

Montessori Day School Student and Parent Handbook



Building a Lifelong Love of Learning

Montessori Day School Student and Parent Handbook for 2022-23

Directories & MDS Contact Information	4
MDS School Hours	4
MDS Little House After School Programs Hours	4-5
Application Process	5
Classroom Observations & Intakes	5
Re-Enrollment	6
Health & Immunization	6-7
Attendance, Absences, Arriving Late, Leaving Early	7-8
Parking Lot Safety	8
Carpools	8
Morning Drop-Off	9
End of Day or Early MDS Pick-Up	10
Late Pick-Up Fees	11
Clothing	11-12
Lunch	12
Birthdays	12-13
Visitor Policy	13
Illness	13
Medication	13
Head Lice Policy	14
Sunscreen & Insect Repellent	14
Toys and Electronic Devices	14-15
Ages 3 – 6 Room Share Day	15
School Snacks	15
Physical Education & Specials	15-16
Testing	16
Discipline Policy	16-17
MDS Little House After School Programs	17-18
After School Clothing	18
MDS Little House After School Programs Pick-Up	18-19
Parent-Teacher Meetings	19
MDS Parent Support Group (PSG)	19-20
Tuition	20
School Closings	20
School Lockdown Procedures	21

Welcome to Montessori Day School of Chapel Hill!

Montessori Day School Student and Parent Handbook for 2022-23

Each year we make every effort to look at our school as a total environment for children from 18 months through 6th grade. We strive to develop a curriculum and enrichment program that meets each of our student's individual needs, providing a path to independence and a lifelong love of learning. It is our hope that once a child has started learning through the Montessori philosophy, they will be inspired to follow their own imaginative and intellectual pursuits.

MDS is committed to creating an environment worthy of Maria Montessori's basic conviction, "Early childhood education is the key to the betterment of society." We embrace her emphasis on the unity of humanity and offer a peace curriculum that imparts the social tenets of mutual respect, grace, inclusivity and courtesy among individuals. Our students are encouraged to respect and celebrate difference and to honor the endlessly various nature of human expression. Our school welcomes all students and employees without regard to race, ethnicity, color, national origin, gender identity or expression, sexual orientation, age, genetics, disability, socioeconomic status or spirituality.

History

Montessori Day School (MDS), Inc., was established in March 1979 by teachers Cathy Beemer and Liz Mallett. The goals for the school were to provide a faculty operated school, a well-equipped and appealing learning environment for children, and an enriched Montessori curriculum to meet the needs of children with a wide range of abilities.

In June of 2010, the school was purchased by Melanie Vandermast, a longtime teacher at the school, and her husband David. Cathy Beemer retired in May 2010, after more than 30 years of MDS teaching and ownership. Shortly before retiring, Liz Mallett passed away after a long career as teacher and MDS co-owner.

The MDS Parent Support Group (PSG) was started in 1982, when the school was located at Weaver Dairy Road. The PSG hosts schoolwide fundraisers and activities in the fall and spring, supports enrichment programs for our students, offers a small financial aid program, and organizes a wonderful teacher appreciation week in the spring.

The school moved in June 2013 to a completely renovated building in Chapel Hill at 1702 Legion Road. Our grounds are comprised of two buildings, three age-

Montessori Day School Student and Parent Handbook for 2022-23

appropriate playgrounds, outdoor lunch area, outdoor stage, gardening areas, and a nature trail.

In June of 2019, Montessori Day School celebrated its 40th anniversary! Our development and dedication remain steady, and we strive to provide quality Montessori education for all the children we serve. We look forward with enthusiasm to another year of growth for our children, our parents and our staff.

Directories & MDS Contact Information

The MDS School Directory and class directories will be sent out by mid-September. Teachers communicate with their classes by email at the beginning of the year and provide contact information, as well. You may contact the MDS office at office@mdsch.org for financial and school affairs, MDS admissions at admin@mdsch.org for enrollment or academic affairs, or leave us a message at 919-929-3339.

