



THE  
MONTESSORI SCHOOL  
OF CHEVY CHASE

# Parent Handbook 2018-2019

*“Children whose dignity is respected are polite, graceful and gracious. Children whose intelligence is acknowledged are bright, friendly and excellent company. Children whose humanity is celebrated are the promise of an enlightened future!”*

*Maria Montessori*

5312 Connecticut Ave, NW  
Washington, DC 20015  
202-362-6212  
[www.chevychasemontessori.com](http://www.chevychasemontessori.com)

# Montessori School of Chevy Chase

## Table of Contents

	Page
Introduction.....	2
Beliefs: Mission, Vision, Goals.....	3
Staff.....	4
Programs.....	5
Policies & Procedures.....	6
Communication.....	12
Montessori Philosophy.....	14
Parent Handbook Acknowledgement.....	18

**MSCC is strongly committed to a richly diverse school community and seeks students and staff from all different racial, cultural, religious and economic backgrounds. MSCC does not discriminate on the basis of race, religion, gender, disability, national or ethnic origin, political affiliation, or sexual orientation in our admissions and any other school policies.**

# **Introduction**

This Handbook provides you with information about policies and procedures at MSCC. It is intended to address many of the questions parents may have. Please read it and keep it on hand for reference. Should you need further information, please ask your child's teacher or an Administrator for assistance. We welcome calls, emails and all communications from parents. While we try to make this handbook as up to date as possible, please note that there may be changes from time to time. We will notify you as soon as possible.

MSCC is committed to providing the safest environment, rich in motives for learning, enabling children to begin the process of how to learn and excel at their chosen tasks. Our regulations, policies, and procedures are presented so that you are aware of how our school is operated and you can assist us in their observance. Let's work together to make this the most positive and beneficial experience for your child.

This handbook gives a general briefing of the school's objectives and policies. It is understood, therefore, that by enrolling your child you are in accord with the school's policies and intend to cooperate in enforcing them. Please ask questions if you are unsure of any policy or procedure. If we find that a student or student's family is not in agreement with the aims and discipline of the school, it is understood that the school reserves the right to request the withdrawal of that student.

MSCC shall not disclose information concerning an individual child or the child's parents or guardians to persons other than the MSCC staff or government officials acting in the course of their duties, unless the parents or guardians grant written permission for the disclosure, or unless disclosure is necessary in an emergency situation.

## **What is Unique about the Montessori School of Chevy Chase?**

We are a warm, welcoming, culturally diverse community in which children and adults find friendship and support. We are a school that believes in the Montessori principles and we support a child/family-centered environment. We want our children to grow into autonomous, caring, responsible citizens, life-long learners and problem solvers. Our school is a place where all are encouraged to ask questions, broaden their understanding of themselves and the world around them. As a statement of commitment to ourselves, and the children and families of our school, we have set the following goals for our school:

- To provide a solid academic foundation in education employing the philosophy and materials developed by Dr. Maria Montessori.
- To provide a child-centered environment that emphasizes the social, emotional, cognitive, and physical development of the child.
- To assist the child in developing a positive self-image and fostering satisfying, personal relationships.
- To provide a safe, warm, secure, and rich environment in which curious young children have the opportunity to develop a favorable attitude towards learning.
- To accept each child as he is and to assist him in the development of each of his potentialities, as fully as possible in keeping with his own pattern of development.
- To assist the child in understanding that he is a part of a bigger picture and help him to become a contributing member of society.

# **Beliefs**

## **Mission**

The Montessori School of Chevy Chase is a culturally diverse community of lifelong learners, offering a strong academic curriculum based on the “Montessori Philosophy” fostering self-esteem, independence, empathy, and social consciousness.

## **Vision**

For our students to be:

- Safe, happy, self-motivated and excited about learning.
- Kind and helpful to others.
- Respectful, responsible, and tolerant of differences.
- Caring for living things and the environment.
- Able to articulate their needs, meet their academic potential.
- Independent, inquisitive and self-directed.

