



Parent's Manual

WELCOME!

To new and returning parents and students we extend a warm welcome. Over the course of this year our children will grow in a Montessori environment to become self-assured, vibrant students who love to learn.

As parents, you play an important role in your child's success. The Montessori Methods can benefit your child best when you understand the roles played by parents, teachers, and children. Please use this handbook to become familiar with Greenway Montessori School. We look forward to another wonderful and productive year!

Cynthia Walker

School Administrator

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I. MISSION STATEMENT

To provide a carefully prepared environment based on the Montessori Education Philosophy, where children are able to actively participate to achieve their full potential. The primary mission is to provide and maintain a caring community that promotes mutual respect and support among staff, parents and children.

II. PHILOSOPHY STATEMENT

Greenway Montessori is an educational environment where Montessori certified teachers plan an individual learning experience appropriate for each child's level of development.

Parents play an active part in their child's education and in many aspects of our school community. We believe that when parents demonstrate their commitment to early childhood education, both the children and the school benefit.

Students learn to view themselves as contributing members of a diverse global community. We respect and value differences and welcome a rich classroom diversity of economic and social classes, racial and ethnic heritages, religious and spiritual beliefs, physical abilities, and family structures. We treat each other with honesty and mutual respect. To enhance a global perspective, other languages are included in our curriculum to provide a geographical and multicultural education.

Classrooms are equipped with high-quality, hands-on-learning and exploratory materials. Learning areas include: real life skills and food preparation, sensory development, art, science exploration, music and body movement, activities, geography and multicultural materials, language, pre-writing and writing, pre-math and math. Classrooms are bilingual. We foster self-esteem, independence, self-discipline, cooperation, problem solving, and a love of learning.

III. ORGANIZATIONAL GOVERNANCE/PROGRAM EVALUATION AND PLANNING

Beginning in January of each year, a planning committee consisting of the Administrator, Director, Staff member and a parent will conduct school evaluations from parents and staff. These will help to determine any necessary changes to be adapted for the following year. Any proposed changes will be discussed with the entire staff at a monthly staff meeting.

The Administrator and Director oversee budgeting ,tuition, scholarships and fund-raising .The Administrator carries out school policies, staff training, evaluations and parent groups. The oversight of the daily operations is the responsibility of the Director.

IV. SCHOOL OVERVIEW

A. Curriculum

In a Montessori school the classroom and the teacher play a special role. The environment is prepared so that the child finds materials attractive, enticing, and enjoyable to work with. All materials are designed for a specific set of purposes and are arranged so that the children are led naturally from one to another in logical order. In this environment, children encounter a small version of the richness of the world. The role of the teacher, or “directress” in Montessori terms, is to prepare the environment carefully, to observe the children extensively, and to provide help and guidance only when it is necessary.

The Montessori teacher is specially trained to observe each child and to design lessons based on that child's natural curiosity and love of learning. The teacher is responsible for preparing the educational environment within each classroom and for presenting lessons in that environment. During the course of a day, the teacher will demonstrate a wide array of concrete sensorial materials and sequential activities through individual instruction. The child soon learns to associate abstract concepts with hands-on experience.

1. Infant I and Infant II Rooms (6 Weeks to One Year Olds)

In the infant room, our emphasis is on the individual needs of the child. Materials are selected to provide a variety of natural learning experiences through manipulation sensory awareness. Language Development is emphasized with planned and spontaneous opportunities of communication between staff and children. A daily written record of each child's activity will be provided to parents in the following areas.

- a. Amount of time infant has slept.
- b. Diaper changing and any regularities of the child's bowel movement.
- c. Achievement toward any development milestones
- d. When the child ate

Every month a developmental check list will be given to the parent/guardian. Infants will have tummy time when awake to insure proper mental and physical development. Families are asked to ensure that the following materials are provided for their child.

- a. Diapers
- b. Several changes of clothing
- c. Infant formula and/or breast milk
- d. Bottles
- e. When your child begins eating solid foods, please provide:
baby food/finger foods

2. Toddler Program (One to Two Year Olds)

At the Toddler level, children develop the skills needed to foster independence and care for themselves and each other. The environment is rich in opportunities to move with balance and control, as well as lessons in art and music. The child's development of self-confidence and understanding that he or she is part of a community are fostered. The children work together at tasks, such as setting the table for snacks and dressing for the outdoors. They gather as a community to play musical instruments, sing nursery rhymes, or listen to stories. Once the child has shown the readiness, usually around age 2, he or she moves into the Pre-Primary Program.

3. Pre-Primary Program (Two to Three Year Olds)

Greenway Montessori School provides a relaxing and loving atmosphere. There are opportunities for your child to: learn to count, identify colors, identify shapes, work with puzzles, and work with other manipulations. There is also time for music, dancing, finger plays and other games. Children will have time to develop their muscles either outside in the playground or inside in the gym with large motor skill activities. Naps are a part of the child's day. When signs of toilet learning are shown, staff will provide patient guidance using appropriated size facilities to help establish proper toileting habits. Every two months, a developmental check list will be given to the parent/guardian (February, April, June, August, October and December).

4. Primary Program (Three to Six Year Olds)

The Primary classroom is an atmosphere of calm, order, and joy, as children ages 3 through 6 learn together. The younger children are guided by the teacher and by observing and working with older students. Primary students literally absorb information, experiences, and life around them. The older children learn leadership and compassion in this mixed-aged setting. Children learn to work at a task from beginning to end and develop their self-discipline and the capacity for deep concentration. Respect for others and good manners develop naturally as the children grow within the Montessori environment.

Additional support programs have been introduced, such as the Kindness Curriculum and yoga.

5. Extended Day/Kindergarten Program (Four to Six Year Olds)

The Extended Day Program provides a safe, supervised and interactive environment for our students during the transition time between the end of the school day and home. It serves 4-6 year old students in Montessori, and is offered throughout the school year. This program expands the Montessori curriculum by focusing on phonics, math and reading. Matching the mission of our school, this time with the children is designed to truly be an extension of the school day.

6. After School Program (Six to Twelve Year Olds)

There are programs for children who stay after school. Time is allotted during the afternoon for both structured activities and unstructured play. The program directors plan a variety of projects for the children, from arts and crafts to cooking, in addition to leading both active and quiet games.

We provide an after school program for public school students aged 5-12. The students spend time doing homework with the teachers support. Snacks are provided.

7. Summer Camp Schedule

During the summer, academic activities are worked on every morning in each classroom. Each week there is a different theme of focus. Also, we have a more relaxed schedule with fun games and activities for the children. All of our Montessori materials are available to the children at all times. We go on fun and exciting field trips during the summer months. Because of the yearly changes to the field trip schedule and student attendance, we will post a schedule every spring. We will hand out a schedule to anyone that signs up for summer camp.

B. Family Commitment

Fundamental to the operation of this school is the expectation that all members participate and support the school whenever possible. Parent involvement makes our community strong and is greatly valued. We encourage you to be as involved in Greenway Montessori as your time, interest, and abilities allow. Teachers value the assistance and participation of parents in the classroom and in adventures beyond the classroom. Both parents and students are enriched by parent's involvement in school activities. Our open door policy allows parents to schedule a time to come to school (unless denied by court order) to participate, observe, and be involved in a casual or formal manner.

C. Parent Groups

At the beginning of each school year parents are encouraged to participate in a meeting which will provide information on the educational purpose of the Montessori. Parents will become aware of the importance of their involvement and input. During the school year there are parent educational groups.

D. Family Night

During the school year we have Family Nights. This is a time when parents, children, and other family members are invited to the school to share a meal that the children prepare. The children look forward to showing you around their classrooms, demonstrating materials for you, and introducing you to their teachers and friends. Check the calendar and newsletter for the actual date.

V. HEALTH AND SAFETY

Greenway Crossing Montessori cannot deny any parent or legal guardian from seeing their child, from any conferences, field trips, or picking up their child unless there is legal documentation

When a person appears impaired by drugs or alcohol, he or she will not be allowed to take a child off the premises. An alternate person will be contacted.

A. Drop Off

Communication between the parents and teacher is essential for the safety and the best care of the child. Often, the morning arrival time and afternoon dismissal time are quite busy for the teacher. Their primary focus is on the safety of the children, so they may not be able to hold a lengthy conversation at these times. Parents can leave notes and forms for the teachers.

