



Parent - Child Handbook

2011-2012

www.flwokmontessori.com
727-934-3028

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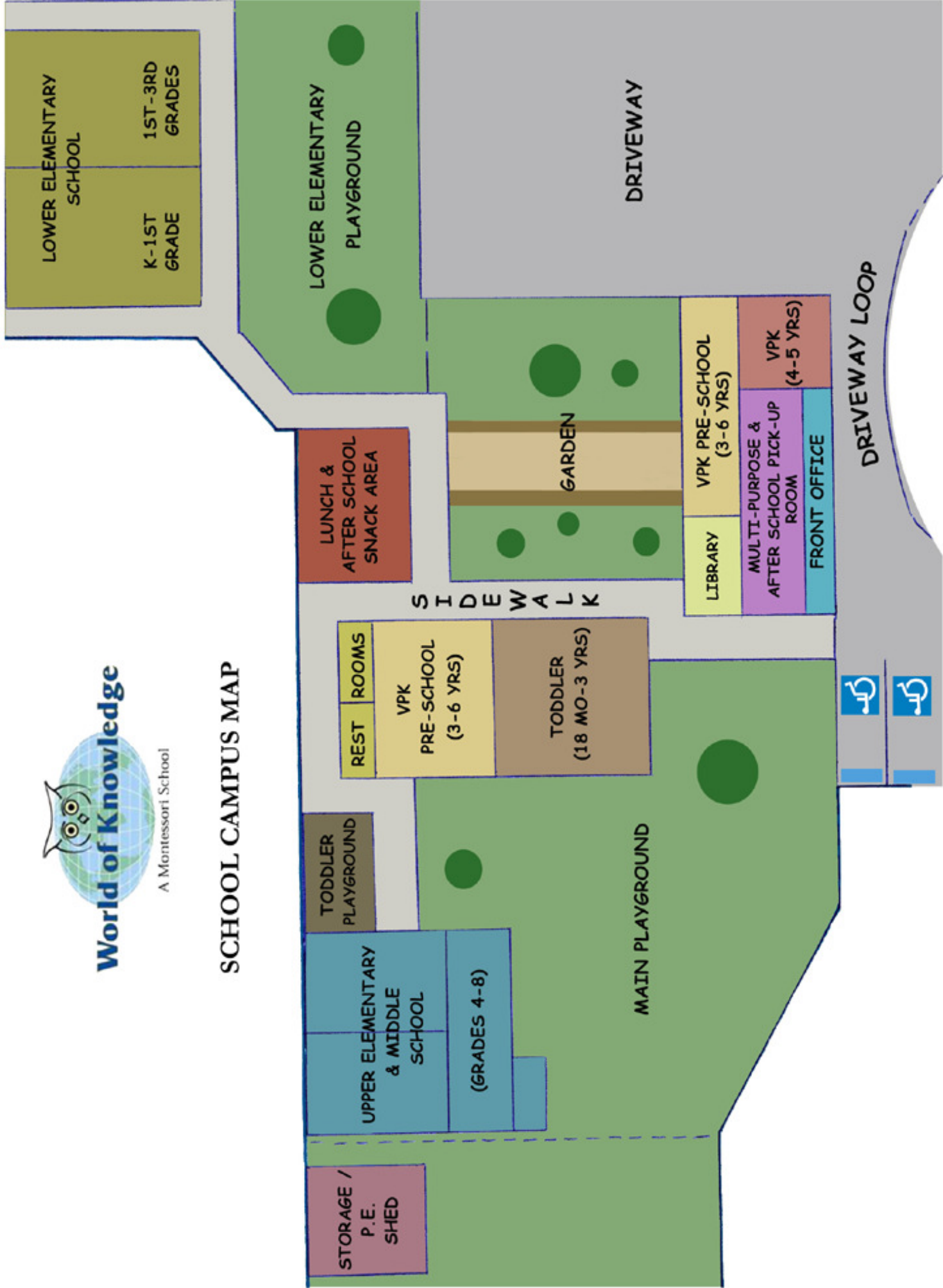
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A Montessori School

SCHOOL CAMPUS MAP



ABACUS RD.