For our staff to be:

- Caring, happy, loving and effective in their work with children, fellow staff and parents.
- Loyal to one another, our school and the Montessori philosophy.
- Role models who are positive, energetic and excited to serve every day.
- Dedicated to their personal and professional growth.
- Respectful and kind towards students, parents and fellow staff.
- Contributing and creative members of the whole school team.
- Able to place the well-being of the child first and are strong advocates for children.

For our parents to be:

- Willing to believe in their child and show faith in the child’s innate ability.
- Supportive of the Montessori philosophy and committed to our staff and school community.
- Motivated to learn and grow as caregivers and open to feedback and recommendations.
- Involved in their child’s education and school.
- Able to communicate the needs of their child.

## **Goals**

As a commitment to ourselves and the children and families of our school, we have set forth the following goals:

- To provide a solid academic foundation through the Montessori philosophy.
- To provide a child-centered environment that emphasizes the social, emotional, cognitive, spiritual and physical development of the child.
- To assist the child in developing a positive self-image.
- To provide a warm, safe, secure, peaceful and rich environment where children have the opportunity to develop a love of learning and independence.
- To accept each child as he is by assisting in the development of his potential as fully as possible, in keeping with his own pattern of development.

# **Staff**

## **Administration**

Director	Marlene Cherry
Asst. Director	Carol Rothman
Administrator	Karim Hafizov

## **Educational Staff**

Primary 1	Teacher: Carol Rothman Assistant: Judith Zannou
Primary 2 - French	Teacher: Nathalie Cataisson Assistant: Rebeca Banbara
Primary 3 - French	Teacher: Reshmee Mahabirsingh Assistant: Marie Biolo Onanena
Toddler 1	Teacher: Ellie Pfefferman Assistant: Jessica Ondias Souna
Toddler 2	Teacher: Chulani De Silva Assistant: Esther Lofudu Bassambombo
Physical Education	Karim Hafizov
Art	Marlene Cherry
Extended Day	Teacher: Karim Hafizov Assistant: Katie McHenry Assistant: Ashley Mendoza
Floater	Amal Cikatelli

# **Programs**

The Administration is responsible for all school pedagogy. They decide on class size, placement of students, curriculum, schedules and selection and placement of staff.

## **We Provide**

- A safe, calm, happy, and academically challenging environment.
- Optional after school enrichment activities – Soccer, Yoga and more.
- MSCC tries to accommodate the needs of all children with or without special needs. If the school is not equipped to accommodate any child, we will do all that we can to help meet the needs of the child and/or help the parents find a more suitable placement.
- We work with DC Early Stages to help ensure that your child is given every opportunity to succeed and develop to their full potential.

## **Hours of Operation**

- Open Year Round: September – August
- All Programs are Monday – Friday
  - 8:00 am – 8:45 am Early Arrival
  - 8:45 am – 1:00 pm Half Day for Toddlers
  - 8:45 am – 3:30 pm – School Day for Toddlers and Primary Students
  - 8:45 am – 6:00 pm Full Day for Toddlers and Primary Students
- Holidays, staff development days and vacations are noted on the official school calendar. There may be changes due to unforeseen circumstances, conflicts or emergencies. We apologize for any inconvenience.
- **Inclement Weather Procedures**
  - Check NBC Television News or the NBC News Website for closings.
  - Call Mrs. Cherry: cell: 240-498-3545.
  - Check school email.

## **Toddler Classes (18 months to 2.6 years)**

Our Toddler classroom offers a nurturing, safe environment where children 18 months to 2.6 years old develop social skills, gross and fine motor skills, and independence. It is a relaxed comfortable community where each child is allowed to choose his or her activities and follow his or her own interests. The materials are inviting, the teachers are loving and nurturing, and the children are encouraged to take the time they need to do things independently.

Toddlers have a great sensitivity to language, spatial relationships, music, art, social graces, and more. They are exposed to this rich environment where their brain literally will develop a much stronger and lasting ability to learn.