Parents are asked to fill out a form authorizing who is able to pick up their child from school and/or act on their behalf in case of an emergency. Children will only be released to people on this list. Parents should check and update this form regularly. The parent or person dropping off the child must sign in on arrival, indicating date and time of arrival, and noting any significant information the caregiver may need to

know for the day. On departure the parent or person picking the child up must sign out and record the time of departure.

Children are expected to arrive at school on time. For those enrolled in Early Arrival, the earliest they may be dropped off is 6:30 a.m. For all others, the drop-off time is 9:00 a.m. Late arrivals are disruptive to the classroom and make it difficult for the child arriving late to transition into the school day. Parents should call in the morning whenever their child will be out for the day, coming in late, and/or leaving school early. Let the classroom teacher know as soon as possible for longer-term absences.

Every parent or guardian will need to purchase a key card in order to access the building. The cost of the key card is \$5.00. Any lost or stolen cards must be reported to the office and a new one can be purchased for \$5.00. Anyone entering the building must have a key card or press the doorbell to gain access to the building.

All children must be brought directly to the door of their classroom by their parent/guardian or authorized adult. That person **MUST** make visual and verbal contact with one of the teachers in that classroom to “Transfer Responsibility” for the child to the school.

If you drop off your child after 9:00 a.m., please say your good-byes in the hallway by your child's classroom so as not to disturb the rest of the class.

B. Pick Up

Children are expected to be picked up from school on time. Late pickups are disruptive to our afternoon programs, often create anxiety in the child who is picked up late and create unsafe student/teacher ratios. When picking up your child, we expect you to arrive as close to the pick-up time as possible so that programming is not disrupted. If you feel you may be late, please call ahead to let us know. There is no grace period after 6:00 p.m. A strict payment penalty fee of \$1.00 per minute will be imposed after the first late pick up.

Be sure to come into the school when picking up your child so that the teacher is aware that you're there and responsible for your child. If you know in advance that your child will be picked up by someone other than you or another previously authorized adult, please notify us by writing in the parent-teacher communication book. We cannot, and will not, release the child to any unauthorized person without your prior approval and proof of identification. Parents or legal guardians that have legal documentation barring any other persons from physical or verbal contact of a child must submit a copy of such document.

C. Parking

Cars should only be parked in the parking stalls, NOT near the door. This is not only a fire hazard, but it makes it difficult for cars to go in and out of the parking lot.

D. Visitation Policy

The Montessori classroom is a very special place. The environment has been carefully designed to meet the developmental needs of children. A very delicate balance occurs between the child, teacher, and the environment as they work together to support growth and learning. The presence of visitors moving freely through the room can be distracting and at times confusing for the children. It can interfere with the atmosphere of independence and concentration in the classroom.

We ask that all visitors respect the children and the classroom. The teacher will guide visitors into appropriate areas to sit and observe. Visitors should remain seated and refrain from engaging in conversation or activity with the children.

In the case of parents, student teachers, and volunteers, the teachers will direct visitors to appropriate activities within the classroom where they can become involved such as sharing a special skill or cultural information during circle time, listening to children read, lunch, or directing a special project.

All visitors are required to sign in the classroom visitor log book, recording the date and time of arrival, purpose for visit, and sign out with a time of departure.

E. Supervision of Children

Montessori School follows the required Wisconsin Office of Children and Family Services and recommended guidelines of the National Association of Young Children (NAEYC) student-teacher ratios.

For children 6 weeks to one year, one teacher for every four children.

For the toddler program, one teacher to every four children between the ages of 1 and 2 years old.

For the preprimary program, one teacher to every six children between the ages of 2 and 3 years old.

For the primary program, one teacher for every eight children between the ages of 3 and six years old.

For the elementary program, one teacher for every eighteen students. Each classroom consists of a Co-Teacher and a Teacher.

A child will never be left unsupervised. Efforts will be made to familiarize children and parents with potential substitute teachers, volunteers, and student teachers. Should an emergency arise where the teacher may need to leave the classroom, an approved substitute will be called in to supervise the children.

F. In Case Of Emergency

Smoke detectors are located in each area of the school. These detectors are checked regularly and inspected annually. The sprinkler system is activated if the smoke detectors are triggered. The detectors and emergency fire alarm pulls are directly wired to the Madison Fire Department. When an alarm is set off the fire department responds immediately. Fire drills are held monthly.

Fire extinguishers are located on the wall near each exit, near the stove, and near the furnaces. These extinguishers are checked regularly and inspected by a professional annually. Emergency phone numbers are located on the wall near each phone, in each classroom has a first aid kit.

In an extreme emergency, the nearby fire rescue unit will be contacted by calling 911 and the child transported to the closest Emergency Room, or to another facility at the discretion of the emergency personnel. A report will be filed to the Department of Children and Family Services within 24 hours, at (608) 241-7676.

In case of emergency:

The teacher will ring the bell and ask children to stop what they are doing and quietly walk to either the primary or secondary exit. In case of a fire emergency, the smoke detector alarm will go off and the teacher will instruct children to line up at the nearest exit immediately.

As the children are lining up the teacher or her assistant will check all areas of the classroom for children (bathroom, closets, etc.), get the emergency bag, and in inclement weather collect children's coats and gear from their cubbies. [A large laundry basket is kept next to the cubbies for holding coats and belongings.] In the case of a fire emergency, the teacher will guide the children out of the building as

quickly as possible, checking that all children are present and taking the emergency bag. Since a quick evacuation is essential in a fire, this may mean leaving coats and gear behind.

The teacher will walk with the children to the designated meeting place. At 1325 Greenway Cross this meeting place is 1212 Greenway Cross, The Body Shop Supply Co., Inc.'s Training Center. Once assembled in a safe place the teacher will take attendance using the class list located in the emergency bag. Authorities can be notified using the cell phone and emergency numbers located in the emergency bag. Parents will be notified using the emergency contact list in the emergency bag. This list is checked and updated monthly.

In case of serious emergency:

In the case of a serious medical emergency, a teacher or staff member trained by the Red Cross in First Aid/CPR will evaluate the situation, direct someone to call 911, and follow instructions from emergency personnel. If a First Aid/CPR trained staff member is not immediately available the supervising adult will call 911 and follow the instructions from emergency personnel. Should the child need to be transported to UW Medical Center or another medical facility, a familiar teacher or staff member will ride with the child to the hospital and remain with the child until a parent or guardian arrives. The floating teacher on duty or a member of the administrative staff will step into the classroom to ensure remaining children are being supervised according to required ratios. It is important to keep all of your emergency contact information up to date; the school, using this information, will contact parents. A report will be filed to the Department of Children and Family Services within 24 hours, at (608) 241-7676.

G. Fire/Tornado/Flash Flood Drills

Random fire/tornado/flash flood drills will be conducted on a monthly basis and a special alarm bell will ring. The emergency procedures described above will be practiced.

H. School Closings, Delayed Openings

If severe weather conditions make travel hazardous, school may be postponed, closed early, or canceled. Greenway Montessori School follows the school closing policy of the Madison Metropolitan School District. Please listen to your local radio and television stations for school closing and delay information. There is no credit or make up days given for weather and emergency related school closings.

I. Local and National Emergencies

In the event that children and staff need to evacuate the building due to a national or local emergency, they will proceed to the closest safe building as directed by emergency personnel. The school will only be evacuated in the event the building is deemed not safe for occupancy by the police/fire department. Please tune into your local TV and Radio stations for more emergency information. Please ensure that all information, telephone numbers and emergency contacts are updated and checked throughout the year.

The school highly recommends that each family have an emergency plan for picking up your child at school.

J. General Student Health and Safety Policies

All children enrolled in the program must submit a written statement signed by a health care provider verifying the child is able to participate in child day care, currently appears to be free from contagious or communicable disease, and is receiving health care, including appropriate health examinations in accordance with the American Academy of Pediatrics schedule of such care and examinations. Such documentation must state that the child has received age appropriate immunizations in accordance with the Wisconsin State Public Health Law. Any child who is not immunized because of the parent's genuine and sincere religious beliefs may be admitted if the parent furnishes the provider with a written statement to this effect. All children must remain current with their immunizations and update the documentation at the school annually.