Section A:

School Hours

World of Knowledge: A Montessori School is open from 6:30 am to 6:00 pm, Monday through Friday.

Fees

*****During the 2007-2008 school year we began offering parents the option to pay tuition and fees by credit card. Please see the office staff for details. *****

- Fees are due and payable the first day of the month your child attends class.
- If you choose a lump sum payment plan for kindergarten, lower elementary, upper elementary or middle school, payment needs to be received by July 1st or you will be changed from a lump sum payment plan to a monthly payment plan customer.
- If you choose a bi-annual payment plan (July 1st and December 1st), your first payment is due before school starts in August. If your first payment is not received by the first day of school you will be changed from a bi-annual payment plan customer to a monthly payment plan customer. If the December payment is not received by the first day of the 2nd semester you will be changed to a monthly payment plan customer.
- The yearly book fee is due by July 1.
- Fees are payable whether your child attends or not for any reason. This is to maintain your child's place in our school and to regulate the teacher-child ratio.
- There will be a \$38.00 charge for any tuition or any other check issued to World of Knowledge: A Montessori School that is returned by a bank.
- There will be a \$20.00 late fee if ½ of the scheduled monthly payments are not paid by the 5th of the month. There will also be a \$20.00 late fee if all of the tuition has not been paid by the 20th of the month.

Section B:

Registration and Admission to School

- Please be sure all addresses and phone numbers on your child's card are kept current and inform us immediately **in writing** of any changes. It is essential in case of an emergency that we have the information.
- Children entering our pre-school program must have a current shot record and physical on file in the office.
- Children entering kindergarten must have a readiness screening by kindergarten or preschool teachers. They must also have the following: a current physical, shot record, birth certificate and social security card.
- Children will be admitted on a trial basis (1 month) until it is determined that your child is able to adapt safely to this environment.

Attendance Policy

(Kindergarten, Elementary and Middle School)

Each student at World of Knowledge: A Montessori School will follow Pasco County School Board guidelines for attendance. Students may miss up to ten days per semester with a physician note for illness of 3 or more days. Advance notice and work must be accomplished for excused vacation times during the academic year. It is the Montessori philosophy that all work will be caught up.

In special exemptions, any additional time missed will be made up during the summer on an hourly count based on the following:

VPK: Attendance is critical (see VPK guidelines)

K - 2nd Grade: One missed day equals 5 hours

3rd - 8th Grade: One missed day equals 6 hours

Removal of Child

- All children must be signed out in the office each and every time they leave the school grounds.
- Your child's registration card provides a space for persons other than immediate family who are permitted to pick up your child. For your child's protection, please inform us in writing if someone not on the card is to pick him/her up.
- No removal of a child from the gate area of the playground is permitted without signing your child out.
- Please avoid picking up your child during school hours unless absolutely necessary (i.e. 9:00 am - 11:30 am and 12:30 pm - 3:00 pm for preschool, 9:00 am - 12:00 pm and 1:00 pm - 3:15 pm elementary, and 8:45 am - 12:00 pm and 1:00 pm - 3:15 pm for middle school). It is our philosophy to have a child complete a task once started. Should the aforementioned be necessary, please allow 15 minutes leeway to permit your child to finish the exercise he/she may have started.

- Should it be necessary to deliver or pick up your child during school hours and a member of the staff is not visible, please do the following: open the door quietly and permit the child to enter. The teacher will immediately notice the child's presence. The parent should not go into the class.

Dismissal time

Half-Day Pre-School is between 12:00 pm – 12:30 pm.

If your child is not picked up by 12:35 pm, you will be charged a full day rate.

Full Day school students are 3:15 pm.

