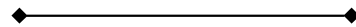


# Montessori West Christian School

## Parent Guidelines

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8800 Warren H. Abernathy Hwy.

Spartanburg, SC 29301

864 – 576 - 5414

[www.montessoriwestchristianschool.com](http://www.montessoriwestchristianschool.com)



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## **HOURS OF OPERATION**

*7:30 a.m. to 5:30 p.m.*

### **NIDO I CLASS**

*(Generally, 8 weeks to 12 months)*

### **NIDO II CLASS**

*(Generally, 12 months to 24 months)*

### **PREPRIMARY CLASSES**

*(Generally, 2 years to 3 years)*

### **PRIMARY CLASSES**

*(Generally, 3 to 6 years)*

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## **Messages and Phone Calls**

The phone number for the school is (864) 576-5414. You may also email the office at [hforrester@montessoriwestchristianschool.com](mailto:hforrester@montessoriwestchristianschool.com). Teachers are not available to speak on the phone during class time. For more information, please see the Communication section of this handbook.

*Montessori West is a Christian Montessori School. All classes will fully integrate Montessori lessons with non-denominational, age appropriate Bible stories and principles.*

*Montessori West admits students of any race, color, national and ethnic origin to all rights, privileges,*



*programs and activities available to students at the School. Montessori West does not discriminate on the basis of race, color or national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.*

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## General Information

### Mission Statement

Our purpose is to assist children to develop to their maximum potential spiritually, emotionally, intellectually, socially, and physically.

### What We Hope To Achieve

- Build a positive spiritual relationship with **Jesus Christ**.
- Build **Character** - which is the ability to do what is right.
- Build **Confidence** - by helping students to joyfully succeed at meaningful goals.
- Build **Competence** - by successfully learning academic skills.

So that our students may:

- Joyfully serve God all their days.
- Successfully complete their formal education and be interested learners the rest of their lives.
- Become leaders with integrity that honor God and contribute to their society.
- Have the skills to succeed at their own dreams.

### The Mission of Involving Parents

It is our firm belief that you are the most important person in your child's life. The more you know about what happens with your child at school, the more you know about child development and the more you are involved with your child, the greater the opportunity for your child to become a well-rounded and fulfilled adult.

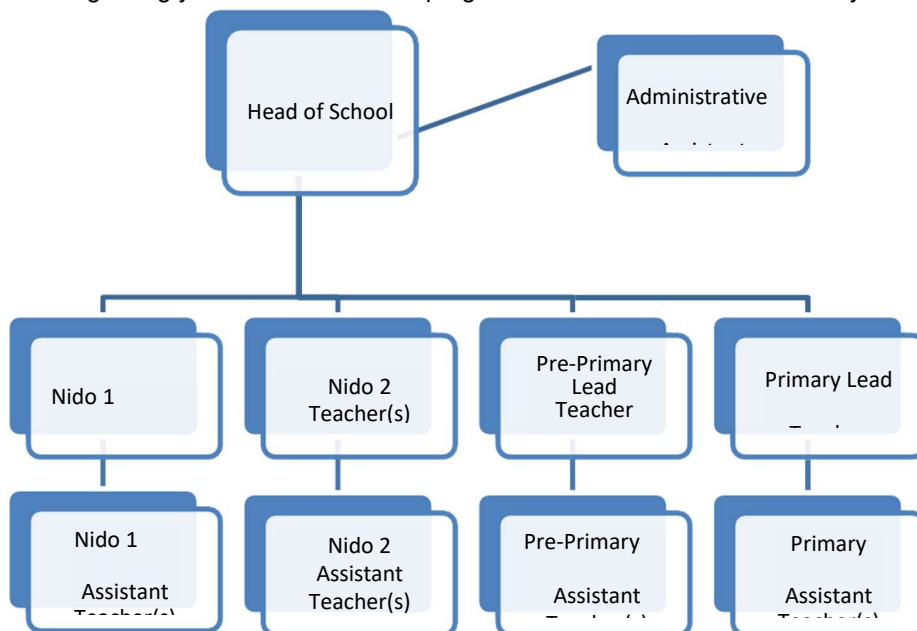
Therefore, we involve you in all aspects of your child's education. We do this to a greater degree than most schools because our goal is to help you nurture your child.

We are a demanding school because your child deserves an involved parent.

We look to share this mission with like-minded parents.

## Organizational Structure

Any questions or concerns regarding your child and his/her progress should first be addressed to your child's teacher. If



further communications are necessary about problems or matters of policy, an appointment may be set up with the Head of School.

## Communication

Teachers are unable to talk with parents during class time. They must be with their class. However, if you have concerns and wish to speak to a teacher, please leave a message and the teacher will call you back as soon as possible.

All of our classrooms post information on the ProCare app. Please see your child's teacher to sign up.

Remember to give daily attention to information posted in your child's classroom. All messages from teachers and special notices will be posted on bulletin boards or in the parent's file.

The school sends home monthly class newsletters as well as a quarterly school journal to inform parents of the current topics of study, pertinent notices, etc. This enables parents to follow school studies at home through books, trips, and general discussion.

We also invite you to visit our Facebook Page "Montessori West Christian School" and web site:

[www.montessoriwestchristianschool.com](http://www.montessoriwestchristianschool.com)

## Philosophy

The premise of the Montessori philosophy of education is that all children carry within themselves the person they will become. In order to develop physical, intellectual, and spiritual potential to the fullest, the child must have freedom; a freedom that is achieved through order and self-discipline.

The world of the child, say Montessori educators, is full of sights and sounds which at first appear chaotic. From this chaos children must gradually create order, learn to distinguish among the impressions that assail their senses, and slowly but surely gain mastery of themselves and their environment.

Dr. Montessori developed what she called the "Prepared Environment", which already possesses a certain order and **allows children to learn at their own speed, according to their own capacities and in a noncompetitive atmosphere.** "Never let children risk failure until they have a reasonable chance of success."