In addition to the health care statement, the following documents will be submitted at the time of admission and kept on file while the child is enrolled:

1. A written consent signed by the parent authorizing the provider or other caregivers employed by the program to obtain emergency health care for the child.
2. A written consent signed by the parent allowing for the provider to arrange for transportation of the child, or in the case of emergency evacuation from the site, permission to transport the child to one of the designated relocation sites.
3. A written consent of permission to apply topical sun block, diaper creams, and/or lotions to the child. Sun block is provided. For other products, the parent must

provide for the child in original packaging and clearly label the bottle with the child's name.

4. A written consent to allow the child to be photographed at school and permission for the school to use these photographs for school albums, newsletters, on our web site, and for other school related purposes (special craft projects, press releases, etc.).

K. Illness Policy

The Greenway Montessori School adheres strictly to the State of Wisconsin guidelines for dealing with illness in the school. The standards are designed to protect your healthy child. Please do not send your child to school if they are sick or unable to participate in daily activities. Your child will recover more quickly at home and the other children and adults at the school will be protected from continued exposure to the illness. The school is neither licensed nor equipped to care for ill children. Children must be able to go outside.

If a child becomes ill while at school, he or she will be isolated from the other children and parents will be called to arrange for the child to be picked up. If a child is considered to be too ill to attend school at drop off, he or she will not be admitted to class. Please remember that when illness is accompanied by fever, your child may not return to school until their temperature has been normal for twenty four hours (without medication)." Signs of an ill child include: verbal complaint of ill feelings, drowsiness, difficult or rapid breathing, sore throat or difficulty swallowing, stomach aches, headache, loss of appetite, unusual behavior or "not seeming like him/herself."

L. Medication Policy

The Greenway Montessori School teachers and staff will not administer any medication, prescription, remedy, or treatment, except as stated earlier in the use of topical ointments such as sun block and diaper cream and except to the extent that such administration is required under the provisions of the Americans with Disabilities Act.

Prescriptive medication or non-prescriptive medication such as, but not limited to, aspirin, cough medicine, nose drops, epi-pens or inhalers may be given to a child in accordance with the following conditions:

1. A signed, dated, written authorization form from the parent must be on file.

2. Non-prescriptive medication is in the original container with the child's name and request, signed by the parent, including dosage and directions for administering are on file. Prescriptive medication is in the original container and labeled with the child's name, name of drug, dosage, and direction for administering, date and physician's name.
3. A written report including type of medication given, dosage, time, date and the name of the person administering the medication shall be kept in the child's record and the school medical log.

Medication shall be inaccessible to children and is therefore kept in a locked container out of reach of the children. Each classroom has a designated space for this container. Medication requiring refrigeration shall be kept in a designated locked container labeled "Medication."

M. Communicable Disease Policy

When a child is suspected of having a communicable disease or condition, such as, but not limited to: chicken pox, German Measles, infectious hepatitis, measles, mumps, poliomyelitis, lice, ringworm of the scalp, scarlet fever, whooping cough, diphtheria or meningitis, the county or city public health nurse shall be notified and the child must be removed from school.

When a diagnosis of a communicable disease is made, the exposed children shall be watched for symptoms of the disease and all parents shall be notified with a dated written notice posted on the doors to the school. A child may be readmitted without a statement from a physician after a communicable disease, if the child has been absent for a period of time as designated by the Health Department. A written statement from a physician is required for a child to return to the school before the longest usual incubation period has passed.

If a parent or guardian notifies the school that a child is HIV positive or has hepatitis, the school will work with health officials and the family to ensure the safety of that child as well as all children, staff and other people who might come into contact with the infected child by practicing universal precautions. Safety procedures will always be adhered to and the identity of an infected child will be kept confidential.

N. Accident or Injury

A record of any accident or injury shall be kept in the school 'Medications & Injury' log book. Staff will use the 'Incident Report Sheet' for all accidents, injuries, or incidents including if a child bites another child. Parents will be notified if the incident requires medical attention. Serious injuries, such as those requiring professional medical treatment, will also be reported to our licensing specialist. In case of serious

injuries Licensing will be contacted. In a case of child biting, we follow the guidelines established by Health Dept.

O. First Aid

First aid will be administered a by First Aid/CPR trained staff member when it is appropriate to do so. The area needing First Aid will be washed with soap and water and a Band-Aid will be applied if needed. No medication will be applied, per State Licensing regulations.

P. Missing Child at Greenway Montessori

Staff must at all times be aware of the children who are attending. In addition, the following precautions must be in place:

1. Children are taught that entry doors, playground doors, and playground gates are not to be opened by them;
2. Children who are in the playground must be accompanied by staff to "leave the playground or to use the bathroom;
3. Parents are responsible for signing children in and out.

In case of a missing child, the teacher will oversee and evaluate the situation and delegate responsibility. The teacher in charge of the remaining children in attendance will do an attendance check using the attendance sheet to ensure that all are accounted for. The teacher will call 911 after 2 minutes has lapsed.

The teacher, after 10 minutes has lapsed and the child is missing, will contact the parent/guardian, any other contacts, as well as the Director. The Director is responsible for notifying the State of Wisconsin Licensing, at (608) 241-7676) within 2 hours whether or not the child has been found. The Director will discuss the incident with parents on the following school day. The Staff will document the incident fully with an 'Accident/Incident Report' in the School's Medical Log Book.

Q. Staff and Facility Health and Safety Policies

All employees of the Greenway Montessori School will submit a statement from a healthcare provider as required by the Wisconsin Daycare Licensing regulations. This information will be kept on file and updated regularly.

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All teachers and staff at the Greenway Montessori School are required to report any suspected incidents of child abuse or mistreatment concerning a child to the statewide center of child abuse and mistreatment.

Caregivers must wash their hands, and ensure children wash their hands with soap and running water at the beginning of each day, when they are dirty, after toileting or assisting children with toileting, after changing a diaper, before and after food handling or eating, after handling of pets and other animals, after contact with bodily secretion or fluid, and after coming in from the outdoors.

1. Safety precautions relating to blood must be observed as follows:

Disposable gloves must be worn whenever any bodily secretions are present. When there is a possibility for contact with blood, including but not limited to touching blood or blood contaminated fluids, treating cuts that bleed, and wiping surfaces with stained blood, gloves must be used. In an emergency, a child's well-being must take priority. A bleeding child must not be denied care because gloves are unavailable.

Disposable gloves must be discarded after each use. If blood is touched accidentally, the exposed skin must be thoroughly washed with soap and running water. Clothing contaminated with blood must be placed in a securely tied plastic bag and returned to the parent at the end of the day. Surfaces that have been contaminated with blood must be cleaned and disinfected with a germicidal solution

Sufficient and suitable clothing must be available so that children who are dirty or soil their clothing may be changed. Parents will be asked to keep at least one seasonally appropriate change of clothes for their child at school.

Toileting facilities will be kept clean at all times and stocked with toilet paper, soap, and towels accessible to staff and children. Toileting equipment will be provided appropriate to the toilet training level of the children in the group.

If a child is not yet potty trained, parents must supply an adequate supply of diapers. Diapers will be disposed of in a tightly covered trashcan and kept out of reach of children. Soiled cloth diapers will be placed and sealed in a plastic bag and sent home with the child at the end of the day. The changing pad will be wiped with a disinfecting solution after each use.

All rooms, equipment, supplies, and furnishing accessible to children will be cleaned and disinfected as needed to protect the health of the children and staff, and in a manner consistent with the health care plan guidelines issued by the Wisconsin Office of Children and Family Services, Day Care Regulations.

R. Nutrition

Greenway Montessori provides breakfast, lunch, 1 morning and 1 afternoon snack which consists of at least two of the following: milk, fruit, vegetable, or another protein-rich food, whole grain bread, crackers. Milk is available to all children at snack times. Snack is available throughout the morning work time and after rest/nap in the afternoon. Once a week the Primary classrooms make a vegetarian stew or salad for the afternoon snack for the entire school.

S. Food Program

Beginning in 2018, Greenway Montessori will be participating in the Child Food Program. This is a reimbursable program offered by the State of Wisconsin. We will be reimbursed for any breakfast, lunch and snacks we serve, as long as they meet the nutrition guidelines.