Since the teacher's time is valuable, a \$20.00 late charge will be assessed after 6:00 pm so please be punctual. An additional \$10.00 charge will be assessed for every 10 minutes thereafter.

Retention Policy

It is World of Knowledge: A Montessori School's policy to prepare students to meet the academic challenges facing them at any academic institution. This means that all reasonable efforts will be expended to ensure their success. Including, but not limited to, altering the methodology of the academic approach, conferencing with family members, acquiring a support mentor for the struggling student, and expanding classroom time to include summer hours (at additional tutoring cost).

If the above-mentioned methods do not bring satisfactory results the kindergarten, elementary, or middle school student can be retained in any grade at either parent's (or guardian's) request or at the discretion of the teacher after a conference with administration.

Section C:

Parent Involvement Policy

Philosophy:

The ability to continue and maintain quality private education in today's environment is directly related to the foresight and planning of today's school administrators and parents. The active involvement of each toward common goals and objectives only enhances the opportunity of the school to continue its function of educating young people.

World of Knowledge will continue to be flexible in the earning of parent involvement hours. Pre-school and Elementary field trips require tremendous planning on our faculty's part, parents as always, are welcome to join us.

Policy:

The administration recognizes the need to plan for the school's current and future needs and growth. The efforts of all are needed to keep tuition manageable for our families. It is for this reason that we request the participation of all our parents in fund raising efforts and volunteer work. These efforts serve a twofold purpose: that of building community through working together and also raising money to help the operation of the school budget.

** PTSO functions and fundraising activities count towards parent involvement hours.

Guidelines:

1. It is required that each family contributes ten (10) hours of service each year.
2. Volunteer hours can be accumulated in numerous ways. It should be noted that each family will receive 1 parent involvement hour for each PTSO meeting attended.
3. If a family fails to participate in the program, it will be considered as an indication that the family does not wish to continue as a member of the school community. The primary reason for stating this is that the PTSO fund raising program is essential to the life of the school. We expect each family's wholehearted support of this program as much as we count on its support of any other program of the school.
4. Studies show students learn better when their parents are involved. For that reason (as well as keeping prices affordable) we require parents donate 10 hours of service to the school each year. Parents who cannot find time in their schedules to get involved may make a monetary contribution of \$200.00 in lieu of their time.

Donation in lieu of work commitment:

Our family is unable to help in this area and prefer to make a donation of \$200.00 in lieu of work activities.

Please make your check payable to:

World of Knowledge: A Montessori School. **In the memo line please include “Parent Involvement Donation”**

Our mailing address is:

World of Knowledge
1935 Abacus Road
Holiday, FL 34690

The deadline for Parent Involvement Donations is October 1st

PTSO (Parent Teacher Student Organization)

Generally, the PTSO meets every other month during the academic year. This organization is an important part of our program and we strongly urge all families to actively participate in all of its functions.

Section D:

Disciplinary Policies

The child is the center and reason for our school. We want each child to develop to his/her potential. The Montessori method lets the child develop to be the best that he/she can be.

In the Montessori classroom, the child has a great deal of freedom to learn and grow. This freedom does come with some limitations, in that this freedom is freedom with responsibility. The children must also respect the other children in the classroom, their teachers and the classroom equipment. The child must also respect general classroom rules, playground rules and after school rules.

Pre-school Discipline Policy:

When the staff of this school must step in and act as a disciplinarian, this is the process that will take place.

1. The child will be asked to sit out in the class for a short period of time. Either the child or the teacher will set the time (usually 5-10 minutes maximum).
2. If the disruptive behavior continues and sitting out in the classroom (or playground) isn't effective, the child will be asked to sit out for approximately 5-10 minutes in an isolated area away from other children (an adult will be present).
3. If #2 isn't effective, the child will be isolated in the office for a specific time (usually 15 minutes).
4. If disruptive behavior continues, the parent will be called in for a conference.

