the material to its proper home, ready for the next child to use. He/she may move about the room freely as long as he/she respects the activities of others.

The Teacher. The teacher guides the child in the use of materials. The teacher accomplishes this through individual, small and/or large group lessons. Once a child knows how to use the material he/she is allowed to work with it until he/she decides they are finished. The teacher treats each child as an individual and with respect, and is a positive role model focusing on the child's learning process. The teacher keeps detailed records of what each child is working on and what each child has mastered.

The Classroom. The classroom is a child-sized world, with chairs, tables and shelves all in appropriate size. It is a unique feature of the "Prepared Environment," that every object in the classroom has a specific place and purpose.

Structure of the Montessori School Classroom

The Montessori classroom is divided into 5 Curriculum Areas:

1. **Practical Life**

In Practical Life children gain the fundamental skills required for learning. They include, (but are not limited to) coordination, independence, order and self-esteem. Children also refine skills that they may already have, such as:

- pouring - learning to pour his/her own drinks at mealtimes
- dressing frames - learning to take care of themselves by zipping, buttoning etc.
- using child-sized cleaning tools - learn to clean up spills and taking care of the environment

2. *Sensorial*

The materials in the sensorial area all share the same developmental goals, including the refinement of the ability to observe, compare, discriminate, differentiate, reason, decide, problem solve and appreciate the world. This area of the curriculum helps children sort out the myriad of impressions that they gather through their ability to absorb so much information from their surroundings.

3. *Math*

In the Math area, children learn beginning Math concepts such as one-to-one correspondence and number identification. Children learn about fractions, patterning and how complex numbers are formed. The Montessori math curriculum promotes counting, problem solving and self thought.

4. *Language*

In the Language area of the Montessori classroom, children learn early reading concepts, such as rhyming opposites, and sequencing. They begin letter recognition and sounds as well as practice writing his/her names. If a child remains in the Montessori classroom for more than two years, he/she may begin reading simple three letter words or more. Language also includes the art area where supplies are available for children to explore their own artistic abilities.

5. *Cultural Studies*

Cultural Studies include everything from zoology to biology to physical sciences to learning about other cultures and history. This is a very large area of interest and has more information than a teacher can cover in one school year. Children remaining in the Montessori classroom for two or more years will cover many, if not all, of the interesting topics.

Children learn how to use Montessori materials through lessons by the Teachers. The material available for the children to work with in the classroom changes throughout the school year. In the beginning of the year there are more activities that bridge home and school life. As the year continues, children receive lessons at circle, individually during work time as well as from other children. Once a child has had a lesson with the material, or “work” as it is often referred, he/she is encouraged to use it whenever they like for as long as he/she likes, as long as the material is being respected.

**For more information about Dr. Maria Montessori or the Montessori Method and philosophy you may speak with one of the teachers for references and reading material. Additionally, we encourage you to attend both Parent Education Evenings held during the school year.*

Classroom Ground Rules and Behavior Policy

1. At the beginning of each year, there is much emphasis placed on communicating the following ground rules to the children. This is accomplished systematically and repetitively so the children internalize them. Additionally, the older returning students model these rules for the younger ones.
2. Any child is free to work with any of the material displayed in the classroom as long as he/she has been introduced to the material by the teacher and uses the material respectfully. He/she may not harm the material, him/herself, or others.
3. The child may “work” on either a rug or a table, whichever is suitable to the work he/she has chosen. Children do not work at the shelves as this would obstruct the other children's access to the materials.
4. A child restores the environment during and after an exercise. He/she is responsible for cleaning up after his/her own spills once he/she has been shown how. He/she puts away his/her rug by rolling it up neatly. If he/she has been working at the table, he/she would push in the chair.
5. No child may touch the work of another or interfere with another person's work. This provides security for the child involved in an exercise to continue it to completion. His/her right to initiate, complete or repeat an exercise is protected by this rule. If he/she must leave it temporarily, he/she will feel confident that his/her work will be as it was left when he/she returns.
6. Children are not coerced into joining a group activity. It is his right to keep working at individual exercises during group activities. A child is not allowed to interfere or disrupt an activity in which he/she has chosen not to participate, but it is also his/her right to stand as an observer of group activities.
7. A child is encouraged but not forced to share with another.
8. A child is free to do nothing if he/she desires as long as he/she does not disturb the activities of others. He/she may be learning by simple observation, by pondering a question or by relaxing.
9. The entire environment is prepared in such a way that error is self-evident. As the child internalizes the ground rules, he/she no longer needs the gentle reminder of the teacher, but has developed these as his/her own habits. The materials in the classroom are displayed in groups according to their purpose. Practical life materials, sensorial apparatus, language tools, mathematics, and geography and science have special areas.

