

# *My Iman Montessori*

Parent Handbook

Adopted: 2011



*Building the Pathway of Faith: A Child Centered  
Approach*

## **AsalamuAlikum Warahmatuallahi Wabarakatu**

### **Our History**

My Iman Montessori is an independent, non-profit, parent run Islamic school. MIM was founded by a group of parents who were interested in providing their children with a quality educational program. MIM was incorporated in September 2009. We currently enroll children between the ages of 3 to 8 years. We provide an Islamic Montessori learning environment with an outstanding curriculum and underlying philosophy that respects each child's individualized pattern of growth. Children actively pursue interests and answers at their own pace, developing independent thinking and self-teaching skills that will last a lifetime.

MIM is a parent run school with an elected board of directors. The board works in partnership with a director and teachers. The board meetings are held monthly on the third Tuesday of every month. MIM encourages parent involvement in all aspects of their child's education, including the reinforcement of Montessori principals at home. An outstanding education requires commitment not only by the school, but by the family and community as well. Parents are required to volunteer at least 10 hours per family per year. Volunteer hours can also be done through extended families and friends. Activities can include chaperoning field trips, preparing classroom materials, room parent, reading with students, assisting in the library, fundraising and serving on various school committees.

These committees are established to enhance the growth and progress of the school. Committees are made up of volunteers from the parent body and the surrounding community. Staff, although they participate in committee events, are not considered committee members due to the level of commitment and dedication to their teaching responsibilities. A schedule of committee meetings, including time, date, and place, is posted in the beginning of the year. Parents are encouraged to sit on committees on which they have a particular desire or knowledge. Committees include the following:

**Curriculum Development Committee:** This committee is responsible for recommending educational plans and strategies for the school, assisting other committees with school functions by providing hospitable items and service, to include but not limited to: open houses, parent education nights, and mentoring new and prospective families.

**Finance and Strategic Committee:** This committee is responsible for planning and upon approval of the Board, implementing fundraising events of MIM such as the live and silent auction, and other miscellaneous events. Other fundraising tasks are to help with the Annual Fund and Scholarship Fund (contact with area businesses to solicit funds for needy families for tuition). The Fundraising committee also aids in the selection of other fundraising ideas that are submitted. The committee is also working with the Treasurer in budget planning of the School.

**Public Relations Committee:** This committee is responsible for advertising and marketing of the school. This includes school website, press releases to newspapers about school news and upcoming events. This committee also works with other committees in event planning.

**The more involved our families, the better our children and our school will be served. Remember, our children learn from example. Be a volunteer for your child's school and watch it flourish!**

### **Our Vision**

To obtain an Islamically rich environment where children are actively engaged in their work and where staff act as a guide to educate the whole child.

### **Montessori Philosophy**

Dr. Montessori discovered long ago that the child under six has a miraculous ability to absorb their world. She called this "The Absorbent Mind". The young child can absorb language, perfect movement and internalized order, developing from helpless baby to a competent child in a few short years. Never will these sensitivities be more alive than in the early years of life. The young child is curious about everything and needs to explore and discover through purposeful activity.

The Montessori classroom is prepared with only the child in mind. The physical space and routines of the classroom are designed to maximize independent learning and exploration. The Montessori classroom and activities encourage each child to move, touch, manipulate and make discoveries. The 3 year old who says, "I can do it myself" is encouraged to do so. Objects are placed so children can reach what they need, without having to wait for adult help. Learning materials are self correcting, so that the children learn by manipulating the material and they can be successful. Montessori developed learning material to stimulate the child into discovery. Each piece of material is simple and carefully designed to appeal to the child at his or her stage of development. Dr. Montessori noticed that children do not learn from listening to an adult talk, but rather from observation and experience. "When a child is happy in their environment he/she is interested in working and experimenting this leads to a calm and joyful learning experience which leads to inner discipline." The child has freedom to work independently, based on their own initiatives with gentle and respectful guidance from the teacher.

## **THE PURPOSE OF MONTESSORI EDUCATION**

The Montessori approach to education is centered in the uniqueness and potential of the evolving child. The purpose is to develop the whole child rounded human being. Children enter this world with a natural desire to learn and to perfect themselves. Montessori education fulfills this instinctive need by providing a "Prepared Environment" where children are allowed to feel the excitement of learning by choice rather than by force. Children acquire an "inner discipline" that will guide them to a self-development and self-learning.

Individualized lessons and instructions are given according to the interests and readiness of the child. The multi-age allows for modeling leadership, mentoring skills, and socialization between different age groups. In addition to academics, the program fosters virtues such as love, peacefulness, compassion and kindness. Children learn values of respect for nature, caring for and acceptance of others, and becoming a responsible member of society.

Mankind's basic tendencies are to explore, form order, imitate, abstract, imagine, form social groups, communicate, be independent, be obedient, be creative, learning discipline, participate in activities, repeat, and calculate. As they are satisfied, habits for lifelong learning perpetuate and children are free to become independent thinkers and learners.

Montessori Education can be summed up in one sentence "children teach themselves". Dr. Montessori believed that no human being is educated by another person. He/she must do it for herself or it will never be done. Montessori wanted to extend learning outside the classroom. She wanted each child to be excited about learning and to take that knowledge and curiosity to higher levels-that is- to become a part of their lives and to continuously without limits!

## **What makes Montessori education unique?**

**The "whole child" approach:** The primary goal of MIM is to help each child reach full potential in all areas of life. Activities promote the development of social skills, emotional growth, and physical coordination as well as cognitive preparation. The holistic curriculum allows the child to experience the joy of learning and to develop self-esteem and independence.

**The "prepared Environment":** The setting in which learning takes place is as equally important as the child and the teacher. Children of different ages are included in the same class. There is a relatively quiet, but yet busy atmosphere. The room is arranged for children allowing them to move and develop freely. The furnishings are child size. Children totally involve themselves in their work. A Montessori classroom includes growing things and is bright and cheerful. There is a sense of structure and order; everything has a permanent place. Freedom toward a definite goal is an integral part of the classroom.

**Individualized Education:** All children are different and need liberty for their individuality to develop. In the Montessori class the child completes only with only himself so success becomes its own reward. The impulses to learn must come from within; the child must wish to learn; consequently, rewards and punishments are unnecessary. A child's work is different from that to an adult. An adult works to achieve an end. A child works for the process itself.

**Montessori materials:** The Montessori materials are created to stimulate the child's natural desire to learn, provide him/her with movement which will give him/her better control of his/her body and willpower, and enable him/her to move from a simple activity to a more difficult one. The materials are real objects, not toys. They are simple, attractive, well-made, and are arranged in sequence as to their difficulty or

degree of complication. Before using any material, a child is given a lesson; the teacher takes cues from the child so that the child meets success with a minimum frustration. Montessori materials capture the child's attention and initiate a process of concentration. Five principles are followed in determining Montessori materials. The concept is for the child to discover and understand must isolate in a single piece of material.

1. The materials progress from simple to more complex in design and usage.
2. The materials are designed to prepare the child indirectly for the future.
3. The materials begin as concrete expressions of an idea and gradually become more and more abstract representations.
4. The materials are designed for independent use by the child. The control of error lies in the materials themselves, allowing the child to recognize his own mistakes.