Language is an integral part of the Toddler classroom. They are exposed to books, objects, and pictures for naming, as well as conversation with their teachers. The Toddler Program promotes respect, kindness, and responsibility. It invites children to pursue their natural curiosity, encourages independence and creates joyful, confident learners.

### **English Primary Class (2.6 years to 6 years)**

Children in the Primary Program possess what Dr. Montessori called the “Absorbent Mind,” the ability to absorb all aspects of one’s culture and environment without effort or fatigue. As an aid to this period of the child’s self construction, individual work is encouraged. The following areas of activity cultivate the children’s adaptation and ability to express and think with clarity: Practical Life, Sensorial, Language/Reading, Mathematics, Geography, Science, Art, Music and Grace and Courtesy as well as daily French Language Introduction.

The Primary classroom is a three-year cycle through Kindergarten to allow for both individual and social development. The more experienced children share what they have learned with the younger children.

Each child’s unique personality is encouraged; each child is respected as an important member of the community.

The children develop an appreciation for the world, while becoming responsible, compassionate, kind human beings and active members of a harmonious society.

### **French Immersion Primary Class (2.6 years to 6 years)**

We offer a Full French Immersion Program. It is the same curriculum as the English classroom above, except in French. Children enrolled in the extended day program are integrated with children from all of MSCC’s classrooms.

### **Napping Policy**

All children under the age of 4 years old will go to the napping/resting room from 1:15 – 3:30. Children who wake up from their nap, will do activities with the teacher in the classroom.

## **Policies and Procedures**

### **Your Child’s First Day**

- Starting school is a big step in a child’s development. Like learning to walk or talk, it is natural and good and should not be talked about or anticipated too much.
- When you arrive at school, say a cheerful goodbye, and leave your child in the care of the staff.
- A matter-of-fact approach helps the child feel more secure and will help the separation go more easily.

### **Arrival**

- The school day begins at 8:45am for all children except those registered for early arrival at 8:00am.
- Children should arrive with enough time to hang up their own belongings, put on their own slippers and greet their teachers and friends and begin work. Please allow them to do these things independently.
- It is important for your child to arrive at school on time. Lateness disrupts your child’s day and is a disruption for the school in general. Children who arrive late very often have trouble acclimating to the day. Their teacher may be giving a lesson and not able to stop to greet them.

- Please make sure you personally hand your child over to a staff member before leaving. They must be escorted into and out of the building for their protection and safety.
- If you bring your child inside, please sign her/him in.
- If you would like to speak to your child's teacher, in the morning, please come between 8:00 and 8:30 so that the teacher has time to talk with you. Once it is 8:45, teachers must greet and concentrate on their students.
- Early arrival is from 8:00 to 8:45. If your child is not enrolled in before care and arrives earlier than 8:45 you will be charged a flat rate of \$14.
- Curbside Drop Off 8:45 – 9:00 on Jocelyn Street. Do not park and leave your car unattended in the drop off area. Parking is illegal in this area and the police or parking enforcement do issue tickets.

**Dismissal**

- Children will only be dismissed to a parent or a designated person who has been authorized, in writing.
- If your child is to be dismissed to an adult who has not been previously authorized, or another family, you must provide the school with a written, dated, and signed note.
- Children are dismissed from their classroom.
- Parent or authorized caregiver must sign child in at/out in our Sign In/Out Book.
- If you would like to speak to your child's teacher after school, please inform the Office Manager or email the teacher.

**Attendance/Absence**

The importance of regular attendance cannot be overemphasized. Please notify the school if your child will be absent or late.

**Health/Illness**

We encourage all families to have a backup plan for child care in the event of short or long term exclusion due to a child's illness.

If your child is unable to function at home, but has no clear diagnosis of illness, it is still best to keep him/her at home. Children should come to school ready to work – physically and emotionally.