We will be providing breakfast, lunch, AM & PM snacks. To receive reimbursement, all nutrition guidelines established by the State of Wisconsin Child Food Program must be followed.

T. Special Diets

Please let your child's teacher and administrators know of special diet restrictions, allergies, and any other medical restrictions.

U. USDA Nondiscrimination Statement with Complaint Filing Procedure (December 2015 Revision)

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or Local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-

8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410
- (2) Fax: (202) 690-7442
- (3) Email: program.intake@usda.gov

VI. GENERAL SCHOOL INFORMATION

A. Changes in Enrollment

Greenway Montessori School offers a wide variety of enrollment options to meet the needs of the parents and children. The size of each program, from Early Arrival to After School, is determined by the required staff to child ratio and the physical space available. We are limited in the amount of flexibility we can offer to parents in terms of temporary or permanent changes in the hours of enrollment once the program has begun. Requests from parents for permanent increases in hours will be considered only if space is available. All changes in the hours of enrollment must be approved by the Director. Parents who add hours will receive an increase in tuition.

Requests from parents for temporary increases in hours will be considered in emergency situations only if space is available. All temporary increases in hours must be approved by the Teacher and Director. Parents will receive an increase in tuition to cover the costs of additional hours. Parents who wish to decrease hours must give a 30 day notice to the Director and will be charged the tuition at the contracted rate for thirty days, or until a replacement can be found for the vacant space.

B. Attendance

Attendance sheets are located next to the front door of each classroom. Parents are responsible for recording check in and out times for their children. Each staff member who is responsible for the children will be listed on the Staff Attendance sheet behind the attendance sheet on each clip board.

C. Screen Time

It has been determined by experts that screen time is detrimental to a child's development. Any child under the age of 6 should have no more than one hour of screen time per day. This includes; computers, TV, phones, iPads, tablets, hand-held games, etc.

Greenway Montessori doesn't allow for any screen time under the age of 6.

D. Child Abuse and Neglect

Greenway Montessori teachers and staff are mandatory reporters of suspected child abuse or neglect pursuant to the Wisconsin State Law. It is our pledge to the community of Greenway Montessori School that the administration will not take any punitive action against any reporting of any incident to staff or Department of Health and Family Services.

E. Transitions

Teachers will give children advance notice of transitions to give an opportunity to finish activities. Transitions occur when child is moved from one point to another, either on a daily basis (as it pertains to the material), or according to an activity or stage in their development. Children will be involved actively in transitions whenever possible. Clear expectations will be given to children at clean-up times and children will participate in clean-up. Children will not be required to wait for long periods. When waiting is unavoidable, staff will provide activities (songs, stories, etc.) Staff will plan in advance so that transitions are calm, few in number and the next activity is planned.

F. Child Guidance Policy

Our first step in child guidance is to set ground rules that help prevent behavior problems from developing. Ground rules are those necessary limits established within the learning environment in order to insure the rights, freedom and safety of each child.

Examples of ground rules are:

1. Putting one's work away when finished so that it is ready for the next child;
2. Trying not to disturb another's work/play unless invited to join;

3. Showing respect for the materials by not using them in a destructive manner;
4. Observing all safety rules regarding running, climbing, and furniture moving.

Our second step is to redirect a child to another area or work. If such attempts are unsuccessful, the Montessori teacher will usually isolate the child from the group. The child is offered a comfortable spot within visual contact of the group and given the freedom to rejoin the group when ready. The teacher will say something like, "You may sit here until you are ready to be with the group without distracting other children's work." The child makes the choice to rejoin the group. The child considers the constructive behavior and will exercise his/her will in making the choice. In order not to interfere with the child's free choice of activity, there are no artificially induced competitions, rewards, or punishments.

Greenway Montessori does not use the term "time-out" with children even when removing a child from the group. Occasionally a child needs to be removed from the classroom. In this case, the teacher or office attendant will sit outside with the child or take him/her to the office until they tell us they are ready to return to the classroom.

Please note that as per state law, only children 3 years of age and older can be taken from the group. For the child under 3 years of age, the teacher will simply redirect the child toward something that is constructive. Each child is dealt with individually and the teacher will take into account the age, maturity, and a variety of other factors when dealing with the child.

G. Discipline Policy

"Freedom within limits" is the core of the philosophy regarding discipline in a Montessori environment. Montessori children enjoy considerable freedom of movement and choice; however, their freedom always exists within carefully defined limits on the range of their behavior. They are free to do anything appropriate within the ground rules of the school community, but they are redirected promptly and firmly if they cross over the line.

Preparation of the environment and carefully defined ground rules are key to successful discipline. When a child oversteps these boundaries and redirection does not work, a serious discussion of the situation occurs between the teacher and the student. At this time age appropriate consequences directly relating to the situation are laid out. Should the child continue to disobey the consequences will be enforced. For example if a four year old is painting on the wall instead of the easel and refuses to stop when asked, they would lose the privilege of using paints for the remainder of the day.

If a child is endangering his or her safety or the safety of another person, an adult will intervene immediately and remove the child from the situation. Once the

child/children are safe, the teacher can assess the situation and choose appropriate discipline measures.

If the child's body is out of control and he or she is unable to respond to redirection, discussion, or consequences the teacher may choose to have the child sit quietly in a calm part of the classroom to regain self-control. When the child is able to return to work calmly he or she may do so, with permission from the teacher. This "time out" should never last more than a few minutes for a preschool child.

Our approach to discipline is based on empowerment, mutual respect, and trust. Corporal punishment is prohibited. Withholding or using food, rest, or sleep as a punishment is prohibited. Methods of discipline or interactions that frighten, demean, or humiliate a child are prohibited. A teacher or staff member only may administer discipline in the school setting.

H. Parent Involvement in Correcting Behavior

Staff will communicate with parents in solving unwanted behavior. Teacher's will give insight in the classroom technique and ask parents what techniques they use at home. Together parents and teachers will agree to best solve the unwanted behavior at home and school. Parents and staff will work together as a team to help the child succeed in their educational and social experience. A behavioral note will be sent home to keep parents informed.

I. Prohibited Punishments

The following is a list of punishments that are prohibited. These include all punishment which is humiliating or frightening to a child, such as: spanking, hitting, pinching, shaking or inflicting any other form of corporal punishment. Verbal abuse, threats or derogatory remarks about self or family are prohibited, as well as binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box or similar cubicle. Also prohibited is withholding or forcing meals, snacks or naps, and punishments for lapses in toilet training.

J. Confidentiality of Records

Children's records are confidential. All Greenway Montessori personnel having access to children's records may not discuss or disclose personal information regarding the children and facts learned about children and their relatives. Parents will be asked to sign a release if any other party requests information from the school. Upon request, all records and reports maintained on your child will be made available to you. A release form must be obtained from parents or a guardian of a child to care for special health needs. Parents are given a copy of the enrollment file and the child's "Classroom Profile."

K. Termination

If the tuition agreement is terminated before the 6 week trial period is completed, no written notice is required. Should the tuition agreement be terminated after the 6 week trial period, 2 weeks written notice is required and no refunds will be given. Greenway Montessori holds the right to dismiss a child from Greenway Montessori School.

L. Complaint Procedure

If for any reason a child or family feels he/she/they are not receiving the considerations due them or are treated in such a way that is abusive in nature, such circumstances should be immediately brought to the attention of the Director. Complaints involving teachers and other staff members should be taken up with the Director. Complaints involving the Director shall be taken to The Department of Children and Family Services involving any grievances at 608-422-6765.

M. Discounts

In the event that a family has more than one child enrolled at Greenway Montessori School at the same time, the oldest child will be billed full tuition and any additional children will receive a ten percent discount off of their tuition.

N. Clothing

All clothing and other belongings, which are brought to school, should be clearly labeled with your child's name. A supply of clothes for changes should be sent at the beginning of the year and checked regularly to insure an adequate supply. The children work with materials in the classroom that may result in their clothing becoming soiled or wet (water, paint, etc), sometimes more than once a day. They appreciate the option of changing into clean dry clothes on their own.