MDS School Hours

Toddler class (ages 18 months to 3 years): 8:40am - 11:45am

Preschool classes (ages 3-5): 8:30am - 11:45am

Preschool Extended Day class (ages 5-6): 8:30am - 2:00pm

Elementary class (ages 6-12): 8:15am - 2:30pm

MDS Little House After School Programs Hours

Little House for Preschoolers: 11:45am - 2:45pm or 3:45pm

Little House offers a non-napping program for 2 - 4-year-old MDS students who can use the bathroom on their own. Students bring their lunch and are picked up by their Little House teachers on the “Little House bench” at 11:45am in front of the school. **Parents may pick up their children at Little House or from its adjacent playground. Please park in a designated space in our lot and sign your child out when they are picked up.**

Little House Aftercare for Extended Day Kindergarteners: 2:00pm - 5:30pm

Extended Day students are met by LH Aftercare teachers at the MDS front benches upon dismissal and then taken to the Multipurpose Room or playgrounds. **Please park in our lot and ring the front door bell when you come to pick up your child from LH Aftercare.** A teacher will bring them out to you after helping them get their belongings together. Please sign your child out when they are picked up.

Little House Aftercare for Elementary students: 2:30pm - 5:30pm

Elementary students are dismissed to the LH Aftercare teachers at the Multipurpose Room or playgrounds. **Please park in our lot and ring the front door bell when you come to pick up your child from LH aftercare.** A teacher will bring them out to you after helping them get their belongings together. Please sign your child out when they are picked up.

Application Process

Montessori Day School has a rolling admissions policy. A completed application and fee must be submitted for admissions consideration. Re-enrollment for the next school year is first offered to current students. Then enrollment is extended in turn to include siblings and other new students. **Sibling applications should be requested for the following year by December 1st.** (See [Re-enrollment](#) below.)

Classroom Observations & Intakes

Classroom observations have previously been the first step towards enrolling a student at Montessori Day School. Prospective parents made an appointment to observe classrooms beginning in October. We have so far suspended classroom observations as part of our Covid safety procedures. We are able to provide video tours of each classroom and currently conduct on-campus tours by appointment.

We also have returned to conducting intake interviews for those who have turned in their applications. During the intake interview, our teachers assess the student's school readiness and placement for an enrollment contract, as well as taking time to answer parent questions.

Re-Enrollment

Montessori Day School Student and Parent Handbook for 2022-23

In February, all currently enrolled students will be sent an agreement for the next school year. All required deadlines, fees and deposits will be listed on the agreement, as well as tuition payment schedule options or directions. All returning students must indicate their intention to return with a tuition deposit and a signed agreement by the specified due date. **Spaces cannot be guaranteed for returning students once the agreement due date has passed.** After that date, enrollment will be open to MDS student siblings and then to new students.

If you decide not to re-enroll for the following school year, we ask that you consider waiting to discuss this decision with your child/ren until the late spring. We have observed that once a child knows they are not returning the next year, their routine, engagement and school work can suffer.

Health and Immunization

MDS adheres to the North Carolina requirement that children attending school are up to date on their vaccinations. No child may continue to attend school without an accurate immunization record on file. As with state required vaccines, **MDS requires that our students receive Covid vaccinations when they are available to their age group, as well as any boosters.** We will require an official record of this vaccination to include with the others recorded in their school files.

