



Maria Montessori Charter Academy Preschool

Parent Handbook

2021-2022

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MARIA MONTESSORI CHARTER ACADEMY PRESCHOOL

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MISSION STATEMENT

Maria Montessori Charter Academy Preschool was founded in August 2009 by the Maria Montessori Charter Academy.

The mission of the Maria Montessori Charter Academy Preschool is to provide a Montessori-based educational environment which has the tools, programs, resources and support to enable students to become educated to high international academic standards and to develop themselves to their fullest capacity as competent, happy, productive individuals, family members, workers, and contributors to a better society and a peaceful world.

This is achieved through a heavy commitment from parents, teachers, community groups, the legislature and, most importantly, the individual child, and is grounded in a philosophy of trust in individuals to seek their own highest levels.

We believe in community. We believe in the community formed by parents, students, school, and staff.

The attributes we strive to develop within our students include:

Academic Excellence
Artistic Expression
Moral Character
Practical Accomplishments
Conflict Resolution Skills
Compassion and Service to Others
Visionary Leadership
Exceptional courtesy and manners

WHY DO WE OFFER ONLY A FIVE DAY PROGRAM?

This is for several reasons, with the most important one the well-being of the child. Ten years of experience has shown that the children are more settled when they attend every day. It gives them a sense of belonging and consistency. Daily attendance also enables the children to form solid friendships.

Another reason is that our focus is on education, not daycare, and teachers need to be able to follow up the one to one presentations and lessons with the child on a daily basis. We have seen a huge change in our children since we implemented the policy of "every day" attendance. The class is far more settled, some lovely friendships have been created, and the children's achievements have been amazing. Historical Montessori is a three year, five full day curriculum, and attending five days for one year is really the minimum to get significant benefits from a Montessori preschool education.

THE BASICS OF OUR CLASSROOM:

Role of the Teacher:

- To facilitate the children's learning by preparing the environment, by observing the children and listening to them to better understand their needs, and by acting as a model for children.

- To respect the child's individuality, personality, rate of learning, rights and needs.
- To reinforce ground rules and thereby protect the rights of the child.
- The adult would intervene if:
 - One child is disturbing the activities of another.
 - One child is dangerous to himself/herself or another.
 - A child is destructive to the learning materials.

Rights of the Child:

- To work alone or with friends.
- To freely choose jobs during the work period.
- To choose the same activities repeatedly.
- To not choose any activities and simply observe others.
- To make mistakes without intervention.
- To have individual lessons and guidance as needed from an adult or another child.

Responsibilities of the Child:

- Being respectful to adults and other children.
- Choosing and using jobs respectfully.
- Returning all the jobs used during the work period.
- Cleaning up any spills or messes he/she makes as demonstrated by an adult.

SCHOOL HOURS AND DAILY SCHEDULE

MMCA Preschool is open from 8:15am-1:45pm Monday through Friday. Please see the school calendar for school holidays and recesses. After Care is available from 1:45pm until 5:30pm for our preschool students.

Our Daily Schedule:

8:15	Arrival and Greeting/Work Period – Self Serve Snack
10:45	Circle/Music
11:15	Lunch
12:00	Outside Play
12:45	Wash Up
1:00	Afternoon Lesson/Activity
1:45	Closing/Check Out

Note: We do not have a nap time, but there is a brief resting period after lunch. Should a student fall asleep during this time, they will not be disturbed.

ADMISSIONS POLICIES AND PROCEDURES

MMCA Preschool accepts children ages 3.5 to 5 years old. Enrollment preference will be given to “pre-kindergarten” aged children (eligible to enroll in Kindergarten during the following school year). Children must be toilet trained before being admitted.