At no time will corporal punishment be used. We are here for the child. The parent must be available for this conference (planned at a convenient time for both parent and teacher.) If, past all these measures, no solutions can be reached, the child may ultimately be asked to leave the school.

Elementary/Middle School Discipline Policy:

Teachers and Directresses must administer discipline in accordance with regulations of the State Board of Education. Pupils should be treated kindly, considerately and humanely following the "Golden Rule".

1. Communication with parents is an important element in maintaining good discipline. If a particular child is having difficulty either academic or disciplinary, frequent communication with parents is necessary in order to ensure a behavior change.
 - a) Teacher conferences with the parents should be arranged as necessary.
 - b) Administration should be informed and participate in the conference when the problem is of a serious nature.
 - c) A record shall be kept of all conferences.

2. The teacher's approach should be one of preventing the situation that would necessitate stringent measures, rather than enforcing a remedy after the case gets out of hand. Good discipline frequently grows out of good organization. Students who know what to expect and who are productively involved in the education process are less likely to be disciplinary problems.
 - a) Regular classroom observations will be arranged between teachers and the administration.
 - b) A list of classroom rules, goals and expectations encompassing courtesy, behavior, homework, class participation, and care and maintenance of the classroom can be helpful tools in maintaining good discipline. It is suggested that such a list be available in each classroom.

Rationale:

Self-discipline is a characteristic of the Montessori environment. As the school builds community, it develops in the students' awareness that sensible rules serve to safeguard the individual's freedom. Rules of behavior are, of course, necessary. They must be for the circumstances of the school, well known and administered fairly. Demonstrated respect for each individual, whether student or faculty member, fosters a spirit of mutual respect in which orderly behavior flourishes. Well-prepared and conducted classes reduce disciplinary problems, especially when positive motivation for conduct and achievement is apparent.

In all cases, while punishment may be applied as needed, the root causes should be sought and remedies applied at the source. The Montessori viewpoint of seeing the child as made in the image of God must prevail. Prudence must reign supreme in all disciplinary action. In order to achieve the desirable situation, the following guidelines should be observed.

Academic sanctions (i.e. course failure or low marks) should not be used as a disciplinary measure. Marks should reflect the level of mastery of a particular subject matter and not behavior; although poor behavior might cause a student to do poorly academically.

Decisions regarding disciplinary sanctions should always be made in light of what is in the best interest of the individual child keeping in mind that this cannot place unreasonable burdens on teachers or other children.

The following behaviors on the part of the students, will result in some disciplinary sanctions:

- a) Speaking or acting in any way or manner that is disrespectful to any adult. Fellow students should be treated with respect also.
- b) Fighting
- c) Vandalism or littering, disruptive behavior at lunch.
- d) Unexcused tardiness from school.
- e) Repeated lack of homework.
- f) Repeated gum chewing.
- g) Uniform infractions

Detention:

Proctored detention periods will be held. Large numbers of students should not be “dumped” into detention. Consistent and repeated problems need parent involvement.

1. Parent Conferences
2. Loss of recess
3. Loss of class field trips
4. Non-participation in extracurricular activities
5. Probation
6. Out of school suspension
7. Expulsion

Sanctions 4 through 6 will be joint decisions between administration and teachers.

Administration and teachers are responsible for maintaining good discipline at all times throughout the building with all students.

Section E:

Clothing

General Policy

- Please do not feel it is necessary to have your child dressed up for class. Comfortable clothes are fine.
- Please be sure your child's clothing is of the variety that can be easily removed by him/her for bathroom purposes. (i.e. no zippers on back of clothing, no difficulty to undo belts, etc.) Please, no overalls for those in pre-school.
- To facilitate safe, unhampered movement within the classroom and on the playground, please do not permit your child to wear jewelry to school. No purses please. Please be sure to mark all of your child's personal belongings with their name (i.e. coats, sweaters, jackets, lunch boxes, etc.) World of Knowledge: A Montessori School will not be responsible for lost clothing.
- Clothing with vulgar or inappropriate sayings is not allowed (the child will be sent home).
- Students entering the school will be given a yellow school shirt for all field trips. When this shirt is out grown we will issue a new shirt.