**The Teacher:** Dr. Montessori called the teacher a "Directress" because she directs the child's activity in the environment, rather than instructs each step of every process. The teacher is the vital link between the child and the environment. Teachers match the materials to the child's needs, and have an open mind, a working knowledge and understanding of the child's skills. The teacher is a role model, designer of the environment, resource person, demonstrator, record keeper and observer of each child's growth and development. The teacher encourages, respects, and loves each child as a special, unique individual; a teacher also provides support for parents and joins them in a partnership to nurture the development of the child.

**Education is a natural process spontaneously carried out by the human individual and is acquired not by listening to words but by experience in the environment.-"Maria Montessori**

## **Admissions and Finance**

### **Admission Procedures**

A formal application must be submitted with the \$50 fee. Our acceptances are granted based on availability of space for each age group and date of application.

### **Tuition**

Part Day: \$2300 per year, Full Day: \$3300 per year

### **Discounts**

2% discount if tuition is paid in full on the child's first day

Multiple Child Discount: First child enrolled pays full tuition; all additional children from the same family enrolled as "Full Day" students will receive 10% off their monthly tuition amounts.

Tuition is due and payable on the first business day of the month and is late on the 5<sup>th</sup> day of the month. Tuition may be paid by check or cash. Tuition not paid by the 5<sup>th</sup> day of the month will be charged \$5.00 per day late fee. A \$25.00 bookkeeping fee is charged for checks returned by the bank.

All tuition and fees are nonrefundable and there is no reduction of stated fees due to absence or holidays. In order to plan and maintain our services for the year, it is essential that our school financial status remains stable. Therefore, expenses cannot be reduced to overcome losses due to absenteeism. We must require that each family financially support the space guaranteed for your child(ren) even if the child is absent. If the child is absent for a whole month or more, the tuition must still be paid to hold your child's spot in the school. If your family should have an emergency related financial problem and are unable to pay tuition promptly, please call or talk with the director. Often we can work something out until crisis subsides.

### **Materials Fee**

There is a onetime materials fee of \$100.00 that is due and payable on your child's first day of school. The will cover cost of materials for your child for the school year.

### **Withdrawing your child**

Thirty day notice of a student withdrawal is required. Parents agree to pay the full fee for 60 days or until the slot is filled, whichever comes first. Withdrawal notice must be given to the director in writing. If we

know in advanced of a vacancy, we are able to notify another family of an opening. More importantly, before your child leaves, we would like to have an exit interview with you to discuss your satisfaction with the school and give you any of your child's belongings and projects.

### **Exceptions to Withdrawal Policy:**

1. If a child's family moves during the course of the school year more than twenty-five (25) miles from the school and finds it necessary to withdraw the student from MIM, the child's family will be responsible for payment of tuition for a maximum of thirty (30) days after written notice is received by the school. If the school secures a replacement for the withdrawing student before thirty days had elapsed, the child's family will only be responsible for paying tuition for as many days exist between the date on which written notice is received and the replacement student begins paying tuition.
2. If, due to financial, logistical or mechanical reasons, the school is unable to accommodate the child as requested by the prescribed plan, the family will be permitted to withdraw the child at that time (not to be applied retroactively) without liability for the future payments. MIM overriding goal is the safety and well-being of our students during the time in which they are under our care. This policy is in place to ensure that the most appropriate action based on the situation presented are taken. All information relating to these matters is confidential.

## **Hours and Programs**

### **First Day of School**

It is not unusual for a child or parent to experience anxiety on the first few days of school. We have found that for a child to adjust to his/her new school, positive reinforcement and reassurance are a must. If you, as a parent, are feeling uncomfortable after the first two weeks or so, please come in and speak to the teacher or director. Parents who are positive and enthusiastic with their children and who become involved with the ongoing activities of the school will share with their children the rich rewards of fulfilling education.

### **Helpful Hints-**

Listed below are some hints to help your child integrate into the school. Some children will adjust easily to the routine, while others will take a little time. Following these hints will help ensure a positive start to the school year.

- If you have any anxieties, discuss them privately with the teacher and not in front of the child
- Allow plenty of time to get ready for school, so that your child will feel calm upon arrival
- Arrive on time
- Keep your goodbyes brief and reassure your child of your return
- Leave the premises
- Be prompt at pickup time
- Have faith not only in your *child* but also in your *teacher*

### **New Student Phase In**

In an effort to make the first days of school as successful as possible, new students will start one week after returning students.

### **School Hours**

- 9:00 am. - 11:30 am. half-day session
- 9:00 am. - 2:45 pm. full-day session

- Regular drop off is from 8:45 -9:00 am.
- Regular half/day pickup is 11:30-11:45 am.
- Regular full/day pick up is from 2:45-3:00 pm.

**Please be on time...**It is essential that your child arrives promptly to begin the morning with the rest of the children. Late arrival can be extremely disruptive to children who have already started their work. Of course, we realize that delays are sometimes unavoidable, but we ask that you try to arrive no later than 8:45 a.m. If there is a problem with getting your child to school on time, please contact the office to make other arrangements. After the third late arrival, you may be required to meet with your teacher and/or the director. Please make every effort to enhance your child's success at the school by being on time.

**If your child will not be at school please call: 319-362-0449**

### **Probationary Period**

The first month of class is considered an adjustment period for all new children. Should a child have difficulty, the teacher will work closely with the parent during this trial period. If, after that time, it is determined that the child is not ready for the Montessori classroom, the child's parents will be notified. MIM reserves the right to extend probationary period if necessary.

### **Primary Program**

Our program is designed for a three-year enrollment. This allows the youngest children to be inspired by the older students while providing older students the benefit of leadership roles. In this situation, students learn not only "with" each other but "from" each other without feeling the pressure of competition. Children stay with the same classroom for each of the three/four years, and the class is maintained as a stable ongoing unity. This provides an atmosphere of security as well as a sense of community. The primary classroom has a licensed capacity of 18 children with a potential for a total of three staff in the room, the teacher, Arabic and Quran Teacher and Assistant.

### **Primary Half-Day Program**

This program is five days a week, three and one half hours per day. It is designed for children ages 3 through approximately 4 years.

### **Primary Full-Day Program**

This program runs five days a week for six hours, including lunch and free time. It is designed for children age 3 through 6. Many factors, not just age, determine a child's readiness for this extended-day session. The physical ability to do concentrated work for longer periods of time and a readiness to participate in group lessons are skills necessary to attend the extended-day session. Children enrolled in the afternoon session must bring a lunch. Additionally, children attending our extended day program are given the opportunity to participate in rest time.

### **Lower Elementary Program**

This program serves children ages 6 – 9 and is a Non-Accredited, Private School.

Note: MIM considers children who are 5 years on or before August 23rd to be in kindergarten. ***All kindergartens and elementary students must be enrolled in the full day program.***

## **Other Classroom Information**

### **Bathroom Policy**

All children enrolled at MIM in our primary classroom (ages 3-6) must be fully trained and able to manage all aspects of toileting independently. Diapers and/or training of any kind are not acceptable at school. Naturally, mishaps do occur and the staff will handle these situations with sensitivity and understanding. Any further concerns and/or possible ways to work around these issues can be discussed with your child's teachers.

### **Children's Work**

Children will not bring home work each day. Keep in mind that there is not much paperwork in Montessori classroom, as young children are more interested in the process than the product. If your child wants to bring home a piece of work that he or she completed at school, then your child will be allowed to do so.

