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# Montessori School of Greater Lafayette

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Parent Handbook  
2020-2021

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2552 Soldiers Home Road  
West Lafayette, Indiana 47906  
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# MSGL Community

## History and Structure

The Montessori School of Greater Lafayette was founded in 1972 by parents interested in providing an alternative to the traditional nursery-school approach for the young child. Montessori Parents, Inc., an Indiana nonprofit corporation, was chartered for the purpose of sponsoring a school embodying the philosophy of Maria Montessori. In February of 2001, the school moved to its current location at 2552 Soldiers Home Road, West Lafayette, Indiana.

Parents of enrolled children comprise the regular voting membership of Montessori Parents, Inc. Each family has one vote per child enrolled in the school. A Board of Directors is elected by the membership and is charged with the management of the school. Associate members are those persons who support the efforts of the school and wish to be affiliated with it although they may not have children currently enrolled in the school.

Each family is normally required to complete annual service hours. Due to the mitigation efforts that are necessary for the school to take during the 2020/2021 school year to address COVID-19, the service hour requirements are completely waived. A variety of options for involvement are available for each parent including serving on the Board, helping with facility improvements, and donating materials, time or skills to the functioning of the classroom. Please review the Parent Service Hours form for more ideas.

## Statement of Values

Our mutual values as a child-centered, supportive network of families provide the foundation for the Principles of Conduct of Montessori School of Greater Lafayette.

We value the Montessori principle of respect for all people and our environment; an organization based upon the spirit of community; and an environment based upon trust and loyalty in which respect is freely given and continuously modeled for all.

## Mission Statement

We provide a child-centered environment facilitating independence and learning for the joy of learning, guided by the educational philosophy of Dr. Maria Montessori. With a foundation of respect for self and others and a strong emphasis on cultural appreciation, our staff and parents create a supportive network for families to help children become well-rounded individuals.

As a matter of policy and philosophy, MSGL's admission, operating, and hiring procedures are nondiscriminatory in terms of race, color, religion, national and ethnic origin, gender, sexual orientation, personal sexual identification and/or disability.

## Principles of Conduct

The following principles should guide our interactions with one another.

**Integrity:** Members of the MSGL community will foster relationships based upon impartiality, openness, honesty, mutual respect, and loyalty to one another and the organization.

**Ownership:** As a school owned by a corporation composed of current parents, members of the MSGL community are expected to contribute their time, talent, and treasure to the fullest extent of their abilities.

**Objectivity:** Members of the MSGL community will act in an impartial manner with the best interests of the organization in mind. Parents, staff, and Board members should always be mindful of the capacity in which they are acting.

**Responsibility:** Members of the MSGL community will conduct themselves in a manner consistent with the Statement of Values and Principles of Conduct, and will be held accountable for their actions.

## Resolving Conflict

The Montessori School of Greater Lafayette is an organization that values diversity, and believes that parents and teachers share the responsibility for the education and socialization of children. Preventing and resolving the differences that may arise between parents, teachers, and children with constructive communication, respect, grace, and good humor can help make school a pleasant place.

The following suggestions should be used as a guide in resolving conflicts:

- Choose an appropriate time and place to discuss disagreements.
- Resolve conflict outside of the presence of children.
- Use discretion with regard to when and where children and families are discussed.
- Discussions concerning conflicts should be based upon personal knowledge of the facts of the specific situation.
- When involved in a conflict, stay focused on the issue, and remain calm.
- Respect other points-of-view, and articulate your own with positive language.
- Be a good listener and appreciate the efforts of others to hear you.

If you find you cannot successfully resolve an issue, enlist the assistance of an appropriate, impartial third party.

## Community Philosophy

Families who choose Montessori education for their children generally share values, goals, and attitudes compatible with the Montessori Philosophy. These shared beliefs allow families and the school to build a growing relationship to enhance children's development. Children learn from the world around them, and it is the responsibility of all adults to model appropriate behavior and work together as part of the Montessori School of Greater Lafayette team to aid in the development of a positive tone within the school community.

## Parent Involvement

Because MSGL is a non-profit school dependent upon parent input, your time is required to make our school community work. Normally, every family is required to volunteer at least 20 hours/ per year at the school (June 1, 2020 – April 15, 2021). This requirement is per family, not per child. Because of the need to limit visitors to campus due to the coronavirus pandemic this year, we have decided to waive the service hour requirement for all families.

For your future reference, know that families have two ways to complete their required service time: volunteering around the school or buying out the time. The board offers a buy-out option as a way to defer some of the costs that are incurred for general maintenance and site improvements when we do not have enough volunteer help. Your family may buy out up to 19 of your service hours at \$20 per hour. Snack rotation is still required, so you cannot "buy" those service hours. You may claim one volunteer hour each time you buy snack for a program. Normally, if your family has not met the service hour requirement by April 15, 2021, you would be charged \$20 per remaining hour.

Volunteer activities include hands-on time for laundry, yard work, recycling, office help, sound table, fundraising events, board or committee service, buying items for class projects or celebrations, giving

classroom presentations, etc. Parents can log their service hours at [www.msgl.org](http://www.msgl.org)

## Classes & Programs

### Montessori Curriculum

The Montessori classroom is geared to the pace and interests of children, giving them freedom in an environment prepared with attractive materials. Children are free to choose their own activities, to work alone or in small groups, with the Montessori materials for most of the class session. These materials can be divided into the following main groups:

**Practical Life** includes activities of daily living such as learning to button and tie, sorting, cleaning up after oneself, food preparation, caring for pets and plants, and using courteous and respectful behaviors. These develop concentration, fine-motor skills, social competence, and self esteem.

**Sensorial materials**, such as the Tower of Ten, Color Tablets, and Mystery Bag, spotlight the use of the senses to discriminate differences and similarities in the environment. Children learn to observe, make comparisons, form judgments, and make decisions.

**Math materials** such as the Cards & Counters, Golden Beads, and the Banker's Game, help the children develop an awareness of numbers, counting, and math operations.

**Language Area** with materials such as Sandpaper Letters, Sound Boxes, Movable Alphabet, Grammar Activities, and Metal Insets helps the children to develop the skills for reading, writing and comprehension. Note that all areas of the classroom provide activities that encourage the development of language.

**Cultural Subjects** (science, geography, and history) are explored through observing and caring for animals and plants, conducting simple experiments, using the Puzzle Maps, exploring the seasons, and making a timeline of life on their birthday.

**Creative Arts and Crafts** allow for self-expression and fine-motor development.

**Music** highlights listening skills, ear training, rhythmical movement, singing, and the creation of music.

**Perceptual Motor Development** emphasizes physical activity, which leads to coordinated movement. A half-hour of active play is scheduled for each session.

Children and adults also gather for **Community or Line Time**. This allows for the children to experience being a part of a large group activity. Songs, discussion, short group presentations, and sharing happen under the teacher's direction. Parents or individuals from the community who share special talents or knowledge may present special programs with the children. We invite parents to share their cultural, ethnic, or professional interests, hobbies, and talents. The time a parent spends in sharing in the classroom does count toward a family's volunteer hours. Parent presentations on campus are suspended this year until such time as the administration deems it safe to allow visitors to campus upon consultation with the local health department, the Indiana Health Department, the Indiana Department of Education and CDC publications concerning the current coronavirus pandemic.

### Programs

All of our programs employ the philosophies and methods of Maria Montessori to provide a carefully planned,

stimulating environment to help children develop an excellent foundation for lifelong learning. The materials and activities are geared to foster curiosity, love of learning, and self-confidence and to help children develop habits of concentration, initiative, and persistence.

The structured environment fosters inner security and a sense of order, while allowing the children the freedom to develop their intelligence and imagination. Emphasis is placed on the development of sensory-motor skills, an awareness of the physical environment, and social development in noncompetitive surroundings. Montessori activities take advantage of the child's sensitive periods for learning during the early childhood years and stimulate the natural enthusiasm for learning.

### Parent/Infant Program

Parents/adults and children attend a weekly classroom session in a stimulating environment developed specifically for children one to two years old. The focus is on physical development, nutrition, and emerging language. The parent's presence in the classroom provides comfort and security for the child and exposes the parent to the Montessori methodology; the classroom setting provides a unique opportunity for the very young child to be with peers, learning the very basic rule of society—peaceful coexistence.

Topics of interest to parents of young children are presented a few times each year and parents are encouraged to attend those sessions. A trained family educator serves as classroom teacher and is a resource for parents on parenting issues. Class size: ten children plus their adult. Either or both parents, a babysitter, or relative may attend the weekly classes. Unfortunately, due to the mitigation measures needed to address the current coronavirus pandemic, this program is cancelled for the 2020/2021 school year.