Dr. Montessori has recognized that the only valid impulse to learning is the **self-motivation of the child.** Children move themselves toward learning. The teacher prepares the environment, guides the activity, and challenges the child, but it is the child who learns, who is motivated through work itself (not solely by the teacher's personality) to persist in a given task. If Montessori children are free to learn, it is because they have acquired an **"inner discipline"** from their exposure to both physical and mental order.

This is the core of Dr. Montessori's philosophy. Social adjustment, though a necessary condition for learning in a schoolroom, is not the purpose of education. Patterns of concentration, "stick-to-itiveness" and thoroughness, established in early childhood, produce a confident, competent learner in later years. Montessori teaches children **to observe, to**

**think, and to judge.** It introduces children to the **joy of learning** at an early age and provides a framework in which **intellectual and social discipline go hand- in-hand.**

## Goals & Objectives

The main objective of Montessori West is to provide a carefully planned, stimulating environment which will help children develop within themselves the foundational habits, attitudes, skills, and ideas which are essential for a lifetime of creative thinking and learning.

The specific goals for the children who attend Montessori West are:

1. To develop a growing spiritual relationship with Jesus.
2. To develop a world view consistent with the Christian Bible.
3. To develop a positive attitude toward school and learning.
4. To develop high self-esteem.
5. To build habits of concentration for lifelong study skills.
6. To develop and foster an abiding curiosity.
7. To develop habits of initiative and persistence.
8. To foster inner discipline and a sense of order.
9. To develop sensory-motor skills in order to sharpen the ability to discriminate and judge.
10. To develop socially acceptable behavior.
11. To acquire the basic skills necessary for a lifetime of learning.
12. To help develop each child's innate, ultimate potential through high self- expectations.

## Financial Information

### Admission Procedure

You will be contacted to set up an observation period (1 hour) in which your child will be observed by the teacher in the classroom environment. If the school determines that our program will benefit your child, a letter of acceptance will be mailed (or emailed) along with an Admission Packet. When we receive the appropriate forms and enrollment fee, your space will be secured. All parents are required to pay an enrollment fee to secure their child's place for the upcoming academic year. In addition to the initial enrollment fee, each parent will pay an enrollment fee for each academic year.

**These fees hold your child's place in the school, determine staffing and material needs and are non-refundable in case of voluntary withdrawal.** Each child is accepted conditionally. If during the first month of enrollment it becomes apparent to the teacher that the Montessori environment is not appropriate for the individual child, you will be asked to withdraw your child and your enrollment fee will be refunded in full.

### Tuition

Tuition is due on the first day of each month. If payment is made after the 10th, a 15% late charge will be added to that month's tuition. If tuition and late fees are unpaid by the 20th of the month, your child will lose his/her position in the school. A re-enrollment fee, plus past due tuition will be required to reinstate your child.

As a convenience to parents, tuition is payable on a monthly basis. If it becomes necessary to withdraw your child from Montessori West, a 30-day written notice is required. If a 30-day written notice is not provided an additional tuition payment will be due.

A \$35.00 fee will be charged for all returned checks.

An additional monthly fee of \$100 will be charged if your child is not potty-trained by age 3.

There are no reductions on monthly tuition for holidays, vacations, or illnesses between August and May.

If you refer a child to our school, a referral credit of \$100.00 Will be put toward your account after the student makes their first tuition payment.

If you pay the annual academic tuition in full, you will receive a 2% discount.

### Late Fees

Children who are Half Day students or Full Day students may occasionally stay late if space is available. Parents must call the office to check space availability. If your child stays late you will be charged \$10 per hour. It is very important to pick up your child by his/her designated time. We must follow the South Carolina Department of Social Services (SC DSS) ratios, and we staff according to pick-up times. Late pick up fees will be charged weekly and due immediately: if you are 1-30 minutes late, you will incur a \$30 late fee; if you are 30-60 minutes late, you will incur a \$60 late fee; pick up after 5:30 pm will be charged \$5/minute, and will also include any additional late fees based on designated pick up times.



## Security System

We have an IntelliKey controlled access system that utilizes electronic keys. When your child enrolls, you will order the keys needed for your family. If only one parent brings and picks up the child, only one key will be needed. If you take turns bringing and picking up, two keys will probably be needed. The key deposit is \$50 per key. When the key is returned after your child's last day, you will be reimbursed \$25 per key returned. Any keys lost will be replaced at the parent's expense.

## Additional Fees

There may be additional fees for extracurricular activities, such as foreign language lessons, for those wishing to participate.

## Academic Procedures

### The Montessori Classroom

The classroom is the child's special place. Everything in the classroom is child-sized and within a child's reach. Children choose their own work and are expected to return work to its proper place. The materials include practical life, art, and sensorial activities as well as language, math, science, culture, and geography.

The materials are concrete and self-correcting. The teacher is there to demonstrate new materials when a child is ready. The teacher is the link between the child and the materials.

A Montessori classroom is multi-aged, enabling the child to have a distinct advantage of learning from older children as well as reinforcing skills by helping younger children. This range in age encourages cooperation, respect for others' needs and reduces competition.

The freedom enjoyed by the children does not mean the class is undisciplined. The children are expected to work quietly and without disturbing other children. They may work alone or in a small group. The kindergarten class offers additional learning experiences in the afternoon when the younger children's classroom time has ended.

### Kindergarten Program

The Kindergarten program at Montessori West will prepare a child to excel academically and emotionally. Our child/teacher ratio is low for this program. Your child is able to achieve success at their own pace and with individualized instruction. We maintain a standard that each student will master before graduating. Advanced Art, Music Instruction, and Science lessons as well as advanced Montessori lessons combine to form a stimulating environment for the Kindergarten student.