### **Toys & Treasures**

The classroom is filled with beautiful Montessori materials that are available to all. We ask that no toys, jewelry, candy, or gum be brought to school, as these items often distract children from activities that are helpful to their development. If they choose, children are welcome to bring projects or natural objects (i.e. flowers, leaves, stones, animals-which must be approved ahead of time by the teacher) or items from other cultures or times to share with the class. In general, if it can be of some educational interest, your child may bring it to school. Valuable items are not recommended. Fresh flowers for flower arranging should be brought to school as often as possible!

### **Show and Tell**

Show and Tell is scheduled every Friday. This is a time that will encourage each child to bring an item that they show great interest in and one that the child will discuss. This is not only a fun activity but one that helps a child develop self-esteem while communicating with a group of people.

Each month your child's teacher will announce the theme for show and tell. Themes may include items that are a certain color or shape, items from a book the class is reading, photographs, etc. Please bring your "show and tell" in a brown paper bag marked with your name and child's name. This will keep the element of surprise for the group and also discourage any handling of the object by other children.

The school cannot be responsible for broken or lost items. So please keep this in mind while helping your child to choose his/her weekly "show and tell."

### **Clothes**

Children are required to wear a uniform Monday-Thursday. Friday is free dress day. The uniform consists of khaki, black or navy pants, shorts or skirts and a solid colored or patterned polo shirt. In the winter, long-sleeved polo shirts or a short-sleeved polo shirt worn over a turtleneck or long-sleeved shirt are acceptable. Children may also wear a solid colored sweater over their polo shirt in the winter.

Occasionally, children's clothes will get dirty or wet while in school and on the playground. Please do not dress your child in clothing that you do not want to get dirty. We ask that you send along a change of clothes, underwear, and socks for your child that will stay at school. To make storage easier, we ask that you put these in a sealed clear plastic bag that is labeled with your child's name. As the seasons change, so should the change of clothes.

- **Comfortable and Functional**

Your child should be comfortably dressed for school. Natural fibers clean more easily and breathe better. It is important that the children feel safe at ease with what they are wearing. It is equally important that children are able to manage their own clothing as much as possible. Children take pride in being able to dress without help. Clothes that are simple and functional allow a child to move and work freely. Consider clothing/jackets in terms of how easily a child can put on/take off "all by myself".

- **Weather Appropriate**

Please send your child to school with outdoor wear and clothing that's appropriate for the climate of the day. We will go outside at some point almost every day, so please dress children appropriately. Remember "There is no wrong weather, just wrong clothing."

- In the winter, students will need hats, coats, gloves, and galoshes or other boots for sloppy days. On rainy days, please send along boots and a raincoat. Do not send an umbrella with your child. All clothing must be labeled. Children are not allowed to wear

jackets with tie strings. These could catch on playground equipment, which could be dangerous if they fell or slid from elevated equipment.

- On sunny days, we ask that parents be responsible for applying sunscreen at home. Parents of Extended Day students may send in individually labeled bottles of sunscreen for afternoon application.

- **Shoes**

Children mastering and perfecting the way they move and walk can succeed best in simple, flexible, non-skid shoes. For playground safety, children must wear closed-toed shoes (cowboy boots, flip-flops and sandals without a heel strap and open-toe are not acceptable). This is to protect your child as he/she climbs and plays.

### **Lost and Found**

If you are missing an article of clothing or other item that your child brought to school, please park and come into the school to look for it. Do not expect the staff to search for your child's lost items/ It is an overwhelming task for us to find a specific item. Lost and found items that are not labeled will be kept in the school office for 30 days. If unclaimed after that point, the items will be donated to Goodwill.

***Please label all clothes coats, lunch boxes etc. with your child's name in permanent ink.***

**Note:** Occasionally a school object might inadvertently be brought home. Please assist the child (if needed) with returning the object to school. Many pieces are very small, but are critical to an exercise or activity. Not only are they expensive to replace, but often it is difficult to find a supplier. Please return these items to the school if you find one. We thank the child who returned the item and will praise his or her responsibility.

### **Lunch**

Students attending the extended day program must bring their own lunch. An appropriate lunch menu is handed to the parents at the beginning of the year and posted on our parent board.

Many learning opportunities present themselves during lunch time. Throughout the year, children will learn about good food choices, nutrition, table etiquette, and recycling. We encourage children to eat healthy foods. Please do not send gum, candy, chips, chocolate or any dessert that has excessive amounts of sugar. Planning with your child and preparing his/her lunch the afternoon or evening before can ease morning stress and the temptation to include less nutritious items.

We would like the children to learn-and to use-good table etiquette. In order to make lunch special, we will provide the following items for lunch each day: a place mat, cloth napkin, plate, cup, fork, spoon, butter knife, and water. After lunch, each child will rinse his/her own plate, cup and flatware. For ease of handling, please send your child's lunch in a lunch bag, your child's lunch will be held in the refrigerator until lunch time. Please label your child's lunch bag with his/her name.

We have a microwave to heat up student lunches. The microwave will be used to heat up meals less than two minutes. If your child forgets his/her lunch and you cannot be reached, we will provide a suitable lunch for a \$5.00 fee. We will make every effort to contact a parent, so a lunch can be brought.

### **Snacks**

MIM students are offered a nutritious snack every day.

**Preschool – K Classroom:** There is a \$75 snack fee per student per year. Students are served a prepared snack in an "open snack" style.

**Lower Elementary Classroom:** Students bring a snack from home daily if they choose to do so. If a student does not bring a snack MIM does not provide any substitute.

Occasionally, you may be asked to supply snack items to have on hand or an item needed for a practical life/ cooking activity for the week. If you are interested in cooking with your child's class, please contact your child's teacher. If there is a particular food that is traditionally served for a holiday of special occasion in your family, we are happy to share those traditions with our students.

Note: Due to Health Department regulations, only store-bought goods can be served at MIM. Any snacks requiring assembly must be prepared at school. We appreciate your participation in our snack program.

### **Special Events**

- Eid Al-Adha
- Eid Al-Fitr

### **Field Trips/Going Out**

Field trips are designed to enrich the curriculum. A field trip description and permission slip will be sent to you in one month in advance of any field trip and will include cost, place, departure time and dress. The permission slip must be signed and returned to your child's teacher a week before the field trip in order for the student to participate in the field trip.

While field trips are always fun for the students, they are intended to be extensions of the classroom curriculum and are learning activities. This is the parents' opportunity to participate with his/her child in an educational activity and to assist the classroom teacher. Take this opportunity to give special attention to your child and play a crucial role in making this an important learning activity for the children in the class. The teacher is depending upon your undivided attention.

Transportation for field trips is provided by parent volunteers who use their own vehicles. Please remember that you must leave an appropriate car seat or booster seat for your child. MIM is not permitted to provide a seat for your child.

### **Changes to Field Trips**

If a change occurs to the field trip, it will be posted to the announcement section on the website, a memo will go home and an email will be sent to the parents. We want to ensure we allow plenty of time if an unforeseen change were to take place; therefore we will cancel the field trip if any change occurs 3 days prior to the field trip.

### **Safety**

Safety is a top priority at MIM. We conform to all state and local fire, health and playground regulations. All personnel are trained to abide by these regulations as well as safety and emergency procedures. Each caregiver is certified in infant, child and adult CPR, First Aid and prevention of disease transmission.