### Toddler Program

This program is designed for two- and three-year-olds. Emphasis is placed on Practical Life and Sensorial activities and experiences. Children learn care of oneself, care of the environment, acceptable social interactions, and control of movement. Verbal language skills and physical skills are highlighted.

Students may be enrolled for two, three, or five days per week. The two-day option is Monday and Tuesday; three-day option is Wednesday, Thursday, and Friday. Morning classes are held from 8:00–11:00 am. Since we are considered a school by the State of Indiana, toddlers under the age of 3 are not eligible for the All-Day Program. A ratio of six to seven students per teacher is maintained. The All-Day Program is available, when space permits, for students enrolled in the Toddler program who have turned 3 years of age.

### Early Childhood Program

This program is available for children ages three through six years old. There are four classes from 8:30–11:30 am and four classes from 12:00–3:00 pm. The morning session is a three-day or five-day option. Parents may choose a 3-day bilingual (Spanish) option or a 3 day traditional Montessori option or a 2, 3 or 5-day science option. The two-day session is an option if you attend either a morning program or another 3 day program. The two day session meets on Tuesday and Thursday. The three-day sessions meet Monday, Wednesday, and Friday. A ratio of twelve students to one teacher is maintained for all Early Childhood classes.

It is **expected that children remain at MSGL at least through their kindergarten year**, and hope that they stay into our Elementary program. **The Early Childhood curriculum is designed to be completed over a 3-year cycle as envisioned by Dr. Montessori and is more than sufficient to complete a Kindergarten education** The curriculum in an Early Childhood class is individualized for each child and includes curriculum materials and instruction considered kindergarten-level and beyond for students needing additional challenges. Thus, a child who meets the entrance age for MSGL and has attended the Early Childhood Program at least one year prior to the kindergarten year will be considered in kindergarten and will receive periodic reports during

the year and an end of year Kindergarten Progress Report. For attendance purposes, a kindergarten student is considered present for the day if he arrives by 8:30 am for the Morning Early Childhood Program or 11:30 am for the Extended Day afternoon program.

### Extended Day

This program is for children who are in kindergarten and ready for a full-day program. It includes a Morning Early Childhood class and an afternoon session with other 5- and 6-year-olds. The full-day program is from 8:30 AM–3:00 pm. A ratio of 12 students to one teacher is maintained. Note that all our Early Childhood programs and trained Early Childhood teachers are more than sufficient to provide a full Kindergarten education. Unfortunately, due to the mitigation measures needed to address the current coronavirus pandemic, this program is not available in this format for the 2020/2021 school year. Students who enrolled in the Extended Day program will still have an all day Kindergarten experience, but the experience will be in two Early Childhood classes with students who range from 3 to 6 years old.

This program focuses on refining skills in math, language, and writing. In addition, enrichment activities are offered in history, geography, biology, the arts, and physical skill development. The program helps the child make the transition from learning in the concrete to learning in the abstract.

### Elementary

This program was added in 1998 to allow students to continue with the Montessori method of education throughout their elementary school years. As the elementary-aged children gradually move from the concrete learning pathways of preschool to the more abstract ones of the elementary, Montessori meets their developmental needs each step of the way.

In the Montessori Elementary Program, the child's own questions provide the basis for exploration of the world. Because these questions are heeded and nurtured, the child really connects with knowledge. Subject matter is made relevant to the child's personal quest, providing inner motivation. A Montessori elementary education does not give the child a collection of trivial facts but rather bestows a vision of interrelated knowledge and love of learning.

The "cosmic" perspective does not mean, however, that Montessori elementary ignores the "basics" of reading, writing, and arithmetic. During the preschool years, the Montessori child has already acquired a beginning literacy of letters, numbers, and writing. In the elementary years, these basic skills are polished in the meaningful context of a "big picture." This program is from 8:30 am–3:00 pm Monday through Friday. A ratio of 12 students per one teacher is maintained.

### Early Arrival

This program is available for Elementary, Extended Day, and Early Childhood students Monday through Friday. Students may begin the school day as early as 7:30 am by prior arrangement with the MSGL office. Students begin the day with quiet activities under the guidance of the early arrival coordinator. At 8:25 am, they are escorted to their regular morning class.

### All-Day Program (ADP)

This program is available from 11:30 am–5:30 pm for MSGL students in the Early Childhood Program on the days they are scheduled to attend school. It is available on a first-come, first-served, "space-available" basis. Since we are a school, students must attend their regular school session to be eligible for ADP that day.

For those parents who need care on a predictable basis each week, **Consistent Use** rates are available. You are committed to this weekly schedule for one month. If your needs change and you wish to cancel, notify us by the last day of the month. If no change is made, you are signed up for the same schedule for the next month. A

slightly higher rate applies to those who have an **Occasional** need. You may register on or after the first of the month for that month if there are spaces available.

The charges for this program can be found in the Tuition and Fees section of this handbook on the ADP sign-up sheet, and will appear on the monthly invoice under ADP or Maple.

**Lunch Bunch** is from 11:30 am–1:30 pm  
**Full-afternoon** is 11:30 am–5:30 pm  
**Hourly** usage blocks are set up in the following hours:  
After morning class: 11:30 am–3:30 pm  
11:30 am–4:30 pm  
After afternoon classes: 3:00–4:30 pm  
3:00–5:30 pm

Lunch prep is 11:30–11:50 am. At this time, children take turns arranging the lunch area, washing up, and setting up their own lunch. Lunch is eaten from 11:50 am–12:40 pm. Parents should provide a complete lunch in a clearly labeled lunch box. Refrigeration facilities are not available for individual lunches. Students will be learning about nutrition in their Early Childhood classes, so please involve them in planning nutritious items in amounts appropriate for young children. Uneaten food is returned home to help you gauge amounts for subsequent meals. Please include necessary utensils. Placemats, napkins, and plates are provided.

Active playtime is scheduled for 1:00–1:30 pm. Lunch Bunch children are dismissed at 1:30. At 1:45 and 2:00 on nice days, those staying for the afternoon prepare for rest by toileting and listening to a story. By 2:00, they are resting on their cots. This year cots will be arranged to reasonably comply with social distancing recommendations including having six feet between cots and having the children lie head to toe. Please provide a small blanket and pillow for this rest period. Students rest for 20–30 minutes. Those not asleep go to the activities room. As they awaken, sleepers join the rest of the group. Remaining sleepers are awakened at 3:30 pm. A chart of children’s napping times is posted for parents’ information. Afternoon activities supplement the other Montessori programs. Nutrition, art, science, music, health and safety activities are included.

Early Arrival, ADP, and ASP are popular options and all times (arrival and pick up) should be arranged in advance with the Office to assure that we do not exceed appropriate child to teacher ratios throughout the day. **Once a reservation is made, you are charged for that block of time whether it is used or not.**

## Summer Camp

MSGSL students (alumni, current and future), ages 3-6 are welcome to attend Summer Camp. New students and toddlers who are entering Early Childhood are strongly encouraged to attend at least one week, regardless of their birthday.

### What do we do at Summer Camp?

- Reinforce school-wide ground rules of respect for our environment, for ourselves, and for others.
- Provide general exposure to weekly topics to pique the children's interest and curiosity in these topics.
- Prepare new children entering Early Childhood classes by offering practice with basic routines such as using the bathroom, sitting on line with a group, using rugs to define the work area, putting work away, and learning how to prepare a snack.

### Summer Camp Tuition for 2021

8:30-11:30 is class time. Additional childcare is available at \$6/hr with consistent hours for an entire week. See current prices, which are subject to change, below:

<b>8:30 am - 11:30 am</b>	<b>\$135 /week</b>
<b>8:30 am - 1:30 pm</b>	<b>\$195 /week, includes lunch bunch</b>
<b>8:30 am - 3:30 pm</b>	<b>\$255 /week, includes lunch bunch and free play</b>
<b>8:30 am - 4:30 pm</b>	<b>\$285 /week, includes lunch bunch, free play, &amp; after care</b>

-Class size is limited and placement is determined by date of enrollment.

-Any changes made to your child's summer camp schedule after May 1st will result in a \$25 fee charge per change.