Children will be admitted into the kindergarten program when their Lead Teacher feels that they are ready for the additional work time. In accordance with South Carolina law, only those students who are 5 years old on September 1st of their kindergarten year are eligible for graduation. Some students will be able to participate in a four-year-old kindergarten class if they are academically ready, but the official kindergarten year begins at age 5.

## Conferences

Parent conferences are scheduled with the parents of all children. One conference is held in the Fall and another conference is held in the Spring. In addition to these, parents or teachers may call for a conference as the need arises.

## Summer Program

Montessori West offers a summer program in which the children participate in studio classes such as gardening, arts and crafts projects, foreign language, literature workshops, aerobics and much more. More information will be given in the spring of each year along with applications for enrollment.

## General policies and procedures

### Arrival and Dismissal/Release of Children

Our classes start promptly at 8:30 am. Please be sure your child is on time for school each day. If you will be bringing your child after 8:30 am, please call the school so we can be prepared.

Keeping good-byes brief will help your child with the transition and will provide fewer interruptions for the class. Children should never be left unattended in our parking lot. Parents should hold the child's hand while in the parking area.

We ask that parents be as quiet as possible as they move to and from the classroom with their children. The classroom environment belongs to our students and we strive to respect their rights as they are functioning together, just as they learn to respect the rights of others.

**As an additional safety measure, please refrain from using cell phones during drop-off and pick-up times.**

Per SC DSS, only persons whom you have listed on your child's authorized pick up list will be allowed to pick up your child. This person must also have a valid state issued photo id to verify their identity. Please remember, they will need your security key to enter the building.

## Accident / Incident Reports

Please check your child's folder for accident/incident reports. You should direct all questions regarding the accident/incident reports to the lead teacher in your child's classroom. Please sign and return all accident/incident reports to the lead teacher so that a copy of this report may be placed in your child's student file.

## Birthdays & Gifts

On your child's birthday, their class will celebrate your child with a timeline of their life and a Montessori ceremony. Students can bring a birthday snack to school for their celebration. We suggest that parents provide a nutritious snack for their child's celebration. We recommend that you do not send cupcakes or iced cookies. Please talk to your lead teacher about birthday celebrations at school and recommendations for nutritious snacks. **Please remember that our school is a Peanut Free environment. Snacks containing peanut product will not be allowed in the classroom.**

Children may present their class with a book or a small gift to celebrate their birthday. This enables children to learn the value and pleasure of giving rather than receiving. Parents wishing to participate in this program should inscribe the book or gift with the child's name and birth date and the number birthday the child is celebrating. You may want to consult your child's lead teacher as to the choice of book or gift idea.

## Biting Policy

Some children have a habit of biting to release frustration. If your child bites or is bitten, you will receive an incident report to be signed and returned. If your child bites repeatedly, you will be called after the third bite on the same day, to come and pick up your child for the remainder of that day. Older children (ages 3 and up) who bite repeatedly will be placed on probation for 30 days. The teacher and parent will need to work closely together to correct the problem quickly.

## Spring/Winter Break Mini-Camps

During Spring Break and Winter Break the school will offer mini camps on a sign-up basis. Per SC DSS requirements we must ensure that we have the appropriate teacher to student ratio. Therefore, if you do not sign your child up, we will not be able to accommodate them.

## Confidentiality

Montessori West Christian School will keep required records on attendance, health, transportation, registration, parent/guardian, and emergency contact information. Student records will be kept confidential. Files will be locked. Administrators will have access for record-keeping. Staff will have access to emergency information and parent contact/address; this duplication will also be kept confidential. Administration/staff will not give out information concerning a child to other parents. Staff is to share pertinent information concerning a child with caregivers, administration, and the child's parents. SC DSS, SC Department of Health and Environmental Control (DHEC) and Law Enforcement will have access to needed records per inspections/guidelines of South Carolina.

## Closed Holidays

Montessori West will close for one week during Christmas Break and the week for July 4th. We will also close for Labor Day, Thanksgiving (3 days), New Year's Day, Martin Luther King Day, Good Friday and Memorial Day. The school will remain open on selected days during Winter and Spring Break. Per SC DSS requirements we must ensure that we have the appropriate teacher to student ratio. Therefore, if you do not sign your child up, we will not be able to accommodate them.

## Clothing

Your child should wear comfortable, washable clothing to school. Children will be too busy to be concerned about their clothes during the day. Make sure your child wears appropriate clothing for the season. Clothing should also be gender appropriate. Fresh air and exercise are important to a child's good health. Make sure your child's dress is appropriate for outside activities. On rainy days, we will plan indoor activities. Each child must have a change of clothing at school for emergencies. Please mark all clothing with the child's name.

## Discipline, Behavior Management & Academic Probation

The Montessori Method seeks to develop self-discipline in children through freedom of choice and purposeful activity. "Freedom within limits" is the core philosophy of discipline in a Montessori environment. Montessori children enjoy considerable freedom of movement and choice: however, their freedom always exists with carefully defined limits in the range of their behavior. They are free to do anything appropriate within the ground rules of the school community, but they are redirected promptly and firmly if they cross over the line. Our approach to discipline is based on empowerment, mutual respect, and trust. We use moments of discipline as teachable experiences for our students and staff.

Corporal punishment is prohibited. Withholding or using food, rest, or sleep as punishment is prohibited. Methods of discipline or interaction that frighten, demean, or humiliate a child are prohibited. A teacher or staff member only, may administer discipline in the school setting.

1. The teacher and child will discuss inappropriate behavior.

2. If inappropriate or disruptive behavior continues or is repeated, the child will be told why he or she must leave the area where the incident is occurring. The teacher will observe the child to be certain he or she leaves the area. If the child does not leave, the teacher will help the child leave and encourage him/her to choose other work.
3. If inappropriate or disruptive behavior reoccurs in other areas of the classroom, the child will be helped to a single table where work will be brought to him or her. The child may choose to work or rest with his/her head on the table or observe other children. Others may not disturb the child. If the child loses control, the teacher will hold him/her until control is regained.
4. Later in the day, the teacher will communicate with the child the necessity of self-control and getting along with others. The student will be able to express his/her feelings and wants, and the appropriate help will be provided.
5. At no time will corporal punishment or the denial of basic needs be used as a means of disciplinary action.