### **Incident Report**

If a child is injured while at the school, an incident report will be completed. A copy will be given to the parent and the original will be kept on file.

### **Nature Disaster Plan**

We have special, practiced procedures for events such as tornadoes and fires. School evacuation plans are posted in each classroom and will be followed in the event of a fire or other event that requires students and staff to quickly evacuate the building. Monthly fire drills will also be conducted regularly to familiarize students with the procedures relating to tornadoes and other natural disasters.

### **Discipline**

MIM believes that helping a child fulfill the motto: "Help me to do it myself!" holds true in all areas, including discipline. Our goal is to develop self-discipline for each child. The root word of discipline is

discipline. It means to lead forth. We seek to lead students to cooperate behavior and membership in a productive, loving and caring classroom community. We all help each other grow. Methods of discipline used in the classroom include:

- Modeling desired behavior
- Problem solving skills that teach children to use their words, not their hands
- Careful classroom structure and ground rules
- Clear and consistent communications of behavioral expectations by all teachers
- Giving the child opportunities to make good choices regarding his/her behavior
- Redirection to an appropriate activity
- Time out to rethink one's actions

If necessary, your child's teacher will work with you to develop a method of daily contact, or a system to reinforce positive behaviors. If continual behavior problems exist, we will work with the family to help resolve the issues. In the event that your teacher feels that additional support is needed to help your child achieve success in our classroom, MIM will communicate our concerns with you. We have found that in this time of a child's life-the first experiences in a classroom setting-problems may arise that was not evident previously. MIM will make recommendations and provide as much support as possible to each family and child. If, however, progress is not made after a responsible amount of time and effort, MIM has the right to rescind the enrollment contract. (See Appendix for our full Discipline Policy)

## **Arrivals and Departures**

### **Coming and Going**

Children are not permitted to leave school with anyone who is not their Student Pick-up Authorization form. If someone from your authorization list is unable to pick up your child for any reason, please inform the administration **in writing** that morning. If your child is going home with another child on a given day, please send a written note to the Administration that states when and with whom the pick-up will be. The staff member on duty will request ID from anyone different who is picking up your child. Parents arriving late and leaving early must sign in at the office. Please do not call from the parking lot to have your child sent out.

### **Supervision of Children**

Our responsibility begins and ends at the beginning of drop off time and the end of pick up time, or when children are dismissed to go home by other means selected by the parents. During school hours, children are under the direct supervision of the administration, teacher or assistant at all times. They may not leave the school grounds during school hours except when their own parents or guardian(s) have signed them out. When weather permits, the class may go outside for class time or a walk on the grounds surrounding the building.

### **Drop off and Pick Up Procedures**

- Please park on the side of the Mosque where the gym is.
- Parents should bring their child inside the school to their locker area. Parents must sign their child in and out every day. Preschool and Kindergarten students must be escorted to the door of their classroom. Do not leave your child unattended in the locker area – parents are responsible for their own child until they enter the classroom after 8:45 am.
- If you need to talk to another parent, please have a pre-set location for meeting after the child's drop off is complete. Please limit your conversation to staff member to just appropriate greetings. Remember if you need to communicate with your teacher, you may do so during their scheduled office times, through email or you may schedule an appointment.

### **NOTE:**

- If you have a message for the staff or payment for Administration, please put it in an envelope addressed to the appropriate party and give it to the staff member who is waiting at the front door for your child. Messages for the staff must be in writing.
- Anyone other than a parent who picks up a MIM student will be asked for ID.
- If you arrive after 9:00, please walk your child to their classroom after you sign him/her in.

### **Tardy Drop-Off**

After 9:00am your child will be considered tardy. Tardiness will be tracked; however truancy laws would only apply to 1<sup>st</sup> thru 3<sup>rd</sup> grade.

**Please note:** Children who arrive late on a regular basis disrupt the class that is already in session. Tardy students also disrupt the work taking place in the office. It can also be upsetting for your child to arrive late. If you are tardy, you may not walk your child to his/her classroom. You must sign in at the front office, and your child will be taken to his/her room.

### **Carpool**

If your child is in a carpool, be sure that all participating drivers are listed on your child's Student Pick-Up Authorization Form. Also, please give us a note describing your arrangements to keep in your child's file.

### **Car Seats**

Remember that Iowa law requires appropriate child restraint systems. Staff members are not permitted to buckle your child into a car seat. Car seats must have a car seat label. Contact the office for C.H.A.D label.

### **Late Pick-Up**

Half-day students will wait in the school office if they are not picked up at their scheduled time. You may pick up your child and sign out there. For full day pickup after 3:00 pm, a charge of \$10.00 applies to all pick-ups after their scheduled time.

***Please understand that this stringent policy is in place due to the fact that MIM must continue to pay staff members beyond regular hours for late pickups, and in addition, our respected staff members are forced to remain in the school regardless of their plans.***

### **Student Release**

Students are released to persons listed on the enrollment and child care forms which are kept in our student files. Appropriate written permission must be on file for persons allowed to take your child from the school. For safety of your child we will not release him/her without prior notification from the parents in **written form or direct phone call** to the Director. Telephone notification requires a correct password. Your individual password is a key word which you provide to the office at the beginning of the school year. Please do not give this password to anyone, including the person you are authorizing to pick up your child.

### **Emergency Exception:**

Should you have an emergency, and those people on your permission list are not available to pick up and the Director is not available, we will need the following information:

- a) The name of the person you are authorizing for student release
- b) The driver's license number
- c) The description of their appearance and automobiles they will be driving

**Note:** Staff members are required to obtain and make copy of the driver's license. A child will not be released if a driver's license is not available.

**Please be patient with us through these procedures!**

**It may seem excessive, but we are responsible for your child's release from our building.**

### **Attendance**

In the Montessori classroom, it is important for students to arrive promptly each day. Arriving with the rest of his or her classmates will help your child adjust more easily to the school day and more quickly become part of any activity that may already be in progress.

***Punctuality is important for all students.*** MIM's policy requires that all school absences, along with the cause of absence, be recorded and kept current. If your child will be out of school or late arriving for class, please call the office by 8:45am.

***Regular school attendance is essential for success in school.*** It is important that parents and students recognize the relationship between academic success and regular school attendance. Students should remain out of school only when absolutely necessary, in order for them to achieve to their maximum potential. Regular attendance establishes continuity and community for your child. Parents should consider the value in the uninterrupted morning work cycles as well as the afternoon work cycle, and make every effort to allow your child to enjoy the benefit of the Montessori education.

***Students will be considered for automatic withdrawal after ten (consecutive days of unexcused absences.*** Under such circumstances, parents are required to meet the director to discuss possible re-enrollment based upon available space as well as conditions to prevent further interruption of the student's attendance and education. Please notify the office immediately if your child will be absent for an extended period of time.

### **School Calendar**

Holidays and scheduled school closings are listed in the school's calendar (in the appendices and our website). Scheduled closings will also be published in monthly newsletters. The school reserves the right to amend the closing scheduled as needed.

### **Severe Weather Closings**

When school must be closed due to inclement weather or for other unexpected reasons, MIM follows the Cedar Rapids Community School District decision. When CRCSD is closed, MIM will be closed, when CRCSD has a 2 hour delay or early dismissal, MIM will do the same. It will also be announced on Channel 9 News.