## 2020–2021 Tuition & Fees

(whole year tuition, may be paid in lump sum or in 9 equal installments)

**Program offerings updated June 2020 to reflect options available after taking mitigation measures to reopen school during COVID-19 global pandemic.**

### Toddler Program (age 2–3)

Meets 8:15–11:15 am; 2, 3, or 5 days per week

2 mornings/wk (Monday & Tuesday)	\$2050
3 mornings/wk (Wednesday, Thursday, Friday)	\$3070
5 mornings/wk (Monday–Friday)	\$5101

### Morning Early Childhood (age 3–6)

Meets **8:20–11:20 am or 8:40–11:40 am**; 3 or 5 days per week

3 mornings/wk (Monday, Wednesday, Friday)	\$2705
5 mornings/wk (Monday–Friday)	\$4512

### Afternoon Early Childhood (age 3–6)

Meets 12:00–3:00; 3 days per week

3 afternoons/wk (Monday, Wednesday, Friday)	\$2705
*2 afternoons/wk (Tuesday, Thursday)	\$1807
*5 afternoons/wk (Monday–Friday)	\$4512

\*updated offerings due to cancelled enrichment programs

### Extended Day Kindergarten (age 3–6)

Meets 5 days per week (Monday–Friday)

Full Day: 8:30 am–3:00 pm	\$7217
Afternoon Only: 11:30 pm–3:00 pm	\$4512

### Elementary I and II Program (age 6–11 / grades 1–4)

Meets 8:30 am–3:00 pm

5 days per week (Monday–Friday)	\$7263
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### ADP and ASP

Monday—Friday, reserve time as needed. See pricing table below:

### *Before and After Care Programs and Pricing*

<u>PROGRAM</u>	<u>TIME</u>	<u>CONSISTENT USE</u>	<u>OCCASIONAL USE</u>
Lunch Bunch	11:30 am–1:30 pm	\$12.00 per day	\$14.00 per day

ADP Hourly	11:30 am–3:30 pm	\$6.00 per hour	\$7.00 per hour
	11:30 am--4:30 pm	\$6.00 per hour	\$7.00 per hour
ADP Full Day	11:30 am–5:30 pm	\$36.00 per day	\$42.00 per day
ASP	3:00 pm--4:30 pm	\$6.00 per day	\$7.00 per day
	3:00 pm--5:30 pm	\$12.00 per day	\$14.00 per day
Early Arrival	7:30 am–8:30 am	\$6.00 per day	\$7.00 per day

## Discount

A sibling discount of \$306 per year per 5-day program, \$180 per year per 3-day program, and \$126 per year per 2-day program is available for siblings attending Toddler, Early Childhood, and/or Elementary when an older sibling, paying full tuition, is concurrently attending MSGL. There is a discount available for children of full time staff members attending MSGL.

## Application Fee

A \$100 non-refundable application fee is required at the time of application. Withdrawals after the six-week adjustment/probationary period require a minimum four-week advance notice. Parents are responsible to pay the tuition per the terms of their contract for the remainder of the term.

## Tuition Payments

The Board reviews the next year’s budget in April and proposes the next year’s fees to the full Corporation for vote in May at the Spring Corporation Meeting. Thus, tuition and fees are updated annually by June 1. Parents may elect to pay in one of the following ways (1/9 of total tuition is nonrefundable):

- Plan A (Deposit due in June plus one lump sum due in September): First NON-REFUNDABLE payment equaling 1/9 of the total tuition owed is due by June 15, 2020 and remaining balance by September 15, 2020.
- Plan B (Deposit due in June and 2 equal payments with one due in September and the second due in January): First NON-REFUNDABLE payment equaling 1/9 of the total tuition owed is due by June 15, 2020 and remaining balance divided in two equal payments one due September 15, 2020 and one January 15, 2021.
- Plan C (Deposit due in June and 8 equal additional installments due through school year): Nine equal payments that are 1/9 of the total tuition owed are due with the first NON-REFUNDABLE payment due by June 15, 2020, and the remaining installments each due on the fifteenth day of each month from September 15, 2020 through April 15, 2021.
- **The June payments are non-refundable.**

All-Day, Early Arrival, and miscellaneous charges are calculated at the end of each month and included on the monthly statement mailed by the 5th of the month.

All students are enrolled for the entire school year or such portion as may remain after the date of entrance, and the parent is liable for the entire year’s tuition (or the pro-rata portion thereof in the case of late entrance) unless it is expressly agreed otherwise between the parent and MSGL in writing. Tuition will be prorated for students who start mid-year. There is no reduction or remission of tuition if withdrawal occurs after the student completes the adjustment period (the student’s first six weeks of enrollment) but before the school year is completed, unless another student as approved by the school is enrolled to take the child’s place. Additionally, there is no reduction or remission in tuition in months including holidays, winter or spring break, vacations, absences for illness, teacher workdays, parent/teacher conferences, and unscheduled emergency closings. In the event the onsite program is closed for an extended period of time (more than 10 consecutive school days) due to circumstances beyond the control of MSGL, including, but not limited to, an

act of God, an extreme weather event, a pandemic, a local health emergency, or other event that interferes with MSGL's ability to provide a safe and healthy working environment for the students and staff, alternative programming will be provided through distance learning opportunities. Tuition shall continue to accrue under the terms of the enrollment contract during such events except to the extent that the Board of Directors decides to abate some portion of the tuition or extend the school year. Such decisions shall be made by the Board of Directors as these situations arise taking into consideration the financial health of MSGL at that time.

We depend upon prompt payment of tuition to meet monthly operating expenses. Each month's payment is due the 15th of the month and is considered late after the 25th. Payments received after the 25th will automatically be assessed a late fee of 5% of the overdue balance. A \$25 charge will be assessed on non-sufficient-fund checks. A child may be suspended if tuition is not paid by the end of the month.

For security reasons, we ask that payments be made online or by check or money order, not cash. Electronic transfer (automatic debit) is available for monthly payments. Please notify the office if you are interested in this payment option. The monthly invoice has been designed to be used for employee reimbursement programs—the Tax ID Number is included in the address section and the dates of service are listed on the memo line of each statement.

## Tuition Assistance

MSGL funds a limited number of **partial fee remissions** each year. These are based on financial need and are awarded in the Spring for use the next year. Application forms, available from the Office or at MSGL.org, should be completed by May 1. The Tuition Assistance Committee of the Board reviews the applications and notifies recipients by June 1.

## Program Changes

Normally, as space permits, enrolled students can add additional programs throughout the year. Due to the precautions dictated by our COVID-19 Mitigation Plan, there will not be program changes made in the 2020/2021 school year except in extenuating circumstances and as approved by the Executive Director. These changes are expected to continue through the end of the school year, and parents will be billed a prorated tuition based on a daily rate. If you would like to make any changes to the program your child is enrolled in, a Program Request Change form can be obtained in the MSGL main office. Please expect a 7 day turnaround to process such requests.

## Amendment to Enrollment Contract

If you need to cancel your enrollment for any reason, you must fill out an Amendment to Enrollment Contract form. This form can be obtained in the MSGL main office. The request will be reviewed by the administration. Parents or guardians will be notified within 30 business days of receipt of the request as to whether the Enrollment Contract will be amended. Until an agreement has been reached regarding the remaining amounts due under your contract, parents or guardians will remain responsible for paying all charges on their account including all tuition due under the contract.

## Materials Fee

A materials fee of \$35 per student enrolled to attend the following August will be assessed to each family on June 1. This fee shall be paid with the deposit payment due on July 15th.

# Enrollment

## Admission Criteria

1. Entrance Age—
  - Parent/Infant Program—one year old by September 1
  - Toddler Program—two years old by September 1
  - Early Childhood—three years old by September 1 and toilet-trained
  - Extended Day—five years old by September 1
  - Elementary I—six years old by September 1
  - Elementary II—nine years old by September 1
  - Early Arrival—three years old by September 1 and toilet-trained
  - All-Day Program—three years by September old and toilet-trained
  - After School Program—five years old by September 1, enrolled in Extended Day or Elementary
2. Priority for admission of children not currently enrolled at MSGL is based upon the date and time of the receipt of a completed application. An application is not complete until the requisite application fee is paid in full.
3. Preference is given to siblings of current or former MSGL students as well as transferring students from other Montessori schools if a completed application is received by the first Friday in March. An application is not complete until the requisite application fee is paid in full.
4. An exception to the age criteria may be considered and granted if the child's current teacher recommends the exception. Placement is then made on a space available basis. If a parent and teacher differ on placement, another MSGL teacher may be asked to observe or interact with the child to offer another opinion.
5. The Executive Director is responsible for final admission decisions with advice from the Assistant Director and the child's teachers.