Disruptive Behavior Policy

Ground rules are given in a positive manner. Rather than saying, “no running”, the Montessori teachers will be heard saying “please use your walking feet.” Instead of saying “no hitting,” Montessori teachers will say “helping hands.” In this manner, children are hearing the behavior we prefer them to perform rather than hearing the behavior that is not desired. For example, if a child hears “no running,” the last thing a child hears is “RUN”.

Some additional language used with children is, “you are making a wrong choice right now” or “that is not a choice right now.” This language is combined with a direct reference to the inappropriate behavior. For example, if you jump out of the loft again, you will lose the privilege of using it,” or “you don’t have a choice, you need to put your boots on to go outside so your feet don’t get cold.”

Children are also taught and encouraged to use their words with his/her peers to express how they are feeling. Children are taught to talk about their problems and differences, just like they are taught to write their names and to tie their shoes. If a child is consistently disruptive or hurtful to another child, then we might invite him/her to stay with the teacher for a small amount of time to discuss actions and ways to make it a positive experience.

The following policy becomes relevant in the event of CONSISTENT, DISRUPTIVE BEHAVIOR ISSUES.

Disruptive behavior is any behavior which keeps a child from having a productive experience, or endangers other children or staff. This is a behavior that occurs even after the traditional Montessori disciplinary techniques, which include talking to the child, and quiet time alone. When all have been exhausted, a child with such behavior will gently be removed from the classroom and taken to the office (the child will be supervised by a teacher at all times). When the child is ready to enter back into the classroom they may do so at any time. This will allow the classroom activity to continue without any disruptions. In the event the behavior continues the following steps will be taken: A team effort will be made between parents and teachers to establish consistent positive strategies for dealing with the specific behavior issues.

- * Behavior will be documented and recorded daily. Staff will meet regularly to discuss the student with consistent behavior issues in order to determine a possible course of action. Intervention from the State agencies may also be contacted for additional support if necessary. If all else fails, the West River Montessori will take the course of action to omit the child from our program.

Program Information

Admissions Requirements:

The West River Montessori School program is for children ages 2 to 6 years old.

Admission requirements are as follows:

Toddler Room (Ages 2-3)

- A child must be 2 years old by September 1st to be admitted
- Parents must agree and participate in toilette training, if child is not already trained

Pre-School Room (Ages 3-5)

- A child must be 3 years old by September 1st to be admitted or must be evaluated by the WRMS staff for readiness to be part of the preschool program and to qualify for the Universal Pre-K
- A child must be fully toilet trained in order to attend

* WRMS Morning Preschool Program enrollment is limited to 26 students. Returning students, siblings and alumni siblings are given preference when registration begins each spring for the following year. However, a child's name may be placed on the waiting list pool any time during the year once the \$25 non-refundable application fee has been paid. Once the number of available slots have been determined for the upcoming year, the waiting list pool families will be contacted, and if interested in enrollment, will pay the \$50 registration fee which will be credited towards the first tuition payment. (Please see financial policies for more detailed information)

* Children are admitted regardless of race, creed, color, sex, national origin or religion.

Parents must be capable of meeting the financial and fundraising requirements of the school and comply with the state-mandated requirements to which the school adheres.

Hours of Operation

Before Care - 7:30 am to 8:00 am

Morning Program - 8:00 am to 12:00 pm

Lunch - 12:00 pm to 1:00 pm

After Care: Toddler Room - 12:00 pm to 3:00 pm

After Care: Pre-School Room - 12:00 pm - 5:00 pm

*Extended Care is also open to children in the community who are not officially enrolled at the WRMS (subject to approval by the Board of Directors) and based on availability.