MIM families are geographically widespread, so please use your best judgment regarding travel on severe-weather days, and exercise caution. The top priority of MIM is the safety of our children, parents and staff members.

### **Health**

Our health policy has been developed with the primary concern for the well-being of your child as well as within the strict requirements of the state of Iowa Department of Health Services. (See appendix)

Parents are expected to pick up their child immediately upon notification when their child is, or may be, contagious or too ill to be at school. State law requires your child be picked up within one hour of notification. You will be notified if your child is injured and/or requires treatment by a physician.

## **Health Policies**

Colds and other illnesses are easily contracted by children during their first few years of exposure to other children. For the health of the staff and other children, we ask that you child remain at home if they have stomach aches, diarrhea and vomiting in the past 24 hours, fever, sore throat, or anything infectious. A written excuse is required for kindergarten and above and should be brought to the school on the day the student returns.

Please make sure to inform the office if you are keeping your child at home for any contagious condition, so that we can inform the parent body. As with all matters, confidentiality will be respected in regards to your child's health. We will always announce contagious conditions to watch out for, but we will never disclose who has a said condition or in which class the symptoms have appeared. MIM reserves the right to send a child home because of reasonable suspicion of illness.

## **Physical Examination**

Physicals are required for new enrollments. All children **must** have a current immunization record on file at the school **before** they are able to attend school.

## **Medical Emergencies**

All staff members are trained and equipped with First Aid and CPR. Parents will be notified immediately of an accident or injury. If emergency services are needed 9-1-1 will be called. We will continue to try and reach you or one of the people listed on your Medical Consent Form until we are able to communicate this information. In any emergency, a staff member will remain with your child and will accompany him/her in the ambulance and through any procedures at the hospital until a parent /guardian arrives.

## **Medications**

Iowa State Law mandates the following policies regarding medications:

- Physicians must prescribe prescription medication given at the school.
- All medications must be in the original container bearing the original pharmacy label showing the prescription number, date filled, physician's name, directions for use and the child's name. When no longer needed, medication shall be returned to the parents or destroyed.
- Keep a portion of your child's medicine at home in case it is forgotten at school.
- Medication Administration Form must be filled out and detail the name of the medication, date(s) to be given and the exact time and dose that the medication should be administered. A verbal confirmation by phone **cannot** be accepted as authorized. (This request must be completed daily)
- All medicine must be handed directly to a school staff member by the child's parent or guardian.

**Medicine may not be brought to the school by a child or put in a backpack or lunch.**

## **Allergies**

Please list all of your child's allergies on the medical forms and emergency cards. If your child has allergic reactions, please notify the staff in writing. Please note the section below regarding changes on a child's medical condition requiring on the part of MIM staff.

## **Parent Education and Involvement**

### **Parent Participation Hours**

MIM believes that parent involvement is fundamental to a thriving learning community and essential to your child's developing a positive attitude towards learning. Every family is required to contribute ten (10) hours of their time each school year. Students, whose families are unable to volunteer their ten (10) hours per year will be required to pay a \$100 volunteer fee.

Parents are responsible to report their participation hours on a Parent Participation Form located in the office. The hours will be turned into the office each quarter. Participation hours will be calculated by November 2<sup>nd</sup>, February 1<sup>st</sup>, and May 3<sup>rd</sup>. All participation hours **must** be completed and turned in by May 22<sup>nd</sup> the last day of school to avoid any fees.

MIM offers a wide range of interests including class projects, committee, work, consultation services, and participation in regular scheduled Community workdays. Parents will find information regarding upcoming events on Events Calendar or class newsletter, which are located on the school's website. Parents may also contact their child's teacher to receive individual classroom event information or check the bulletin board located outside each classroom. Participation in fund-raising efforts and sharing of your time, materials and/or skills help defray our expenses and enrich our resources. An important additional benefit to parent participation is that validates that caring and contribution are the building blocks of citizenship. Children who see their parents participating at their school begin to understand the subtleties of human interactions and to find the joy that comes from working with others to accomplish a task. In this way parents transmit ideas and values that words themselves cannot convey. This validates the child's natural generosity and conveys that education is important to the parent.

**PLEASE NOTE:** The state of Iowa requires all volunteers that work with children have a background check from the State Police. The cost is \$15 for the state background check. Our school is required by law to enforce this policy. Please contact the office for more details.

### **Montessori Parent Education**

Parent education sessions are scheduled throughout the year. By attending these sessions, you will become better informed about classroom activities and processes. These sessions provide you an opportunity to form relationships with other parents and your child's teacher. They also provide parents an opportunity to:

- Discover more about the Montessori Method
- Become better acquainted with the staff
- Learn about the various areas of the classroom and specific activities in which students engage
- Meet other parents

MIM requires new families to attend the Montessori 101 workshop, and families returning students are required to attend the Montessori workshop 102. These workshops will be scheduled during the first two Saturdays of the first month of school.

### **Observation**

Parent-as well as other interested family members and care givers-are encouraged to observe their child's classroom any time during the year **after the first six weeks of attendance**. You **must** make an appointment in advance. This has become more important than ever, as increases enrollment and tours throughout the year mean that often other parents or prospective parents are scheduled to observe during the day. If you have an appointment, please follow normal drop-off procedures. Do not walk your child to class. If your child knows that you are observing, you will not get the full benefit of the experience. We also recommend that those wanting to observe the classroom discuss any concerns and questions with the teacher by appointment or phone, prior to or following the observation. If you have questions about what is going on in the classroom, the best way to receive answers is to schedule an observation. If you have any questions during your observations, please write them down and give them to the administrator following the observation. The teacher will call you to discuss these questions. You are also invited to share lunch with your child at anytime. Please make arrangements in advance and in writing (even if at drop-off that morning).

### **Communication**

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

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

Often we can help with a little added attention, understanding, and loving care. Open communication between parents and teacher is vital. As always, we will respect confidentiality. We want to be in close contact with you. The importance of communication between the parent and teacher cannot be over estimated. It is especially important that sharing take place in cases of unusual circumstances that might affect your child. It is very difficult for the teacher to chat during class hours, drop off, or dismissal, so communication is more productive if you leave a note, or call the office for a time to confer. Also, it can be confusing and sometimes humiliating for the children to be talked about-positively or negatively-in their presence. We will set aside a private time and you place for these discussions. If at any time the teacher sees a need to communicate with you, she will make arrangements to do so at your convenience.

### **Daily News**

Pertinent information will be sent home with your child's folder on Thursday unless it is urgent. This folder must be sent to school with your child each Friday. Anything sent home in the folder is important school news or personal notes from the teachers. Please send any information to school via this folder as well as any medication for your child. Our newsletter will include calendar updates, planned events, news, classroom activities, and articles on Montessori. If you have something to contribute, please get in touch with the school office. This folder is for parent/school communications; it will not be used to communicate with other parents.

### **Conferences**

Parent/teacher conferences take place in fall and spring. This is a time for you to deepen your collaboration with the teacher on behalf of your child by looking at the student's development from each other's perspective. We recommend that both parents attend conferences, so that all adults in a child's life are informed and working together in a consistent way. A sign-up sheet for conferences will be posted two weeks in advance to allow you to arrange the conference with work schedules. Please respect the time allotted for your conference. Each conference will be approximately 15 minutes. If additional time is needed, a follow-up conference may be scheduled. You or the teacher may ask for a conference at any time during the year as needed or desired.