## Re-Enrollment

Links to re-enrollment forms are emailed during the first week of February and are due the first Friday in March. A deposit for the following year's registration is also due at the time of submission. This deposit is non-refundable. Siblings should be enrolled at this time to receive the sibling preference. If demand for a particular program exceeds the placement spots available, the following system will be used to establish enrollment preference order:

### *For Parent/Infant*

1. Siblings of MSGL alumni or of current students receive priority.

### *For Toddler*

1. Current Parent/Infant students receive highest priority.
2. Siblings of MSGL alumni or of current students receive next priority.

### *For Early Childhood*

1. Current Toddler or Early Childhood students receive highest priority.
2. Siblings of MSGL alumni or of current students receive next priority.

### ***For Extended Day*** (afternoon portion of full-day kindergarten)

1. To receive a priority ranking for admission to Extended Day, students must be enrolled in both Morning Early Childhood and Extended Day.
2. Current Early Childhood students receive highest priority.
3. Siblings of MSGL alumni or of current students receive next priority.

### ***For Elementary***

1. Current Morning Early Childhood + Extended Day students receive highest priority.
2. Current kindergarten students in either Morning or Afternoon Early Childhood receive next priority.
3. On a space-available basis, students from a non-MSGL background may be admitted, subject to individual interview and approval by the Director and Elementary Teachers.

When programs are full and a cut-off point for admission falls within a priority group, priority ranking will be determined by the date of receipt of the application fee. It is suggested that if parents want to assure themselves of placement in high demand programs, they should submit an application and application fee well in advance of the March re-enrollment season. Applications are available in the office and online at [MSGL.org](http://MSGL.org) at all times.

In the event that a determination must be made between applications with the same priority ranking and the same check date, determination will be made by lottery.

Since the corporation does not vote on budget and tuition/fee schedules until the Spring Corporation Meeting in May, the exact tuition costs for the following year are not published at re-enrollment time but will be published prior to the issuance of enrollment contracts. Enrollment is finalized for the next year by signing a student enrollment contract and submitting a non refundable down payment of 1/9 of the next year's annual tuition by June 15. Failure to submit the contract and tuition down payment by the June 15 deadline will result in loss of placement priority.

## **Morning Early Childhood Room Assignments**

Because there are four Morning Early Childhood classes, the Executive and Assistant Directors are charged with assigning children to one of these classes. This is usually completed by July 31. We try to maintain continuity of classmates and/or teachers throughout the child's time at MSGL. Please realize that all four classes are excellent placement situations and that the Executive Director makes the final decision on class placement.

## **Arrival & Dismissal**

### **Period of Adjustment**

To help new students with the transition to MSGL, we hold Student Orientation visits prior to the child's first day of class. The child has an individual meeting time with the teachers and explores the classroom environment. We also phase-in students—children start on different days—so that we can orient new children to the classroom procedures in smaller groups.

**A few children may cry the first day or week at arrival time. It's usually best to say goodbye at the door and leave. These tears rarely last long.** Here are some other hints to make separation easier:

- Do develop a routine that comforts your child and eases her/his mind about saying goodbye.
- Do always say goodbye to your child. Don't sneak away while s/he is distracted.
- Do leave at once after saying goodbye. Don't return to comfort because this gives the impression that tears can cause you to return. The teacher will comfort your child, and you can call the school in a few

minutes to ease your mind.

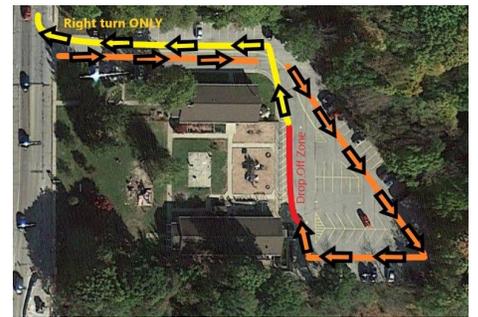
- Do always let her/him know when s/he will be picked up and by whom.

If your child does not adjust to the program in a reasonable time period, the teacher will contact you to discuss the situation.

Most children find the freedom with limits and the interesting activities of the Montessori classroom a comfortable, friendly place to be. However, we realize that a Montessori classroom setting is occasionally not suitable for a particular child at her/his particular stage of development. Therefore, there is a six-week probationary period at the beginning of each child's introduction into each program. This is used by parents and teachers to gauge the child's overall adjustment. Please let us know of any difficulties during this introductory period and we will also inform you if we notice anything along those lines. After this period, we expect that the child will remain in the program for the remainder of the year.

## Parking Lot Protocol

**\*\*COVID RELATED CHANGE\*\*** We are implementing a car pick-up and drop-off line for the 2020-21 school year. **Please follow the arrows designating the traffic flow for the car line drop-off and pick-up of children.** Parents should exercise extreme caution when driving in the parking lot. Class start and end times will be staggered. Toddler and Early Childhood students will be greeted by staff at their car in the drop off zone. Elementary children are to be dropped off at the gate outside of the Elementary Building on Sharon Road. **No child should be left unsupervised on MSGL school property**, this includes the parking lot and playground. Specific instructions, including the drop off window for each class, the procedure for daily health checks and requirements for families who walk or bike to campus will be released as they are finalized.



## Arrival and Dismissal Times

MSGL is a school, as opposed to a childcare agency, charged with responsibility to educate the children here. Regular attendance and timely arrival greatly enhance our ability to properly serve our students. We urge all families to make best efforts to ensure students miss as few days of class as possible and to have students arrive to their classrooms by the start time of their programs.

Teachers greet each student at the car line drop-off during these arrival times and will dismiss at the car line pick-up promptly at these dismissal times:

<u>PROGRAM</u>	<u>ARRIVAL</u>	<u>DISMISSAL</u>
Early Arrival	7:30–8:20 am	Escorted to class
Toddler	8:00–8:15 am	11:00–11:15 am
Morning Early Childhood Catalpa and River Birch	8:20–8:35 am	11:20–11:35 am
Morning Early Childhood Red Oak and Willow	8:40–8:55 am	11:40–11:55 am
Afternoon Early Childhood	12:00–12:10 pm	2:55–3:05 pm
Extended Day	11:30–11:45 pm (or escorted to class)	2:55–3:05 pm
All-Day Program	Escorted to class	By 5:30 pm
Lunch Bunch	Escorted to class	1:20–1:30 pm

When we are again able to allow parents to enter campus, please do not enter a classroom without the permission of the teacher as this may disrupt working students. Teachers are not permitted to transport students (other than their own children) to or from school.

### Late Arrival

If you arrive for the Toddler Program later than 8:15 am or for any of the Morning Early Childhood Programs past 9:00 am or for any of the afternoon programs past 12:15 pm or for Elementary past 8:45 am, please call the office (765-464-1133) to arrange for someone to receive your child as you are not to enter campus. Please make arrangements with the office staff in advance for any known late arrivals or early dismissals such as for healthcare appointments.

### Late Pick-up Charge

Parents will be charged a fee for any student left in the school's care after the scheduled dismissal time. The fee is \$6.00 for the first five minutes, or any part thereof, and \$6.00 for each additional five-minute period or any part thereof.

### Carpools and Dismissal to Named Adults

Carpools may be arranged by parents and specified on the Emergency Card under the section "Release to Authorized Adults." No child will be released to anyone other than a parent, authorized adult or recognized carpool driver unless specific arrangements have been made with the office staff by phone call or email, before the time of dismissal. **Please contact the office with any changes no later than 2:00 pm or 1 hour before your scheduled pickup time whichever is earlier. Failure to timely make such arrangements may result in your child not being allowed to leave with the unauthorized adult and late pick up charges being assessed.**

## School Culture

### Children's School Work

The Montessori philosophy emphasizes the growth of the child, rather than the quality of the work s/he produces. The growth within the child occurs during the process of the activity. The quality and quantity of the work produced may or may not reflect the true growth that has taken place. Be careful not to place too much emphasis on the products brought home. There are other results that may be less tangible but are more important, such as your child's growth in self-confidence and independence. It is important that your child work spontaneously, following her/his own interests, rather than in response to outside pressure. However, we do encourage your child to take part in a variety of activities and introduce new lessons when s/he seems to be ready for them.

### Dress for School Success and Safety

**Please dress your child for active and messy work!** Dressing children in fancy clothes will inhibit their involvement in school activities. Although we provide aprons for painting and use washable paint, clothes will get dirty and stained.

Children will tend to their own toileting. For younger children, pants with elastic waists allow for success at this task. Slacks afford better protection for activities on the playground. Tennis shoes with soles that provide traction allow for active play on the playground and help prevent accidents. It is best if children do not wear

jewelry to school to avoid problems with breakage and loss.