Since self-sufficiency is encouraged, parents are asked to consider the ease with which their child is able to dress him or herself. For example, overalls may look cute but may be challenging for your child to unhook when they need to use the bathroom. Each child should keep a pair of indoor shoes or slippers to wear while at school. This helps keep our environment clean and healthy. Every child must wear some type of shoe at all times in case there is an emergency or fire drill and we must exit the classroom quickly."

Newborns to 12 months are very sensitive to sensory overload. Careful attention should be made to their clothing, plain cotton onesies with NO bottoms, zippers, embellishments or tags are best at this age. There is no need for extra things like shoes (until they begin to walk), belts or sweaters with hoods. Children at this age need to be able to move freely and without restrictions.

While the child is working on potty training they need to be in pants that are easily removed. This helps the child to use the bathroom on their own without any obstacles. Please follow these two guidelines:

1. Two shirts, two pairs of pants, two pairs of socks, and at least two pairs of underwear.
2. The clothing should be replaced as used.

O. Outdoors Play

Time outdoors is an important part of a child's day. It provides the fresh air needed to insure good health and aids in the development of social and gross motor skills. Weather permitting, the children go outside every day. In the case of a light sprinkle or drizzle or flurry the children may still go outside for a short time. Madison's weather is known to change frequently; therefore it is important to dress appropriately. Layering clothing is very helpful. Sometimes mittens and socks get wet after a play period. For children who attend all day, sending spare mittens, socks and hats is also helpful.

If your child is recovering from an illness and still is not able to go outside, you are asked to keep him or her home. The school does not have adequate staff to provide for the care of one or two children while the other children are outdoors. Some helpful hints on dressing your child for outdoors play include, but are not limited to:

1. Jackets and coats should be roomy enough for layering clothing and have large, easy to manipulate buttons or zippers. Check to see if your child can handle the fasteners independently.
2. Boots should be large enough to slip on and off easily so that your child may do it him/herself.
3. Invite your child to choose a hat to their liking. Fleece may be preferred to itchy wool. Try a neck gaiter rather than a scarf to reduce the chance of choking. Simply tuck into the coat collar and pull over the mouth and nose.
4. Mittens are warmer than gloves and easier for children to slip on:
Waterproof mittens are best. Velcro tabs around the wrist help clinch the fit. Mittens and gloves should be attached to the coat with mitten clips or to each other by a long piece of elastic that is found at a fabric store that is cut long enough to span your child's arm lengths and run through the arms of the jacket. " Do not use string.

5. For really cold and snowy days, insulated pull-on snow pants provide more mobility than snowsuits also pull-ons fit comfortably over layers or pants.

Your child should be dressed as simply and comfortably as possible to allow freedom of movement and ease of toileting. Please do not dress your child in thongs, clogs, or sandals unless they attach around the ankle for safety and function during active outdoor play.

P. The Barn

Greenway Montessori School will maintain a barn on site that consist of chickens, a rabbit, and a guinea pig. The children will have minimal contact with the pets, but will learn basic care responsibilities through activities such as feeding the animals.

Q. Lost and Found

With so many children, it is sometimes difficult to keep track of clothing and other belongings. Having each article of clothing clearly labeled helps prevent losing items. A "lost and found" box in the main hallway. If you cannot find lost articles in these baskets, please check with your child's teacher. Clothing that is not claimed after a reasonable amount of time may be kept as extra items for children who may need it on any given day or donated to a good cause."

R. Classroom Materials

The materials in the classroom are there to be used by all the children and the staff attempts to make them as inviting as possible. Sometimes they are too successful and pieces of the apparatus get invited home. It is often the most important/favorite pieces that find their way home. Should this occur, we ask that parents not worry about this and return items as soon as possible."

S. Birthdays

Birthdays are special days and we enjoy celebrating them at school. Please remind your child's teacher a few days before the birthday so the teacher is able to plan for the celebration. Children are welcome to celebrate their birthdays at school with their classmates.

Each classroom celebrates birthdays with its own line time ritual. An example of one birthday ritual is as follows: The class gathers as a group and lights a single candle in the center of the group to represent the sun. The birthday child takes the world globe and begins to walk around the candle. Each circle around the candle represents the passing of time from one year to the next. After the child has circled the

“sun” once for each year of his/her life, they stop on the year of the birthday and the teacher announces how old the child now is. The birthday child then blows out the candle and refreshments are served.

If you and your child would like, you can bring a healthy birthday snack to share with the class. The snack should be small and easy to distribute, such as yogurt covered raisins, fruit cups or miniature muffins without frosting. Please no sugary treats since part of our curriculum is healthy nutrition. If your child is going to have a birthday party, please distribute invitations in the parents' boxes. Staff is not responsible for handing out invitations. If you need last names, of the children you wish to invite, please check the attendance sheet.

T. Holidays and Celebrations

“All mankind shares a common history, a common world of cultures, and struggles toward a common future. The child should be given a sense of our heritage, our culture, and our potential destiny from the earliest moments of sensitivity. The needs of mankind are universal. Our means of meeting them create the richness and diversity of the planet. The child should come to relish the texture of that diversity.” -Maria Montessori.

We acknowledge and celebrate the diversity of our school community and the diversity of the much larger world community. At Greenway Crossing Montessori School we are concerned about the tendency in America to see the United States as the center of the world. We feel it is important to broaden our children's horizons to encompass the entire planet. Our goal is not just to transmit information about other cultures but also to celebrate them. Celebrations help inspire a sense of joy, wonder and enthusiasm. We teach with great respect for the child, his or her family, and his or her background. We encourage each family to share their heritage through stories, food, and celebrations.

Greenway Montessori School does not teach religion, although we do present many universal spiritual themes such as love, kindness, joy, and confidence in the fundamental goodness of life. Many of the holidays we celebrate may be religious in origin. We approach them instead from a cultural perspective, sharing food, music, dance and traditions related to the day. This helps us build a sense of community by celebrating our similarities as well as our differences. If we want to achieve peace, we must begin by teaching children how to accept each person for who they are."

For example, as an alternative to Halloween we have a fall festival in October. In February, we celebrate friendship week, rather than Valentine's Day. At these "special" times of the year, we include art projects and other special activities of a festive nature. We also have many sharing times, discussions and song exchanges to enhance our recognition of celebrations and traditions. Please note that if your child would like to share something related to your specific religion, they are welcome to do so.

U. Field Trips

During the course of the school year, field trips may be taken to local areas of interest in coordination with an area being studied in class or to take advantage of special community events. Parents will be notified in advance of an upcoming trip and will receive a permission slip to sign and return, as well as any associated fees.

1. Missing Child While on Field Trip

“Field Trip Procedures” must be followed by staff to ensure the safety of the children. Staff will have a cell phone with them for any emergency. The lead teacher on site will evaluate and oversee the situation and will delegate responsibility. The teacher who is responsible for the remaining children must conduct an attendance check using the attendance sheet to make sure all are accounted for. The lead teacher, after 2 minutes has lapsed and the child is still missing, will notify the On Site Security and will call 911.

The lead teacher will contact the Director after 10 minutes has elapsed, as well as the parents/guardian or other contacts. The Director must contact and report the incident to Licensing, at (608) 241-7676) whether or not the child has been found. Parents of children enrolled at the GCM must be told of the incident the next day the school is in session. Staff fills out a complete Accident/ Incident Report with documentation in the GCM School’s “Medical Log Book”.

2. Field Trip Safety Roll Call

Attendance will be taken at the start of every field trip, before every transition during the trip and at the conclusion of the trip.

VIII. COMMUNICATION AND EVENTS

A. Mailboxes/Parent Bulletin Board

School staff and personnel will generally communicate directly by putting information in the parent mailboxes. These are located by the front entrance door. Be sure to check them every day!

A Parent Bulletin Board is located by the front door. Licensing Information, violations, notices and other parent information is posted on Parent Bulletin Board. Center Policies and Licensing Rules for Group Childcare Centers is located by the Parent Bulletin Board.

B. Parent Communication Book

Please communicate with the teachers about changes in schedule or pick-up, or about any other non-confidential matter, by writing in the notebook located by the cubbies in your child's classroom. The notebook is the most effective way of letting staff know daily information about your child.

