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KENNEBEC MONTESSORI SCHOOL

Mission Statement

The Mission of the Kennebec Montessori School is to provide children with an educational program, rooted in the philosophy of Maria Montessori, that nurtures a love of learning, and fosters respect for self, others, and the environment.

Vision Statement

KMS offers a unique educational opportunity for children to explore their world and discover themselves in a peaceful, inclusive and progressive school environment with high academic standards and a global perspective.

Guiding Principles

The guiding principles of the school stem directly from the school's mission statement, allowing the school to stay true to the philosophy of Maria Montessori. The guiding principles that the school adheres to in its classroom and educational programs are:

1. Our work is driven by the needs of the whole child (social, emotional and cognitive).
2. All children are unique learners who have individual paths to learning
3. The classroom environment and its careful preparation are vital to the child's success in the classroom; the teachers are the link between the child and the environment
4. Mixed age-groupings enhance the child's learning experience by providing the opportunity for role-modeling and mentoring relationships
5. Freedom of choice within clearly defined limits supports the development of the individual to his/her maximum potential
6. Parent involvement enhances the sense of community in the school and supports the staff
7. Professional development is essential to the continued vitality of engaged and inspiring teachers
8. Service learning connects students to the world outside the classroom

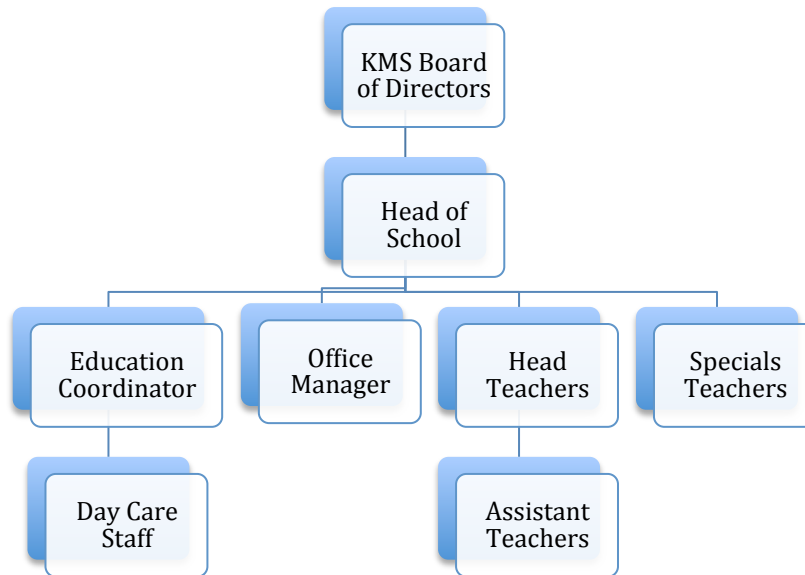
KENNEBEC MONTESSORI SCHOOL ORGANIZATION

The Kennebec Montessori School operates as a non-profit 501c(3) corporation. The school has a Board of Directors, comprised of community members, past parents, current parents, and a teacher representative. The Board is responsible for the financial stability of the school. The school is a full, accredited member of the American Montessori Society and a member of the Maine Montessori Association.

Board of Directors

Pamela Thompson, Chair
Rebecca Green, Head of School
Kelli McCannell, Secretary*
Christopher Batson, Treasurer
Mary-Lou Ogden
Sharon Conover
David Holden *
Jim Parsons
*Current Parent Members

Organizational Chart



KMS HISTORY AND PHILOSOPHY

The school is dedicated to the philosophy and principles of Dr. Maria Montessori, who lived from 1870 to 1952. She was the first female physician in Italy. Her work in medicine and anthropology led her to observe young children's behavior. She concluded that the child learns best in a homelike setting, and that the learning environment should be filled with developmentally appropriate materials to provide experiences that contribute to the growth of self-motivated, independent learners. She established these revolutionary premises:

- That children should be respected as different from adults and as individuals who are different from one another.
- That the most important years for learning are from birth to six.
- That each child "creates" herself or himself through purposeful activity.
- That each child possesses unusual sensitivity and mental powers for absorbing and learning from his/her environment, which includes people as well as materials.

In the early 1900's, the "Montessori Method" became very popular in Europe and, to a lesser degree, in the United States. There was a resurgence in the United States in the late 1950's. There are now approximately 2,000 schools in this country and thousands more around the world. The Kennebec Montessori School was founded in Fairfield in 1976 by a group of parents and grew by 1978 to two Primary classrooms. An Elementary classroom was added in 1988. In 1995 KMS opened its own building, the first stand-alone Montessori school in the state of Maine, located on 14 acres of land in Fairfield. In 2008, the school was accredited by the American Montessori Society. An Upper Elementary classroom was added in 2016.

ADMISSIONS

A child must be at least 2 years, 9 months of age upon entering the program.