All students must provide a copy of their most recent official state immunizations records within the first thirty days of attendance each year. Vaccination charts from health provider websites will not be accepted. Official immunization records are obtainable from the NC Health Department. **Immunization documents must indicate which vaccines have been completed and the next dose's date for uncompleted vaccine schedules.**

The following resources have information on vaccination requirements and schedules, tools for staying on top of vaccinations, and general information about vaccine-preventable diseases and obtaining vaccinations:

- [Centers for Disease Control vaccine guide for parents](#)
- Orange County, NC Health Department, Immunizations
[Age 13 months to 4 years old](#)
[K – 12 school requirements](#)

Montessori Day School Student and Parent Handbook for 2022-23

If you know or suspect your child has been exposed to a vaccine-preventable disease, please take the following steps, even if your child has been vaccinated:

- Record all symptoms, determine the earliest possible exposure to the disease, and ascertain that your child's vaccinations are up to date.
- Have your child tested immediately by their doctor for that specific illness.
- Notify MDS immediately if your child has a confirmed case of the illness. We will then issue a school-wide email notifying other MDS parents of the case. No identifying information will be disclosed about the child/ren or family.
- If your child does not test positive for a disease, but has been exposed to a confirmed case, please alert Montessori Day to that situation. We will not issue a school-wide notification at this point, but it will help us to monitor more closely if there are further developments.

Please notify us if your child develops any allergies or chronic difficulties (ear infections, headaches, emotional struggles, etc.) during the school year. This **health information is important to us and to your child's teachers** as they assist both students and parents in navigating these difficult experiences.

Attendance, Absences, Arriving Late, and Leaving Early

Regular school attendance is important for every child's development, and we miss your child when they are absent. Regular attendance also builds a helpful sense of routine for your child and keeps them engaged with our Montessori learning environment and educational process. **MDS takes the intent of truancy laws seriously and will require adequate attendance for each our students.**

Please contact the MDS office at 919-929-3339 or office@mdsch.org by 9:00am on the day of an unscheduled absence. (See [Illness](#) below.)

Please tell your child's teacher in advance when your child cannot be at school due to an appointment and when they will return to the classroom. Communicating with your child's teachers allows them to plan accordingly and to relay necessary information the office staff may not know about their class. Please confirm your child's attendance schedule the week prior to an appointment.

If you need to pick up your child early, notify the office in advance and send a reminder note or email to your child's teacher or the MDS office that morning. Please pull up to the front door, and we will bring your child out to you. (See **End of Day or Early MDS Pick-Up** below.)

Parking Lot Safety

Drive slowly with extra caution every drop-off and pick-up. Whether driving or walking, pay close attention to where your children and other families are as you travel anywhere in our lot. Use special care when reversing your vehicle. **Please enter our parking lot on the right (next to the apartment complex) and exit on the left (next to Little House).**

When using the "kiss and go lane" for drop-off or pick-up, **please pull up past the front door and remain in your car.** This will keep the line moving more quickly.

If you are picking up a toddler, dropping off a student late, picking up a student early, or planning to drop something off at the front benches, please park in one of our lot spaces. **Do not leave or park your car in front of the building; if you are getting out, please park in a designated space.**

If you walk through the parking lot with your child, please hold hands, link arms, or put your arm around them until you get to the school or back to your car.

Carpools

A school directory is provided by mid-September each year. We encourage parents to make arrangements among themselves to form carpools. If your carpool has a mix of students from toddler, preschool and/or elementary, please let the office know so that we can decide on the best time for your arrival. If there are any changes in carpool arrangements, please inform everyone involved and clearly discuss any changes with your child. It is also helpful to let teachers know.

Please always let teachers and the MDS office know when someone new is going to pick up your child/ren.

Morning Drop Off

Montessori Day School Student and Parent Handbook for 2022-23

In order to ease traffic congestion in our parking lot, we stagger morning drop off times. Teachers are not available to talk more than a moment about school or students at this time.

- Elementary students may be dropped off at 8:15am.
- Preschool students may be dropped off at 8:20am.
- Toddler students may be dropped off at 8:40am.

Students may not enter the building earlier than the time their classrooms open, as teachers are not available to supervise students outside of school hours. This requirement makes it possible for teachers to prepare their classrooms for all our students. 8:15am is the earliest that teachers will be available to open doors for arriving elementary students. The Ages 3 to 6 Rooms open at 8:30am, and the Toddler Room opens at 8:40am.