C. Website and Internet Information

We are starting a new communication process with for our parents to keep in contact with their child's teachers. Each classroom will have an email address that the parent can send questions, comments and concerns pertaining to classroom topics ONLY. Please remember that these emails are for classroom topics only. All other topics are to be directed to the administration email address only (greenwaycrossing@hotmail.com). These emails will be checked by the teachers once in the afternoon. Please allow 24 hours for a response.

Primary I – greenwayprimary1@gmail.com

Primary II – greenwayprimary2@gmail.com

Pre-Primary I – prprimary1@gmail.com

Pre-Primary II prprimary2@gmail.com

Toddler Rooms – greenwaytoddler@gmail.com

Infant Rooms – infantrooms@gmail.com

Afterschool – greenwayafterschool@gmail.com

D. Newsletters

The Greenway Montessori School community newsletters are published four times a year and are distributed to the school community including current parents, families on our waiting list, friends of the school, and posted on our website. The focus is on Montessori philosophy, child development, community topics of interest, parent information, reminders, program updates, and calendar changes.

E. Parent-Teacher Conferences

Parent teacher conferences are regularly scheduled twice a year, in the fall and in the spring. A parent can request a conference with a teacher at any time throughout the year and your teacher may schedule additional conferences if necessary. When a parent does not request a conference they must sign the “No Conference Sheet.” Each child's portfolio will be given to the parent.

F. Evaluation of Student Progress

The Greenway Montessori School maintains careful notes and documentation on each child in accordance with the traditional Montessori curriculum. Children are never compared to each other or “graded” in a traditional or arbitrary manner. Each child in attendance has an updated portfolio in their classroom. Evaluation of progress is based on the individual growth of each child. Upon dismissal the parent will be given the child's most recent portfolio.

G. Meetings With the Administrator or Director

Meetings with the Administrator or Director can be arranged by appointment.

H. Support Services

All Greenway Montessori School families of preschool age children or older are eligible for the screening services available through the Madison Public School District. Screenings are available for speech, hearing, social/emotional, fine/gross motor, etc. Younger children are eligible for screening through early intervention services. Your teacher can assist you in requesting a screening from your home district if there are concerns about your child's development in one of these areas.

Please contact the Administrator for interest in a parent group.

VIII. ADMISSION POLICY

A. General Admissions Policy

Greenway Montessori School considers itself more than just a school or daycare program, we consider ourselves a true community of families that share a vision, values, and goals for our children. Beginning the admissions process and learning about our school is a process of learning about each other. Our primary goal in the admissions process is to help each family find the perfect match. Just as not all great people would make us happy as our spouse or business partner, we recognize that we may not be the perfect match as a school for every family. The admissions process is a chance for us to get to know each other.

Honesty in any relationship is key to its success. We are not here to convince prospective families that our school is right for them. We actively encourage families to observe and explore the many school options available. Our goal is to present our program as truthfully as possible, help families to grasp the nature of our school and what we have to offer, and allow them to weigh all the factors out as they consider whether our school is indeed the right match for them. School tours, classroom observations, open houses, Montessori education meetings, and meetings with the Head of School are important ways to get to know our community.

The Greenway Montessori School admits students of any race, color, nationality, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national, and ethnic origin in administration of educational policies and admission policies. Following the traditional multi-age Montessori classroom model, Greenway Crossing Montessori School is committed to creating a balanced learning environment for all students.

We are committed to integrating and accommodating children with special needs into our program, in accordance with the Montessori philosophy and appropriate early childhood practices. In some circumstance's Greenway Montessori School is not the "right fit" for a child and family. Greenway Montessori School reserves the right not to accept a child into the program or to ask a child to leave the program based on the school's inability to meet the needs of the child. We will support the family in finding a program better suited to the child's specific needs."

B. The Admissions Process

1. Tour and Observation!

Prospective families are required to have a school tour and are encouraged to observe in a classroom before enrolling their child. It's important for the child to become acquainted with teachers and students. We highly recommend that each child visits their classroom before they start attending. Appointment for tours or observations can be made through the main office." "

2. Waiting List

If there are no openings available in the program selected, your application will be placed on a waiting list. You will be contacted as soon as space becomes available.

3. Provisional Acceptance

All children enrolled are accepted into the program with the understanding that if the teacher feels the program cannot meet the child's needs, the staff and parents will explore alternatives together.

4. Enrollment Agreement

A child is officially enrolled in the program when the school has received the signed enrollment agreement and tuition deposit. Enrollment in all programs are binding. Parents are responsible for tuition each week regardless of the amount of time the child attends the school.

5. Hours of Operation

Open 6:30 a.m. – 6:00 p.m. Monday through Friday
Full-time enrollment – 9 hours/day;
Part-time enrollment – 4 hours/day (8:30a.m.-12:30p.m.);
Variety of Full-Time and Part-Time options available

6. Withdrawal

Should a family initiate withdrawal of a child from the school, a minimum of 2 weeks advance written notice must be given to the school in order to receive a full refund of tuition deposit.

If both the parents and the school administration decide that the Greenway Montessori School program is not appropriate for an enrolled child, the child may be withdrawn and the parents relieved of any further financial responsibility. If the school

decides that the Greenway Montessori School program is not appropriate for an enrolled child, the family will receive a notice and is relieved of any further financial obligation. It is possible to change programs within the school if it seems advisable to both the parents and the staff, and if space is available. The Director has the final decision making authority.

Upon withdrawal from Greenway Montessori a parent will be provided with the child's most recent portfolio.

7. Enrollment Forms

The Greenway Crossing Montessori School requires that the following information be kept on file for each child enrolled in the program:

- a. Application Enrollment contract
- b. Day care registration form
- c. Medical report/immunization documentation
- d. Emergency Card
- e. Health Form
- f. List of authorized people able to pick child up from school
- g. Intake Forms for teachers information
- h. Food Program Forms

It is your responsibility to notify the school when there is any change in the information provided on these forms.

8. Enrollment Packets

Each new student will receive an enrollment packet. These packets include the following information:

- a. Parent Manual
- b. Tuition Agreement
- c. Enrollment Form
- d. Tuition Rate Sheet
- e. Welcome Letter
- f. Montessori Approach
- g. Child Care Enrollment Form
- h. Health History
- i. Child Health Report-signed by Physician
- j. Intake Form for Children
- k. Tuition Policy
- l. Food Program Forms:
- m. Child and Adult Food Program-Parent Letter

9. Tuition Policy

Tuition may be paid monthly, semi-monthly, bi-weekly or weekly. Because the school relies on tuition for its revenue, timely fee payments are essential to smooth school operations. Your tuition agreement outlines when payment is due and how much tuition is owed. Please consult your copy of the tuition agreement for details. Please make payments in the tuition mail box. If you participate in the Wisconsin Shares Program you are responsible for your copayment being paid on time.

10. Collection Policy

Parents are expected to make a payment by the due date or make payment arrangements in writing. There is a 5 day grace period for payments. There is a \$25 late fee for making payments after the 5 day grace period. If payments are not made for 2 weeks enrollment will be terminated. If late payment arrangements are not made with the school, children will be asked to leave. Communication with the Director is extremely important to avoid these circumstances. The school understands that families may experience some financial difficulties and are committed to working with them to make acceptable arrangements for payment.

11. Additional Charges

Greenway Montessori School charge's additional fees for the following:

- a. Late Pick Up -\$1.00 each minute a child is left past 6:00 p.m.
- b. Returned Check Fee - \$25.00 per check
- c. Field Trip Fee – Varies with each trip
- d. Art Fee - \$65.00 per year for children 2 years of age and older
- e. Summer Camp Fees – Varies per year
- f. Enrollment Fee - \$75.00

12. Returned Checks

A \$25.00 fee will be charged for all returned checks.

13. Tuition Credit

There is no credit given for absences (such as but not limited to illness, death in the family, vacations). There are no tuition credits for school closings.

14. Financial Aid Program Information

Greenway Montessori School is a proud participant in the Wisconsin Shares program. Please visit their website at <http://dcf.wisconsin.gov/childcare/WISHARES/default.htm> or call 608-267-3905 to learn more.

X. APPENDICES

School Hours are from 6:30am – 6:00pm.
Please make sure that you arrive at the school and have your children ready to leave so that the doors can be closed at 6:00pm.