The following documents must be completed and submitted to the School before your child will be enrolled:

- Signed Admissions Agreement
- Enrollment Form
- Emergency Card
- Acknowledgement of Parent Handbook (page 13 of this booklet)
- Acknowledgement of Notification of Personal Rights (LIC 613A)
- Acknowledgement of Notification of Parents' Rights (LIC 995)
- Child's Preadmission Health History – Parent's Reports (LIC 702)
- Physicians Report – Child Care Centers (LIC 701) (*needed by the time school begins*)
- Consent for Emergency Medical Treatment (LIC 627)
- Copy of Immunization Record
- Birth Certificate
- A \$150.00 Non-Refundable Registration – a \$50 credit from this registration fee will be applied towards first month's tuition
- A \$110.00 Activity Fee

A parent must schedule an observation/tour in the preschool classroom prior to enrollment.

Updating Registration Paperwork: Please keep the staff informed of any changes in your child's routine/environment which may affect him/her while at the preschool. Including changes in address, phone number, pick up list, diet.

TUITION AND PAYMENT POLICIES

MMCA Preschool Tax ID # is 26-2242400.

MMCA tuition is calculated on a cost averaging basis, whereas the entire school year's tuition is divided into ten equal monthly payments, due August through May.

Tuition is due on the 1st of each month, and a \$25.00 late fee per child will be imposed on all tuition received and receipted after 3:30pm of the due date. If the 1st of the month falls on a weekend, legal holiday, or school recess, the due date will then be the next school day. If tuition is not paid by 3:00pm on the 10th of the month, your child will not be allowed to attend Preschool. Failure to pay will result in your child's account being sent to collections. Re-admittance to the program is on a space available basis only and will require payment of account balance in full plus an additional \$50.00 re-registration fee.

Tuition payments can be made by the following methods:

- You may pay by credit/debit card or ACH through our billing app, Procure.
- Check and cash payments are accepted at the school office. Business hours are 8:00am – 3:30pm. Make checks payable to MMCA.

Payments will not be accepted at the preschool site.

Tuition Schedules are as follows:

Tuition for preschool is \$725.00 per month for 8:15-1:45, Monday through Friday.

After School Care (ASC) is available from 1:45-5:30. We encourage you not to place your child in ASC during the first week, so that they can adjust to the new environment. ASC will be billed on or around the first of the month for the actual usage of the previous month.

The following ASC rates apply:

If your child is picked up by:	You will be charged:
3:15	\$ 8/day
4:00	\$13/day
5:30	\$18/day

If you have any questions regarding your child's tuition, please call the MMCA office at (916) 630-1510.

ACTIVITY FEE

In addition to the monthly tuition, during registration we will be collecting a one-time \$110 activity fee to cover the costs of on-site fieldtrip presentations, as well as supplemental music instruction and PE instruction from outside teachers.

WITHDRAWAL FROM SCHOOL

Please notify Business Manager, Denise Thorman, by mail, 1850 Wildcat Blvd., Rocklin, CA 95765, if you will be withdrawing your child from the program. A two-week signed, written notice is required when removing your child from the program. Notices for the two weeks begin the day they are date stamped and tuition will continue to be charged until the notice has been received.

ABSENCES AND ILLNESS POLICY

There will be no credit given on tuition for Preschool days missed due to illness or vacation. It is the responsibility of the parents to notify the school when their child is ill and to check with a teacher regarding notes or future events.

If your child gets sick or injured while at school, staff will contact you immediately. You will be required to come pick up your child at that time. In the event that you are not reachable, staff will contact persons listed on your child's emergency card. ***For this reason it is very important that your emergency card be updated once a year, during renewal, at a minimum or when any of your contact information changes.***

Teachers conduct daily health checks of each child as they enter class in order to prevent the spread of contagious illnesses. Children with any of the following symptoms will be asked to leave class:

1. Temperature 99.4 degrees or above.
2. Purulent or discolored nasal fluid.
3. Student is too ill or uncomfortable to function in Preschool setting.
4. Excessive coughing or productive cough.