Please use the “kiss and go” lane to drop off elementary and preschool students.

Please pull up to the MDS front entrance doors and remain in your car until a teacher greets you. Please assist your child/ren out of the car and to the teacher and sidewalk. A teacher will then help them join their class. (See [Parking Lot Safety](#) above.)

Please park your car in a designated space in the lot to drop off toddlers. You may go through the gate to the left of the building and leave your child/ren with the teachers at the door to the Toddler Room. Always use caution and hold hands with your child whenever you are walking through the parking lot. (See [Parking Lot Safety](#) above.)

Though it can be difficult, saying goodbye after a few reassurances and walking away without visible worry shows your child you are confident that they will find MDS a safe and interesting experience. Rest assured that our teachers have many years of experience getting to know each student, developing a quick understanding of what they need to begin at school, honoring their feelings and readiness. Most students do settle in within minutes, even when they need a little guidance with the transition. Parents may certainly check in with our office staff, if you have a question about how your child’s morning or day is going.

End Of Day or Early MDS Pick-Up

Montessori Day School Student and Parent Handbook for 2022-23

If you need to pick up your child early, please tell your child's teacher in advance, notify the MDS office, and review the section [Attendance, Absences, Arriving Late, and Leaving Early](#) above.

If students are riding home with anyone other than a parent or other previously authorized caregivers, you must either send a signed note to the teacher with your child or email the information to their teacher and office@mdsch.org. Please provide us with the caregiver's name and contact number. Make sure new caregivers understand that they may be asked, as a safety measure, to confirm their identity and/or sign out before they leave.

MDS recognizes that in the event of an emergency, parents or other caregivers may not be able to pick up their children on time. **If there is an emergency, please call the school. If you are late to a pick-up, your child will join the appropriate Little House program as a drop-in.** (See our section on [After School Programs](#).)

Please use the "kiss and go" lane to pick up elementary and preschool students. Wait in your vehicle for a teacher to bring your child to the car after you have pulled up in the lane.

Parents may pick up toddlers at the Little House playground gate after parking in a designated spot. Please do not enter the playground unless requested to by the teachers. If students aren't on the playground, you may pick them up at the Toddler Room door.

It is important to be on time, as teachers need the time after dismissal to finish their responsibilities and prepare the classroom for the next day. (See [Late Pick Up Fees](#) below.)

Preschool student work done during the week will be sent home on Thursdays (3-day agreement) and Fridays (5-day agreement). This routine helps your child feel a sense of closure for the school week and gives them a sense of worth and progress in relation to their school activities. Elementary student work will be sent home monthly. **Taking time to look at and positively discuss your child's class work with them at any age will further instill a sense of worth and success related to learning and the Montessori works choices they have made.**

Late Pick-Up Fees

The first time parents are late to pick up their children, they will be given the

Montessori Day School Student and Parent Handbook for 2022-23

courtesy of a reminder concerning late pick up fees. Thereafter, a late fee of \$20 per child will be added to a family's account for each pick up over 10 minutes past the scheduled time on your child's MDS or afterschool program contract:

- MDS toddler or preschool students will be charged a fee after 11:55pm.
- MDS Extended Day students will be charged a fee after 2:10pm.
- MDS elementary students will be charged a fee after 2:40pm.
- Little House 2:45pm contract students will be charged a fee after 2:55pm.
- Little House 3:45pm contract students will be charged a fee after 3:55 pm.
- Aftercare 5:30pm contract students will be charged a fee after 5:40pm.

Clothing

All children must have socks with them to wear in the classroom when they take off their shoes. Toddlers and preschoolers alike sometimes need to shed their shoes for various reasons. Extended Day kindergarten students remove their shoes when they return from lunch for their afternoon classroom. Elementary students remove their shoes when they are inside their classroom.