If a child continues to present disciplinary problems, the parent will be called for consultation with the child's teacher for the purpose of a joint effort to correct the problem. The child will be placed on probation at this time and will be carefully monitored by the teacher as well as administration for the next 15 days. During this time, administration may choose to dismiss your child from the school if the behavior continues. The school will provide written notification of the decision made during or at the end of the 15-day probationary period.

## Emergency Procedures

Montessori West has well-defined plans for medical emergencies, fire, weather or other disaster evacuation. Fire drills are held regularly to ensure the safety of our children and staff. In the event that we have an emergency requiring evacuation of the school, you will be notified immediately. A copy of our emergency procedures is located in the office.

## Illness

We are unable to care for mildly ill children. If a child displays symptoms of illness they are to remain at home. If a child becomes ill at school, he/she will be isolated from the group. The parent will be notified immediately and required to come for the child as soon as possible. Children may not come to school with fever, diarrhea, or cold (fever), rashes of infectious nature. Children should be fever/symptom free for at least 24 hours before returning to school. The same applies to children who have been throwing up, have an upset stomach, diarrhea, a contagious infection or a virus. We are unable to administer Tylenol or any other fever or pain reliever. If your child needs this type of medication, they should not be at school. When your child is absent due to illness, please notify the school.

An emergency vehicle will be called in the event of a serious accident or illness. Please be sure to sign the appropriate space on your child's application so that your child may be given emergency treatment if you cannot be reached. Montessori West follows the SC DSS and SC DHEC exclusion list for all cases of illness reported in our school.

## Immunizations

Per SC DSS and SC DHEC regulations the school must have an up-to-date copy of your child's immunization record signed by a physician or health department official on file at the school. If your child is exempt for medical or religious reasons, we must have official certifications. Children may not attend school without official records. If your child's immunization record has expired, you will be asked to obtain an updated copy. Your child will not be allowed to attend school without the appropriate documents on file.

## Liability Insurance

MWCS provides liability insurance coverage. The certificate of coverage is available in the office.

## Meals

Please refrain from bringing breakfast for your child in the Pre-Primary and Primary Classroom. The school will provide a morning and afternoon snack. The children who remain after 12:00 p.m. must bring a lunch. To keep items cold in their lunch box, you will need to purchase an ice pack. We will heat microwavable foods in your child's classroom, however, due to time considerations, please do not send frozen dinners. Please label such items with your child's name. If you send grapes for your child, please cut them in quarters. Hot dogs should be cut lengthwise and quartered. Please refrain from sending candy, nuts and popcorn. The school will provide milk and water. **PLEASE NOTE THAT WE ARE A PEANUT FREE SCHOOL.**

## Administration of Medication

We realize that there may be times when your child will be in need of medication during the day. With your child's health and safety in mind, the staff will administer only dated, labeled, prescribed medication (or physician prescribed over-the-counter medications). **Because adverse reactions are possible with any medication, we require that the first dose of medication**

**be given at home before we give at school.** Medication will be given by an administrator or teacher only after a permission and instruction form is filled out and signed by the parent and also witnessed by the staff. Per DSS regulations all medications will be stored in a separate locked container. The school will not be able to administer fever reducing medication or expired medications. Medication forms are available from teachers or administration.

## No School Procedure

In the event of inclement weather which makes travel dangerous, Montessori West will follow the recommendation of school district 6 for the first day of the weather event. However, the staff of Montessori West will consider the current and predicted weather conditions for the day and if we can open the school safely for our students and families we will do so.

We will decide to open on subsequent days based upon the road conditions. If possible, we will try to provide extended care before normal classes resume. The school will announce business plans on TV Channel 7 and Facebook. The announcement is usually made by 6:00 a.m. The decision could be made while you are in route or after you have dropped off your child. If the school must close or dismiss early, it will be necessary for you or another authorized person to come for your child within the hour. Because of dangerous driving conditions, our staff and the children must leave as soon as possible.

## Observation

Parents are welcome to visit the school at any time. A monitor is set up in the front entrance and office so that you may observe your child working in his/her classroom.

## Outside Services

Occasionally, students may need to receive services provide by outside sources such as speech therapy, occupational therapy and early intervention.

Per SC DSS regulations, a parent/legal guardian must complete DSS form 2930 before any outside services may be provided for the child. We are unable to accommodate the provider without this authorization. You can request a form in the office.

## Privacy Policy

Montessori West Christian School respects the privacy of our students and their parents. When children graduate from our school, and records are requested from other schools, only those academic records on file will be forwarded. These are the records given to you at conference. Information regarding the progress made in the areas of behavior are brief and limited in this report. The completed checklist under the topic of "Behavior" is the only information provided. Because of the very young age of our children, we do not feel that extensive comments in the areas outside the academic categories are necessary. It is our intention to set our children up for success.

## Rest Period

Children under 5 years old who stay after lunch will have the advantage of a resting period each day. The Pre-Primary classroom will participate in a resting period during the hours of 12 p.m. until 2 p.m. The Primary classroom will participate in a resting period during the hours of 12:30 p.m. until 2 p.m. You will need to provide a mat, a sheet to place over the mat, a blanket, and/or a small pillow. To be left at school during the week. These items will be sent home every Friday for washing.

## SC DSS and SC DHEC Regulations

Montessori West Christian School is regulated through SC DSS and is compliant with all regulations. We also follow SC DHEC regulations for illnesses that are observed and reported at our school. You may review these policies in the office.

SC law requires schools to take measures to prevent the spread of disease in the school by limiting the attendance of students and staff with contagious or infectious diseases at school and school activities. DHEC is required to publish each year an Official School and Childcare Exclusion List of Contagious and Communicable Diseases, referred to as the School and Childcare Exclusion List.