If your child has an elevated temperature, please keep him/her home for at least 24 hours after the temperature is back to normal. If your child is absent from school with a contagious disease and they return to school with visible symptoms of the disease, such as a rash, discolored nasal discharge, pink eyes, lice, etc., a doctor's written release may be required before your child is readmitted to class. It is especially important to notify teachers when your child has a contagious disease so that they may notify other parents. Minor cuts and scrapes that occur at the preschool will be washed with soap and water only.

INCIDENTAL MEDICAL SERVICES PLAN

You will be asked to list all medications your child is currently taking on your child's Enrollment Form. Prescription and non-prescription medications will be administered at school given that the proper paperwork has been completed by your child's physician, signed and returned. All medications need to be stored in original packaging. If medication is prescribed by a doctor, the original packaging, including the prescription label, MUST be with the medication. Medications are kept locked and will be administered as directed by the prescribing physician. Staff CANNOT administer medication without this signed form. Also, if you found it necessary to medicate your child before bringing him/her to school, please inform the staff. This will alert us to any change in behavior. NEVER send medication to school in your child's backpack or lunchbox. Maria Montessori Charter Academy Preschool will enroll children that may need services for administering inhaled medications or EpiPen (Jr).

Sunscreen is considered medication. Please apply sunscreen to your child before arriving at school. While it is not the policy of MMCA to administer sunscreen daily, we will apply sunscreen to a child that appears in jeopardy of becoming burned, given that you have provided the school with a signed consent to do so.

If your child has ANY allergies, either food related or otherwise, it is imperative you include this information on their Health Inventory Form and Emergency Card. An allergy list will be posted in the snack area of the classroom for easy staff reference.

EMERGENCIES

In case of a medical or dental emergency, staff will call all emergency contacts, beginning with the child's parents, listed on the emergency cards until someone is reached that can come pick up the child. In the event of a life threatening emergency, staff will call 911.

VOLUNTEER HOURS

Community is the foundation of our school. As a parent at MMCA, we ask that you contribute your time to the school community. Each family is requested to volunteer 40 hours during the school year. Correspondence will be sent home at the beginning of the year regarding volunteer opportunities.

GOAL SETTING

Goal Setting will be given in October with a Follow Up in March. We ask that at least one parent attend the conference. We strongly suggest scheduling an observation prior to your child's conference.

SHARING/PERSONAL BELONGINGS/“WEAPONS” POLICY

Our classroom is fully equipped with everything your child needs to get through their academic day. Therefore, we ask that children leave their personal belongings (i.e. toys, stuffed animals, markers, etc.) at home.

The exception to this is when your child is person of the week. Your child will be assigned one week throughout the year to share things about themselves.

MMCA promotes a “violence free” community. Weapons of any kind (action figures containing weapons, play guns/swords/costumes with weapons, etc.) will not be allowed. This includes language pertaining to weapons and violence. Thank you for your support on this issue.

The school cannot be responsible for valuables, both sentimental and monetary. Therefore please do not send your child to school with anything that you or your child hold valuable. The school will make every effort to ensure that all children’s belongings are respected, but we simply cannot guarantee this. It can be heartbreaking for a child to lose or break something that means so much to them.

UNIFORM POLICY/EXTRA CLOTHING

At the back of this handbook is our uniform policy. Please review it and send your child to school each day dressed according to our policy. Clothing and shoes should be comfortable. Keep in mind that your child is craving independence, so send them in clothes and shoes that they can negotiate. For example, if your child can not tie, they need to be wearing Velcro shoes. Dressing your child for “success” (items they can put on and off themselves) will foster increased independence and self-confidence in your child. Ultimately, it will make your life easier too! Note: We do not allow rain boots at school for safety reasons.

We ask that each child keep a complete set of extra uniform clothing at the school. This ensures dry clothes are available for your child should they spill, have an accident, etc. Please check your child’s extra clothes supplies regularly.