The West River Montessori School is open for before care for children ages 3-5 only. Children not staying for extended day lunch or after care program should be picked up promptly at 12:00 pm to avoid incurring additional charges (see financial policies). Weather permitting, the children will be on the playground at this time. Otherwise, children should be picked up in the downstairs welcome room. WRMS operates Monday through Friday, according to the school calendar.

Early Dismissal/Change in Routine

If you are planning an earlier-than-expected pick-up for your child, please leave written communication with the school office or by phone as soon as possible. Verbal messages to staff members during arrival must be avoided.

****Further, children will be only dismissed to adults noted on their enrollment form as the authorized caregiver.****

Attendance and Tardiness

Children are expected to attend school everyday, unless home with an illness, or out of town. The morning time in a Montessori classroom consists of greetings and beginning lessons. Teachers take time to connect with each individual child and get them engaged in the classroom and ready for our day. A child who arrives late may find they are out of routine and unable to make that connection and therefore, the child loses precious time joining the classroom. Please respect the time that your child is in his/her Montessori work period and make the effort to get your child to school on time. Arriving after 8:45 am is considered "tardy." We ask that you please call the office, or email if your child will not be attending school on his/her scheduled day(s). Records of attendance will be kept for each child throughout the school year.

Governance

WRMS is run by a volunteer Board of Directors. Members of the board are parents of current or former students and interested community members. The volunteer board includes the officers of President, Treasurer, Secretary, and general Board members. The officers constitute the Executive Board which meet the first Tuesday of each month at 6:00 pm to discuss confidential matters regarding the school. All parents are encouraged to attend the Board meetings, which are held at the West River Montessori School. Board member terms are limited to three years and at least one person on the Board is a community member.

Board of Directors

Jenny Strecker - President, Community Member
Whitney Thibodeaux - Treasurer / WRMS Parent
Nancy Pinkernell - Secretary, Community Member
Kate Logan - WRMS Parent
Michael Bacon - Community Member

Financial Policies & General Financial Information

Montessori Program Tuition

The WRMS morning program is offered as a 2, 3, 4 or 5 days a week program from 8:00 am to 12:00 pm. Students have the option of enrolling in any of the programs that best fit the child and family. Second year students will be ready to attend the 5 days a week program if they haven't previously.

The Preschool Collaborative offers tuition assistance for public preschool 10 hours a week for 35 weeks. WRMS has a contract with the Bennington-Rutland Supervisory Union (BRSU) to provide these services. If your family lives in a town that supports funded preschool, your tuition bill will reflect the difference.

Contact Whitney Thibodeaux at wrms.finance@gmail.com or Renata Sawyer at wrmsabc@gmail.com if you have any questions regarding your tuition. Please contact the office at (802) 824-5033 if special circumstances arise.

Application and Admission

Tuition is due on the 15th day of each month.

There is a \$25.00 non-refundable application fee and a \$50.00 registration fee to hold your spot. The registration fee will be deducted from the first month's tuition payment, due August 15th. The WRMS tuition program is payable in ten (10) monthly payments from August 15th through May 15th. There are no refunds for missed days regardless of the circumstances.

Preschool/Toddler Tuition: WRMS Tuition Cost (8:00 am-12:00 pm Program)

Days	Yearly Tuition	Monthly Tuition	
		Without Support	With Support
5 day program	\$6,400.00	\$640.00	\$322.20
4 day program	\$5,270.00	\$527.00	\$209.20
3 day program	\$4,141.00	\$414.10	\$96.20
2 day program	\$2,994.00	\$299.40	\$0.00

Late Fees

- There is a \$1 per minute late fee for not arriving promptly at the specified time for your child's pick up.
- Tuition payments received after the 15th will receive a \$30 late charge. ***Important Note: Deposits are made end of day on the 15th, therefore if your check is received after that, regardless of the date on the check, the late charge will be reflected on your next monthly statement.***
- There is a \$30 NSF Return Check Fee.