MWCS follows the School and Childcare Exclusion List for all student related illnesses. A copy of this is available in the office.

## School Events

Montessori West will have two school-wide celebrations each year. The Primary and Kindergarten classrooms will celebrate Fall Festival. This celebration includes a day set aside for fall activities including games, crafts and projects. The Resurrection ceremony will be celebrated in Spring.

## School Pictures

School pictures are taken once a year and a standard package will be delivered to the school by the photographer. The standard package will include individual pictures as well as a class picture. Reprints may also be ordered at this time. The standard packages will be held in the office and available for purchase. All standard packages must be paid at the time of pick up. Parents may pay for pictures using a Check or Money Order.

## Snacks

The children prepare healthy snacks for themselves each morning and afternoon. This provides a wonderful time of socialization as well as the opportunity to learn a whole range of new skills. You are welcome to bring a snack from home for the whole class to share (muffins, bread, vegetables, fruit, homemade low-sugar cookies, etc.). Please be aware that high sugar can cause adverse effects in some children and therefore should be kept to a minimum. Also, please remember to list any food allergy on your application since food tasting lessons are a part of our Practical Life Lessons.

## Toys & Personal Items

We discourage your child from bringing toys and jewelry to school because of the potential for loss or damage. Suitable items for "Show and Tell" or sharing times must be labeled and taken home at the end of the day. Montessori West Christian School is not responsible for the loss or damage of such items.

## Tracking Children

A parent/guardian or another adult must accompany every child to the classroom and notify the teacher that the child is present. Please recognize that for safety reasons children may not walk to their classrooms alone. The parent/guardian must inform a classroom teacher when a child leaves the classroom, goes outside on the playground and leaves at the end of the day. The school is not responsible for the child until a teacher recognizes the child as being present. The classroom teachers will enter the time of each child's arrival and departure on the classroom's Tracking Sheet. Every time the children transition to a different location, the teacher(s) will make a head count of the students and record the information on the tracking sheet. The teacher will make sure to match each child with their name on the tracking sheet.

## Emergency Medical Procedures

In the case of a medical emergency in which emergency medical care and treatment is warranted, the following steps will be followed:

- Call 911 Emergency Medical Service for First Responders team to come to the school and the parent/guardian will immediately be called after that.
- If parents cannot be reached, the school will attempt to reach the emergency contacts that you have listed on your child's DSS 2900 form and then the physician listed.
- If CPR or First Aid is necessary, trained staff will administer treatment until the ambulance arrives.
- First Responders will assess and determine whether the child needs to be taken to the nearest hospital or parents' preferred hospital by ambulance.
- Emergency information for the child shall be taken with the child to the hospital or emergency location.
- A teacher will accompany the child to the hospital or emergency location and remain until a parent or guardian arrives.
- A qualified staff member will be assigned to the classroom until the regular teacher returns.

## Mandatory Reporting

Montessori West Christian School is mandated by state law to report any cases where there is reasonable cause to believe that a child is being neglected, exploited, deprived, sexually assaulted, sexually exploited, physically injured or suffered death by other or accidental means by a parent, guardian or caretaker to the proper authorities. To avoid any misunderstandings, parents are encouraged to keep Montessori West Christian School aware of any unusual bruising or injuries occurring at home.

## Parent Participation

### Free and Full Access

The Montessori West Christian School offers parents of enrolled children free and full access unless court order stipulates otherwise. The visit must not disrupt instructional activities or classroom routines.

### Classroom Participation

Parents who have a talent, career, or hobby that they think would be interesting to the children are encouraged to make arrangements with the lead teacher to set up a time to share this information with the children. Parents are encouraged to share anything they may have to aid in our classroom studies.

## Curriculum Support

We recommend that children under 5 years old be given books about real people doing real things. During this time, children are learning about what things are and sorting out what is real and what is not. It is confusing to see animals wearing clothes or talking and does not offer a true picture of what that animal is really like. For a young child, the wonders of nature are truly interesting and exciting just as they are. Stories about children, families, and real-life situations will help your child to understand about real life.

## New Parent Orientation

Each class will have an Open House meeting for all new parents at the beginning of the academic year. Parents who enroll at Montessori West after January of each year will be required to attend a New Parent Orientation. Childcare will be provided, weather permitting.

## Nido Program

Montessori West Christian School offers an environment focused on children 8 weeks -15 months of age. Nido, meaning “nest” in Italian, is a special environment meant to replicate the home. In the Nido classroom the children will be met with warmth, love, care, and respect. The adults in the classroom aide the child as he/she develops hand-eye coordination, grasping skills, fine motor skills, gross motor skills, and language and coordination of their body movement. Parents will be notified on a daily basis regarding feeding, diapering, need for diapers/clothing, or activities.

### Bottles

Bottles must be labeled with the child's name and date on a daily basis. The bottle must be prepared for single use. The staff will discard any excess formula, breast milk, juice, or food after each feeding.

Bottles must be plastic. Glass bottles are prohibited in the Nido classroom due to safety risk. Breastfed infants must be able to drink from a bottle. If they are unable to drink from a bottle, parents must be able to come into the school and feed.

Per SC DSS regulations bottles are not allowed in the crib at any time. Infants who are unable to hold their bottle will be held during feeding until they are able to hold their bottles. Bottles are not allowed to be propped up for feeding.

### Clothing and Diapers

Please bring in at least (3) changes of clothing and an ample amount of diapers to be stored for your child in their labeled cubbies. The school will provide wipes. Extra bibs and/or burp cloth should be included in your child's diaper bag to be used as necessary. Parents will be contacted to bring items as needed.

### Development

The staff at Montessori West is unable to diagnosis any physical, mental, or medical conditions. You may review the CDC growth and development chart along with consulting with your pediatrician for any questions regarding the development of the child.