Elementary/Middle School Dress Code

- School logo shirts to be worn everyday, unless otherwise authorized as a dress out day.
- Dress shorts (must be longer than middle finger when hands hang down at sides.) Solid color tan, blue, black, khaki green, khaki beige, grey or jean shorts.
- Jeans, slacks or skirts (for girls only) in above colors.
- No caps or scarves allowed at all.
- No permanent or temporary tattoos.
- No wild hairstyles.
- No un-natural or crayon colored hair.
- Only ears may be pierced (not acceptable for boys).
- No black lipstick (middle school).
- Clothing must fit reasonably well so that undergarments are not easily visible. Shorts, slacks and jeans must be belted and worn at the waist.
- No baggy pants
- T-shirts with inappropriate sayings (i.e. vulgar or anti-education) are never acceptable on dress out days or during P.E. for Upper-Elementary and Middle School students.
- Students not properly attired will be supplied with other clothing or sent home to change.

Section F:

Health

Health Forms – State Law (232.032,F.S) requires that all children entering a Florida school for the first time must be immunized against diphtheria, tetanus, pertussis, polio, measles and rubella. These requirements can be waived only if a properly signed health or religious exemption is filed with the school. School health forms must be returned the first week of school. It is a county regulation that student health examination forms be reviewed every two years and that booster shots be administered according to county health department regulations.

Children entering 7th grade or above must have Hepatitis B vaccine series, tetanus/diphtheria and 2nd dose of measles vaccine (preferably MMR). All state required health forms must be provided and kept on file in the main office.

Sickness

We strongly urge parents to keep children home when they are ill. Children with severe colds or symptoms of any illness should not come to school.

- Children returning to school after having a communicable disease must have a physician's written statement.
- In the event of illness or accident (unless emergency circumstances prevail which require our immediate attention), parents will be notified to pick up said child.
- In the event of an emergency, the school will call an ambulance service to transport your child to an emergency center.
- It is also a requirement that we have some other person be responsible in case of an emergency if the school is unable to contact either parent or guardian.
- Child must be fever-free for 24 hours before returning to school.

Allergies

Please keep us up to date on any allergies your child may have acquired. This especially applies to food allergies.

Medicine

School personnel are not authorized to administer medication to students except under the following conditions:

1. Faculty members may administer prescribed medication if supplied in the original bottle. The label on the bottle shall contain the name and telephone number of the pharmacy, the pupil's identification, name of the physician, name and dosage of the drug and the prescription number as placed there by the pharmacy.
2. When your child needs to receive medication at school, parents are required to fill out a form for administration of medication in the school office.

Section G:

Lunch

The school does not make lunch for the students. It is the responsibility of a parent or guardian to provide a nutritious lunch for their child.

There are two options for lunch:

1. You may send your child to school with a complete lunch. Please be sure that your child's lunch box is marked with his/her name on the exterior edge adjacent to the lunch box handle.
2. You may buy a hot lunch at the school (please see office for further details on our hot lunch program). Please note: If you pre-pay for hot lunch and your child is absent that day, and you do not notify the office, you forfeit monies paid for that day.

The lunchroom teachers ask that those children who bring a beverage thermos also have a straw. The lightweight of the thermos lid makes them susceptible to spilling, a problem eliminated by a straw. It is not possible to refrigerate or heat lunches. We suggest you freeze drinks that come in disposable containers. This will maintain temperatures in your child's lunch.

Snack Program

Our snack program has received a lot of support from you in the past. Thank you! We would like to get more families involved with the snack program. A child's desire for a snack is both socially and physiologically based. It may be associated with a time to sit and talk with a friend or the child may feel hungry between meals. It is difficult for a child to eat one-third of their daily food needs at one time, making it desirable to eat smaller quantities of food at one more intervals. We would like to think that the snack your child eats at school be a part of the total daily meal plan. They should compliment, not substitute, their regular meals.