Children need comfortable, well-fitting and seasonally appropriate clothing for school that is good for painting, crafting, and playing outdoors. You may want to pick out clothes with your child before they go to bed to avoid morning confusion. Choosing clothes together this way is also a good venue for talking about everything from colors to weather and seasons. Check clothes to make sure children can get into and out of it themselves. Some outfits and coat jacket zippers make it impossible for a child to care for their own needs. Make sure they can handle taking off and putting on their shoes by themselves, as well. Low coat hooks and cubbies at home will give a child consistent practice caring for their clothes and belongings.

Label all personal items brought to school with the child's first name or initials. Before children leave school grounds, it is a good idea to ask them if they have the coat, sweater or mittens they had in the morning. If a child has left something, they should return to class to fetch their belongings. It is important for each child to develop a sense of responsibility for their possessions. Unclaimed clothing will

be given to the PTA Thrift Shop or the Carrboro Really Really Free Market the day after school ends for the year.

All students go outdoors every day, weather permitting. It is important that they have the correct weather gear, like mittens, scarves, boots, raincoats, and hats.

Lunch

Elementary Room lunches are eaten outside at their playground picnic tables with one or both of their teachers whenever weather permits. Extended Day kindergarten students eat lunch together with one of their teachers at two of the elementary playground picnic tables or in the classroom in the case of inclement weather. MDS Little House students eat lunch together with their teachers at Little House soon after they arrive. Students learn to compost and recycle as part of the lunch routine. After students have eaten and hydrated, they enjoy multi-age free play time.

All students need to bring their own lunch utensils. Reheating food may not be possible, and hot lunch food should be sent in a container designed to keep it warm.

MDS and Little House enforce a strict “no sharing” policy during student lunch times. Please help us explain to your children that in this case, not sharing is in the interest of health and safety in the case of food allergies their friends may have. You will be notified at the beginning of the school year if a specific food isn't allowed in your child's classroom due to severe food allergies.

Teachers coach students on eating most or all of their lunch so they will be prepared for their afternoon activities. **Parents are encouraged to send balanced lunches for young and busily developing brains and bodies headed into afternoon studies and activities: less sugar and processed food and more varying sources of protein, fats, veggies, and fruits.**

Birthdays

Montessori birthdays are truly special. As children hold a small globe and walk a path past the months laid out around a birthday candle “sun”, they are not only encouraged to celebrate their journey in life so far, but also to realize their

place in the turning universe. Teachers tell the other students about landmarks in the birthday child's life, shared by parents. Please make sure to turn in the birthday form provided to you by your teacher for your child's class celebration.

Visitor Policy

At this time, we will not be holding class observations for prospective families, but we are now giving tours by appointment. Delivery workers will continue leaving parcels outside on or under benches, and maintenance is usually done after hours when possible. Visitors may be asked to mask depending on the situation, or be welcomed onto the campus for our meeting rather than into the school building.

Illness

Regular school attendance is important for any child's development. However, **if your child has a fever, Covid related or respiratory symptoms, or stomach illness, please do not send them to school.** When you know your child will be absent due to illness, please contact the MDS office at 919-929-3339 or office@mdsch.org by 9:00am or as soon as possible.

If your child is found to have a fever at school, or has other concerning symptoms, we will contact you to pick them up. **Please keep us updated with current phone numbers on file to reach you and other caretakers during school hours.**

To avoid unintentionally infecting other children, we ask that you **keep your child home until they have a normal temperature without fever reducers and no other relevant symptoms for a full 24 hours.**

Medication

If your child needs medication/s on a regular basis, you are responsible for filling out the MDS form authorizing an agent of the school to administer the medication/s that will be available both in the office and on your online school account. You must provide information about the amount of medication to give, the times and means of dosage, and a doctor's signature for prescription medicine. **Without a completed form, we are unable to legally administer any medication.**

Head Lice Policy

Montessori Day School Student and Parent Handbook for 2022-23

The Montessori Day School follows guidelines set by DEHNR (State of North Carolina Department of Environment, Health, and Natural Resources) in the event that head lice are found. **The state guidelines are the same ones followed by the Chapel Hill-Carrboro and Orange County school systems.** This means we have a strict no-nit policy. If your child comes to school with nits or lice, you will be called to pick them up. You will need to treat your child and family, and **when there have been no nits or lice for 24 hours, your child may return to school.** Please wait with your child while the teacher completes a head lice check.