Breakfast & Afternoon Snack

All children will be offered a healthy breakfast during the morning preschool program between 9:15 and 10:30. Occasionally, a child may be too “busy” working to stop and have breakfast, so he/she may choose when, if at all, to go eat breakfast. Breakfast is optional, therefore we will not force a child to eat. A healthy Breakfast is made and served buffet style for children to serve themselves by pouring, scooping and using tongs. Breakfast now is turned into a fabulous fine motor learning experience. There is a \$3.00 snack fee charged per week and will be added to your monthly statement to cover snacks provided by the school. We also provide a monthly snack calendar to families for each child to bring a snack to share with their friends. If children are still hungry after quiet time, they are more than welcome to eat the remaining food in his/her lunch box.

Extended Day Program:

The WRMS offers an extended day aftercare program. The extended care program is a monthly commitment and it will be added to your monthly invoice. You must sign up by the 15th of the month for the following month to reflect in your monthly invoice. The school will provide you with our tax identification number for child care credit (Extended Care Program Payments) upon request.

Before care from 7:30 am - 8:00 am - \$3.00 per day

After care from 12:00 pm - 5:00 pm - \$18.00 per day

Lunch special from 12:00 pm - 1:00 pm - \$5.00 per day

****If you are paying for after care, you do not need to pay for lunch as well.**

Payments:

Payments of checks or money orders should be made to the West River Montessori School (WRMS). Payments may be mailed to 3650D VT RT 100N, South Londonderry, VT 05155 or they may be deposited in the box at the school office. Credit Card payments are also accepted, however you will have an additional 3% charge if you choose this option.

Please specifically indicate on your checks which month(s) tuition and/or Extended Day Aftercare Program is being paid. The WRMS reserves the right to deny admission of any student if payments are overdue by more than 30 days.

Withdrawal and Denied Admission

Parents of any students withdrawn after July 1st are responsible for the FULL tuition amount for that particular quarter (approximately 9 weeks), even if you previously receive tuition assistance, from the date of withdraw. Such financial responsibility may cease when and if the Board is able to find a replacement for the withdrawn student. This policy is non-negotiable and notice must be given to the WRMS in written form from the parents.

Quarter 1: July to September

Quarter 3: January to March

Quarter 2: October to December

Quarter 4: April to June

Fundraising and Volunteering

Fundraising

EVERY PARENT IS REQUIRED TO PARTICIPATE IN OUR FUNDRAISING EFFORTS.

Fundraising is vital to the financial health of the West River Montessori School. School expenses are NOT entirely covered by the tuition but are supplemented by grants from local or state organizations and fundraising dollars. There are a number of opportunities throughout the school year for volunteering parents to help WRMS reach our fundraising goals. Any ideas or suggestions about how to raise money for the school are always welcomed.

At the orientation in August, a list of scheduled fundraisers will be circulated to each family. Each family is required to volunteer for at least one fundraising event. If you do not sign up for a fundraising assignment, your family will be assigned one by the Board of Directors.

If your family chooses to “opt-out” of your fundraising requirement , the cost is \$250 for the year, in which payment is due by September 15th of the current school year. Please fill out the fundraising opt-out form and submit it to the office with your payment.

Parent Cooperative/Service-in-kind

Participation in the Service-in-Kind program is optional. Jobs that qualify for credit will generally be those that save the school money (cleaning, lawn mowing, maintenance, substitute teaching, and professional services (but not limited to)).

Only jobs that are approved by the Board of Directors will qualify for the Service-in-Kind credit. If you or your family has a specific idea, please present it in writing to the Board of Directors or in person at the WRMS Board Meeting.

In general, a credit of \$25 per hour will be taken off your \$250 fundraising commitment after the work is completed. Service-in-Kind credits will then be applied to remaining extended care and tuition (in that order).

WRMS Clean-Up Days

The school holds two clean-up days throughout the year; one in the Fall and one in the Spring. We ask that parents volunteer to assist in our clean-up efforts. During this time we focus on routine seasonal maintenance such as, but not limited to, raking leaves, removing old or broken toys, adding sand to the sand box, pulling weeds from our school garden.

Field Trips

Field trips are planned for the children several times a year. Parents will be informed of the field trips with as much advanced notice as possible. Permission slips will be distributed in the family mailboxes. Parents are asked to serve as volunteer drivers and chaperones. Parents may only transport one child per seat belt, excluding the front seat. Volunteer drivers must show a current drivers license and insurance coverage (and will be kept on file).