All children must be toilet trained and have the ability to care for their own personal needs.

Statement of Non-discrimination

The Kennebec Montessori School admits students regardless of race, national or ethnic origin, gender, gender identity or expression, and religion to all rights, privileges, and activities made available to the students of the school. It does not discriminate on the basis of race, national or ethnic origin, gender, gender identity or expression, religion, disability, sexuality or marital status in the administration of its educational policies, admission or hiring policies, and other school programs.

Student Enrollment Contract

No student will be considered enrolled until a signed Enrollment Contract has been returned to the school, accompanied by the security deposit. This deposit, in addition to the signed enrollment contract, assures your child's place in Kennebec Montessori School for the following year. The security deposit is non-transferable and non-refundable under any circumstances, and it is applied to the materials/activities fee once the school year begins. The KMS Enrollment Contract that parents sign and submit is a binding commitment to compensate KMS in a timely fashion for the instruction provided to your child(ren), according to the terms specified within the contract.

Waiting List

If space is unavailable at the time of application, parents may place their child(ren) on our waiting list by completing an Enrollment contract and paying the waiting list fee of \$25.00. If a child enrolls, the \$25.00 waiting list fee shall be applied to the \$250.00 materials/activities fee. The balance of \$225.00 is required within seven (7) days of notification that space is available. If the family declines the offer of enrollment, the waiting list fee shall be forfeited.

Tuition Payments

KMS offers two tuition payment options:

1. Full tuition payment by August 10.
2. Tuition paid in ten equal installments using SMART Tuition Management Services. Through this program, parents make payments directly to SMART Tuition Management Services. Payments may be made through automatic withdrawal or by check, paid monthly to SMART. The first of ten monthly payments is made on August 10th and the final payment for the year is due on May 10th. There is a \$60 processing fee for using the SMART Tuition Service.

The school's expenses are not diminished by a child's absence; therefore, KMS does not adjust tuition and/or aftercare fees for illnesses or voluntary absences including family vacations/travel.

Late Payments

A \$25 late fee is charged on tuition payments that are more than 10 days past due. The school must meet its payroll; pay its bills; and strive to operate without a deficit. It is the policy of the KMS Board that no family shall be permitted to carry a balance exceeding \$1,200. **The school will reconsider the enrollment of any student whose tuition account exceeds \$1,200 and/or is more than 60 days overdue.** KMS will not re-enroll any student who has a tuition balance due from a previous school year. All balances must be paid by August 31, the end of the fiscal year.

Scholarship Program

Our need-based scholarship program offers partial tuition assistance and is open to any KMS student. To apply, families must complete the Student Aid Form, available online, submit a \$30 processing fee and submit to the Private School Aid Service. PSAS conducts a confidential objective financial analysis upon which the award will be based.

Adjustment Period

The first twenty (20) school days of a child's attendance at KMS will be considered an adjustment period. During that time, the teacher will observe the child and notify the parents if s/he is having difficulty adapting to the classroom environment or is not sufficiently able to care for his/her personal needs. KMS is committed to working with families to support the successful adjustment of a child; in some cases, the support of special services might be recommended. In the rare situation where the school is not able to meet the needs of the child, the Head of School reserves the right to ask that the child be withdrawn. In such cases, the tuition refund, with the exception of the security deposit, will be pro-rated based on the number of days in attendance.

Early Withdrawal

Should a parent or guardian choose to withdraw a child during the school year, the official date of withdrawal, for financial considerations, will be based upon the **school's receipt of written notification of the last day the child will attend KMS.** Parents are responsible for tuition and registered daycare payments up to and including the month in which the withdrawal occurs. *For example, if you withdraw your child at any time during the month of September, you are still responsible for payments for August and September, even if you paid in full.*

Change in Registration

Any changes to program options or registered daycare hours require approval by the Head of School and are subject to availability. If you wish to make a change in program (eg. from 3-day to 5-day) or in the hours of registered daycare, you must fill out a Change in Registration Form and leave it with the Office Manager. **Before requesting a program change, please speak with your child's teacher.**

Payment Deposit Box

Parents are requested to deposit all payments made to KMS (for milk, aftercare, etc.) in the mail slot located in the entryway of the school. *Please do not leave checks or cash in the office.*

Returned Check Policy

There is a \$15.00 bank charge for checks returned to Kennebec Montessori School. A check may be redeposited at your request but if it is returned a second time, an additional \$15.00 charge will apply, and a bank certified check or cash will be required for future payments.