Please report all cases of head lice to the school. If a student has head lice, an email will be sent to all MDS parents notifying them that at least one case has been found at school. No identifying information will be given out. We will include detailed guidelines for properly treating head lice, including what other members of the family should do and how to treat living areas.

We realize this can be a difficult and sometimes upsetting experience, but we have a firm policy and work together so that as few children in our school as possible are affected. **Please keep in mind that lice cases are widespread amongst humans and completely normal in high traffic situations, schools, or randomly at the gym. It tells us nothing of substance about the person or people affected.**

Sunscreen and Insect Repellent

Please apply any sunscreen or insect repellent to your child before drop-off at school. We are not able to do this for them during the day. Children in the Elementary Room can keep a labeled insect repellent at school to apply to themselves at lunch with teacher supervision. Children can also bring or keep a baseball cap or other sun hats at school and Little House.

Toys and Electronic Devices

While toddlers and preschoolers may want to bring favorite things with them from home, especially to begin with, we request especially at this time that such items are kept to a minimum and are easy to clean. Preschool students will be asked to keep items they bring to school with them in their cubbies or backpacks until the end of the day. Students are not permitted to bring any personal electronic devices or personal telephones into the classroom unless their teachers have granted permission.

Ages 3 - 6 Room Share Day

On most Fridays, the Ages 3 - 6 Rooms have Share Day. Children are invited to bring one small item to show and explain to the other children. Label all personal items brought to school with the child's first name or initials. The item will be sent home with them at the end of the day. Children may bring labeled books to share with the class anytime, though we will not always be able to go through all the material children bring in outside of Share Day. Please explain to your child that their teacher may have to continue working in the classroom when they receive the book, but will look at it more closely when they have a chance to do so.

School Snacks

We ask each toddler and preschooler's family to help provide nutritious snacks for the class. The monthly class calendar sent home by your teachers will indicate your child's snack day, any food requests the teacher may have or other relevant information. Snacks need not be elaborate or costly and should be nutritious, single-serving, manageable and appropriate in size and quantity. Plates and napkins are provided in class, and children will be given their water bottles or single-serve cups of water.

Snack suggestions: pretzels, graham crackers, cheese sticks, crackers, breads, small muffins, fresh and dried fruits, raw vegetables, vegetable and fruit chips, breadsticks, low-sugar granola bars, popcorn.

Snacks will be provided for Little House preschoolers mid-afternoon and for LH Aftercare kindergarten and elementary students after they are given the chance to see what they may have left over from lunch.

Physical Education & Specials

In addition to daily playground activities, we offer a weekly P.E. program to second year preschoolers and above. Students participate in age-appropriate gross motor activities with a focus on non-competitive active games that promote cooperative play. Children should wear running shoes and dress appropriately when they are scheduled for P.E. on Thursdays or Fridays. All of our students attend music class

on Fridays. Kindergarten and elementary students also take a Spanish class once a week that teaches language and culture through activities.

Testing

In accordance with Montessori philosophy, we do not assign grades, and the only time we administer a standardized test is at the end of 3rd grade, as required by the state of North Carolina. However, from time to time, teachers will ask parents to have a child academically or psychologically tested. This occasional requirement provides important information for teachers and family as they work together to develop the most appropriate educational experience for a child.

Discipline Policy

Children at Montessori Day School are expected at all times to show respect for each other, the teachers and the environment. We provide them with clear examples of positive behavior and how to act in specific situations through our grace and courtesy exercises. Through gentle redirection, the setting of clear limits, and teaching in neutral moments, the discipline of the classroom is maintained. If these measures don't work and a child lacks self-control, a teacher will separate the child from the group in a neutral manner until they regain their control and can resume normal class activity. If they must be separated from the group, the reasons will be explained calmly and simply to them with the clear option to rejoin the group and try again when they are ready.