Shoveling

The school has a company plow the drive and a path to the doors and playground, however, we require each family to sign up for a designated week to help maintain the paths to the doors and playground. Sign up's will be available during student drop off.

Amazon Smiles

Do you or your friends and family shop on Amazon? You can register West River Montessori School to your account and a portion of your purchases will be donated back to the school!

How it Works:

Go to <https://smile.amazon.com>

Log in to your existing Amazon account or create an account

Search West River Montessori School and select

Start shopping!

Mighty Nest

Purchases made through <https://mightynest.com> make your home healthier while you donate to West River Montessori School!

How it Works:

Go to <https://mightynest.com>

Log in to your existing MightyNest account or create an account

Search West River Montessori School and select

Start shopping!

Bottle Drive

Drop off your recyclables at the school "Bottle Drive" bin out front. This is a great way to support our program and recycle your trash. We are very grateful for the community support we receive through our Bottle Drive.

State Information

Social and Rehabilitative Services

The school does accept SRS (Social and Rehabilitative Services) from the state of Vermont. It is the parent's responsibility to apply for such aid and provide the school with the proper documentation. **It is the parent/guardian's responsibility to pay the difference if the charges exceed the allotted SRS payment.**

STARS

The Step Ahead Recognition System (STARS) is Vermont's quality rating system for Child Care, Preschool and After-school Programs. The WRMS currently holds the maximum of 5 STARS!

Licensing

WRMS operates a licensed Early Childhood Education Program through the State of Vermont.

Act 166 Agreements-

Support Pre-K Education for BRSU Member Districts 2019-2020 School Year

Act 166 is the Vermont Prekindergarten Education Act that reaffirms a long-standing practice of state and local support for publicly-funded prekindergarten education. While not a mandatory program for school districts or children, the Act allows districts to count PreK children in their Average Daily Membership who attend quality PreK programs. In the BRSU, there are both school operated PreK classes and partnerships with private early care and education centers who meet specific quality criteria as defined in Act 166. Four year old children from the towns of Sunderland, Manchester, Dorset, Rupert, Pawlet, Danby, Mount Tabor, Londonderry, Peru, Landgrove, Weston and Winhall are eligible to receive financial support from their school district to attend programs that have an Act 166 Agreement. In addition, three year old children from Londonderry, Peru, Landgrove and Weston are eligible to receive support. For children in private centers, the district's contribution to PreK education is deducted from a parent's bill for up to ten hours per week for 35 weeks at a rate determined by the BRSU. When seeking to enroll in a partner center, complete and submit your application to that center. Next, complete the attached Request for Act 166 PreK Financial Support and mail it to Robin Bowen at the address on the form by June 1, 2019. If your child is enrolling in a school-based PreK program (Manchester Elementary Middle School, Mount Tabor or Mettowee Community School) you do not submit a request for financial support. For more information, please contact Daryl Houk, Director of Student Services at dhok@BRSU.org or 362-2452 x24. We also sign other districts in our surrounding area.

Important Parent Information

Grievance Procedure

In the event there is a grievance with regard to any aspect of the school, including the grounds, program, teachers, board members, the parent(s) are to bring the complaint to the Board at the next scheduled board meeting. The parent(s) need to notify Renata Sawyer, WRMS Director at renatasawyerwrms@gmail.com, in advance of the meeting so that it can be added to the agenda. In the case of a situation that is time sensitive and cannot wait until a scheduled meeting, then a request for a special Board meeting can be made.

Parent/Teacher Conferences

Parent/Teachers Conferences are offered twice a year. A sign-up list will be posted at the school with half hour time slots so parents can choose the most convenient date and time that best fits the families schedule. If the conference date does not fit your families schedule, please contact Renata Sawyer at (802) 824-5033 or email her at wrmsabc@gmail.com to communicate a more convenient time that does work for you and your family. If concerns or questions arise at other times throughout the school year, we will make an appointment to meet and discuss them.

Parents are requested to avoid discussing concerns with the teachers in front of the children or during arrival/departure times (compliments are certainly welcomed) as this is a busy time.