In general children should be excluded from school with symptoms or illness that:

- prevents the child from participating comfortably in activities
- Results in a need for care that is greater than the staff can provide without compromising the health and safety of the other children
- Poses a risk of spread and harmful diseases to others

If your child has contagious symptoms that can lead to the spread of infection, please notify us ASAP, and keep your child home. These may include but are not limited to:

- Fever
- Symptoms of an obvious contagious disease (pink eye, ringworm, head lice, etc.)
- Open lesions, which cannot be covered (serious burn, poison ivy, etc.)
- Diarrhea or Vomiting
- Children who come to school ill or develop illness during the school day will be sent home.

Children may return to school, following an illness, when:

- They have been fever-free, diarrhea free and not vomiting for 24 hours.

- When a contagious disease has concluded, with no symptoms.
- When medication for certain diseases has been in a child's system for the required minimum amount of time, AND symptoms are gone (strep throat, pink eye, other antibiotic-treated types of illness, etc.)

### **Arrival Health Screening**

Staff informally screens students daily for entrance to school. If it is determined that a child is too ill to remain at school, we will request that the child return home to minimize the unnecessary spread of infection at school.

### **Health and Dental Forms**

- An up to date official DC Health Form, signed by you and your child's doctor must be on file prior to a student's first day of school.
- Health forms must be updated annually, according to your child's date of physical and immunization dates.
- Lead and TB tests must show results.
- Children with expired health forms may not attend school.
- All children age three and up must also have a complete and updated dental form on file.

### **Other Medical and Emergency Information**

- Parents must give us three Emergency Contacts other than the parents. Please be sure the three contacts on your Enrollment Agreement are up to date. Make sure your emergency contacts are listed on your pick up form as well.

### **Medical or Dental Emergencies**

In case of a medical or dental emergency, the school will make every effort to contact the parent or legal guardian first. In the event that we cannot reach a parent, we will contact the alternate person designated on the Emergency Form. In the case of serious medical emergency, 911 will be called first and your child will be transported by ambulance to the appropriate hospital.

### **Student Medical Conditions**

We encourage parents to be clear with the school regarding any of your child's health issues. For the best possible consistent awareness and intervention, provide clear information **in written form**. Keep the school abreast of any changes in your child's medical condition, especially allergies. To protect family confidentiality and MSCC, please be clear in writing, regarding with whom we may share medical information regarding your child.

### **Allergies**

- Please notify the school of any food or other allergies your child presently has or develops.
- Our school strives to be a "NUT FREE ENVIRONMENT." Even if your child is not allergic to any nuts, please do not send any nut products for lunch or snack.

### **Medication**

**All prescription medication to be administered at school MUST be accompanied by a DC Medical Authorization Form located on the school website.**

**Make sure the form is signed by your physician.**

- Prescription medications must be in new unopened original container and display a medication schedule and possible side effects. A signed physician's note must accompany the medication,

detailing such information. Give any prescription medication to the Administration. **DO NOT** give it to your child's teacher or put it in their lunch box, backpack, in or on top of their cubbies.

- We can not administer any medication without a Medical Authorization Form plus a signed doctor's note prior to administering the medication.
- The authorization form may be downloaded from the school website: **[www.chevychasemontessori.com](http://www.chevychasemontessori.com)**
- Non-prescription medication must also be given to the Administration. Do not give it to the teacher or put it in their lunchbox, backpack, in or on top of their cubbies.
- The initial dose of all medication both prescription and over the counter must have been first administered at home.
- A parent signed note must accompany non-prescription medication, indicating:
  - Diagnosis for the medication.
  - Medication schedule.
  - Possible side effects to look for.
  - Whether the child is contagious while on the medication.
  - Time of last dose
- Personal Care Items such as sunscreen, bug repellent, diaper ointment or any other over the counter ointments, creams, etc., will only be applied if you have initialed consent on your Enrollment Contract.

### **Emergency, Evacuation and Disaster Plan Procedures**

#### **Route Taken Away from the School**

- An Administrator or other responsible staff member in charge at the time of the emergency will determine if there needs to be an evacuation from the school.
- Everyone will exit the building through the main school exit door, on Connecticut Ave. & Jocelyn St., walking away from the school towards Wisconsin Avenue.
- If for any reason this route is not a safe route, we will immediately determine the best route of safety and continue away from the school.