BIRTHDAYS/HOLIDAYS

A healthy birthday treat is always welcome. We usually celebrate birthdays in the afternoon at 12:45. We love to celebrate birthdays here at school but they must be kept simple. Cookies, fresh fruit or veggies with dip or some other small treats work the best. We can have birthday celebrations that last no longer than 30 minutes. The children participate with the traditional Montessori celebration with “walking around the sun” activity. We would also like each child to bring a personal time line made at home to share with the class. One picture to represent each year of your child’s life, so if your child is turning five, you would have five photo’s. Please give us at least two days notice if you would like to bring or send a treat - you may send a note, e-mail us or give us a call at school. We are usually very flexible but occasionally there may be a conflict in our schedule.

You are welcome to come and eat lunch with your child on his/her special day. Please, check-in with the office upon arrival.

MMCA embraces all holidays from all cultures as a way of celebrating cultural and ethnic diversity. If your family has a special holiday tradition and/or celebration that they would like to share with the class, please contact a teacher to make arrangements.

NUTRITION/SNACKS/LUNCHES/SUGAR POLICY

MMCA strives to teach and model proper nutrition. **We ask that sugar be kept at a strict minimum at the school. Please read labels and do not send your child to school with sugar laden lunches.** For more information, as well as suggested healthy snack and lunch ideas, please see our Lunch and Food Policies at the end of this handbook, Appendix B.

Students will be asked to bring a nutritious lunch from home. We encourage well-rounded meals that include fruits/vegetables, bread, juice (100% fruit)/milk, dairy, etc. If staff notices that your child is eating too much sugar or not enough of a particular food group, we will discuss that with you. We eat lunch "family style" by sitting at tables together. We model and teach table manners and politeness during our lunch period. We encourage a "No Trash Lunch" at school, please send reusable containers and drink bottles.

Parents need to provide the preschool with any known food allergies, listing them on their child's Health History Form and Emergency Card. Please notify the preschool staff of any changes (a change form will need to be completed and signed) that need to be made to your child's registration form.

PLEASE NOTE: Children's House is a peanut and tree nut free classroom

ARRIVAL AND DEPARTURE

Parents are asked to alert the teachers when children are arriving and leaving. This assures that children are properly greeted and always accounted for. Upon arrival, parents are required to sign their child in via the tablet, as well as sign their child out upon departure. Only the adult responsible for taking their child home may sign the child out. Other parents of the preschool may not sign children out in order for them to play on the playground while waiting for their parent to arrive. It is mandatory that parents list names of persons authorized to take their child from the Preschool facility. Pictured driver's license identification is required for pickup. Your child will not be released to anyone not listed on your Emergency Card. In the event that it should become necessary for someone other than those listed on the Emergency Card to pick up your child, it will be necessary to send a signed note with your permission releasing your child to that person. Over-the-phone and faxed authorization of release of a child to persons not listed on the release form will not be accepted. Please pick up your child promptly. Students not picked up on time will be enrolled in After School Care. After School Care is available until 5:30pm (students picked up from After School Care after 5:30pm will be charged \$1.00 per minute; repeat offense may lead to dismissal from the program).

Should you encounter an event that requires you to pick up your child early from school, please call the school directly to notify a teacher. The staff will do everything they can to have your child ready at the time designated by you.

DISCIPLINE POLICY

MMCA's discipline policy is one of peace. Peace is always the final goal of any discipline negotiation. When conflict arises, children will be asked to resolve their differences by talking together using conflict resolution skills.

In the event the children are unable to resolve their own conflicts or in the event there is a safety issue, staff will interfere with safety being the first priority. After stabilizing the environment, staff will address each child involved through conflict negotiation methods and eventually bring the conflict to a peaceful close.

The school does not believe in corporal punishment. The child's personal rights will always be respected. For more information, see MMCA's Preschool Discipline Policy (Appendix C).

DISMISSAL

MMCA will make every effort possible to ensure the success of your child while at our school. Additional steps may be taken when an issue arises where there is an incompatibility between the school environment and the child or home environment. These may include additional parent/teacher conferences throughout the year and other remedial steps to attempt to ensure the success of both family and child at MMCA. When the staff agrees that circumstances are beyond our control, whatever those circumstances may be, the Director may dismiss, at her discretion, a child. When such dismissal is made final, the family will be refunded the balance of their tuition minus a \$25.00 advertising fee (used to fill the vacancy left by their child). The tuition deposit is refunded at the Director's discretion.