Parent Participation in the Classroom

The West River Montessori School relies upon parents to share their unique talents. Needs are often communicated via emails, newsletters, notices or letters. Parents are also encouraged to share talents and interests they have with our children in the classroom. Please feel free to coordinate a time with the teachers to read a story, lead a sing-a-long or share a particular hobby or interest.

Parental Observations in the Classroom

Parents and other interested persons are encouraged to observe the class in action. Parents applying for enrollment in the school are required to do an observation. Please arrange your observation ahead of time with teachers and staff at WRMS. Observations are most successful when adults are discreet and quiet as possible.

Parent Information/Education Evenings

Two times during the school year, the Teachers and Board of Directors will host parent information/education evenings. Parents and guardians are encouraged to attend and learn about the Montessori Method and Philosophy as well as to gain a understanding of how the child works in the classroom. Childcare will be provided for these evenings.

*Please check your email regularly!

*Please check your mailbox in the entryway daily for parent paperwork and documents.

A class list will be published and provided to parents. This information is published for the convenience of the WRMS community. The personal information is considered **confidential** and its contents are **NOT** to be used for any non-school purposes.

There is a telephone answering machine in our office, you may leave messages (for the staff) 24 hours a day. Please try to keep telephone calls to a minimum as it distracts from the teachers working with children.

Birthdays

Your child's birthday is an important date! If your child has a birthday during the school year, he/she will celebrate on or near that day. "Treats" are permitted on the day of your child's celebration and will be added to our breakfast buffet. Children whose birthdays are in the summer are generally celebrated in June before the end of school. About one week before your child's birthday, a "birthday walk" form will be sent home for families to fill out. The form explains the child's milestones from birth to the current birthday year. We welcome families to join us on the day of your child's birthday celebration at 9:00 am for first circle.

Birthday Treat Ideas: muffins, fruit salad, just to name a few but not limited to. **Please be considerate of other families and limit the sugar!**

We understand that some of the children may have birthday parties at home and invite some or all of his/her friends from school. **Please refrain from distributing birthday invitations at school.** Our class list will be distributed and provide families with addresses for mailing purposes.

Playground

The children love our playground! Children need to come to school prepared to go outside. We go outside EVERYDAY, except in extreme weather as required by state regulations.

Supplies and Checklist

Pack List

The following items are needed or useful to have for your child at school. Your child should bring these things with him/her on the first day of school. Please be sure your child's belongings are labeled with his/her name.

- Water Bottle: to keep at school and we will sanitize daily
- Photograph: this is utilized in the classroom
- Slippers: outdoor shoes are not permitted in the classroom. Slippers keep our toes cozy and help our classroom stay clean.
- Plant (non-poisonous): your child will be responsible for its care throughout the year
- Smock or Old T-Shirt: for children to use while painting or doing messy activities
- Box of Baby Wipes: this make sit easy to keep faces and noses clean
- Spare Clothes: accidents occasionally occur so please be sure there is at least one set of weather appropriate clothing in your child's cubby at all times.

Dress

Children are encouraged to wear play clothes and comfortable footwear. We ask that children wear play clothes or clothes that are ok to get dirty and that are comfortable, as some daily activities are fun, but messy. To help foster your child's independence, please use clothing that is "kid friendly." Easy on/off clothing is especially helpful with shoes and outside clothing.

Sharing Day

Young children love to share things that are special to them and we will provide the children with this opportunity. At the beginning of the school year, we will send home a sharing schedule. Each child will have a designated day to bring a special share from home. With the exception of the one item brought for share, we ask that children refrain from bringing toys or other personal items to school.

Lunch (Bring from Home)

Children who stay for the Extended Day Aftercare Program will enjoy a nice relaxing family style lunch at 12:00pm after a rigorous morning of hard "work." Children will need to bring a labeled lunch box with a healthy balanced meal that will be stored in the classroom refrigerator. All children will use a placemat, and have access to utensils, napkins, and glasses for drinking. Children will prepare his/her own lunch, so we ask that you please use reusable containers that your child can open and close independently. Lunch is also an opportunity for grace and courtesy, socializing, and relaxation.