Dental research has shown that in the interest of lowering the incidence of dental cavities, sweets are best eaten at regular meal times. There have also been studies that show that high amounts of sugar in the child's diet often make them hyperactive. So, please keep this in mind when preparing your child's basket of snacks.

The procedure will be as follows:

Each child will get one turn a month to bring home the basket. *Each family will receive a monthly calendar with your child's name on a certain day. You will find in the basket a list of suggestions with the number of children in the class. Depending on the snack, prepare one or two per child. Please return the basket to school the very next day. Enclosed is the list of snack suggestions that will be in the basket when it comes to you.

If, for some reason, you cannot return the basket the next day or you forget-please don't worry as we will always have snack foods that we can give the children. Just return the basket the following day empty. Your child's name will be placed on the following month's calendar.

****Older students will simply be issued a snack calendar as baskets have not worked well for us.**

Thank you in advance for your cooperation. Together we will make the snack program work.

Suggested Snacks

Milk Group

Cheese cubes - plain, on picks or pretzels

Cheese slices or spreads on crackers

Dips - made of cheese, cottage cheese, buttermilk, sour cream or yogurt with crackers or raw vegetables

Fruit and Vegetable Group

Fresh fruit (in season)

Orange slices or circles

Canned fruit chunks or slices - pineapple, pear, mandarin orange etc

Fruit kabobs - various fruits on a pick or thick pretzel stick

Fruit and cheese kabobs - alternate fruit and cheese cubes

Raw vegetables - celery sticks, carrot sticks or curls, califlowerettes, broccoli "trees", cherry tomatoes, cucumber coins (served plain or with a cheese dip)

Raisins

Cherry balls - cherry tomatoes halved and stuffed with cream cheese, cheese spread, egg salad or cottage cheese

Apple/peanut butter rings – core apples stuffed with peanut butter and slice crosswise
"Ants on logs" - celery filled with peanut butter and dotted with raisins

Celery sticks or cucumber boats stuffed with cottage cheese, cheese spread, tuna salad or egg salad

Protein Group

Hard-boiled or deviled eggs

Nuts, sesame seeds, toasted sunflower seeds

Peanut butter - in sandwiches, on crackers or for vegetable dip

Pretzel kabobs - alternate frankfurter with cheese cubes

Tuna fish - on crackers or sandwiches

Bread and Cereal Group

Crackers - wheat, graham or enriched with cheese, spreads or dips

Cornbread

Fruit breads

Nut breads

Zucchini, carrot or pumpkin breads

Breadsticks

Muffins

Granola

Crunch mix – no sugared cereal please (Cheerios, Chex etc instead) mixed with raisins, peanuts sunflower seeds, etc.

“Nuts & Bolts” - no sugared cereal, peanuts, pretzel sticks coated with butter, garlic powder and soy or Worcestershire sauce (heated 30-45 min at 250 degrees)
Sandwiches - (preferably on whole wheat bread) cut into triangles or with cookie Cutters
Peanut butter with honey, sliced bananas, grated carrots and raisins or cream cheese and jelly
Tuna fish, mayonnaise and pickled relish, sliced cucumbers, sunflower seeds or chopped celery
Cream cheese with raisins, chopped nuts, peanut butter, lunchmeats, sliced egg, sliced cucumber, jam or marmalade

Have fun with your child while preparing the snack. Let them be involved.

Thank you!

Celebrations

We would be happy to help you celebrate your child’s birthday. If you wish to provide a treat for your child’s class, please check with your child’s teacher and the teacher will indicate number needed.

May we suggest large sugar cookies or oatmeal cookies? Please do not bring articles with icing.