The teacher will also take this time to talk with the child about the behavior. At no time will verbal or physical punishment be used, nor will the child be neglected or humiliated. It is our conviction that children learn to respond effectively to their emotions in a positive, calm and constructive environment that never calls into question their innate worth. One function of a Montessori teacher is to guide children through a supportive process of developing self-discipline, empathy and awareness of their role in a group, as well as a self-directed individual.

If the child shows some of the following behavior over time and it cannot be modified, we may request that the child have a reduced schedule or leave the program. These behaviors include:

- Overly aggressive or threatening actions or speech.

Montessori Day School Student and Parent Handbook for 2022-23

- Repeated physical harm to children and/or teacher.
- Inability to follow simple requests.
- Uncontrolled emotional state when spoken to and unable to converse.
- Destructive to the room and the materials.

If above behaviors occur on a frequent basis, the following steps will be taken:

1. The staff members involved will confer.
2. The staff will make careful, written observations.
3. The teacher will ask the parents for a conference to notify them of the problem and to discuss it.
4. Parents may be asked to:
 - Consult a specialist.
 - Reduce the child's schedule.
 - Withdraw the child until a later date.
 - Withdraw the child from the program.

These measures are taken in the best interest of the child, the parents and our other students.

MDS Little House After School Programs

MDS - Little House after school programs are available for MDS preschoolers (from age 2), kindergarteners, and elementary students after their classes. Contact MDS Admissions at admin@mdsch.org to request a Little House application at any point in the year to see attendance and tuition options.

If MDS receives a Little House drop-in request with at least 24 hours' notice and confirms it with guardians, a child may also attend Little House as needed without a contract.

Preschool Programs 11:45am - 2:45pm or 3:45pm

Drop-in - 2:45pm: \$35 per day flat fee

Drop-in - 3:45pm: \$40 per day flat fee

Montessori Day School Student and Parent Handbook for 2022-23

The students are met at the front of MDS by their after school teachers and walk next door to Little House. After each child has had time to use the bathroom and wash their hands, the teachers and students eat the lunches they've brought. Lunch is followed by a quiet time, and then they have activities, go outside, and explore to their heart's content through art, play and Montessori works. Each afternoon has both planned activities and supervised free time.

Extended Day Kindergarten Program 2:00pm- 5:30pm

Elementary Program 2:30pm- 5:30pm

Drop in: \$35 per day flat fee

Extended day kindergarten students and elementary students will be met by LH Aftercare teachers at the end of their classes and taken to the Multipurpose Room or playground. Snacks are provided. There are supervised playground and free times, as well as games and regular arts and crafts activities. Extended day students who are waiting to be picked up with their siblings in the Elementary Room may join LH Aftercare free from 2:00pm – 2:30pm.

After School Clothing

Please send in a full change of clothes and shoes for your 2-, 3- or 4-year-old child to be kept in their Little House cubby. This set of clothing is in addition to the clothing they are asked to bring for their MDS classroom cubbies. Extended day and elementary students in LH Aftercare in the main building will have access to their school cubbies for a change of clothes. Children should be able to manage these clothes as much as possible on their own should they need to change. Send a coat, hat, and mittens or gloves when temperatures require, so your child has what they need every day during cool or cold weather on the playground.

MDS Little House After School Programs Pick-up

If there is an emergency that delays you, please call the school and/or email your teachers to let us know. When you or your caregiver pick up your child, sign out with the time of pick up and your initials.

2:45pm or 3:45pm pick-up at Little House: Please park in a designated spot in our lot and pick up your child/ren at the Little House front door or playground gate. The teacher will invite you in or bring your child to you after helping them get

their belongings together. Please sign your child out before you leave. (See [Late Pick Up Fees](#) above.)