### **Contacting the Staff**

During the school day, the entire MIM staff is very focused on working with your children. We respectfully ask that parents schedule meetings in advance, instead of –drop-in meeting the day. Communications is vital to the success of our children, as is the uninterrupted work time of everyone. If you need to contact a staff member, please call the office, send a written note to school in the communications folder, or email the staff member, please call the office, send a written note to school in the communications folder, or email the staff member. Email addresses for all MIM staff will be changing prior to the start of school.

**Please note:** Teachers will not discuss classroom issues during recess or dismissal or drop off. It is not the right time to inform the staff of an issue. The staff member will return your call or email as promptly as possible. Keep in mind that the teacher cannot take or make calls during class hours. Please be courteous and refrain from calling teachers at home.

### **Child Abuse, Neglect, and Sexual Abuse Policy**

Anyone who knows or has reasonable cause to believe that a child is abused (physically or sexually) or neglected shall immediately make a report to a local enforcement agency. (Iowa DHS)

### **Issues Resolution Process**

- Any person with a concern relating to school matters needs to discuss the concern with the staff member most directly related to it.
- If it is perceived that a situation continues to be unacceptable, an Issue Resolution Form should be submitted to the Director.
- The Director will take all documentation and collaborate to solve the problem with the individuals who are involved. We will not waiver or compromise on Montessori philosophy issues. The trained staff and administrator will first and foremost keep Dr. Montessori's beliefs and our children in mind when making decisions.

If you have any questions, concerns, or suggestions about your child's classroom progress, whether it is about his/her relationship to the environment, the teachers, or the other children, please talk **to the teacher directly and promptly**. We will first ask that you come in for an observation and then schedule a meeting for following-up. Questions related to MIM operations should be directed to the Director.

### **Grievances**

Our administration and staff wish to provide the best service possible to your child. If you are unable to resolve a disagreement informally with a staff member, you may file a grievance.

All grievances are to be directed through the following channels:

1. Complete the issue Resolution process with the director within 10 days of the incident. Usually the concern can be met through this informal conference.
2. If a parent still needs to pursue a grievance, then he/she should contact the Chairperson of the board to file a grievance. Appropriate records and documentations will be kept on matters relating to the grievance.

### **NOTICE OF NON-DISCRIMINATORY POLICY**

My Iman Montessori (MIM) does not discriminate on the basis of race, color, national or ethnic origin and accords to all, the rights, privileges, programs and activities generally accorded or made available to students as the school. It does not discriminate on the basis race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs and other school-administered programs.

MIM is fully licensed and regulated by the State of Iowa. You may review our policies and procedures at any time. A copy of state licensing's requirement is available for review in the office. You may also access the requirements from the Iowa Department of Services website at <http://www.dhs.state.ia.us/>.

Local licensing phone numbers and abuse hotline phone numbers can be found in the blue pages of your local telephone directory.

All inspection reports of the school are available for your review as well.

## **Appendices**

### **Health Conditions that Mandate Exclusion from School**

According to the National and Safety Performance Standards, a child that is not feeling well cannot work at a rewarding level and may also expose other children to a communicable disease. The parent, guardian, or other person authorized by the parent shall be notified immediately when a child has a sign or symptom requiring exclusion from the school, as described in the appendices:

Medical Conditions that Mandate Exclusion from School:

- The illness prevents that child from participating comfortably in school activities
- The illness results in a greater care need than the school staff can provide without compromising the health and safety of the other children
- The child has any of the following conditions:
  - Temperature of 101 degrees or higher accompanied by behavior changes or other symptoms of illness (child may return to school 12-24 hours after temperature returns to normal.)
  - Diarrhea that includes an increased number of stools, increased stool water, and/or decreased form that is not contained by the undergarments. For toddlers, two bouts require exclusion. For older children, increased number of incidence and increased discomfort (Child may return to school when diarrhea stops.)

- Vomiting with two or more episodes in the previous 24 hours (child may return to school when vomiting stops or a health care provider determines that the illness is non-communicable and the child is not in a danger of dehydration.)
- Mouth sore with drooling (Child may return to school when a health care provider determines that symptoms do not indicate a communicable disease.)
- Rash with fever or behavior change (Child may return to school when a health care provider determines that symptoms do not indicate a communicable disease.)
- Conjunctivitis (pink eye), which includes pink or red conjunctive with white or yellow eye discharge, swollen and/or teary eye(s) (Child may return to school 24 hours after antibiotic treatment has begun.)
- Head Lice, Scabies or Other Infestation (child may return to school when treatment is completed and child is nit free.)
- Tuberculosis with symptoms including cough, fever, fatigue, weight loss, cough producing bloody sputum, night sweats, etc. (Child may return to school when treatment is completed and child is nit free.)
- Impetigo with symptoms including itchy, red sores with yellow or gray crusts on face, legs or arms (Child may return to school 24 hours after treatment has been initiated.)
- Strep Throat or other Streptococcal Infection (Child may return to school 24 hours after initial antibiotic treatment and cessation of fever.)
- Chicken Pox (Child may return to school six days after onset of rash or until all sores have dried and are completely crusted.)
- Whooping Cough with symptoms including sneezing, nasal congestion and tearing; loss of appetite; malaise; hacking cough often followed by explosive coughs that end in a high pitched whoop; difficulty breathing; blue lips; etc. (Child may return to school five years days of appropriate antibiotic treatment (currently erythromycin).
- Mumps with symptoms including swollen, painful salivary glands; fever, weakness and fatigue; possible inflammation of pancreas, testes, ovaries or brain (Child may return to school when health care provider states that the child may attend school.)
- Hepatitis A virus with symptoms including persistent or recurring jaundice, fatigue, lack of appetite, nausea and vomiting with a low-grade fever (Child may return to school one week after onset of illness or, as directed by the health department, when passive immune-prophylaxis (currently, immune serum globulin) has been administered to all affected children and staff.
- Measles with symptoms including fever, cough, sneezing swollen eyelids and sore throat with tiny, white spots on the lining of cheeks and rash (Child may return to school six days after onset of rash.
- Rubella with symptoms including mild fever and rash (Child may return to school six days after onset of rash.)
- Persistent Ear or Eye Pain (Child may return to school when health care official determines that condition is not infectious.)
- Symptoms of possible severe illness: including unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficulty with breathing, wheezing, or other usual signs (Child may return when a medical evaluation indicates that returning to school is okay.)

For the following conditions, a child may return to school when (s)he had received attention:

- Severe allergic reaction with various symptoms
- Asthmatic Attack
- Bone fracture or suspected bone fracture
- Burns whether chemical or major scalds
- Persistent Headache with child looking pale and ill
- Fainting Spell
- Persistent Nosebleed
- Any Seizure

- Abdominal Pain
- Suspected Frostbite of Heat Stroke

**Unspecified Respiratory Illness:** A child without a fever who has symptoms of mild or moderate cases of the common cold, sore throat, or croup shall not be denied or sent home from school unless it precludes comfortable participation in school activities or need for greater care by the staff that could compromise the health and safety of other children in school.