**DAILY SCHEDULE
Infant 1 Room
6 weeks – 6 months
(4 Infants/1 Teacher ratio; Maximum 8 per room)**

6:30-12:00	Montessori	Independent and small group work time in the various areas.
7:30	Breakfast/ Bottle	Feeding time is on an individual basis. The teacher goes off each child's Intake Form.
9:00	Diaper Change	Staff changes diapers and does a general clean-up of the room every 2 hours
9:30	Bottles	Feeding time is on an individual basis. The teacher goes off each child's Intake Form.
9:40-10:00	Nap	Nap time is on an individual basis. The teacher goes off each child's Intake Form
10:00-10:30	Exercizes	Exercise time
11:00	Diaper Change	Staff changes diapers and does a general clean-up of the room every 2 hours
11:30	Bottles	Feeding time is on an individual basis. The teacher goes off each child's Intake Form.
12:00	Nap & Rest	Nap time is on an individual basis. The teacher goes off each child's Intake Form. Children look at books, listen to music and nap.
2:00-2:30	Diaper Change	Staff changes diapers and does a general clean-up of the room every 2 hours
2:30-3:00	Bottles	Feeding time is on an individual basis. The teacher goes off each child's Intake Form.
4:00	Diaper Change	Staff changes diapers and does a general clean-up of the room every 2 hours
4:30	Bottles	Feeding time is on an individual basis. The teacher goes off each child's Intake Form.
12:00-6:00	Group Activities	Children dance, sing, use gross motor skills equipment.
6:00	School Closed	School Hours are from 6:30am - 6:00pm. Please make sure that you arrive at the school and have your children ready to leave so that the doors can be closed at 6:00pm.

DAILY SCHEDULE
Infant 2 Room
6 months – 1 year
(4 Infants/1 Teacher ratio; Maximum 8 per room)

6:30-12:00	Montessori	Independent and small group work time in the various areas.
8:00	Breakfast/ Meals/Drink	Feeding time is on an individual basis. The teacher goes off each child's Intake Form. Water is provided.
9:00	Toileting	Staff changes diapers and does a general clean-up of the room every 2 hours
10:30	Meal/Drink	Feeding time is on an individual basis. The teacher goes off each child's Intake Form. Water is provided.
11:20	Toileting	Staff changes diapers and does a general clean-up of the room every 2 hours
12:00	Nap & Rest	Nap time is on an individual basis. The teacher goes off each child's Intake Form. Children look at books, listen to music and nap.
2:00-2:30	Toileting	Staff changes diapers and does a general clean-up of the room every 2 hours
2:30-3:00	Meal/Drink	Feeding time is on an individual basis. The teacher goes off each child's Intake Form. Water is provided.
4:00	Toileting	Staff changes diapers and does a general clean-up of the room every 2 hours
4:30	Snack/Drink	Feeding time is on an individual basis. The teacher goes off each child's Intake Form. Water is provided.
12:00-6:00	Group Activities	Children dance, sing, use gross motor skills equipment.
6:00	School Closed	School Hours are from 6:30am - 6:00pm. Please make sure that you arrive at the school and have your children ready to leave so that the doors can be closed at 6:00pm.

Greenway Crossing Montessori School – Parent Manual

DAILY SCHEDULE
Toddler Room 1
1 – 2 Year Olds
(4 Toddlers/1 Teacher Ratio; Maximum 8 per room)

6:30 – 7:30	EARLY ARRIVAL	Activities and a quiet introduction into the day. Children may also go outside at this time.
7:30	Classroom	Children that arrive before 7:30 will go to their classrooms at this time and start their educational instruction.
8:00-8:30	Meal/Drink	Breakfast and Water or Milk are provided
9:00	Toileting	Staff changes diapers and does a general clean-up of the room every 2 hours.
9:30-10:00	Outside	Children go outside to move their bodies. Staff changes diapers every 2 hours.
10:15	Water	Children have a water break
9:00 – 11:00	Montessori Preschool	Independent and small group work time in the various areas. Snack is provided both in the morning and afternoon.
10:35	Mat/lunch set up	Children help set up mats for nap time and set up for lunch.
11:00 – 11:20	Lunch Time	Children wash hands and eat lunch .
11:40	Toileting	Staff changes diapers and does a general clean-up of the room every 2 hours
12:00-2:30	Nap & Rest	Children look at books, listen to music and nap For all children under the age of 5 Nap time is required by State Licensing
2:30	Toileting	Staff changes diapers and does a general clean-up of the room every 2 hours
2:35	Water	Children have a water break
2:45	Snack/Drink	Snack and water are provided
3:00 – 5:30	Group Activities	Children dance, sing, use gross motor skills equipment
4:00	Toileting	Staff changes diapers and does a general clean-up of the room every 2 hours
4:30	Snack/Drink	Snack and Water are provided.
5:30 – 6:00	Afternoon	This program is designed for the child to make similar choices as if s/he were at home like environment. Individuals and/or group work, quiet spaces, outdoor time, and other activities such as art or cooking..
6:00	School Closed	School Hours are from 6:30am – 6:00pm. Please make sure that you arrive at the school and have your children ready to leave so that the doors can be closed at 6:00pm.

(9:00-9:30 Tues & Thurs - Mindfulness and Music with Mr. Santana)

Greenway Crossing Montessori School – Parent Manual

DAILY SCHEDULE
Toddler Room 2
1 – 2 Year Olds
(4 Toddlers/1 Teacher Ratio; Maximum 8 per room)

6:30 – 7:30	EARLY ARRIVAL	Activities and a quiet introduction into the day. Children may also go outside at this time.
7:30	Classroom	Children that arrive before 7:30 will go to their classrooms at this time and start their educational instruction.
8:00-8:30	Meal/Drink	Breakfast and water or milk are provided
9:00	Toileting	Staff changes diapers and does a general clean-up of the room every 2 hours.
9:30-10:00	Outside	Children go outside to move their bodies. Staff changes diapers every 2 hours.
10:15	Water	Children have a water break
9:00 – 11:00	Montessori Preschool	Independent and small group work time in the various areas. Snack is provided both in the morning and afternoon.
10:35	Mat/lunch set up	Children help set up mats for nap time and set up for lunch.
11:00 – 11:20	Lunch Time	Children wash hands and eat lunch .
11:40	Toileting	Staff changes diapers and does a general clean-up of the room every 2 hours
12:00-2:30	Nap & Rest	Children look at books, listen to music and nap For all children under the age of 5 Nap time is required by State Licensing
2:30	Toileting	Staff changes diapers and does a general clean-up of the room every 2 hours
2:45	Snack/Drink	Snack and water are provided
3:00 – 5:30	Group Activities	Children dance, sing, use gross motor skills equipment
4:30	Toileting	Staff changes diapers and does a general clean-up of the room every 2 hours
4:45	Snack/Drink	Snack and water are provided
5:30 – 6:00	Afternoon	This program is designed for the child to make similar choices as if s/he were at home like environment. Individuals and/or group work, quiet spaces, outdoor time, and other activities such as art or cooking..
6:00	School Closed	School Hours are from 6:30am – 6:00pm. Please make sure that you arrive at the school and have your children ready to leave so that the doors can be closed at 6:00pm.