During the winter, your child will need a coat, hat, snow pants, mittens or gloves, and boots. Mittens or gloves should be flexible and have gripper palms for added safety to help children hold onto playground equipment while climbing or sliding. Mittens are preferred for younger children, as they are easier for them to put on by themselves. Boots should be large enough for the child to put on and off by her/himself. Label each piece of outerwear with your child's name.

**Bring an extra set of clothing**—socks, pants, shirt, and underwear for toileting accidents or water spills. All children will need a pair of indoor shoes at school to wear only in his/her classroom. Mark each piece with your child's name. Update extra clothes as the seasons change. If a child is in need of a change of clothing and does not have an extra set available, the school maintains a supply of new underwear and socks. These will be used, and you will be billed on your next statement. If outerwear is loaned, it should be laundered and returned. It is also necessary to provide diapers for toddlers who are not independently using the toilet.

## Learning Self-Discipline

The MSGL staff helps children maintain a healthy self-image while learning social norms for behavior. The entire school setting is arranged with this in mind. The following are a few of the expectations and procedures used at school to operationalize the basic rules of a Montessori environment and which we encourage you to use at home:

- All people are respected. (No physical or verbal harm to oneself or others. The work of others is not disturbed.)
- The environment is respected. (All materials handled correctly and put away properly.)
- Use your inside (quiet) voice in the classroom and hallway.
- Use your walking feet in the classroom and hallway.
- Thank someone when they comply with a request.
- Hands are on our own body, unless you have permission.
- It is polite to ask if you can help a friend with her/his work. Respect your friend's answer.
- The teacher may excuse you from a work if you abuse the materials.
- Use your words, not your hands, when you are unhappy with someone.
- You may tell someone how you feel when you are upset or confused.
- Toys or other items from home may be brought to the sharing basket or left in the locker.
- We can create our own clever characters, but we may not pretend to be characters that hurt others.

When difficulties arise, teachers allow time for the children themselves to settle the issue with words. If intervention is necessary, teachers remind children of the rules and redirect if necessary. A time out may be used if a child needs time away from others or materials to regain emotional control. Corporal punishment is never used.

If the above measures are not successful in helping a child establish self-discipline and the following types of behaviors continue:

- physical harm/damage to teacher, peers, self, or school material,
- severe disruption of classroom routine, and
- severe emotional harm to teachers or peers,

the teacher, parents, and Executive Director will meet to determine the cause of the problem behavior and a way to alleviate the difficulty at school. A behavior modification plan may include seeking assistance from professionals within the helping community and defining steps to minimize the inappropriate behavior and integrate the child into the classroom. This plan will also contain a time limit for improvement or elimination of

the disruptive behavior. If the specified improvement in behavior has not been met in that time frame, the child may be suspended or expelled by the Executive Director after consultation with the Board President. The parent may appeal this action to the Board by filing a notice of appeal with the Board President within seven (7) days after expulsion. The Board will meet within seven (7) days with the parent. A decision will be made and communicated to the parent and staff involved within two (2) days.

## Active Play

An active free-play time on the playground is scheduled each day. In the event of inclement weather, classes will stay inside. These guidelines are discussed at Community Time and are monitored by the teachers. Children should follow the following guidelines:

- Go up the hill or steps to the top of the slide and slide down on your bottom.
- Leave the wood chips and snow on the ground.
- Sand belongs in the sandbox and sand toys in the bin.
- Hands are on our own body, unless we have permission.
- Use chalk in (designated) areas, not on building walls.
- Only adults may open the gates.
- Climbing play is done on the play equipment, not the fences, school entrance steps or handrail.
- No standing on rails or chinning bars.
- Bikes are to be used on designated bike paths.
- Authorized staff members are in charge of supervising shed contents.

Children are encouraged to participate in active, cooperative play. To protect the feelings of all the children, we ask that children not bring personal toys to the playground. Please try to use these safety rules at home, if they apply to your setting.

**When a class is in session on the playground, please do not introduce other children to the area.** Due to the coronavirus pandemic, children will not be permitted on the MSGL campus, this includes the playgrounds, except during the times of programs in which they are enrolled during the 2020/2021 school year..

**Do not leave children unsupervised on MSGL school grounds. This includes the MSGL playgrounds.**

## Playground Rules & Usage for Children and Parents

When children are in the playground they are expected to follow these guidelines:

- Go up the hill or steps to the top of the slide and slide down on your bottom.
- Leave the wood chips and snow on the ground.
- Sand and sand toys belong in the sandbox.
- Hands are on our own body, unless we have permission.
- Use chalk in designated areas, not on building walls.
- Only adults may open the gates.
- Climbing play is done on the play equipment, not the school entrance steps or handrail.
- No standing on rails or chinning bars.
- Ride the bike/tricycle in the designated area only: around the basketball court on the sidewalk.
- Fence is not play equipment, no climbing on or under.

At dismissal, 11:30 am and 3:00 pm

- When a class is in session on the playground, teachers are responsible only for children in their care.
- Younger siblings should be under the direct supervision of their caregiver.
- Once families are allowed back onto our grounds under our COVID-19 mitigation plan, students going

home after class but staying to play for a while after school are expected to follow the same rules as listed above and parents should encourage respectful behavior. It is understandable that parents visit other parents at pick up time, this helps build the MSGL community; by the same token children are being supervised by teachers and need to enforce rules for safety reasons. If the same rules aren't enforced by all the adults, having parents and teachers in the same space is confusing to a child. Please apply the above rules when on the playground.

- If you have any questions please call or stop by to talk with the director.

## Special School Events

### Emergency Closings

During snowy weather and other emergencies, please check WLFI TV Channel 18 for announcements of school closings. You may also check our website at [www.msgl.org](http://www.msgl.org). You will be notified via the email address you have on file at the school at the time of the emergency. Updates will also be posted on the Montessori School of Lafayette Facebook page. **Tuition is not adjusted nor is the school calendar extended due to emergency closings.** In the event the onsite program is closed for an extended period of time (more than 10 consecutive school days) due to circumstances beyond the control of MSGL, including, but not limited to, an act of God, an extreme weather event, a pandemic, a local health emergency, or other event that interferes with MSGL's ability to provide a safe and healthy working environment for the students and staff, alternative programming will be provided through distance learning opportunities. Tuition shall continue to accrue under the terms of the enrollment contract during such events except to the extent that the Board of Directors decides to abate some portion of the tuition or extend the school year. Such decisions shall be made by the Board of Directors as these situations arise taking into consideration the financial health of MSGL at that time.

### Field Trips

Field trips most likely will not be scheduled during this school year. If circumstances change such that it is deemed safe to reinstitute field trips and one is scheduled, a permission slip will need to be signed for your child to be able to go. Any additional costs will be specified on the field trip notice and permission form and charged to your child's account after the trip. Parents may be asked to volunteer to drive and/or chaperone. All drivers are required to have a valid driver's license, to have current automobile liability insurance, and to have passed a background check. A copy of the valid driver's license and current proof of insurance card must be provided to the school in advance of the trip. For the Elementary Program, all volunteer drivers must be involved in a pre-trip Community Time with the children concerning the trip. Children under age nine are required by Indiana law to be in a child safety seat /booster seat when in a private vehicle.

### Birthdays

Celebrating birthdays in the classroom setting contributes to the history curriculum. The goal is to help the children begin to become aware of the passage of time, especially the concept of a year. Parents may also want to have the child present a gift to the classroom on their special day. Typically, we ask that you help your child construct a Timeline of her/his life to share with the class at the celebration. Your teacher will have ideas for snacks and instructions to help you with the Timeline project. However, for 2020-21, outside visitors, including family members of the students, will not be allowed in classrooms until our COVID-19 mitigation plan is amended to allow visitors on campus and in the classroom.

If an at-home party is planned, invitations can be distributed at school only if all the students in the class are invited. A copy of your child's class address list can be found on your secure classroom webpage at [www.msgl.org](http://www.msgl.org).

## Parent Workday

Normally, before school begins each August, parents and teachers meet at the school to do general maintenance to the grounds, buildings, and classrooms. It is a time for parents to better acquaint themselves with their child's teacher(s) and the environment their child will be spending time in. We will not have a parent workday this year in August. Should our COVID-19 mitigation plan be amended to allow visitors on campus, parent workday may then be scheduled. Information concerning specific dates, times, and projects will be sent via email. Additional Parent Workdays may be scheduled throughout the year.