COMMUNICATION CHANNELS/PARENT GRIEVANCE PROCEDURES

The success of MMCA Preschool is as good as the quality of communication between staff and parent. We honestly feel that there is no issue "too small" to discuss when it has to do with the education and development of your child. We do ask, however, that you respect the children's space and do not bring up behavior or development issues when dropping off or picking up your child. Conversations during this time should be limited to any schedule changes or pertinent information. If you have an issue you would like to discuss with your child's teacher, please contact the school to schedule a time (either in person, via phone or e-mail) to talk. And remember, these conversations should not take place within ear shot of your child.

In the event that a significant change occurs in your child's routine, please consider informing the lead pre-school teacher as soon as possible. All information will be regarded as confidential. Common causes of stress include: either or both parents being away from home; new persons living in home; illness of either parent; illness of sibling; any hospitalizations; accident or death in the family; new caretaker or any new employee; moving; death of a pet.

Should you, as a parent, have any grievance related to school policy, a staff member or a fellow community member we ask that you contact the director immediately.

STUDENT RECORDS

The School keeps all student records in a confidential and secure location. Information is not made available to the general public.

SCHOLASTIC BOOKS

The Preschool utilizes the Scholastic Book Club in two ways. It allows parents to purchase good quality books at a discounted rate and your purchases benefit the classroom by enabling us to acquire books for the preschool. To take advantage of this opportunity you will find order forms in your child's white envelope once a month. All you need to do is fill out the order form with your child's name on it and return it with a check (no cash) made payable to SCHOLASTIC BOOKS. Book orders need to be turned in to your head teacher by the due date posted on the bulletin board.

PARENT ORIENTATION MEETING

There will be a Parent Orientation meeting at the beginning of each school year. Parents are asked to make every effort to attend this important meeting. Please do not bring children to the meeting. Program goals and techniques will be discussed at this meeting.

GOALS OF THE MMCA PRESCHOOL

The MMCA Preschool's goal could be summarized by the acronym "OCCI":

Order
Concentration
Control
Independence

We want the students to:

1. Grow in independence.
2. Learn to give and share, as well as receive affection.
3. Learn to get along with others.
4. Develop self-control.
5. Develop an understanding of body awareness.
6. Learn many large and small motor skills.
7. Begin to understand and control his/her physical world.
8. Learn new words and how to use words in his/her social and intellectual activities.
9. Begin to develop a notion about his/her relationship to the environment.
10. Develop an intrinsic love for learning.

Long Term Goals:

1. Numeral recognition and understanding quantities.
2. Learning the names of different types of weather, and seasons of the year.
3. Name pre-writing
4. Alphabet, color, and shape recognition.
5. Skills including basic pre-language, phonic awareness, and sorting
5. Nutrition and knowledge of the food pyramid.
7. Social skills development.

PLEASE NOTE/MMCA POLICY

The MMCA Preschool Program observes all of MMCA's Legal holidays/vacations during the school year, as well as MMCA's staff development days.

MMCA Staff reserves the right to photograph and/or video tape participants in the school facilities and activities. All photos and/or video tapes will remain the property of MMCA and may be used for publicity and promotional purposes.

The policy for the MMCA Preschool is: Nothing that is non-preschool related may be put in the children's cubbies or passed out at the Preschool site without the prior approval of the Preschool Director.

FIRST DAY OF SCHOOL CHECKLIST:

- ☐ Change of clothes in a plastic bag labeled with your child's name
- ☐ Lunch
- ☐ Disinfecting wipes
- ☐ 4" x 6" framed family photo
- ☐ Backpack large enough to hold a large envelope
- ☐ Lunch box with two cloth napkins
- ☐ Smile? (Not required but always welcomed!)