ARRIVAL AND DISMISSAL

Early Morning Care	7:15 -- 8:30
3-day and 5-day morning	8:30 -- 11:30
Full Day/Extended Day	8:30 -- 2:30 (Recess, Lunch, and Rest for Full Day: 11a-1p)
Elementary	8:30 -- 3:00 (Lunch and Recess: 12-1p)
After School Care	2:30 -- 5:30*

***Parents will be charged \$5.00 per five minutes if they arrive after 5:30 p.m.**

School Entry

The school is equipped with a secure entry system, and will generally be locked during the day, except during high-traffic periods such as drop-off and pick-up times. All visitors, including parents, will need to press a buzzer to gain entry. This system is not intended for use by the children.

Early Morning Care

Parents who bring children in for early morning care may either walk their child into the school, or press the buzzer and wait until video contact is made with the early morning teacher. Please do not drop your child at the door; it is essential for the safety of the children to make contact with a teacher. After 7:50, children will be outside, weather permitting. If you arrive after this time, please bring your child directly to the playground.

Morning Arrival

Children should arrive between 8:20 and 8:30 a.m. There will be someone to greet your child at the main entrance. We encourage children to walk to their classrooms independently. If you choose to accompany your child to the classroom, please enable him/her to enter the classroom with as much independence as possible. If assistance is needed, the teachers will be there to help.

Late Arrival

Punctuality is essential for your child's success in the classroom. Materials and lessons are presented at the beginning of the morning. It is often much more difficult for the child to join circle once it has already been formed. Please make it a priority to bring your child to school on time. **If you should arrive after 8:30, please encourage your child to enter the classroom quietly and independently, especially if a lesson is in progress.**

Attendance

Daily attendance records are maintained by the teachers in each classroom. **If your child will be absent from school, please notify the office as soon as possible, preferably by 8:30 a.m.**

Consistent attendance and timely arrival are very important for your child's progress and social development in the classroom. Please try to plan trips and days off during vacation times. Instances involving consistent tardiness and extended absences (for reasons other than illness) will be brought to the attention of the Head of School. Keeping the child's best interest in mind, the Head of School may contact the parents to discuss the situation. **Three-day children are invited to make up for days missed due to holidays or snow days by attending on another day within the week.**

Dismissal

The Primary children who leave at 11:30 a.m. will be dismissed from the playground.

Before leaving, children should always say good-bye to their teacher.

- Extended Day and Full Day children will be dismissed from the front door at 2:30 p.m.
- Elementary children are dismissed from the front door at 3:00 p.m.

On those occasions when your child needs to be dismissed early, please send a note to school or leave a message including the date and time of dismissal. **If your child needs to leave early, please sign him/her out at the office.**

NOTE: Only a child's parents and listed authorized persons may take a child from school. If you know in advance that it is necessary for someone else to take your child home, please bring in a signed note. Otherwise, you must notify the school as soon as possible prior to dismissal. Please understand that if no notice has been received, we will need to check with parents before dismissing the child. Unauthorized persons will not be allowed to take a child from school. Until we are familiar with parents and caregivers, we may ask for ID.

Storm Cancellations

If M.S.A.D. 49 (Fairfield) is closed due to weather, KMS will also be closed. We do not, however, delay the start to our morning, or release students early. For example, **if M.S.A.D. 49 has a morning delay or early release due to weather conditions, we shall follow our normal daily schedule.** Late arrival and early pick-up will be left to the discretion of the parents. Please use caution when traveling in severe weather. In cases of a very serious storm that develops during the day, we may phone the parents of those remaining children and recommend that they pick up their children early.

School cancellations due to inclement weather will be announced on local radio stations and television channels WLBZ (2), WABI (5), WCSH (6) & WMTW (8). An email message will also be sent to parents, and updates posted on our website and Facebook.

Traffic Safety

For the safety of all children and staff, please observe the following traffic regulations:

- **DO NOT PARK** in the circular driveway as it causes traffic congestion and is against fire regulations.
- Do not allow your child to exit the car from the driver's side of the car.
- Turn off your engine to reduce exhaust fumes.
- Please observe the **10-mph speed limit** when you enter the school grounds.

COMMUNICATION

We encourage you to contact us whenever you have any questions or concerns:

Phone: 453-6055; Fax 453-8155

Office: info@kennebecmontessori.org

Head of School: rebecca@kennebecmontessori.org

Upper Elementary: amy@kennebecmontessori.org

Lower Elementary: elizabeth@kennebecmontessori.org

Primary 1: jshores@kennebecmontessori.org

Primary 2: tabitha@kennebecmontessori.org

Primary 3: katie@kennebecmontessori.org

Messages and Phone Calls

Calls to teachers can be made at 453-6055 between 8:00 a.m. to 8:15 a.m., 11:45 a.m. to 12:15 p.m., or after school hours. Appointments may be made during these times to discuss your child's progress. Messages can always be left at the school, and will be delivered to the teacher as soon as possible. Please check with your child's teacher about the best way to discuss any concerns.