## School Pictures

Individual and class pictures will be taken by a photographer on November 3 and 4, 2020. Family photos can also be scheduled on November 3 from 3:00 pm to 8:00 pm. The school receives a small commission from the purchase of school and family photos. All of the individual and class photos will be combined to make a yearbook, which is available in May. If you do not want your child's photograph to be in the yearbook, you must inform your child's teacher and the office.

## Spring Program

Each spring, in the month of May, you will have the opportunity to attend a special program your Early Childhood and/or Elementary child has worked on with her/his class. The toddler and parent/infant students do not participate in the Spring Program. This event will take place at Harrison High School Graff Auditorium (5701 N 50 W, West Lafayette, IN 47906). Specific dates and times will be available in the month of May. Check the All School Calendar on the MSGL webpage at [www.msgl.org](http://www.msgl.org)

## Board and Corporation Meetings

Board meetings are held monthly on the third Tuesday evening. An agenda is posted one week prior to the Board meeting and all parents are invited to attend. Approved minutes of Board meetings will be posted on the hallway bulletin board and copies are available on request.

Corporation meetings are scheduled throughout the year and your attendance as members of the Corporation is expected. In addition to the business of the school, special programs will be presented.

## Health & Wellness

### Physical Exams

A physical exam is required prior to the beginning of each school year for Parent/Infant, Toddler, Early Childhood and at entry year to Elementary. A form to be completed by the doctor is provided. The completed form with immunization dates must be in the child's file by the first day of the child's attendance. All students should be current with immunizations unless exempted by health or religious reasons.

### Illness

We do not have facilities for prolonged isolation of children who are ill. Thus, you will be notified to pick up your child if s/he develops symptoms of illness. The following policies are in effect for specific symptoms, illnesses, or conditions. The Executive Director will contact the County Health Department for advice on other contagious conditions.

- A child with a fever should not attend school. If a child develops a fever at school, you will be called to take her/him home. The fever should be within the normal range for at least seventy-two (72) hours without the assistance of medication before the child returns to school. This means that if a child is sent home with a fever, s/he should remain out of school for 3 days. A child may return to school after being

fever free for 24 hours without the use of medication if cleared to do so by a physician. The parent must provide the school with a written document from the doctor clearing the child to return to school.

- A child who has had diarrhea or other flu-like symptoms, such as vomiting, within the last twenty-four hours should not attend school. This means that if a child is sent home with these symptoms, s/he should remain out of school at least the next day and be free of symptoms without the assistance of medication for twenty-four hours before returning.
- A child may return to school after a diagnosis of strep infection (strep throat or scarlet fever) when s/he has received antibiotic medication for at least twenty-four hours, preferably forty-eight hours, and shows obvious signs of improvement.
- Children with pink eye should be treated for at least twenty-four hours and show obvious improvement before returning.
- A child may return after having chickenpox when no new lesions have erupted and the existing ones have been crusted over for at least twenty-four hours.
- We conduct routine checks for head lice at least twice a year. Any child with head lice must be treated before returning and be checked in the Office before re-entering the classroom. The school has a "no-nit" policy.
- If a child has impetigo, no open or crusted sores may be present upon return.
- In the case of herpes, any lesions should be evaluated by a physician before the child returns.
- A child diagnosed with fifth disease is no longer contagious after the rash develops and is therefore not excluded from school even though a rash is evident. However, all rashes should be evaluated for possible contagious conditions.
- If a child or member of a child's household is suspected to be ill with COVID-19, the child may return to school as follows: Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

### ***Untested***

Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following four conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since your symptoms first appeared.
- The state [website](#) has a list of over 200 testing facilities, their location, and hours of operation. This list is updated frequently.

### ***Tested Positive- Symptomatic***

Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

- The individual no longer has a fever (without the use medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since symptoms first appeared; or
- The individual has received two negative tests at least 24 hours apart.

### ***Tested Positive- Asymptomatic***

Persons who have not had symptoms but test positive for COVID-19 may return when they have gone 10 calendar days past their test without symptoms and preferably have been released by a healthcare provider. Students may also return if they are approved to do so in writing by the student's health care

provider.

Any child attending school should be well enough to participate in all daily activities including outside play and creative movement. There are no facilities for keeping a child inside when his/her class is outside.

## Medication

**If a child must be given medication during the day, the parent must complete a Medication Request Form and bring the medication to the office.** The appropriate staff member administers the medication and enters pertinent information on the Medication Request Form, which is then returned to the parent. Copies are kept in the child's file and in the school log book. **Do not send medication to school in your child's school bag or lunch box.**

## Injury

If a child suffers a significant injury during school hours, the teacher prepares an Accident Report of the incident, including first aid given, for the parent. Copies are kept in the child's file and in the school log book.

## Incident/Behavior Reporting

If a child displays a concerning behavior resulting in an incident during school hours, the teacher will prepare an Incident Report that will be sent home in the child's school bag. The parent must read, sign, and return the Incident Report to the Office. A follow up conference between the teacher and parents can be set up depending on the severity of the incident. Copies are kept in the child's file.

## Absence

Please notify the office if your child will be absent by completing an Absentee Form on the MSGL website. **Please be as specific as possible for the reason for the child's absence.** It is also helpful if you notify your child's teacher via email if anything has happened which might cause a sudden change in your child's behavior or emotional state. This will help us be supportive in her/his emotional development.

## Child Welfare

In accordance with the laws of Indiana, school personnel are obligated to report suspected child abuse to the Child Protective Services of the Department of Child Services (CPS). In the event that this would become necessary, the following steps are taken:

1. The Executive Director will be involved in reporting to CPS.
2. The Executive Director will handle any requests from CPS to talk with a student on school premises during school hours. All communications will be documented.
3. The Executive Director or staff member trusted by the child will be present during an interview.
4. If a child is removed from the school by CPS officials, the Executive Director will request that s/he accompany the child.
5. The Executive Director will document the facts of any interviews or removals and such records will be held for a period of five years in a confidential file.

## Responsibilities & Resources

### Snacks

Responsibility for snacks for your child's class rotates among the families. Your turn will come up two to three times per year per program. Please reference your classroom calendar under Parents on the MSGL website. Nutritious snacks with minimal sugar and artificial ingredients are requested. Please check the reminder notice

sent home with your child for special requests and suggestions for appropriate items. The number of programs your family utilizes determines the number of times you will be asked to contribute. Expect to spend about \$60 per turn.

## Parenting Topics

Enrolling your child in this school is indicative of your interest in Montessori philosophy. To further your understanding of this method of education, we invite you to utilize the Parent and Teacher Resource Library (in the Conference Room) to read about Montessori techniques. It is an expectation that all parents new to MSGL attend the Montessori Explained Series, observe the classrooms, attend the Corporation meetings, participate in Family Open Houses, and thoughtfully review communications from the school/staff. Due to the mitigation measures being taken this year because of the coronavirus, there may not be the normal offerings of these programs on campus, but many will occur online. Other Montessori related articles will be posted to the Montessori School of Greater Lafayette Facebook page.

## Newsletters/Written Communications

Each new child in Toddler and Early Childhood will be given an MSGL book bag; please bring it to school each day. It is a means for your child to develop responsibility for his/her belongings and is a means for the school to send items/letters home to you. Please check the bag daily.

Monthly invoices are emailed the first week of each month. Important corporation information is often emailed with the monthly invoices. Please be sure to regularly check your email accounts for these items and to add [info@msgl.org](mailto:info@msgl.org) to your address book or your safe list. Invoices and newsletters are emailed out in bulk and some email providers will mark this as spam/junk if not properly saved to your address book or safe account.

Four MSGL Newsletters are emailed throughout each calendar year: one in late July or early August, one in late November or early December, one in February, and one in May. Newsletters and calendars can also be found at [www.msgl.org](http://www.msgl.org) under the News section. You will find information about all-school activities, classroom activities, Board happenings, articles about Montessori philosophy and teaching methods, parenting tips, and a calendar of upcoming events.

Notices concerning special school functions and current events at the school are published weekly in the Montessori Minute. The Minute is emailed to parents, staff, and Board members each Thursday throughout the academic year. Flyers announcing community activities, children's classes, and parent workshops are posted on bulletin boards outside each classroom door and building door as well as in our events section of Facebook. Most notices will be sent via email or posted on the MSGL website.