ENROLLMENT CHECKLIST:

- ☐ Enrollment Form
- ☐ Emergency Card
- ☐ Signed Admissions Agreement
- ☐ Acknowledgment of Notification of Personal Rights (LIC 613A)
- ☐ Acknowledgment of Notification of Parent's Rights (LIC 995)
- ☐ Child's Preadmission Health History – Parent's Report (LIC 702)
- ☐ Physician's Report – Child Care Centers (LIC 701)
- ☐ Consent for Emergency Medical Treatments (LIC 627)
- ☐ Copy of Immunization Record
- ☐ Birth Certificate
- ☐ A \$150.00 Non-Refundable Registration Fee – a \$50 credit from this registration fee will be applied towards first month's tuition payment
- ☐ A \$110.00 Activity Fee

APPENDIX A

TO FIND OUT MORE ABOUT MONTESSORI...

We highly recommend learning about the Montessori Method, as your understanding and support of this method will benefit your child's education.

Suggested Reading:

By Maria Montessori:	<u>Discovery of the Child</u> <u>The Secret of Childhood</u> <u>Dr. Montessori's Own Handbook</u> <u>The Absorbent Mind</u> <u>The Child and the Family</u>
By Rosa Covington Packard:	<u>The Hidden Hinge</u>
By Jane Nelsen, Ed.D:	<u>Positive Discipline</u>
By Nancy Rambush:	<u>Learning How to Learn</u>
By Angeline Stoll Lillard:	<u>Montessori: The Science Behind the Genius</u>
By Rita Kramer:	<u>Maria Montessori: A Biography</u>

The internet is also a rich and interesting source of information about the Montessori Method as well as the history of the Method.

Suggested Website Articles:

The following articles are available on our website at
http://mmcharter.org/parent_education.htm

Montessori Pedagogy -montessoricentenary.org
How Do Montessori Teachers Do That? by Paul Clement Czaja, Ph.D.
Research shows benefits of Montessori Education-EducationGardian.co.uk Friday,
September 29, 2006
Montessori 3-12...What next?
Those Mysterious Montessori Materials: The Road from Concrete to Abstract Thinking-
Tomorrow's Child Magazine: Back to School Edition 2002
Setting Limits-by Katherine Kvols: What are Limits?
Introducing Food Preparation: The Savory Side of Practical Life- by Dabra Gorman
Cagle
Everyday Math *Montessori LIFE*. Summer 2004 p. 44
The Prepared Environment -*Tomorrow's Child Magazine* Back to School 2002 p. 14
Why Do Montessori Schools Group Children Together In Such Large Multi-Age
Classes? -*Tomorrow's Child Magazine* Back to School pp. 14-15.

Our website is: www.mmcharter.org

APPENDIX B

Maria Montessori Charter Academy

LUNCH AND FOOD POLICIES

We encourage wholesome, nutritional snacks and lunches for your child. Let your child be responsible for remembering it. Snacks which expose our children to interesting and appealing foods originating from the country or food group currently being studied, and snacks that relate to the cultural and ethnic background of the children can also be appropriate. Suggestions for snacks include:

- Vegetables and fruits (cut to child's finger size)
- Crackers and cheese
- Different baked breads (banana, carrot)
- Granola bars and muffins (oatmeal, carob)
- Applesauce
- Raisins
- Yogurt
- Cheese cubes
- Hard boiled eggs
- Graham crackers
- Dried fruit
- A nice note or picture is enjoyed as much as a sweet

Part of our "grace and courtesy" exercises includes practicing table manners at lunchtime. This involves carefully setting our table, laying out the food, having a moment of quiet or a song, and then, after an enjoyable meal together, cleaning the dishes and the table. Every day, each child will bring his/her own cutlery and two cloth napkins.

Gum, candy, and cookies are not permitted at school. Please help us by not packing these items in box lunches.

It is your responsibility to notify the school if your child has a known food allergy. Please have a doctor's signed statement to put in your child's file.

PLEASE NOTE: Children's House is a peanut and tree nut free classroom.