### Food

Per SC DSS regulations all food for infants shall be cut into one-quarter inch or less and one-half inch or less for toddlers. Our school will provide nutritious snack throughout the day. If you prefer for your child to eat particular snack you may pack them in a lunch container. Please ensure that these snacks are labeled with your child's name and date. If your child develops a food allergy, please inform staff immediately.

Once solid foods are introduced staff will sit with the children during feeding time, assisting when needed. Grapes and hotdogs are not allowed in the Nido classroom. Toddlers will be offered water throughout the day.

### Illness

Montessori West Christian School will always follow the DHEC exclusion policy for any related illness. You may find a copy of this online or in the Nido classroom. Please note that you will be notified to pick your child up promptly. If your child is sent home from school due to illness, they must be symptom free for 24 hours from the time of pick up before returning. No Exceptions. While teething symptoms may resemble other illnesses the staff at Montessori West is unable to diagnosis medical conditions and must follow out illness policy to ensure the safety of the infants in the classroom.

### Rest Time

Per SC DSS infants and children must be placed in a crib if sleeping. Once asleep, children will be placed on their backs in their crib. Safe Sleeping is practiced at Montessori West. You may find information on this in the office.

### Transition Period

The student will begin a transitional period into the Nido II classroom between the ages of 12-15 months.



## SUGGESTED READING

### Books about Montessori

- Montessori: A Modern Approach by Paul Polk Lillard
- *The Hidden Hinge* by Rosa Covington Packard
- The Secret of Childhood by Maria Montessori
- Dr. Montessori's Own Handbook by Maria Montessori
- The Discovery of the Child by Maria Montessori
- *The Absorbent Mind* by Maria Montessori
- The Essential Montessori by E. Hainstock
- The Pink What? A Quick Reference Guide to Montessori Materials and Montessori and Your Child- A Primer for Parents by T. Mallory
- Teaching Montessori in the Home by E. Hainstock
- Teaching Montessori in the Home: The School Years by E. Hainstock
- Montessori Today - A Comprehensive Approach to Education from Birth to Adulthood by P.P. Lillard

## A Christian School

Montessori West Christian School is not part of a church or a denomination. The staff comes from a variety of Christian backgrounds. What we share in common and what we model for our children is that each of us has a personal relationship with Jesus Christ that makes our lives different.

We share the belief that our lives need to be transformed by our relationship to Jesus. Our Spiritual work is not an addition to all of the other wonderful qualities we possess but is at the heart of our lives making our lives dynamic and outwardly oriented, first to God, then to others.

The successful Christian life brings great happiness, not only to us but to others.

### What are our Christian practices at Montessori West Christian School?

We have no formal doctrine or catechism classes. We pledge allegiance to the flag, sing several songs, share a scripture, share prayer requests, and pray for our moms and dads and the other needs of our daily lives.

Once a week for approximately thirty minutes, we will sing and tell a Bible story. We share the positive character traits from our stories. We emphasize the virtues of being brave like David, wise like Solomon, faithful like Daniel, etc. We also share the wonderful news that God loves us and has a wonderful plan for our lives.

The Bible story is continued all week and shared in a multiple of fashions -everything from reading to acting the story out.

Hands-on Bible lessons are part of the academic materials available in the classroom.

One of our studio classes is a Bible class studio where we share stories that are fun and entertaining but that also carry positive character building virtues, conduct art projects, dramas and sing, as well as conduct science projects that glorify our Creator.

## Statement of Belief

*"Accept my teachings and learn from me, because I am gentle and humble in spirit and you will find rest for your lives." Jesus (Matthew 11:29)*

*There is one God, eternally existing in three persons. (Romans 8; Ephesians 1:13-14)*

*God, out of love for his children, sent his son Jesus Christ to die for our sins, and rise from the dead. (1 Corinthians 15:1-8)*

*The Bible is the inspired word of God and is the final authority in life and doctrine. (2 Timothy 3:16)*

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*Salvation is a free gift of God. The death of Christ on the cross is the only sufficient payment*

*for our sins. All have sinned, but all can be saved. This salvation is available for any who put their trust in Christ as Savior. (Rom. 3:23, Romans 6:23, John 3:16)*

*Those trusting Christ should repent of sin, confess their faith and be baptized. (Romans 10:9, Acts 2:38)*

*The church is the body of Christ on earth, empowered by the Holy Spirit to continue the task of reaching the lost and disciplining the saved, helping them become fully devoted followers of Christ. (Ephesians 4:1-16)*

*Christ will one day return and reign forever. (1 Thessalonians 4:13-18)*

We have no creed. We believe only what the Bible teaches. Specifically, we believe:

- That the Bible is the inspired and infallible, authoritative Word of God.
- That God, the Father, Christ the Son and the Holy Spirit are mysteriously one.
- In the deity of Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His atoning death on the cross, in His bodily resurrection, in His ascension to the Father, and in His future return to Earth in power and glory.
- That for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- In the creation of man by the direct act of God as recorded in the Book of Genesis.
- In the present ministry of the Holy Spirit indwelling Christians and enabling them to live a godly life.
- In the resurrection of both the saved and the lost; those that are saved unto everlasting life with God and they that are lost unto everlasting damnation.





# Montessori West Christian School



## Enrollment Application 2021-2022

Date of Application \_\_\_\_\_

Office Use

Date Pd \_\_\_\_\_

Amt Pd \_\_\_\_\_

For which program are you applying? ☐ Nido 1 ☐ Nido 2 ☐ Pre-Primary ☐ Primary ☐ Kindergarten

For which pick up time are you applying? ☐ 12:00 (half day) ☐ 3:00 (full day) ☐ 5:30 (extended day)

Child's Name \_\_\_\_\_  
Last First Middle Preferred

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Male ☐ Female ☐

Address \_\_\_\_\_  
Street City, State Zip

Mother's Name	Father's Name
Mother's Daytime Phone	Father's Daytime Phone
Mother's Cell	Father's Cell
Mother's Employer	Father's Employer
Mother's Email	Father's Email

Contact Preference ☐ Phone \_\_\_\_\_ ☐ Email \_\_\_\_\_

Child Lives With ☐ Both Parents ☐ Mother ☐ Father ☐ Other

If other, relationship to child \_\_\_\_\_ Is this a legal guardian? ☐ Yes ☐ No

**If there is a separation or divorce in the family, you must provide proper court documentation regarding custody of the child.**

Please enclose the enrollment fee with your application. This fee is non-refundable. Your application is regarded as a formal request for consideration of your son or daughter as a student at Montessori West Christian School for the 2021-2022 school year.