Parent Email notices

Parent Notices will be sent out on a regular basis via Constant Contact and regular email. You may need to add Constant Contact to your address book in order to receive emails. Notices will also be posted on the bulletin board, and on the **Today @ KMS** page of our website:

www.kennebecmontessori.org

Bulletin Board

The school bulletin board is located in the foyer near the front door. Please check the board regularly for school announcements and other important information, including bills for additional daycare and receipts.

Parent/Teacher Conferences

Conferences are scheduled twice per year and the dates are included on the school calendar. Sign-up sheets will be posted at least two weeks in advance. During the conference, the teachers share information about the child's accomplishments, needs, and goals here at KMS, and answer questions as time allows. In most cases a written report will be provided, with the exception of the initial conference with the parents of preschool-aged children.

In the case of parents who are divorced or separated, it is our policy to ask both parents to meet with the teacher at the same time, which insures that the information shared is consistent. It is not mandatory for both parents to attend, but two individual conferences will not be scheduled.

Teachers or parents may request a meeting at any time they feel it is in the best interest of the child to do so. If you have concerns about your child's development please speak to your child's teacher.

Parent Workshops

Three times per year, the teachers present a workshop for current and prospective parents. Each

workshop will focus on a different area of the Montessori curriculum. The workshops are intended to give you a better understanding of what your child is doing in school and what you might be able to do at home to enrich your child's learning experience. Attendance is strongly encouraged and will be counted as Parent Participation hours.

Student Records

Information contained in a child's record shall be considered privileged and confidential. Parents have the right to inspect and review the student's education records maintained by the school. The Kennebec Montessori School will not distribute or release information to anyone not directly related to the child without written consent of the child's parent(s), according to the regulations under the Family Educational Rights and Privacy Act (FERPA). For additional information on FERPA please visit: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/parents.html>

Grievances

It is our mission to do our very best for the children and families at KMS. If a problem does arise, our goal is to address it immediately, satisfactorily, and confidentially. To help us do this, **we ask that all questions or concerns regarding your child be brought directly to his/her Head Teacher.** If the teacher is unable to resolve the issue, or in cases where it seems warranted, please share your concerns with the Head of School. The Head of School will follow up in whatever way s/he deems appropriate, which may include a conference with parents, teachers, and the Head of School.

HEALTH and SAFETY POLICIES

Immunization

It is the position of Maine State Law that vaccines are a safe and inexpensive way to provide protection against certain diseases. Under the law, no child is permitted to attend school without a certificate of immunization for each disease, or other acceptable evidence of required immunization or immunity against each disease. **All children must present an immunization record** signed by a physician, nurse or other person who gave the vaccine.

Parents who decline immunization due to medical or religious/philosophical reasons must complete the required **Immunization Exemption Form**, available at the school office. Please be aware that, if one of the diseases for which immunization is required is identified in the school, we are required to exclude non-immunized children from school.

Students still not immunized (or exempted) **by December 15** will not be able to attend school until the immunization requirements are met.

Illness and Infectious Disease

Please DO NOT send your child to school on days when any of these symptoms are present:

1. Fever (temperature of 100 degrees or above) within last 24 hours
2. Persistent cough and/or sore throat
3. Any contagious or infectious disease of the skin, mouth or eyes or unidentified rash
4. Diarrhea
5. Vomiting
6. Inflammation and/or crusting of the eye.

If your child becomes ill during the school day, we will notify you immediately to pick them up if necessary. If we cannot reach you and do not receive a response within 15 minutes, we will call your emergency contact. Children will be allowed to rest in the office until a parent or designated contact person arrives.

If your child has been diagnosed with a contagious illness such as **strep throat, conjunctivitis, chickenpox, pertussis or impetigo**, please let the school know as soon as possible so that we may make parents aware of their child's potential exposure to the disease. We are required to report any cases of **chickenpox, measles, or pertussis** to Maine CDC.

Medication at School

Medications, both prescription and non-prescription, **can only be administered with written, parental permission**. If your child requires **any** medication (including anti-itch lotion, sunscreen etc.) to be administered at school, **you must complete a medication release form** located on the office desk. The medication and the release form should be given to the Office Manager, who is the person trained to administer medication at school.

All medication, prescription and non-prescription, must be in its **original container** with the child's name clearly labeled on the outside. KMS cannot be responsible for administering the initial dose of any medication. **The first dose of a newly prescribed medication must be given at home**. Records indicating when medication was administered are kept on file, according to procedures required by Department of Education and DHHS.

It is the parent's responsibility to ensure that medicine is up to date. According to school policy, expired medicine, including epipens, cannot be administered.

Vision and Hearing Screening

KMS conducts annual vision and hearing screenings for all children in Extended Day, first and third grades, as required by the Department of Education.