APPENDIX C

Maria Montessori Charter Academy

DISCIPLINE POLICY

Maria Montessori developed the concept of “normalization” to describe the process by which each child acquires certain personality characteristics that lead to success in the classroom and throughout life. A “normalized” child will love learning, be kind to others, develop concentration and good work habits, and become independent.

Our goal is to create and maintain an environment in which each child can successfully reach this level of normalization. Normalization of the classroom begins with the modeling of the appropriate behavior by the teacher combined with a high level of respect for each student. Many discipline problems can be avoided by the following proactive strategies practiced in every MMCA classroom. **The teacher will:**

1. Provide a structured Montessori environment in which a child feels secure and confident to choose his/her work;
2. Set behavioral expectations through classroom instruction, role modeling, and class meetings;
3. Post and discuss classroom rules and the Montessori Standards of Behavior;
4. Redirect a child and use conflict resolution techniques; and
5. Work one-on-one with children who need additional guidance.

The behavioral expectations we have for the children are:

1. Respect yourself, others and our environment.
2. Demonstrate responsibility, respect, and self-restraint.
3. Treat all classroom materials with great respect and care.
4. Return all things to their proper place.
5. Keep the MMCA environment clean and orderly.
6. Keep bathrooms neat and clean at all times.
7. When in the classroom, be “engaged” in an activity/job at all times.
8. Work quietly in the classroom.
9. Use walking feet at all times except when on the playground.
10. Be quiet when walking on sidewalks around the classrooms and offices.

****If a student is not meeting the standards of behavior expected in the Montessori classroom, a Montessori Standards Report will be sent home to notify the parent/guardian. We hope this notification will open a positive channel of communication between home and school.**

A child’s behavior becomes a problem when his/her negative actions disrupt the school environment and affect the positive values and culture defined in the MMCA charter. For the safety and well being of all individuals in the MMCA environment, the following are **unacceptable behaviors:**

1. Talking back and arguing;
2. Intentionally disrupting the learning environment;
3. Misuse of MMCA materials or playground equipment;
4. Intentionally not following directions in the classroom, in the lunch area or on the playground;
5. Encouraging others to misbehave;
6. Disrupting or impeding the work of others;
7. Showing rudeness or disrespect to others; and
8. Littering

If a child exhibits unacceptable behavior, the following **disciplinary actions** will be taken, according to the severity of the misbehavior.

1. He/she will discuss the unacceptable behavior with the teacher.
2. He/she will be sent outside the immediate environment for a time out or be given a “community improvement” task to perform (litter pick-up, cleaning, etc.)
3. He/she will be sent to the Director, who will discuss the behavior issue with the child and may opt to:
 1. Call the parent/guardian to discuss the issue with the child present, and/or
 2. Place the child in “in-school suspension” and he/she will not be allowed to return to class until the parent/guardian has spoken to the Director; and/or
 3. A parent/guardian will be called to immediately remove the child from school for a specific length of time and conditions will be set for the child’s re-admittance.

**At any stage of the disciplinary action plan, a teacher may contact the parent/guardian by phone to discuss the student’s behavior and work out a home/school plan for improvement. The teacher or parent/guardian may request a conference at any time to discuss behavior issues.

NOTE: The Maria Montessori Charter Academy Preschool will NOT use corporal punishment as a means of discipline.

PARENT/GUARDIAN’S ROLE IN SUPPORTING POSITIVE BEHAVIOR

Modeling

A parent is the most important teacher in a child’s life. Children observe and imitate the behavioral responses that are used by the significant adults in their environment. Parents who are respectful and kind to others, especially their own children, are likely to see that same behavior develop in their children. Demonstrating a variety of healthy responses to frustration and set-backs, as well as modeling effective problem-solving techniques and non-judgmental communication are especially valuable to young children who are still learning to establish their own self control.

Discussion

While children absorb a great deal by observation, discussing ways to show respect, build trust, show empathy, manage anger, and practice forgiveness can help a child build successful relationships.