## Parent Observations

Normally, parents are encouraged to observe in the classroom. **Pursuant to the terms of our COVID-19 mitigation plan, parents are not allowed in the classrooms until such time as the mitigation plan is amended to allow classroom visitors. At that time, parents may then schedule observations. To avoid overcrowding the classroom with adult observers, we ask that you schedule these with the Office and/or your child's classroom teacher.** We ask that observations begin after the classroom routine is well-established. Normally, we have designated two months out of the year for parent observations: October and April so that parents have the chance to observe the classroom before parent/teacher conferences. Teachers will have information and sign-up forms available during these months. Normally, observing your child prior to the parent/teacher conference is highly encouraged, but we may not allow that this year. Volunteering to take part in special celebrations or work with Sound Table or other special activities also helps you gain an understanding of your child's daily activities. We look forward to the time when we can have parents back in the classroom to assist us in these ways. All classroom volunteers must successfully complete a background check that is

conducted through the Office at the school.

## Parent/Teacher Conferences & Progress Reports

Two conferences are scheduled each year— one in October and one during the spring semester. Teachers will have times and sign-up sheets available. Parents may request additional conferences at any time. The goal of the first conference is to gather information from parents concerning their child's adjustment to the school and parental expectations. Each parent is asked to bring the completed Parental Input Form (available when you sign up for a conference time) to the conference as a basis for discussion.

The goal of the second conference is to update parents on their child's progress. An annual Progress Report will be completed by the teacher and discussed at this time. You will be given a copy of this report. Parents of students at kindergarten level and/or students in Elementary will receive a Progress Journal twice during the school year. Feedback from parents via this journal is helpful to your child's teacher in further encouraging your child's social, physical, and academic development.

## Parent Evaluations

MSGL programs and services are continuously evaluated by the Board and Staff. Each parent is asked to participate in Program, Executive Director, and Lead Teacher evaluations by completing confidential surveys in November and April each year. This information will be shared with staff in a confidential fashion to reward and encourage good performance and as an aid to improvement. The Board reviews general program comments and suggestions and makes decisions and sets policies as a result.

## Parent Concerns

When a parent has questions or concerns about their student's adjustment or progress, or about general classroom procedures, they are asked to meet first with their child's teacher. It is necessary to schedule this at a time when the teacher is not responsible for children. The Executive Director is available to discuss items dealing with the general operation of the school or any matters that cannot be resolved with the teacher. Board members are available to discuss items dealing with matters of overall school policy and matters that were not resolved with the Executive Director. As required by our Code of Conduct you are expected to discuss a matter with the teacher or Executive Director before bringing it to the attention of a Board member or the full Board.

We do want to hear of your concerns, and we ask that you be in a frame of mind to discuss solutions as well as stating the problem. If the staff or Board member has concerns about someone's ability to discuss an issue at that particular moment, he or she may request a twenty-four-hour cooling off period or may request that the complaint be submitted in writing to help clarify issues.

## Animal Policy

Animals are welcome at MSGL but need to be leashed or contained at all times. Animals are only allowed inside buildings with advance permission from MSGL staff. Service animals are welcome.

## Administration

### Donations

As an educational/non-profit organization, MSGL can accept tax-deductible donations. We gladly accept general fund donations and donations designated for special purposes such as classroom materials or tuition assistance. In compliance with IRS regulations, we will supply the donor with substantiation of contributions over \$250. If a donation of materials is made, we will provide a description of the property donated, but it is the responsibility of the donor to place a value on that property. Although the school does benefit from the sale of

shirts and books at our fundraisers, these purchases are not considered “donatives” because the purchase price is the fair market value.

## Office Hours

The MSGL Office is open from 8:30 am –4:15 pm each day school is in session. Due to the mitigation measures necessary to address the coronavirus, you will need to call ahead to gain access to the Office and the Administrative Staff. The Executive Director will be available for phone calls and short drop in visits from 9:00 am–4:00 pm. Office hours for spring, summer, and winter breaks will be posted on the MSGL website at [www.msgl.org](http://www.msgl.org) and in the monthly newsletters. Please use your best efforts to make an appointment in advance if you have a need to see administrative staff. Proper face covering will be required to visit the Office. An administrative assistant will be in the office daily. If you leave a message on the voicemail, your call will be returned as soon as possible. Email ([info@msgl.org](mailto:info@msgl.org)) is checked daily and can be used for non-emergency communications.

## Student Files

Current student files are kept in a locked file cabinet in the office; records of previous students are stored for a minimum of fifteen years. Parents have the right to see their own child’s records at any time. The most recent Progress Report and Health Form are sent to elementary schools when requested by either the parent or the newschool. All other requests require a Release of Information Form signed by a parent or guardian. The parent has the right to review information in the file before it is released to anyone. This policy complies with the Freedom of Information Act.

## Board Member Election

MSGL is a not-for-profit school run by a board of directors primarily made up of parents with children enrolled in MSGL. Elections are held in May at the Spring Corporation meeting immediately preceding the Spring Program. The Board may have up to 2 voting members who do not have children at the school.

Each Board member is elected for a two-year term and pledges their time, talent, and treasure to serve MSGL during this time. Board members meet the third Tuesday of each month at 6:30 PM. Meetings last for approximately ninety minutes to two hours. Board members are also expected to participate in all-school events. In addition, Board members serve on at least one committee, which schedules its own meetings at the convenience of its members.

Board members also commit to support MSGL’s Annual Campaign with a financial gift. We do not emphasize the size of the gifts; we simply value participation and believe the Board should set the example for our school community. Parents who are interested in serving on the Board should speak to the Executive Director for more information.

## MSGL Staff List

### Administration

- Cindy Garwood, Executive Director
- Lena Atkinson, Assistant Director
- Karen Reese, Accounting
- Julie Peretin, Administrative Assistant
- Erica Wallskog, Administrative Assistant
- Genevieve Wang, Office Assistant

### Toddler

- Dena Saunders
- Mabelle French
- Angie Shamo
- Mindy Tan

### Early Childhood

- Ana Ramirez
- Erica Wallskog
- Florencia Rodriguez
- Rosie Mayton
- Kelly Sallee
- Eunsuk Han
- Ginette Roos
- Dena Saunders
- Anita Trent

- Dilya McClaine
- Mary McKay
- Darcy Keegan
- Melissa Valencia
- Chloe Garwood

### Elementary

- Emily Frazier
- Stacie Seipel
- Diana Rangel
- Janet Lee

### Specials

- Sheree Reeling, Music
- Susan Doster, Elem. Art
- Eilyn Hidalgo, Elem. Spanish
- Lucy Tascon Villa, Sound Table

### Before and After Care

- Somdatta Datta Roy
- Rosie Mayton
- Adrianna Bertolletti
- Julia Alonso
- Patience Jennett

## MSGL Board of Directors

- Oliver Beers
- Donna Barket
- Maria Marshall
- Kate Lade-Markley
- Libby Carlton
- Ripam Singh
- Margaret Wu

Board officer elections are held in June.

## **MONTESSORI SCHOOL OF GREATER LAFAYETTE COVID-19 MITIGATION PLAN June 1, 2020**

Due to the spread of the coronavirus or COVID-19, Montessori School of Greater Lafayette (hereinafter “MSGL”) must remain vigilant in mitigating the outbreak with the objective of protecting the health of everyone concerned. The purpose of this Mitigation Plan is to identify and implement reasonable steps to take to help ensure the safety of students, staff, and families at the school. The administration is responsible for overseeing the implementation of this Plan and making any amendments thereto as the situation concerning this health emergency changes.

During the facility’s closure a complete, deep cleaning and disinfection procedure was conducted by our contracted janitorial service. Another deep cleaning will be conducted in the days just before the reopening of the school. Our normal cleaning procedures will continue regularly and be supplemented by nightly disinfection procedures throughout the school.

The administration will set the example by practicing good hygiene and schoolwide safety and prevention practices. The administration will seek the same behavior from all employees and will monitor actions accordingly.

This Plan is based on the current information available from the CDC, OSHA, the State of Indiana, and the Tippecanoe County Health Department and may be changed and amended based on further information from any of these entities.

A copy of the Mitigation Plan will be provided to staff and families.

Staff will be trained in following these guidelines and the Mitigation Plan. Staff will explain and model safety, physical distancing, handwashing, and hygiene procedures to students in an age-appropriate manner.

Informational Signage will be posted at the entrance to campus to help ensure compliance with this Mitigation Plan. They will give clear and precise information on COVID-19, its symptoms, when not to enter the building, risk factors, information on our daily health checks, and other precautions being taken to protect the students and staff.

Information regarding this Plan will be disseminated to all families and employees.

Additional signage will be posted throughout the building including hand washing procedural illustrations in each classroom and restrooms.

Informational links thought to be helpful to our families regarding COVID-19 may be shared via email or posted on the school website or MSGL Families Facebook Page.