### **Changes in Medical Condition Reporting**

Please read the change in Medical Condition procedure listed below. This applies to any change in medical condition that requires the school to make some change in the child's routine or assist the child's in the maintenance of their health condition. Some examples are: the onset of an asthmatic condition, discovery of allergies, a broken limb, wound care, etc. Failure to comply with the procedures will result in the exclusion of the student from school, until a proper individual health plan is in place. Upon completion of the Change in Medical Condition form, and prior to the child's return to the classroom, an appointment must be made with the administration to discuss the child's individual health plan.

### **Policy Regarding a Change in a Child's Medical Condition**

Pursuant to state and federal law, My Iman Montessori adheres to the following procedure regarding a change in a child's medical condition:

1. If a student has a change in their medical condition that potentially affects their performance during the school day and requires the school to take extra measures and/or alter classroom procedures and policies to accommodate this student, the parent must submit a complete written expert medical diagnosis, the medical professional's description of the limitation on the child's activity and physician-prescribed suggested range of accommodation options upon notifying the school of the change. This proposed individualized health care plan will be considered by the school administration immediately upon receipt. The school will make all reasonable efforts to accommodate the child's medical condition. If this child's health and safety are threatened by the change in medical condition, the child may not attend school until the individualized health plan is in place.
2. If, due to financial, logistical or mechanical reasons, the school is unable to accommodate the child as requested by the prescribed plan, the family will be permitted to withdraw the child at the time (not to be applied retroactively) without liability for sure payments. My Iman Montessori's overriding goal is the safety and well being of our students during the time in which they are under our care. This policy is in place to ensure that the most appropriate action based on the situation presented are taken. All information relating to these matters is confidential.

### **Board Of Directors and Staff 2011-2012**

1. Br.Jalel Aosse - Chairperson
2. Br.Abdul Haq - Vice Chairperson
3. Sr.Vicki Habhab - School Director
4. Sr.Hanna Elsayed - Treasurer
5. Br.Akif Shaikh - from ICCR Board of Directors
6. Sr.Surriah Igram
7. Sr.Zenab Ahmad
8. Sr.Sirin Gattaleeradapan - Secretary

#### **Staff:**

1. Sara Ireland – 3-6 yr. class
2. Karima ElKeurti – 3-6 yr. class
3. Brittanie Shah – lower elementary class
4. Samia Sadok – lower elementary class

**School Calendar :** Please contact the Director, or check on MIM website.

### **Additional Parent Resources**

- Be sure to always read all letters sent home and watch for signs on the parent bulletin board.
- Keep in mind the Montessori classroom has “hands on” philosophy and many of our exercises do not produce take home from the classroom. Most days of the school year your child may have an extremely productive day in the classroom but will not have produced anything to take home other than what they have absorbed on their growing minds! Our classroom is also a self directed environment and we encourage you ask your child questions about their day that will help them communicate the events of their day with you. Be specific with your questions when inquiring:
  - What did you do in \_\_\_\_\_ today? (Pick a work station or activity)
  - Did you get a new lesson on a new work today?
  - Show me how you \_\_\_\_\_.
  - Who did you sit next to at lunch?
  - Who did you play with at the playground?
  - What “work” did you do today?
  - Ask about stories or songs we shared.

### Parent Reading List

The following are suggested reading materials for parents:

- The Absorbent Mind by Maria Montessori (1949) Madras, Indi; Theosophical Publishing House. This book discussed the development of infants and young children from birth to age three. It also gives a clear explanation of the basis of Montessori theory and method. To Educate the Human Potential by Maria Montessori (1948) Madras, India: Kalakshetra Publications This book describes the needs of the elementary-aged child in the process of acquiring culture.
- From Childhood to Adolescence by Maria Montessori (1973) New York: Schocken This book discusses the development and education of the child from age seven through adolescence. It also includes Dr. Montessori’s thoughts on university education.
- Maria Montessori: Her Life and Work by E.M. Standing (1957) London: Hollis and Carter This book covers Maria Montessori’s life, how she developed Montessori education, its theoretical basis, and the worldwide growth of the Montessori movement.
- Montessori Today by Paula Lillard (1996) New York: Random House This book describes Montessori theory and contemporary American Montessori schools serving ages ranging from birth to adult hood.
- Montessori from the Start By Paula Lillard (2003) New York: Schocken This book talks about what parents do to help their youngest children in the process of self-formation.

### Television and Computers

Young children learn by doing. Developmentally, childhood is a time for movement, activity, acting on the environment and interacting with others. Therefore, we encourage you to limit TV and computer use in a matter-of-fact way. A limit of 30 minutes to 1 hour per day of television/computers allows your child ample time to engage in more age-appropriate activities. In the short time we have with our children, time that might be spent just *sitting* together could instead be used *being* together. Play music on the stereo, and let your child help with dinner. Encourage him/her to dance, go for walks, play board games, play ball in the yard, read books, and tell stories and so family activities together. You can also look at photo albums, talk about family history, and share favorite memories, dreams, ideas, etc. We have found that children, who come into our classrooms in the morning without having watched television before school, are often peaceful and ready to select purposeful work.

### Things Children can do at Home

When you enter your child in a Montessori class and become part of the Montessori family, it is of the utmost importance that the home and the school work in harmony toward the development of the child. Below are some things that can be provided in the home.

### **Bathroom**

1. Step-up stool for the toilet
2. Same for sink (stool or steps)-one stool could be for all purposes
3. Small bar of soap within reach of child
4. Low mirror-child should be able to see when he brushes teeth/washes face
5. Small wash cloth and towel
6. Toothbrush within reach of child
7. Toothpaste
8. Small night light so child is able to see light switch
9. Low shelf for child's materials; towel rack with shelf
10. Tub toys-measuring spoons, cups, etc. (store in bag)

### **Bedroom**

1. Closet-low pole with hangers
2. Low shelf to display few toys and treasures
3. Drawers: drawer for socks, underwear, etc., or use shoeboxes to separate items if only one drawer one drawer is available.
4. Nice pictures –hung low (only one), change one a month-talk about the art-picture and artist
5. Book shelf-few books, only 3or 4
6. If windows are high- a stool so the child can look outside. (please ensure safety)
7. Plant in room; watering can and sponge on tray so child can care for plant
8. Aquarium for room-it helps child to fall asleep

### **Living Room**

1. Stool to look out high windows
2. Beautiful interesting objects child can look at and handle

### **Kitchen**

1. Own chair at table; proper height
2. Stool or steps to reach water
3. Sponge, towel and bowl on tray to clean up spills
4. Tray in refrigerator with milk or juice and healthy snacks so child can get own treat
5. In lunch box: cheese, nuts, and fruit. Good nutrition is important!
6. Have children pack own lunch ; it's easier if they do it at night
7. Child can be helpful buying and putting away groceries

### **Your child needs to be a contributor in the family and feel his contributor is important! Useful chores your child can do at home:**

1. Car washing- have bucket, soap, etc. in certain place.
2. Scrub sink in bathroom or kitchen-make sure child is aware of poisons.
3. Dusting- cloth and brush for dusting at home.
4. Setting table.
5. Loading and unloading dishwasher.
6. Stacking dishes.
7. Folding the laundry-napkins, wash cloths, towels.
8. Sponging tables and counter tops.
9. Sweeping-broom, dust pan, and brush (child size).
10. Brushing crumbs-brush and tray (child size).
11. Rolling and pairing socks.
12. Weeding.
13. Plant care-watering-give names of plants
14. Feeding birds and pets
15. Taking out the trash.