#### **Emergency Procedures for Transporting Children Away from the School**

The School has an Emergency Evacuation Plan outlined below.

#### **We will:**

- Gather the children as quickly as possible without causing undue stress.
- Use calm voices at all times to assure children that they are safe and secure.
- Exit the building using the safest possible route as above.
- Take our cell phone, attendance book, and emergency cards with us.
- Take the students to the closest area of safety.

The Administration or designated staff member will leave last checking the school area to make sure all staff and children have been evacuated and place an emergency evacuation sign on the exit door. Arrangements for the children will be made in accordance with the emergency. Parents will be notified by cell phone of these arrangements as soon as possible.

#### **Emergency Contacts, Change of Address or Telephone Numbers**

- Please notify the school promptly of any address, telephone or email changes.
- Make sure your emergency contact information is up to date.

- Make sure we have your best phone number to reach you at in case of emergency.

### **Birthday Celebrations**

- Birthdays are celebrated at school with a simple ceremony, which honors the life of the child and helps the child to understand both the passage of time and the gift of living.
- If you so choose, we encourage you to allow your child to give to others on this day. Some ideas are donating a book or other item to their class in honor of their birthday. Should this be your wish, please involve your child in the selection of the birthday gift.
- You may send fruit salad or small muffins to share with the class; however, it is not necessary. Please do not send in cake, cookies, or cupcakes.
- Birthday invitations and gifts should remain family matters and should not come to school. It is important that the feelings of all children at school not be hurt in any way because of not being invited to a party.

### **Lunch**

We incorporate nutrition, manners, appropriate behavior, set up, & clean up as part of our daily lunch routine. In keeping with this policy, we expect children to bring healthy nutritious choices for lunch.

- No candy, chocolate, chips, cookies, or gum.
- No yogurt in squeeze containers e.g. Gogurts.
- Label lunch boxes, containers, thermoses, etc.
- Use containers and thermoses that your child can easily open.
- Lunches should be simple and easy for the child to eat independently.
- We do not refrigerate or heat up children's lunches.
- Please do not send in too much. An example of a healthy lunch is 1 protein, 1 veggie, 1 carbohydrate, 1 fruit.
- We provide plates, cutlery, cups, and water. Please do not send in plastic spoons, forks, or sippy cups or juice boxes.
- No lunch boxes with cartoon/Superhero characters please.

### **Snack**

- Parents provide snack on a weekly rotating basis.
- You will receive a snack list from your child's teacher with information and suggestions.

### **Dress Code**

All children are required to wear "Land's End Shirts" with our school logo every day. These can be any solid color with long or short sleeves. Children can wear their own bottoms.

- Clothes should be appropriate to the child's growth and independence. Buttons, snaps, etc. should be easily manipulated by the child. Elastic waistbands are recommended for toddlers.
- Clothes should be simple, washable and items that you do not mind getting dirty with paint, glue, etc.
- Costumes may not be worn during the school day as they are a disruption to the class.
- Clothes should be easily removable by the child so that he can take care of restroom needs independently (suspenders, belts, and overalls are difficult for young children and elastic waists are a good choice).
- Clothes, slippers, and shoes should be plain with no distractions such as cartoons, or lights.
- Send in a change of clothes according to the weather and season.
- Sneakers or other rubber-soled shoes are recommended for the playground.

- Boots should be large enough so even the youngest child can put them on & take them off independently.
- Label all of your child's belongings, including change of clothing, sweaters, hats, coats, boots, scarves, mittens, shoes, lunchboxes and water bottles.
- Write initials on the inside of the school shirts.
- If a soiled change of clothes comes home, please send in a replacement the following day.

### **Personal Items and Treasures from Home to School**

- No toys, candy, gum, jewelry, watches, etc. to school. Please discuss this with your child in advance.
- They are a distraction and usually get lost, misplaced, or broken.
- An item from nature, a family photo, a cultural item, etc. are more appropriate items that your child may share with the class.
- We will not be responsible for any personal items lost or damaged at school.
- If your child comes home with any school items, please send them back to school.