(9:00-9:30 Mon & Weds – Mindfulness and Music with Mr. Santana)

DAILY SCHEDULE
Pre-Primary Room 1
2 – 3 Year Olds
(6 Children/1 Teacher Ratio; Maximum 12 per room)

6:30 – 7:30	EARLY ARRIVAL Classroom	Activities and a quiet introduction into the day. Children may also go outside at this time. Children that arrive before 7:30 will go to their classrooms at this time and start their educational instruction.
7:30	Classroom	
7:30-10:15	Montessori Preschool	Independent and small group work time in the various areas.
8:00	Toileting	Staff changes diapers and does a general clean-up of the room every 2 hours
8:30	Meal/Drink	Breakfast is served - each child must sit at the table. Water or milk is also served.
10:15	Good Morning Line Time	Students and Staff gather on the line to sing and talk about what is happening during the day. All children should be in class at this time to participate in Line Time.
SNACK	Open	Snack and water are provided both in the morning and afternoon.
10:30-11:15	Toileting/ Outside/drink	Staff changes diapers and does a general clean-up of the room every 2 hours. Children go outside to move their bodies. Water is provided.
11:15 - 11:45	Book Reading/Mat set up	Read as a group and children will set their mat up for nap time.
12:00- 2:30	Lunch Time	Children set up for lunch, wash hands and eat lunch.
12:30-12:45	Clean Up /Toileting	Children help clean tables and chairs and sweep floors. Staff changes diapers and does a general clean-up of the room every 2 hours
12:45-2:30	Nap & Rest	Children look at books, listen to music and nap. For all children under the age of 5 Nap time is required by State Licensing
02:30	Wake up/Clean up	Children wake up from naps and clean up room.
02:45	Toileting	Staff changes diapers and does a general clean-up of the room every 2 hours
3:00	Snack/Drink	Snack and water are provided
3:30 – 5:30	Group Activities	Children dance, sing, use gross motor skills equipment.
5:00	Toileting	Staff changes diapers and does a general clean-up of the room every 2 hours
5:15	Snack / Drink	Snack and water are provided.
5:30 - 6:00	Afternoon	This program is designed for the child to make similar choices as if s/he were at home like environment. Individuals and/or group work, quiet spaces, outdoor time, and other activities such as art or cooking.
6:00	School Closed	School Hours are from 6:30am - 6:00pm. Please make sure that you arrive at the school and have your children ready to leave so that the doors can be closed at 6:00pm.

(9:45-10:15 Tues & Thurs - Mindfulness and Music with Mr. Santana)

Greenway Crossing Montessori School – Parent Manual

DAILY SCHEDULE
Pre-Primary Room 2
2 – 3 Year Olds
(6 Children/1 Teacher Ratio; Maximum 12 per room)

6:30 – 7:30	EARLY ARRIVAL Classroom	Activities and a quiet introduction into the day. Children may also go outside at this time. Children that arrive before 7:30 will go to their classrooms at this time and start their educational instruction.
7:30	Montessori Preschool	Independent and small group work time in the various areas.
7:30-10:15	Toileting	Staff changes diapers and does a general clean-up of the room every 2 hours
8:00	Meal/Drink	Breakfast is served - each child must sit at the table. Water or milk is also served.
8:30	Good Morning Line Time	Students and Staff gather on the line to sing and talk about what is happening during the day. All children should be in class at this time to participate in Line Time.
10:15	SNACK Open	Snack and water are provided both in the morning and afternoon.
10:30-11:15	Toileting/ Outside/drink	Staff changes diapers and does a general clean-up of the room every 2 hours. Children go outside to move their bodies. Water is provided.
11:15 – 11:45	Book Reading/Mat set up	Read as a group and children will set their mat up for nap time.
12:00- 2:30	Lunch Time	Children set up for lunch, wash hands and eat lunch.
12:30-12:45	Clean Up /Toileting	Children help clean tables and chairs and sweep floors. Staff changes diapers and does a general clean-up of the room every 2 hours
12:45-2:30	Nap & Rest	Children look at books, listen to music and nap. For all children under the age of 5 Nap time is required by State Licensing
02:30	Wake up/Clean up	Children wake up from naps and clean up room.
02:45	Toileting	Staff changes diapers and does a general clean-up of the room every 2 hours
3:00	Snack/Drink	Snack and water are provided
3:30 – 5:30	Group Activities	Children dance, sing, use gross motor skills equipment.
5:00	Toileting	Staff changes diapers and does a general clean-up of the room every 2 hours
5:15	Snack / Drink	Snack and water are provided.
5:30 – 6:00	Afternoon	This program is designed for the child to make similar choices as if s/he were at home like environment. Individuals and/or group work, quiet spaces, outdoor time, and other activities such as art or cooking.
6:00	School Closed	School Hours are from 6:30am – 6:00pm. Please make sure that you arrive at the school and have your children ready to leave so that the doors can be closed at 6:00pm.

(9:45-10:15 Mon & Weds – Mindfulness and Music with Mr. Santana)

DAILY SCHEDULE
Primary I Room
3 – 6 Year Olds
(8 Children/1 Teacher Ratio; Maximum 16 per room)

6:30 - 8:30	EARLY ARRIVAL	Activities and a quiet introduction into the day *Water is available all day in the classroom*
8:30	Breakfast Time	Breakfast is served - each child must sit at the table. Water or milk is also served.
9:00-11:30	Montessori Preschool	Independent and small group work time in the various areas.
9:00	Good Morning Line Time	Students and Staff gather on the line to sing and talk about what is happening during the day. All children should be in class at this time to participate in Line Time.
9:00-10:30	Open Snack	Snack is provided both in the morning and afternoon.
11:15	Line Time	Children gather around the line and talk about their day, sing songs and read stories.
11:30-12:00	Outside	**Children go outside to move their bodies. **
12:10-12:40	Lunch Time	Children set up for lunch, wash hands and eat lunch.
12:40-12:50	Cleanup Time	Children help clean up after lunch
12:50-2:45	Nap & Rest	Children look at books, listen to music and nap.
12:50 - 2:45	Extended Day	Ages 4 ½ - 5 years old work with a more advanced curriculum to get them school ready
For all children under the age of 5 Nap time is required by State Licensing		
3:00 - 5:30	Montessori & Group Activities	Snack is provided both in the morning and afternoon. *Water is available all day in the classroom*
5:30 - 6:00	Afternoon	Independent and small group work time in the various areas. Children dance, sing, use gross motor skills equipment.
6:00	School Closed	This program is designed for the child to make similar choices as if s/he were at home like environment. Individuals and/or group work, quiet spaces, outdoor time, and other activities such as art or cooking. School Hours are from 6:30am - 6:00pm. Please make sure that you arrive at the school and have your children ready to leave so that the doors can be closed at 6:00pm.

(10:30-11:30 Mon & Weds – Mindfulness and Music with Mr. Santana)

DAILY SCHEDULE
Primary II Room
3 – 6 Year Olds
(8 Children/1 Teacher Ratio; Maximum 16 per room)

6:30 - 8:30	EARLY ARRIVAL	Activities and a quiet introduction into the day. Children may also go outside. *Water is available all day in the classroom*
7:30	Classroom	Children that arrive before 7:30 will go to their classroom at this time and start their educational instruction.
8:30	Breakfast Time	Breakfast is served - each child must sit at the table. Water or milk is also served.
8:40-10:45	Montessori Preschool	Independent and small group work time in the various areas
8:40-9:00	Good Morning Line Time	Students and Staff gather on the line to sing and talk about what is happening during the day. All children should be in class at this time to participate in Line Time.
9:00-10:45	Open Snack	Snack is provided both in the morning and afternoon.
11:15	Line Time	Children gather around the line and talk about their day, sing songs and read stories.
11:30-12:00	Lunch Time	Children set up for lunch, wash hands and eat lunch.
12:00-12:45	Outside	**Children go outside to move their bodies. **
12:45-2:15	Nap & Rest	Children look at books, listen to music and nap.
12:45 - 2:45	Extended Day	Ages 4 ½ - 5 years old work with a more advanced curriculum to get them school ready
For all children under the age of 5 Nap time is required by State Licensing		
		Snack is provided both in the morning and afternoon. *Water is available all day in the classroom*
3:00 - 5:30	Montessori & Group Activities	Independent and small group work time in the various areas. Children dance, sing, use gross motor skills equipment.
5:30 - 6:00	Afternoon	This program is designed for the child to make similar choices as if s/he were at home like environment. Individuals and/or group work, quiet spaces, outdoor time, and other activities such as art or cooking.
6:00	School Closed	School Hours are from 6:30am - 6:00pm. Please make sure that you arrive at the school and have your children ready to leave so that the doors can be closed at 6:00pm.

(10:30-11:30 Tues & Thurs – Mindfulness and Music with Mr. Santana)

DAILY SCHEDULE
Extended Day Program
4 – 6 Year Olds
(12 Children/1 Teacher Ratio; Maximum 24 per room)

12:45pm	Line Time/reading time
1:00pm -2:30pm	Individual Work Time
2:45- 3:00	Wash hands Eat Snack
3:00-3:15	Clean/Quiet Reading Time
3:15pm-6:00pm	After school Care

Water is available all day in the classroom