## **Discipline Policy**

The term “discipline” comes from the word ‘disciple’ and means, literally, ‘to teach’. The Montessori approach to discipline is to help children learn they are responsible for what they do and that their actions and choices have consequences. When a child is disruptive, a teacher will offer support and understanding, including an attempt to help the child understand his/her own behavior and to find alternative approaches to solving the problem. If a child is experiencing difficulty, he or she is given time and peace to think about the situation, to express his or her honest feelings, and to come to an increased understanding about it. As the situation becomes resolved, the child is invited to join the teacher in constructive activity as a means of re-integrating into the classroom. The adults take care to relate to the children according to their age, developmental level and temperament.

No physical punishment is used at the school. Discipline is not associated with food, nap-time, or toileting. The teachers will work with the children to help them learn to use words to express themselves rather than acting out or becoming passive when they are disturbed. If unacceptable behavior persists, the teacher will consult with the child’s parents. The ground rules to the children in the class to guide them along the way:

- *We take care of ourselves*
- *We take care of each other.*
- *We take care of the material in the classroom and on the playground.*

Each of these rules is explained the first day of school and reviewed and practiced in the group lessons throughout the year and individually as appropriate. Whether a problem involves only two people or the whole class, we try to help the children learn how to solve problems on their own. We encourage children to come to mutual resolution through talking about the problem, listening to each side understanding the different points of view. There is no physical punishment or discipline action administered to the child. There is no verbal abuse. No belittling remarks are used with the child.

## **Discipline Procedures**

1. The child is **asked** to correct his or her behavior by a positive restatement of the rule.
2. The child is **told** to correct the behavior.
3. The child is **removed** from the group until he/she feels ready to rejoin the group.
4. If a problem persists beyond three consecutive days, parents are contracted to discuss strategies/ideas to help the child to support the desired behavior change with the teacher. At this point procedures regarding serious and recurring misbehavior will be enacted.
5. If the above steps fail, help from a professional may be suggested.
6. The Teacher records serious or recurrent misbehaviors as they occur as documentation for possible further disciplinary action.

Parents are asked to sign a statement of our discipline procedure, to ensure their understanding of our stated policy. A copy of the signed form will be placed in the child’s file.

## **Serious & Recurring Misbehavior**

Serious misbehavior is defined as being damaging, disturbing, or dangerous to self, others, or the property of the school. Recurring misbehavior is defined as inappropriate behavior persisting after two weeks of focused strategies towards misconduct. Examples include but are not limited to: verbal or physical abuse peers, teachers, or staff members; malicious name calling; refusal to do work; out of control hitting and kicking; temper tantrums; throwing objects; damaging materials; hitting, biting, scratching, kicking or pinching others.

Biting cannot and will not be tolerated. Regardless of the reason for the child's choice to bite (e.g. aggression, frustration, etc.), a discussion between the children involved and a staff member will take place. In most cases, the biter will be removed from the environment immediately. The staff member will write up an incident report notifying the parent of both children. The parents of the child who bit another child should be talked to in person, if possible when given the incident report. If the biter attempts repeated behavior in a given day or bites hard enough to break the skin, the staff member shall use his/her discretion about calling the parents and sending the child home immediately. Whenever there appears to be consistent discipline problems, every effort will be made by the teachers, assistants and the Director to work with the child, parents and any professional involved. Of course, it is of vital importance that regular communication between parents and teachers be maintained during this time period. If after the second week of the focused strategies towards a change in behavior the child is still exhibiting serious and recurring misguided behavior, the parents are again contacted and the following procedure is explained. If, after all avenues have been followed, the child is not responding positively, dismissal may be warranted.

#### **Procedure for Consideration of Dismissal**

1. Any time after the beginning of the 3<sup>rd</sup> week focused strategies the teacher will raise the possibility of the child's dismissal with the Director.
2. If/when the child continues their misguided behavior after the first incident, the teacher will request a verbal conference with the parents, as well as present to the parents a written report of the child's actions/experience in the classroom. At that time, the teacher will discuss the child's situation and possibility of his/her suitability of a Montessori classroom for this particular child. It may be advisable to explain to the parents that any more similar incidents will result in removal from the school for the remainder of the day, and subsequent days if the behavior continues. Parents will be notified.
3. Upon returning to school, if the child again disrespects social rules, removal from the school for the remainder of the day plus an additional one day suspension will result.
4. The full Board will hold a special session, whereupon the director, with advertisement from the child's teacher, will present a recommendation for or against the child's dismissal. The Board will make the final decision. Once all avenues are employed, such as international efforts with the child, discussions with the parents, and work with the professionals/experts in the matter of concern, the teacher and the Director will discuss advisability of asking the parents to withdraw the child from the school. Such a request only occur if all efforts fail and/or the parents do not cooperate with the efforts of the school truly cannot meet the educational, physical or emotional needs of the child.

#### **Required Withdrawal**

When students enter My Iman Montessori it is understood that both they and their parents agree to support all the rules of the school as outlined in the Parent Handbook and other communications to the families while the child is enrolled in the school. In situations involving repeated violations of school rules or continued disruptive behavior, or if at any time the child's influence is considered harmful to the other children, the environment of the staff, the school reserves the right to require the child's withdrawal. If it becomes clear that MIM is unable to meet a child's academic, emotional and social needs, the school reserves the right to require a change of environment to ensure the child's success and well-being.

### **My Iman Montessori Access Policy**

**Centers are responsible for ensuring the safety of children at the center and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the facility.**

1. Any person in the center who is not an owner, staff member, substitute, or subcontracted staff volunteer who has had a record check and approval to be involved with child care **shall not** give “**unrestricted access**” to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.

**\*“Unrestricted Access” means that a person has contact with a child alone or is directly responsible for child care.**

**\*It is imperative that centers not allow people who have not had a record check assume child care responsibilities or be alone with children. This directly relates both to child safety and liability to the center.**

2. Persons who do not have unrestricted access will be under the direct “**supervision**” and “**monitoring**” of a paid staff member at all times and will not be allowed to assume and child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to the teacher assistant due to a conflict of interest with the person.

**\*“Supervision”** means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly.

**\*“Monitoring”** means to be in charge of ensuring proper conduct of others.

3. Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact their Site Manager or another management staff to get approval for the person to be on their site. If it becomes a dangerous situation staff will follow the “intruder in the center” procedures. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premises.

4. A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is a parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A):

- a. Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
- b. Shall not be on the property of the child care center without the written permission of the center director, except for the time reasonably necessary to transport the offenders own minor child or ward to and from the center.

- i. The center director is not obligated to provide written permission and must consult with their DHS licensing consultant first.

- ii. if written permission is granted it shall include the conditions under which the sex offender may be present, including:

1. The precise location is the center where the sex offender may be present.
2. The reason for the sex offenders presence at the facility.
3. The duration of the sex offenders presence.
4. Description of how the center staff will supervise the sex offender to ensure the sex offender is not left alone with the child.
5. The written permission shall be signed and dated by the director and sex offender and is kept on file for review by the center licensing consultant.

**This policy will be included in the parent handbook that is distributed to the parents at the start of school.**