Montessori West has a nondiscriminatory policy relative to race, color and national origin with respect to the admission of students and the employment of faculty and administrative staff. Montessori West considers the records of all individual students and staff to be confidential. Information is available to a child's parents or guardians upon request. Records will only be released to other schools or agencies upon signed request from a parent or guardian and only after all accounts are paid in full.

## ***Parent Agreement Academic Year 2021-2022***

I wish to enroll my child, (first name) \_\_\_\_\_ (last name) \_\_\_\_\_, in Montessori West Christian School for the academic year 2021-2022. I understand that this agreement is a legally binding contract and the enclosed enrollment fee is non-refundable. Enrollment in MWCS is a commitment for the entire academic year with classes beginning August 16, 2021.

I understand entrance key fobs are \$50 per key fob, including key fobs that need to be replaced due to damage or loss.

I understand that all tuition payments are due the first day of each month. Payments not made by the 10<sup>th</sup> of the month will incur a 15% late charge. I understand that tuition and any late charges must be paid by the 20<sup>th</sup> of the month in order for a child to continue their enrollment at MWCS. I further understand there are no reductions of monthly tuition for holidays, vacations, illness or lost school days due to inclement weather.

In the event it is necessary for me to withdraw my child from MWCS, I agree to give 30 days written notice. I understand if 30 days written notice is not given, an additional tuition payment will be due.

I agree to adhere to the probation period of thirty days of admission to the school. If in that time it is apparent to the administration and teacher that the Montessori environment is not appropriate for my child, I will withdraw my child from MWCS.

I understand the importance of parental involvement and agree to attend parent/teacher conferences.

I understand that MWCS is a Christian Montessori School and classes will fully integrate Montessori lessons with non-denominational Bible stories and principles. All classes will include Christian reading material and direct and indirect references to God and Christ during the day.

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Parent's Name (print)

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Date

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Parent's Signature

## ***Parent Guidelines Agreement 2021-2022***

**I have read and reviewed Montessori West Christian School Parent Guidelines and I agree to abide by the procedures and guidelines listed.**

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Child's Name

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Parent's Name (print)

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Date

---

Parent's Signature

## ***Emergency Contact Information 2021-2022***

Child's Name \_\_\_\_\_ DOB \_\_\_\_\_

In the event of an emergency and we are unable to reach either parent, please give two emergency contacts:

Name	Name
Relationship	Relationship
Address	Address
City, State Zip	City, State Zip
Best Phone	Best Phone
DL#	DL#

Health Insurance Provider	Policy #
Policy Holder Name	Policy Holder DOB
Child's Physician	Child's Dentist
Physician Phone	Dentist Phone
Physician Address	Dentist Address
Physician City, State Zip	Dentist City, State Zip
Hospital Preference	Hospital Phone
Hospital Address	Hospital City, State Zip

**Please read carefully and sign:**

In the event of an accident or illness involving my child while in the care of Montessori West Christian School, that the staff is authorized to secure such medical care as the situation may reasonably warrant. In the event of an emergency in which I cannot be reached, the physician listed above and the local hospital are hereby authorized to provide any emergency care deemed necessary for my child. I understand that every effort will be made to contact me, my spouse, and emergency contacts before such action is taken.

Parent's Name (print) \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_

## Child Pick-Up Authorization 2021-2022

Child's Name \_\_\_\_\_ DOB \_\_\_\_\_

### Parent Information

Mother's Name	Father's Name
Mother's Best Phone	Father's Best Phone
Mother's DL#	Father's DL#

Additional person(s) who may pick up my child on a less frequent basis:

Name	Name
Relationship	Relationship
Address	Address
City, State Zip	City, State Zip
Phone #	Phone #
DL#	DL#

Any person(s) NOT authorized to pick up my child (please provide legal documents as needed):

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**\*\*Note\*\*** Any person unfamiliar to staff will be required to show photo identification. Under NO circumstances will the child be released to anyone other than those listed above without WRITTEN permission from the parent.

Parent's Name (print) \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_

## ***Pick Up Authorization***

I, \_\_\_\_\_ (parent/guardian) give permission to  
\_\_\_\_\_ to pick up my child,  
\_\_\_\_\_ from Montessori West  
Christian School on \_\_\_\_\_ (date).

The above person shall have authority to drop and pick up my child from Montessori West Christian School.

\_\_\_\_\_  
Parent's Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

## Family Information Form 2021-2022

### Siblings

Sibling Name	Date of Birth	Also applying to MWCS?
Sibling Name	Date of Birth	Also applying to MWCS?