Cindy Garwood, Executive Director Phone: (765) 464-1133, [cindy@msgl.org](mailto:cindy@msgl.org)

MSGL is AN ACCREDITED SCHOOL OF THE AMERICAN MONTESSORI SOCIETY

### **Family Responsibilities**

Parents of children in any of the Early Childhood Programs or in the Elementary Program shall ensure that their children come to school in an appropriately sized face covering each day and that they have several spare coverings with them as well.

Parents are to keep the child(ren) home if ill. No child may return to the facility within 72 hours after a fever (above 100.4 degrees) or other symptom of COVID-19 (cough plus other symptoms, chills, shortness of breath or trouble breathing, persistent pain or pressure or tightness in the chest, new loss of smell) has abated without the use of medication. Families are asked to review and follow Indiana Health Department and CDC information and guidance. A child may return to school after being fever free for 24 hours without the use of medication if cleared to do so by a physician. The parent must provide the school with a written document from the doctor clearing the child to return to school.

Any attendees from a household containing anyone who has come from or has recently traveled anywhere internationally or to a domestic area considered by state and local health authorities as a “hot-spot” for the coronavirus outbreak will need to affirm with the administrative staff that the child has abided by the 14-day quarantine procedure as provided by the CDC before coming to school.

Families are expected to report to the Executive Director of the school any known exposures of household members to COVID-19 positive individuals. The Executive Director shall only use this information in accordance with the recommendations of the local health department.

Any child with a fever above 100.4 degrees Fahrenheit will be sent home and asked not to return to MSGS until the fever has abated for 72 hours without the use of medication. A child may return to school after being fever free for 24 hours without the use of medication if cleared to do so by a physician. The parent must provide the school with a writing from the doctor clearing the child to return to school.

If a child becomes ill while at school, they will be appropriately isolated until they can be picked up. Prompt pick up of ill children is required. An ill child must be picked within 30 minutes of a parent receiving the phone call advising of the illness. It is imperative that the family ensures that the school has accurate contact information for the persons responsible to retrieve their child from school and that the person be immediately reachable at any given time.

### **Return to School After Exclusion**

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

#### ***Untested***

Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following four conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since your symptoms first appeared.
- The state [website](#) has a list of over 200 testing facilities, their location, and hours of operation. This list is updated frequently.

#### ***Tested Positive- Symptomatic***

Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

- The individual no longer has a fever (without the use medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and

- At least 10 calendar days have passed since symptoms first appeared; or
- The individual has received two negative tests at least 24 hours apart.

### ***Tested Positive- Asymptomatic***

Persons who have not had symptoms but test positive for COVID-19 may return when they have gone 10 calendar days past their test without symptoms and preferably have been released by a healthcare provider. Students may also return if they are approved to do so in writing by the student's health care provider.

### **Drop-Off and Pick-Up**

No visitors will be allowed on campus grounds inside the fenced areas or in the buildings. Therefore, we will implement a carline for drop-off and pick-up of all children. The precise details of the carline are being honed and will soon be published to all families. During all transition times staff members will wear a face covering. The student will be screened for health, including but not limited to a temperature check which must read below 100.4 degrees Fahrenheit.

If a parent needs to enter the campus, they will need to be admitted at the office by administrative staff. It is preferable that the parent contact office staff in advance to schedule an appointment to come on campus. The parent must provide and wear their own face covering and will be screened for health including, but not limited to, a no contact temperature check.

There will be a staggered Drop-Off and Pick-Up schedule for the car line. Physical distance guidelines will be followed during the Drop-Off and Pick-Up which will include children remaining in vehicles until met by the staff member. Early Arrival at 7:30 to 8:00 am, Toddler to Drop-Off at 8:00 to 8:15 am, Red Oak and River Birch Early Childhood classes to Drop-Off at 8:20 to 8:35 am, Catalpa and Willow Early Childhood classes to Drop-Off at 8:40 to 8:55 am, and Elementary to Drop-Off at 8:30 to 8:45 am. Each child will be screened at the car and receive a no contact temperature check. Each child and staff member's temperature will be logged each day and at other times during the day if a fever is suspected. Note: These logs and other required record keeping are essential. They will be maintained by the administrative staff at all times and will be kept confidential.

### **Group Size**

MSGSL will maintain its historically standard classroom group sizes with a 1:6 teacher/student ratio in the Toddler classroom 1:12 teacher/student ratio in Early Childhood classrooms. There will be 3 teachers for the Toddler and 2 teachers for the Early Childhood students. Students will remain in the same groupings together throughout the day except those that need to transition to an aftercare program at some point in the day.

Activities will be held outside when possible. The outside area will be shared according to a staggered schedule with basic sanitizing of equipment between groups. Activities that require projection of voice and/or physical exertion must only take place outdoors with an understanding of the limitations of physical distancing with young children.

Physical distancing will be encouraged, practiced, and modeled to the fullest extent practicable given our unique needs, and will be done in an age-appropriate manner. Staff will model and instruct as needed.

There will be no field trips or other outside people entering campus. There will be no trips off campus where others may congregate.

## **Staff Responsibilities**

Staff members will have pre-shift screening, and this will be logged. No staff member may report to work if showing symptoms of COVID-19. Staff must wash hands following CDC guidance before entering a new group, as well as, disinfect any items they may carry (pen, clipboard, tablet, computer). Staff must wash hands frequently using soap and water including before and after food preparation, assisting a child with eating, and changing diapers. If soap and water are not available in an area, a supply of hand sanitizer with at least 60% alcohol will be used. Face coverings need to be worn by all employees except for eating and/or playing a musical instrument. In these specific instances physical distancing of at least 6 feet is required. Staff will be instructed not to touch the face covering and to take it home for washing daily. Any staff member showing signs of illness will be isolated until their departure. The school will report to the local health department and the Indiana Department of Education any known exposures to COVID-19 positive individuals while respecting the privacy of the individual.

Employees who have symptoms that are not attributed to any other health conditions shall notify their supervisor and stay home. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19: • Cough • Shortness of breath or difficulty breathing • Fever • Chills • Muscle pain • Sore throat • New loss of taste or smell. This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met (see above **Return to School After Exclusion**), in consultation with healthcare providers.

Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.

## **Working with Children**

There will be regular and frequent hand washing with soap and water for children. If hand sanitizer is used, staff must monitor its usage. Staff will model and encourage age-appropriate physical distancing and use of face coverings. The sharing of materials will be minimized but will occur. If materials are shared, they are to be disinfected between uses to the fullest extent practicable and staff and students are to wash their hands before and after usage. Used materials will be kept separate to the fullest extent practicable until the used materials are sanitized. Any shared items or materials will be cleaned between uses to the fullest extent practicable. An adequate supply of materials will be maintained.

Staff members will plate student's food when the children have a snack. Multiple students are not to use serving utensils. Prepackaged snacks are an option.

Children's naptime mats will be spaced out as much as possible with 6 feet being optimal. Children will be arranged head-to-toe instead of face-to-face to further reduce the potential for viral spread.

## **Cleaning and Disinfecting**

All surfaces will be cleaned and disinfected regularly. This is to be done throughout the class time. Areas/items to be cleaned include: Tables, chairs, doorknobs, light switches, countertops, handles, sinks, faucets, and student works. Adequate cleaning and disinfecting supplies will be maintained. The cleaning requiring the extensive use of disinfecting products will be done when children are not present, and the facility aired out before children

return. If disinfection occurs while children are present, staff will wipe the area again with water to remove any residue.

### **Encouraged Best Practices**

Any person in a high-risk population is encouraged to stay home, not work in school or childcare settings, and avoid entering for drop off or pick up. As indicated by the CDC this includes:

#### People 65 years and older

- People who live in a nursing home or long-term care facility

People of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
  - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

# 2020 Calendar

July 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4 Independence Day

August 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 Staff Returns  
10 Orientation Day  
11 Students Return (see email for exact start date)

September 2020						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 Labor Day (No School)

October 2020						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

15 PT Conferences (No School)  
16 Staff Training (No School)

November 2020						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

3-4 Picture Days  
25-27 Thanksgiving Break (No School)

December 2020						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

21-31 Winter Break (No School)

# 2021 Calendar

January 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Winter Break (No School)  
4 Staff Returns (No School)  
5 Students Return

February 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15 Staff Training (No School)  
15 PT Conference for Elem. & Kindergarten

March 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15-19 Spring Break (No School)

April 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

15 PT Conferences (No School)  
16 Staff Training (No School)

May 2021						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

19 Students Last Day  
20-21 Staff Days (No School)  
31 Memorial Day

June 2021						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

\*board approved 12/17/19