Integrated Pest Management (IPM) Policy

Although Kennebec Montessori School works conscientiously to control insects, rodents, and weeds at our school through proper food storage, cleaning, and maintenance, pesticide use may occasionally be necessary to control a pest problem. When that happens, the school will use the lowest risk products available, applied in accordance with the Maine Pesticides in Schools regulation (CMR 01-026 Chapter 27).

In the event that a pesticide application is deemed necessary, parents, legal guardians, and school staff will be notified in writing **at least five days** before the planned application. Notices will also be posted on the entryway door, on the bulletin board, and on the school grounds if the application is outside the building. Notices will remain posted for 48 hours after the application.

In compliance with the Maine Board of Pesticides Control, the school will also keep records of prior pesticide applications and information about the pesticides used. You may review these records as well as a copy of the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by asking the Head of School, who will serve as our IPM coordinator. For further information about

pesticides and your right to know, call the Board of Pesticides Control at (207) 287-2731 or visit the Maine School IPM web site at www.thinkfirstspraylast.org/schoolipm.

Sun-screen and Insect Repellant

Children have an outdoor recess period at noontime (times vary, depending on the classroom). On those days when the sun is a potential hazard, please apply sun-screen at home before sending your child to school. We will reapply sun-screen to children in the aftercare program for afternoon recess (4:00) if needed. **We do not use insect repellant. If you wish your child to have insect repellant applied, you must provide your own and fill out a Medication Release Form** (available at the front desk).

Firearms Policy

In accordance with Maine state law (statute 6552), and the Montessori tradition of peace education, firearms and other weapons are not allowed on school property. The prohibition on the possession of firearms does not apply to law enforcement officials.

Child Abuse and Neglect

As a childcare facility, KMS is a mandated reporter of suspected instances of child abuse, including physical, sexual and/or emotional abuse and neglect. KMS staff is required by the Maine Department of Health and Human Services (22 M.R.S.A, 8402-A, section XXII.A) to report any incidents which might endanger the physical or emotional well-being of the child. This includes transporting a child in a vehicle while intoxicated or impaired. Under DHHS guidelines, this is a reportable offence.

EMERGENCIES

Fire Drills & Emergency Evacuation

Fire drills will occur once per month. At the beginning of the year, the fire drills will be announced. Later in the year, the drills may be unannounced, so as to prepare for an actual emergency. In the case of an actual fire or emergency, each classroom will evacuate the building according to the evacuation diagram posted at the exit of each room. The evacuation diagram in each room includes a designated meeting area outside of the building. At this designated area, roll call will be taken to ensure all students and staff have exited the building safely.

Medical Emergencies

All teachers have been trained in CPR and First Aid. A first-aid kit is kept in each classroom, out of reach of children. Parents are notified immediately, by telephone, of a medical emergency. In the event a parent cannot be reached, the emergency contact person(s) will be called. In situations where immediate medical attention is required, the child will be transported to the nearest hospital via ambulance. If a parent is unavailable, a teacher or other staff member will accompany the child in the ambulance. The parent(s) will be responsible for payment of any medical and/or ambulance expenses incurred as a result of the emergency.

Emergency Contact Information

All parents must provide the school with the names and phone numbers of two people who can be contacted in the case of an emergency. Every attempt will be made to reach parents first; then this backup list will be used. It is important that the contact people agree to be listed and be

available to come to the school in the event of an emergency, accident, or illness. **It is essential that you keep the school updated on any changes to your address, phone numbers, or email.**

Emergency Plan

KMS has an all-hazards emergency plan, which is available upon request.

GROUND RULES AND BEHAVIOR MANAGEMENT

Playground Ground Rules

In order to maintain a safe environment and a positive atmosphere in school and on the playground, we ask that the children follow some basic ground rules. **Parents are asked to reinforce these guidelines with the children at all times while playing on school property.**

On the Playground we DO:

- Walk straight into and away from swings, not crossing behind or in front of them.
- Swing in a sitting position.
- Slide in a sitting position, one at a time.
- Go up the ladders and down the slides.
- Walk around, rather than through the mulched areas.
- Watch out for each other.
- Stay within sight of the teachers.
- Say goodbye to the teacher before leaving.**

On the Playground we DO NOT:

- Twist the swings.
- Use the monkey bars above the swings.
- Jump off the swings.
- Play on the mulched areas.
- Hang upside down from the bars.
- Pick dandelions or other plants.
- Go beyond the shelter without a teacher or parent.
- Leave without saying goodbye to the teacher.**

Some of these rules will be modified for older children, when there are no Primary children present.

Classroom Ground Rules

In the Montessori environment there are certain ground rules designed to protect the good of the community as well as the individual child. They are meant to reinforce respect for others, for the classroom materials and furnishings, and for the class as a whole. The following list is not comprehensive, but includes our fundamental guidelines that help the Primary children learn how to work in their classroom, and how to function as part of a school community.

- We walk.
- We speak softly.