### **Lost and Found**

- Please notify the school if you discover your child is missing an article of clothing such as a hat, gloves, etc.
- Items without names that are not claimed within a month will be donated to charity.

### **School Referrals**

All referrals must go through the office. We will complete two school referrals per child without charge. Any subsequent referrals will be billed at \$25. per referral. We will not submit referrals if there are any outstanding tuition payments.

### **Parent Participation and School Activities**

- Parents are encouraged to participate when they can. There are many opportunities for contributing. Please ask your child's teacher how you can be of help. We appreciate you!
- Our school functions are an important part of our school and we hope that you attend. The children enjoy seeing you participate in their school.
- For the safety of all children, we ask that you keep your younger children close if you are attending a school function designated for all so that you can monitor their behavior and safety.
- Parent education nights are set aside for you so that your total attention and focus will be on the specific parent activity. We have childcare available on parent evenings when we can.
- "Parent/Child Night" is an event where parents and children attend and you work alongside your child.
- The Winter Program and the Spring Program are school events for all families. They are from 9:00 am – noon. Please check the school calendar and make note of the days. School is closed after the event and all children will go home with their parents at noon. If you cannot attend, please notify the school and keep your child home.

### **School Fundraising**

- Fundraising is a regular and necessary part of the life of all schools as it plays a key role in balancing a school's budget and providing luxury items for the students. We rely on the efforts of our parent community to assist us in making our school the best that it can be.
- We try to limit these fundraising activities to community building & educational events rather than selling.
- Please let us know of any great ideas you may have.

- We appreciate your support in these endeavors.

### **Transportation/Field Trips**

- We do not take children on field trips.
- We do not use any form of transportation to transport the children in our school. In the event of an emergency, the school follows our 'Emergency, Evacuation and Disaster Plan'.

### **Fire Drills**

- We are required to hold monthly Fire Drills by the DC Dept. of Child Care and Licensing and the DC Fire and EMS Department.
- All children are escorted outside by the entire staff. Attendance is taken. Once the school is cleared, we return inside.

### **Class Pets**

- Each individual class may have various class pets from time to time.
- They include fish, hermit crabs, turtles, hamsters, lizards, and other child-friendly animals.
- Please alert the school if you have any pet-related concerns.
- Also, if you would like to take home a pet during holiday breaks, let us know.

### **Unusual Incident Reports**

- DC regulated "Unusual Incident Reports" are recorded and kept on file for any child who has an accident or becomes sick while during school hours.
- This report includes but is not limited to bruises, cuts, vomiting, bites, etc.

### **Parents Ambassadors**

Parent Ambassadors coordinate and run school wide events such as the winter and Spring Programs, parties, fundraisers.

- We need at least one parent per classroom. Please let us know if you are interested.
- Teachers will alert their Parent Ambassador of any special needs and activities of the class.
- Parent Ambassadors coordinate and run school wide events such as the winter and Spring Programs, parties, fundraisers.

## **Communication**

### **Parent Communication**

- A school calendar with all school events is located in the school office area and on our school website.
- You may email or call your child's teacher for any questions about your child or the classroom.
- Weather related school closures are listed on NBC morning news ([www.nbcwashington.com](http://www.nbcwashington.com).)
- There is a "Communications Board," located in the office area for school info and to allow parents to share information, put up for sale signs, ask for items you might need, or ask about nannies, etc.
- Classroom Snack Lists are located on the bulletin board in the office area.

## **Flow of Communication**

- Academic Development: Questions regarding a particular area or concern should be directed to your child's teacher. Please do not question an assistant about your child's academic progress.
- Administrative Issues: Absences, calendar days, school events, school forms, meeting requests, referral requests, observation appointments, billing, etc. should be directed to the Administration.
- Special Confidential Matters: These items should be addressed with the Director or Assistant Director.
- Parents who have any concerns should use the proper channels to resolve the situation. First, talk to your child's Teacher. If you cannot come to a resolution, then talk to the Director.
- Please email the teacher or call the school to set up a meeting at any time during the year. We will be happy to schedule a time that does not take time away from the children.