Reinforcement

Montessori philosophy does not advocate external rewards for desired behavior, as this tends to reduce intrinsic motivation. However, acknowledging and praising positive behavior is always important and will help shape a child's behavior far better than criticism.

Teaching Values

MMCA is built on the concept of COMMUNITY. A community shares common values. Its members seek to give as much as they are able for the good of the whole and take only what they really need. The community seeks to raise the level of the lowest members while keeping the entire community progressing forward toward a shared vision. At MMCA, we value:

1. Respect for ourselves, others and the environment;
2. Honesty;
3. Courtesy and exceptional manners;
4. Empathy for others and respect for differences among people and cultures;
5. Accepting responsibility for personal decisions and actions;
6. Working cooperatively with others, which includes listening, sharing opinions, negotiating, compromising, helping the group reach consensus, and taking a stand;
7. Seeking one's share of the work load;
8. Creating a balance between the needs of individual students and families and the needs of the school population as a whole; and
9. Pride in our school

Home/School Communication

Changes in a child's home life may affect his/her behavior and performance at school. Please notify the office and your child's teacher if any significant changes occur, such as:

1. Extended vacations or business trips by a family member;
2. Child staying somewhere other than home (relative/friend's house) for more than a day or two;
3. Loss of family member, including pets;
4. Moving; and
5. Change in family environment (separation, divorce, new partner, new baby)

**This information will be strictly confidential*

Parent Education

Acquiring the knowledge, skills, and patience to raise healthy, happy and well-adjusted children is an on-going process that requires a tremendous amount of effort, time, and diligence. Several resources are available and parents are expected to take proactive responsibility in this area.

1. The school has a small library of helpful books and videos that can be checked out by parents. MMCA can provide a recommended reading list that covers Montessori and other topics of education.

2. Parents are encouraged to participate in parent education classes offered by local schools, community agencies, and local hospitals (Kaiser, Sutter, UC Davis).
3. Parent/Teacher discussions may be scheduled at any time with your child's teacher to exchange ideas and strategies for specific behavioral issues that may be impacting the student or family. The director is also available to discuss educational and behavior issues.

Parent understanding and support of the expectations established by MMCA is vital to each child's behavior and successful performance. As mentioned in much of our literature, this is a COMMUNITY EFFORT. While children should not be denied access to educational opportunities based on their parent's unwillingness to follow the strategies outlined for success, these same children cannot be permitted to interrupt the learning environment and process for others.

Appendix D

Uniform Requirements (*Revised January 2014*)

Tops

Styles: Uniform-style oxfords, polos, turtlenecks, T-shirts or blouses. Tops must be sleeved (long or short). Other than the MMCA logo, all tops must be completely unadorned (no logos, lettering, graphics, sparkles, sheen, patterns, decorative accents, etc.).

Colors (solids): white, blue, or green.

Second layer: sweater, cardigan or vest in uniform colors

Outerwear: not regulated outside of the classroom.

Bottoms

Styles: Uniform-style pants, capris, shorts, skirts, dresses, or jumpers not shorter than 2" above the knee.

Colors (solid): Navy blue or tan khaki.

Examples of unacceptable bottoms: jeans, sweat-pants, overalls, leggings as pants.

Footwear

Socks and tights are to be non-distracting

Indoor and outdoor shoes are to be closed at toe and heel, with non-skid soles.

Shoes containing integrated skates must have the skate components removed.

Outdoor shoes must be appropriate for P.E. and running games.

Accessories/Hair

Hairstyles and hair accessories are expected to be non-distracting and out of the student's eyes.

Jewelry and other accessories are limited to wristwatches and non-distracting earrings.

Hats or hoods will be worn outdoors only, and in the manner for which they were designed. Bandanas are not allowed.

General

1. Any item, type, or color of clothing not specifically allowed in the document is disallowed.
2. Clothing should be clean and in good repair and should fit properly.
3. Please mark all removable clothing with the student's name in permanent ink.