We push in our chairs.
We use a mat for working on the floor.
We finish our work.
We put work back where we find it.
We clean up after snack.
We say *please* and *thank you*.
We raise our hand if we have something to say.
We look and listen when someone is talking to us.
We keep our hands on our own bodies.
We let others concentrate on their work.
We share our friends.
We know that every person is special and important.
We treat others the way we like to be treated.

At the beginning of the school year, the children in the Elementary classrooms develop a list of ground rules specifically for their classroom.

Behavior Management

It is our experience that children who are productively engaged in the classroom have fewer problem behaviors. When issues do arise we strive to protect a child's self-image by using age-appropriate communication strategies and techniques based on the Positive Discipline approach to classroom management. The safety of all children and teachers is the priority of KMS and we expect all children to show respect for other people and their property.

- Firm reminders (not loud, never unkind) are sometimes needed.
- When appropriate, students are asked to explore alternatives to their behavior and to think about the effects of their behavior on others. This helps them to develop a sense of responsibility for their actions and to develop consideration for others.
- Problems with behavior are handled by the classroom teachers, with the support of administrative staff, if necessary.
- When a situation warrants, parents are notified and may be asked to pick up their child.
- We rely on parents to follow up at home to support the child's success in the classroom.
- Acts of physical, emotional, or sexual abuse by any person (child or adult) will not be tolerated by KMS. This includes bullying, which is defined as unwanted, aggressive behavior repeated over time that exploits a real or perceived power imbalance targeting a vulnerable student.

CLOTHING AND PERSONAL BELONGINGS

Clothing

Simple, loose, easy to manage clothing is best for the younger children. **All children must have a complete change of clothing, including underwear and socks.** These clothes should be brought to school in a bag labeled with the child's name. **Please label all personal items.**

The children need to wear weather-appropriate clothes and suitable shoes for playing outdoors. Shoes with heels and pointed toes prevent children from running around and climbing and are, therefore, not recommended for school.

Since outdoor play is an important part of the curriculum for children, all should dress accordingly during the winter months. We will hold outdoor recess unless the temperature drops below **13°F**, or the weather conditions prove to be unsuitable for outdoor play. On these days, children will have recess indoors.

Inside Shoes/Slippers

Each child should bring a pair of plain slippers or slip-on shoes, marked with their name, to wear in the classroom. Children should be able to put on and remove their shoes independently (slip-on or Velcro-fastened shoes are recommended until your child is comfortable with tying shoes). Inside shoes should be left in the child's cubby.

Backpacks

Children should bring a backpack to school to transport their personal belongings (lunchbox, hat etc.) but not too large for them to manage independently. Do not send backpacks with wheels, as they are often too large to fit into our cubbies. Please check and empty backpacks daily when your child arrives home. We do occasionally send home notices and school work.

Toys and Jewelry

Toys, purses and jewelry are a major distraction in the classroom, and jewelry can often be broken or lost. Please do not send these items to school. Educational items for geography, history, nature study, etc. are welcome and can be shared at circle, as appropriate.

Lost and Found

Unlabeled personal belongings that are found on school property will be placed in the Lost and Found bin. If your child is missing an item, please check the bin first. The items in the bin will be cleaned out on a regular basis and donated to a local charity. Labelling all of your child's personal items will greatly reduce the inconvenience of lost items.

Non-commercial Policy

We strive to create a peaceful atmosphere at KMS that is commercial-free. Please assist us by avoiding the purchase of school backpacks, clothing, shoes and lunch boxes that feature characters from television, movies or videos, especially ones that encourage aggression.

SNACKS AND LUNCH

Morning and Afternoon Snack

Families are assigned one or two weeks during the year to provide a morning snack for their child's class. You will receive a schedule of the assigned weeks at the beginning of the year.

Three-day children are responsible for supplying snack for the entire week.

Children staying for aftercare should bring something extra for afternoon snack.

Healthy Choices, Please!

Because of the challenges that sugar and additives pose, KMS has created a policy that does not allow frosting, candy, and other foods with excessive sugar content. Having snack is an important and enjoyable part of the children's daily routine, and we can promote good nutrition by providing them with wholesome choices while they are at school.

When planning snacks for the children, remember to choose foods that are nutritious and

encourage healthy eating habits. Please avoid foods with artificial ingredients, such as colors or flavors, and excessive sugar and salt. There is also a growing body of evidence linking partially hydrogenated oils (trans fats) with a variety of health problems.

To help with your planning, below is a list of appropriate snack foods that have proven to be popular with the majority of the children. This list was developed with the help of some of our parents.