Lunch Ideas:

- Protein: nuts, seeds, beans, lunch meat, fish, hardboiled eggs, tofu
- Veggies: raw or cooked veggie sticks, cucumbers, peppers, tomatoes, broccoli
- Fruits: apples, oranges, melon, bananas, berries
- Starch: crackers, bread, rice, pasta, bagels, muffins
- Dairy: yogurt, cheese,

Extended Day After Care Program Pack List

Children participating in the Extended Day After Care Program will be offered a quiet/rest time after lunch and story time. Each child needs to bring a rest sheet and rest blanket. The following items are optional based on the child: stuffed animal, pillow, and a bag to store his/her items in for the week. Parents are responsible for laundering these items every two weeks, or as needed.

The Extended Day After Care Program will be structured, developmentally-appropriate and will address the individual needs of every child that will foster learning through play and exploration. Theme based activities provide opportunities for growth and development in the areas of communication, cognition, self-management, fine and gross motor, and social-emotional skills. It is usually possible to add on a time slot in the case of an emergency. Please contact the office or staff to see if space is available.

Records, Health Information & Forms

Children's Records and Confidentiality

Children's records are open only to staff, an authorized employee of the state licensing agency, and/or the child's parent or legal guardian.

Important Forms

There are a number of forms that you will be asked to fill out at the beginning of the school year so that your child may attend WRMS which include:

- Birth Certificate
- Emergency Contact
- Physician's Report and Immunization Record
- Medication Permission
- Financial Responsibility Contract
- Fundraising Contract
- West River Montessori School Activities Consent Permission

Health Information

State regulations require that each child have a health statement, which includes a record of up-to-date immunizations and the signature of the child's source of medical care. Each child must also have a signed permission for health care, authorizing emergency care if necessary. These forms will be provided to each family in the welcome packet or beginning of the school year.

Health Guidelines for School Attendance

The following guidelines address some of the most common school aged illnesses, according to mandatory state regulations:

Cold- Child should remain home until fever free for 24 hours

Coughs- Child should remain home until severe or croup cough has subsided

Fevers- Child MUST remain home until fever free for 24 hours

Strep Throat- Child CAN NOT return to school until he/she is fever free for 24 hours and MUST be on appropriate antibiotics for 24 hours

Conjunctivitis (pink eye)- Child CAN NOT return to school until 24 hours after the eye stops draining and the redness of the eye has disappeared

Chickenpox- Child CAN NOT return to school until all lesions are dry and there are no new lesions developing (this usually takes about 1 week)

Impetigo- Child must remain home 48 hours after the appropriate antibiotics have been taken and all lesions are dry

Rash- Child CAN NOT return until the rash is gone or has been identified as non-contagious by a health professional

Vomiting and Diarrhea- Child CAN NOT return to school until they are 24 hours vomit and diarrhea free

Please Note: If you bring your child to school sick or exhibiting any of these symptoms of illness, you will be called to come pick up your child. This will be entirely up to the staff's discretion through observation of the child's behavior and demeanor.



West River Montessori School

3650D Route 100N

S. Londonderry Vt, 05155

(802) 824-5033

wrmsabc@gmail.com

Scholarship Application 2019-2020

Applicant's Personal Information

First Applicant's Name: _____

Second Applicant's Name: _____

Student's Name: _____

Address: _____

Home Phone: _____ Other Phone: _____

Email: _____

Other Dependent's:

Age:

Employment Information

First Applicant's Employer: _____

Address: _____

Phone: _____ Gross Income: _____

Second Applicant's Employer: _____

Address: _____

Phone: _____ Gross Income: _____

Other Sources of Income

Do you receive any income from additional sources (ie. student loans, pension, social assistance, etc.)? Yes / No

If yes, please list source and amount:

Monthly Expenses

Mortgage / Rent: _____

Utilities (Electric): _____

Utilities (Heat): _____

Utilities (Phone): _____

Trash / Recycle: _____

Any Additional Expenses: Yes / No If yes, please List: _____

WRMS Monthly Tuition: _____

ACT 166 Assistance: Yes / No

Any Additional Assistance: Yes / No If yes, please list:

Scholarship Amount Requested:

*** Please note all scholarship requests are subject to review by the Director and Board of Directors of WRMS every 90 days. ***

For Office Use Only:

Pear Room: () Apple Room: ()

Application Approved: Yes / No

Scholarship Amount Approved by Board: _____