## **Telephone, Email and Written Messages**

- If you have an emergency or important message, and cannot get through on the school phone, you can call Mrs. Cherry's cell phone 240-498-3545.
- Otherwise, leave voicemail or email and we will get back to you ASAP.

## **Parent/Teacher Conferences**

- There are two parent/teacher conferences during the year, one in the fall and one in the spring.
- You can request a meeting with your child's teacher at any other time as well.

## **Classroom Observations**

- Observing your child in the classroom is always a wonderful way to see your child at work.
- You may schedule an observation starting in October.
- In order to get the most out of your observation, notice the whole class as well as your child.

## **Discipline and Grounds for Dismissal**

All children are treated with dignity and respect by MSCC staff. No corporal punishment of any kind is tolerated. We utilize natural consequences and redirection. We take a proactive rather than reactive approach. If a child is treating others with disrespect of any kind, be it verbal, or physical, they are removed from the area and helped to calm down. It is vital that this be a safe haven for all the children and staff. If a child has repeated difficulties, the parents will be asked to come and assist the staff in creating a behavior plan for the child. However, if the behavior continues, the child will have to remain home until it is resolved. Biting or hitting is not tolerated. A child who has bitten 3 times will be sent home until this problem is resolved. Other severe behavior problems will be dealt with in the same manner.

We reserve the right to dismiss a family for the following reasons:

- Falsification of the child's age, outside the school's license age limits.
- Continual behavioral difficulties, following the implementation of a behavioral action plan.
- Failure of the family to follow an agreed upon behavioral plan of action.
- Slanderous and inappropriate behavior by the parents towards the school.
- Failure to comply with the policies, procedures and admission agreement of the school.
- Failure to pay tuition payments in a timely manner.

## Tuition Terms and Conditions

- Children are accepted for the entire school year as outlined by the school calendar.
- Tuition is for the entire 12 month school year, however it is paid in 10 monthly installments starting in August and ending in May.
- There will be no reduction or credit granted for a voluntary withdrawal or absence of any kind including vacation, illness, professional days, inclement weather, holidays, or any other reason.
- Should a child need to be withdrawn due to an emergency or family move, a 90 day notice is required with Parent Signature on the MSCC Withdrawal Form.
- Requests to CHANGE your contract for any reason will only be approved for 90 days or more.
- Tuition is paid via your checking account or credit card through FACTS Tuition Company.
- All payments are expected promptly when due through FACTS Tuition Company.
- Families are responsible for all late fees and service charges. Late payments will result in additional fees assessed via FACTS plus the bank fee if a submitted check is returned..
- Should an account reach 90 days in arrears the child may no longer attend school until the account is current.
- All tuition must be paid in the agreed upon payment plan schedule.
- Failure to abide by the payment policy is a breach in the tuition agreement.
- In addition, parents will be responsible for all costs of collection, including court expenses and attorney's fees, should legal action be required to enforce the agreement.
- **Please read the enrollment contract before signing it. Your signed enrollment contract is binding and the school shall enforce its' terms through legal means if necessary.**

## Montessori Philosophy

Dr. Montessori said, "A child's work is to create the man he will become...a child's work is to perfect himself." If the child is to become a happy self-confident, effective individual, experiences in his formative years must afford both challenge and success. The Montessori child can work at his own pace, in a non-competitive atmosphere.

- Multi-age classes allow younger children to gain from the knowledge and experiences of the older children, while they in turn reinforce their knowledge by helping the younger ones.
- Montessori learning involves the use of many didactic materials.
- These materials cultivate the child's own desire to learn, giving the keys necessary to explore the world.
- The teacher's task is to be the link connecting the child to those keys and encourage progress in using them.
- The teacher prepares the environment, observes both individual and group needs, and guides the child to learn independently.