- Fresh fruit, skewered or sliced (melons, grapes, bananas, apples, etc.)
- Fresh vegetables with dip (carrots, celery, peppers, cucumbers, broccoli, etc.)
- Bread with butter/jam/peanut butter (whole wheat is best)
- Cheese and crackers
- Bagels and cream cheese
- Pretzels
- Muffins or breads (banana, carrot, fruit, corn, etc.)
- Rice or whole wheat crackers
- Pita chips with salsa
- Graham crackers
- Cereal bars (not the chewy, sweet kinds)
- Animal crackers
- Popcorn (plain or seasoned with nutritional yeast)

Please have your snacks prepared before you get to the classroom. For example, wash and pre-cut vegetables, fruits, and cheeses into serving size pieces.

Make sure there is a portion for each child in the class (see class list). Large fruits, like bananas, will feed two children. The best advice we can give is to **keep it simple**; the children like it that way!

Lunch

Children who stay for the afternoon will need to bring a nutritious lunch. We do not have room to refrigerate lunch boxes, but ice packs work well to keep food cool. Your child will need a cloth napkin as well as a paper napkin and any necessary cutlery. Remember to label your child's lunchbox and any containers used for lunch.

Do not send candy (including chocolate) or gum with your child to school, and please limit sugary and highly processed foods. These foods often have a pronounced negative effect on a child's mood and behavior.

Microwaves are available in each classroom. **Please send food to be heated in glass containers; plastic containers and wraps emit toxins when heated in the microwave.**

Milk

At the beginning of the school year, you may purchase milk for your child's lunch, which will ensure that the drink has been refrigerated, and will eliminate any thermos spills or breakage.

Rest Time

In accordance with Maine Department of Health and Human Services regulations (22 M.S.R.A., 8401-A, section XVI.B.1), all children of preschool age are required to be given an opportunity for rest. This rest period will begin after lunch. The school provides mats, pillows and blankets. Please do not send in your child's bedding, as we have no storage room for these items.

SPECIAL ACTIVITIES

Field Trips

Field trips are an important part of each child's learning experience. They can also be a very special time for you and your child. A list of field trips and dates will be provided at the beginning of the school year in order for parent volunteers to plan in advance. We rely on parent volunteers to make these field trips possible. Each family is encouraged to participate in at least one field trip per year.

If you plan to drive on a field trip, please sign up outside the classroom, or email your child's teacher. Please do not make your own arrangements to drive with friends. The teachers will assign children to vehicles, so they need to know who is driving.

Parents not driving on a field trip will need to leave their child's car seat at school on the morning of a trip. Reminders shall be posted the day prior to a scheduled trip. Please leave car seats outside the child's classroom, not in the entry way.

KMS teachers and staff are not permitted to transport students in their personal vehicles.

Volunteer Drivers

Any parent who volunteers as a field trip driver is required to complete the Volunteer Driver Form. In order to ensure a safe and comfortable experience for all, please make sure to adhere to the following guidelines:

- **All children under 40 lbs. are required to have a car seat, regardless of their age.**
- **All children under 80 lbs. are required to have a booster seat.**
- If a child is under 4'9" tall, it is highly recommended that they ride in a booster seat, regardless of age or weight.
- All children less than 12 years of age and weighing less than 100 lbs. are required to ride in the rear seat of a vehicle.
- No child shall be placed in the front seat of a vehicle with an air bag.
- The vehicle must have adequate seat belts for each child.
- Please drive directly to and from the field trip with no stops in between.
- **Siblings of field trip participants generally may not attend field trips. Please speak to your child's teacher about exceptions.**
- Drivers must refrain from using cell phones while transporting children.

Special Subjects

All children receive basic instruction in Art and Music. School concerts are held twice each year. The Extended Day and Elementary children receive additional instruction in Art, Music and Spanish as part of their curriculum. The Elementary children also learn to play the tin whistle and have special instruction in Physical Education.

Cross-Country Skis and Sleds

Children in the **Extended Day** and **Elementary Programs** are invited to bring sleds to use during recess beginning in **January**. Elementary children may also bring cross-country skis. You will need to sign a permission slip allowing your child to participate in these activities. Skis and sleds may be left outside the school at your own risk. **Please label your child's equipment.**

Birthdays

The Montessori celebration of a child's birthday consists of a special ceremony and, in the Primary classrooms, the creation of a "Birthday Book," with photographs from each year of the child's life. Please check with your child's teacher a few weeks in advance of your child's birthday to plan for this celebration. Many families also choose to present a book to the classroom library in honor of a child's birthday. This is a wonderful tradition, which we greatly appreciate. Books should be inscribed with the child's name, the date, and the child's age.

In order to keep the focus on the child and minimize any exclusions due to dietary needs and allergies, we do not include food as part of the birthday celebration. **Please do not send a birthday snack to school.** For children with summer birthdays, parents should contact the teacher to arrange a special birthday celebration at some other point during the year. The half-year point works well.

Please do not send private birthday party invitations to school. This eliminates any disappointment for those who have not been invited. Children are reminded not to talk about these events at school for the same reason.