5:30pm pick-up from main building: Please park in a designated spot in our lot and ring the front door bell for LH Aftercare students. It is especially important to arrive on time or slightly early for this pick-up. Allow the Aftercare teachers a few moments to help your child gather their things and bring them from the Multipurpose Room to the front door, where you'll sign them out. Teachers may be waiting for your child to tend to their own belongings and shoes, an important Montessori tenet. (See [Late Pick Up Fees](#) above.)

Parent-Teacher Meetings

Parent meetings are an opportunity to better understand Montessori philosophy and discuss effective parent-teacher teamwork. Parents will receive information about their child/ren's classroom experiences and have a chance to ask questions. Meeting sign-ups will be emailed out by teachers each semester and are currently being held both by Zoom and on campus.

MDS Parent Support Group (PSG)

Our parents have formed a group in association with the teachers for the purpose of:

- Providing support for the school.
- Providing a way for parents to become acquainted and work together.
- Providing parent education and support.
- Raising funds that can be used to supplement the children's entire curriculum and/or aid in supporting the needs of the school.

The Parent Support Group has helped provide valuable resources to the school, including starting our music program for all students, providing charity services for victims of extreme weather events and other dislocated peoples in our state, parent and teacher workshops on child abuse prevention, additional art supplies and classroom enrichment materials. PSG events include seasonal fundraisers, parent meet-and-greets, school gatherings, MDS teacher appreciation week, and charity drives. We hope to be able to return to some of these events this year!

Tuition

You will receive a welcome email that provides instructions for setting up your MDS – TADS online parent-facing school and billing accounts. You'll be able to sign your agreements, access your household's billing and provide matriculation forms to MDS through this account. You'll also be able to manage your household and enrollment information and make changes as necessary.

Tuition payments are due on the 1st of each month listed on the payment schedule you select on your MDS agreement in TADS, either monthly or quarterly payments over ten months. Your agreement also lists your payment amount. MDS deadlines, fees and tuition deposits are given in your agreement and billing account.

Please refer to your TADS welcome email and online account for their family support contacts for account set-up, agreements, and billing. Please let us know when you are having trouble with your account or if you feel the billing is in error. We will work with you and our technicians to make any necessary corrections or adjustments.

School Closings

School closings due to inclement weather are announced on www.wral.com and WRAL-TV and, unless power outages interfere, emailed out, and posted on our website at www.mdsch.org and our Facebook page. We do not make up days missed due to weather unless a significant number are missed. **Delayed openings will be communicated via email as soon as we know, and school will begin with a 10:00am drop-off for preschoolers and toddlers and a 10:15am drop-off for elementary students.**

In the unlikely event school or classrooms close for any other reason, it will be announced by email in advance. In case of an emergency closing, an email will go out about early pick-up, and then be followed up with phone calls. Parents will be kept informed about these situations and next steps.

School Lockdown Procedures

Montessori Day School Student and Parent Handbook for 2022-23

In the event that we are notified by police of an immediate threat to our school, we will implement a full school lockdown. All children will be accounted for and taken to designated safe zones, lights will be turned off, and doors will be locked. At this point, no one will be able to enter or exit the building until we hear an “all clear” from the authorities. If possible, MDS administration will send out an email or text when a lockdown is in place. **Do not pick up your children during a school lockdown. We will not be able to come to the door, and authorities will not let you approach the building.**

After a lockdown has been lifted, we will send an email to let parents know all is well, and school grounds are open. If we have been required to evacuate, parents will be notified of an alternate pick-up location. **In this case, be prepared to follow directions upon arrival at the alternate location, prove your identity, and sign your child out upon pick-up.**

If MDS should ever experience a traumatic school event, we will reach out to our community to provide information and opportunities for discussion, action and healing. That said, although our school takes safety procedures seriously, it may be good to know that we are actually on the bottom of the statistical list for likelihood of this kind of event.