We request that you do not issue invitations for children to attend a private party during class hours. Such can be a cause of unhappiness for those children who are not invited. (Invitations may be left on the counter and given out after class.)

If you would like to provide something for a holiday, please check with the teacher in advance.

Toys

Children may bring books or CD’s to school, which will be used at the teacher’s discretion (please see that the child’s name is on all of these items). Please do not have the child bring other toys as they result in friction between children. (This includes items such as purses, etc.) There is also the possibility that a treasured object can be damaged or lost. Stuffed animals are permissible for those students that nap at school.

Conferences

Time and duties preclude the teacher’s ability to chat during school hours and dismissal. One progress report will be issued each semester. Conferences will be scheduled shortly thereafter, as needed.

You may call and schedule a conference at a mutually agreeable time whenever you have concerns.

Field Trips

Field trips are a very important part of the Montessori curriculum. Field trips are scheduled for each class and are age/grade appropriate, as well as class autonomy. Siblings should not attend these field trips, as it becomes distracting for the class.

*** Yellow shirts must be worn on field trips and can be purchased in the front office.**



World of Knowledge: A Montessori School
1935 Abacus Road
Holiday, Florida 34690
(727) 934-3028 Fax: (727) 937-0642

DEAR UPPER ELEMENTARY PARENTS
(4TH GRADE AND UP)

A few years ago, we started a program that seemed to work exceptionally well. We call it “Friday Afternoon Literary Tea”.

Every Friday afternoon at 2:00 pm those students in 4th grade and up (whose work is finished) participate in Literary Tea. Here we enjoy decaffeinated teas and a snack while we read and discuss books not of interest to younger students. For those who require a sweetener, natural honey is used. Your child needs to bring in a mug (preferably ceramic) with his or her name on it.

If you have a particular flavor of decaffeinated tea you would like to share with the children, they would greatly appreciate your donation.

The students and I find this a pleasant way to end the week.

Sincerely,

Mrs. Gilmore

Section H:

Playground Rules (for all classrooms)

Please share these rules with your child(ren). Our goal is for all students to remain safe on the playground. These rules are not to keep them from having fun, but to help ensure that they will be safe.

1. No jumping from any playground equipment
2. No flips on monkey bars
3. No sitting on top of any monkey bars
4. No jumping of any kind from swings
5. No climbing on trees
6. Preschoolers are not allowed jump ropes unless supervised by an adult
7. No climbing on basketball hoops
8. One child per tire
9. No kicking of basketballs
10. No climbing on fences
11. No funny swinging or flips on swings
12. No body parts through fences
13. No fighting on playground (karate kicks)
14. No throwing sticks, stones or rocks
15. No climbing or jumping on picnic tables
16. No throwing sand
17. Improper use of the slides
18. 3rd grade students and above are permitted on soccer field under adult supervision
19. No balls on the playground

Section I:

World of Knowledge: A Montessori School Parent Involvement Policy Statement

No person will be left unsupervised on campus with students unless that person has a background check on file with World of Knowledge.

Each family is required to sign a Parent Involvement Contract.

Each family is required to complete 10 involvement hours per school year.

A monetary charge of \$20.00 per hour will be assessed for each parent involvement hour not completed by June 3, 2008. All families are encouraged to keep a record of their completed hours in case discrepancies arise between hours actually worked and hours reported.

Parent Involvement Opportunities

1. Field trips require:
Driver's License (checked by administration)
2. Before school playground monitor: 8:00 am to 9:00 am.
3. Playground (ask your child's teacher)
4. Lunch duty (ask your child's teacher)
5. After school playground monitor: 2:45 pm to 4:00 pm
6. Study Hall
7. International Day
8. Thanksgiving Dinner
9. Book Fair
10. Music/Art Show
11. Chasco Parade
12. Open House
13. Annual end of the year picnic
14. Serve on the PTSO Board
15. Typing
16. Yard clean-up
17. Dad's Club
18. Student Interest Clubs