Facilities Use

KMS families are invited to enjoy the outdoor facilities, at their own risk, when school is not in session; however, KMS will not be held responsible for any injury or incidents occurring on school property before or after school hours.

Because of the delicacy of the prepared environment in the classrooms, KMS typically restricts the use of its indoor facility to school-related activities. Individual and/or groups wishing to use KMS facilities must submit a written request to the Head of School with a description of the type of event, date and time, and number of participants. Approval may be granted at the discretion of the Board of Directors.

PARENT INVOLVEMENT

Parent Participation Program

KMS families are asked to contribute 20 hours of volunteer time to the school during the academic year according to individual interests, skills, and schedules. The school counts on the support of parents for activities such as organizing the Annual Auction, driving on field trips, listening to readers, washing blankets, gardening, etc. There is a wide variety of opportunities to get involved. All the children in the school are enriched by the unique contributions of its families—thank you for supporting the school and modeling community service for your child.

Emerging Readers Program

Each classroom depends on parent volunteers to listen to emerging readers for an hour or so on a weekly basis. Those who can volunteer on occasion may also schedule a date with the teacher as the opportunity arises. Parent participation in this reading enrichment program contributes significantly to the children's progress. In the primary classes, children who are reading will bring photocopies of books home to read with their parents. Please ensure that these photocopies are returned promptly so others may use them.

Annual Auction

Each fall KMS holds its Annual Auction, which is the major fundraising event of the year. Through the efforts of our parent volunteer auction committee, we receive many wonderful donations from local businesses as well as KMS staff and families. It is also a wonderful opportunity to socialize with other parents and have an enjoyable evening out. The proceeds from the auction are essential to covering the gap between tuition revenue and the cost of education so that we can keep tuition as low as possible for all families. Our goal is 100% participation from KMS families.

Fall and Spring Clean-up Days

Two Saturday mornings during the year are designated for school clean-up. Some chores that parents can assist with during clean-up days are: removing/installing window screens, cleaning out ceiling vents, preparing/cleaning out the gardens, mulching, washing windows, storing outside equipment for winter and other seasonal tasks.

Holiday Celebrations

During the year we recognize different holidays, such as Halloween, Thanksgiving, Christmas, and Hanukkah. Although we are a non-denominational school, we do explain the reason why these holidays are celebrated and talk about their cultural significance. We encourage parents to come to the classroom to share their cultural traditions and special customs associated with these and other holidays.

Classroom Observations

Parents are encouraged to observe a class in session (either their child's or another) beginning in November. Appointments may be made through the office.

School Social Events

During the school year we have occasional social events for KMS families, as well as receptions following our concerts. These events are fun for parents and children, and provide an opportunity for KMS families to socialize with each other and the teachers. Parents are asked to contribute food and drinks for these occasions.

Community Service

Throughout the school year, we strive to assist those in need, both within our local community and on a more global basis. Some efforts in the past have included penny drives for disaster relief, UNICEF drives at Halloween, supporting the Maine Children's Home for Little Wanderers Holiday Giving Tree, collecting food items for our local food pantry, and more. **Additional suggestions for service projects are always welcome** and can be made to your child's teacher or the Head of School.

KMS Parent Library

KMS has a growing collection of books, magazines and videos available for parents to borrow on a variety of subjects, including Montessori materials, parenting, and other topics of interest to parents. If you would like to borrow an item from our library, please see the Office Manager. A full list of titles is available on our Website.

REFERRAL SERVICES

Referrals to social, mental health, education, and medical services may occasionally be needed by children at KMS. The referral may come at the request of parents and/or the child's teacher. A conference between the child's parents and Head Teacher will determine the best course of action.

School-age children (age 5 by October 15) will be referred to Special Education services through M.S.A.D. 49, regardless of the town of residence of the child. **Children under age 5** receive services through Child Development Services (Project PEDS). If you have any concerns about your child's development, please speak to your child's teacher.

Community Services

Child Development Services/Project PEDS (children up to age 5)
163 Silver St., Waterville 04901 877-2498

M.S.A.D 49: Fairfield, Albion, Benton, Clinton (school-age children)
41 West. St., Fairfield 04937 453-4200

Edmund N. Ervin Pediatric Center, Maine General
30 Chase Ave., (Seton Unit) Waterville 872-3470
<http://www.maine-general.org/eepc>

Waterville Area Hospice Volunteers 873-3615
304 Main Street, Waterville
www.hvwa.org

Maine Parent Federation
www.startingpointsforme.org

TRUTH IN ADVERTISING POLICY

As an accredited member of the American Montessori Society, we pledge to represent the Kennebec Montessori School truthfully and accurately to our parent community, our staff, and to the general public.

We wish all students and families a rewarding year, and thank you for the privilege of partnering in your child's development.

Revised August 2016