## Elements of Montessori Education

### Prepared Environment

- One in which each student can develop abilities and strengthen areas of challenge.
- Where giftedness is matched via the curriculum and community opportunities.
- Where challenged areas are identified and given individual focus.

- One which promotes individual success.
- Where materials are designed for individual not group lessons.
- Where there is an individualized curriculum, meeting students in their academic “place.”
- Where there are self-correcting materials, including self-correcting ungraded assignments.
- Where there is continual refinement of skills, through repetition and graded intensity.
- In which classes are interdependent.
- Where older children work together with younger children in a sharing and caring relationship.
- Where the environment meets the needs of each child and is child centered.
- Where the environment calls to and reaches out to the child, enabling him to learn.

### **Self-development of the Child**

- Peer instruction to challenge and develop leadership skills.
- Practical life education where children are prepared for life, from pouring exercises, repair, etc.
- Individual academic education and development plan created for each student.

### **Concrete Educational Materials**

- Self-correcting, educational, hands-on Montessori materials.
- Concrete learning vs. generic textbooks and busy work through paper dittos.
- Materials are multi-leveled to allow for repetition and challenge.

### **The Montessori Teacher**

- Helps and directs the child toward self-learning.
- Is the link between the student and the learning environment.
- Guides the activity & motivation of the student toward the accomplishment of their goals.
- Seeks to enable every student to develop their own capabilities to their fullest potential.

### **A Spiritual Connection to the World from Within**

Dr. Montessori believed that as important as the physical development is to life and the body, psychic development is to the mind and spirit of a child. Some define spirituality as “the peace one feels with oneself and the outside world.” Apart from one’s religious connection, which is personal and respected for each family, the spirituality of a child involves their heart and inner spirit. Appreciation for living things and understanding one’s feelings & those of others are concepts which can only be experienced through emotional nourishment, patience and unconditional love.

In keeping with this philosophy, MSCC will strive to maintain a spiritual understanding of oneself and others. This is manifested through our appreciation for what we have, both tangible and intangible; care and concern for others; love, appreciation, courtesy, understanding and to have respect for ourselves and those around us.

### **How Might this Spiritual Emphasis Manifest Itself in the Classroom?**

- *Tone of the Environment:* A Montessori classroom, while busy, is also generally, calm and orderly.
- *Slowing Down of Classroom Life:* Taking time to hear the differing sounds of nature, enjoying the repetition of a pouring exercise, quieting and calming exercises, meditative thoughts about those we love, carrying things one at a time, working on a rug, enjoying snack with a friend, quiet music.
- *Development of Care for Living and Nonliving Things:* Cleaning the leaves of plants, mending a torn book, stopping when someone is hurt, returning materials as one found them, beauty in the environment.

- *Gentleness of the Teacher*: Eye contact, speaking at the child's level, patience, a calm quiet voice.

### **Reading about Montessori**

- *The Absorbent Mind*, Maria Montessori
- *The Discovery of the Child*, Maria Montessori
- *Dr. Montessori's Own Handbook*, Maria Montessori
- *From Childhood to Adolescence*, Maria Montessori
- *Maria Montessori: Her Life and Work*, E. M. Standing
- *Montessori: A Modern Approach*, Paula P. Lillard
- *The Secret of Childhood: A Book for All Parents and Teachers*, Maria Montessori
- *Spontaneous Activity in Education*, Maria Montessori
- *To Educate the Human Potential*, Maria Montessori



THE  
MONTESSORI SCHOOL  
OF CHEVY CHASE

**MSCC Parent Handbook Acknowledgement**

In order to comply with the OSSE DC regulations, we must have a signed copy of this agreement on file for each student enrolled.

Thank you,  
Marlene Cherry

I, \_\_\_\_\_ have received and understand the policies and procedures in the Montessori School of Chevy Chase parent handbook. I agree to comply with the policies and procedures and will continue to do so as they are established and amended from time to time.

\_\_\_\_\_

Child's Name: \_\_\_\_\_

Parent's Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature:

\_\_\_\_\_ Date: \_\_\_\_\_