Other Adults (not parent) in the household in which the child lives:

Name	Relationship	Phone
Name	Relationship	Phone

Other Adults who provide care for your child:

Name	Relationship	Phone
Name	Relationship	Phone

Languages spoken in the home \_\_\_\_\_

## Health & Development

### General Health

☐ My child is immunized ☐ My child is exempt from being immunized

\*\*We must have a current immunization or exempt from immunization record on file

☐ Allergies (please list) \_\_\_\_\_

Does your child have an EpiPen? \_\_\_\_\_

☐ Medications (please list) \_\_\_\_\_

☐ Surgery (please list) \_\_\_\_\_

### Physical Development

Please check all that apply:

☐ Asthma ☐ Convulsions ☐ Colic ☐ Ear Infections ☐ Eye Problems  
☐ Headaches ☐ Motor Development Delay ☐ Speech Delay ☐ Stomach Aches

### Birth

☐ Full Term ☐ Premature ☐ Adopted

Did your child experience any trauma at birth? \_\_\_\_\_

### Development

☐ Crawled \_\_\_\_\_ (age) ☐ Sat Up \_\_\_\_\_ (age)

☐ First Word \_\_\_\_\_ (age) ☐ Rolled Over \_\_\_\_\_ (age)

☐ Walked \_\_\_\_\_ (age) ☐ Toilet Trained \_\_\_\_\_ (age)

### Sleeping Habits

☐ Falls asleep easily ☐ Falls asleep with difficulty  
☐ Sleeps through the night ☐ Difficulty sleeping through the night

### Personality

Please check all of the following that describe your child *most* of the time:

☐ Happy ☐ Introverted ☐ Extroverted ☐ Spirited ☐ Strong Willed

☐ Dramatic ☐ Cooperative ☐ Active ☐ Empathetic ☐ Adventurous

☐ Cautious ☐ Cries Easily ☐ Moody ☐ Confident ☐ Prefers to Lead

☐ Shy ☐ Sensitive ☐ Affectionate ☐ Persevering ☐ Prefers to Follow

## Background Information

Describe your child's adjustment to school or separation from parents:

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Does your child currently receive any development services or other medical treatment (ex: speech therapy):

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How much time does your child spend with other children outside of school?

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Is your child involved in any extracurricular activities outside of school?

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---

How does your child handle frustration?

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What approach to discipline do you use?

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Please describe any discipline problems you may be experiencing with your child at this time?

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How many hours does your child spend using electronic devices (ex: watching TV, tablet...)?

\_\_\_\_\_ a day \_\_\_\_\_ a week

What are your educational goals for your child while at Montessori West Christian School?

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## ***Media Release 2021-2022***

**Montessori West, Ltd  
Christian School  
Internet/Media Consent and Release Agreement  
2021-2022 School Year**

Children attending Montessori West, Ltd. Christian School may occasionally be photographed to be a part of the school publicity, publications, advertisements and internet/website use. In order to guarantee your child's privacy and ensure your agreement for your child to participate, Montessori West, Ltd. asks that you sign and return this form to the school for each of your children

The form referenced below indicates approval for the children's picture or portrait (video and still) to appear in school publicity, publications, videos or on the school's website. These pictures and articles used in newspapers, publications and advertisements may or may not personally identify the child by name. Any of the information listed may be used by the school in subsequent years.

### **Agreement**

Parent/Guardian grants release to Montessori West, Ltd. the child's name, picture, portrait (video or still) and consent to their use by Montessori West, Ltd.

Montessori West, Ltd. agrees that the child's name, picture, portrait (video or still) shall only be used for public relations, public information, school promotion, publicity, and instruction.

Parent/Guardian understands and agrees that:

1. No monetary consideration shall be paid;
2. Consent and release have been given without coercion or duress;
3. This agreement is binding upon heirs and or future legal representatives;
4. The photos or videos may be used in subsequent years;
5. This agreement will be valid through the 2020-2021 school year.

Effective Date of Agreement \_\_\_\_\_

Child Name \_\_\_\_\_

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

# Friday Pizza

If you would like your child to have pizza on Fridays for the 2020-2021 school year, please return the form & money by August 16<sup>th</sup>.

Please know, if we do not receive this form & payment, your child will need to bring his/her lunch to school on Fridays.

The price for pizza will be \$7.00/month, totaling \$66.00 for the school year.

Yes, I would like my child, \_\_\_\_\_, to have pizza on Friday during the 2021-2022 school year.

I have included \$66.00 (cash/check).

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_



# Montessori West Christian School, Ltd.

8800 Warren H. Abernathy Hwy. Spartanburg, SC 29301 864-576-5414

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## Access Key Order Form

1) Parent #1 \_\_\_\_\_ Key #1

2) Parent #2 \_\_\_\_\_ Key #2

3) Other \_\_\_\_\_

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

I understand each key will cost \$50. However, upon returning my key I will receive a \$25 refund.

Signature \_\_\_\_\_ Date \_\_\_\_\_



**South Carolina Department of Social Services  
Child Care Regulatory Services**

## GENERAL RECORD AND STATEMENT OF CHILD'S HEALTH FOR ADMISSION TO CHILD CARE FACILITY

This form is to be completed for each child at the time of enrollment in the child care facility, updated as needed when changes occur, and maintained on file at the facility.

**GENERAL INFORMATION:** (to be completed by Parent or Guardian)

Name of Facility: \_\_\_\_\_ County: \_\_\_\_\_  
Address: \_\_\_\_\_

Street Address – no Post Office Boxes

City, State, Zip

**Child's Name:**

Date of Birth: \_\_\_\_\_  
Last First Middle Initial Nick Name  
Enrollment Date: \_\_\_\_\_

Child's Current Home Address: \_\_\_\_\_  
Street Address City, State, Zip

Parent/Guardian's Full Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Parent/Guardian's Full Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

**You must have two individuals who have the authority to obtain emergency medical treatment for the child.**

1. Person responsible if parent/guardian unavailable for emergency medical services:

Full Name Relationship  
Address: \_\_\_\_\_  
Street Address City, State, Zip  
Telephone Number(s): \_\_\_\_\_ Family Code Word(s): \_\_\_\_\_

2. Person responsible if parent/guardian unavailable for emergency medical services:

Full Name Relationship  
Address: \_\_\_\_\_  
Street Address City, State, Zip  
Telephone Number(s): \_\_\_\_\_ Family Code Word(s): \_\_\_\_\_

Is Child currently enrolled in school? (5K up to 6 years old) Yes No

My Child will regularly attend this facility FROM \_\_\_\_\_ am/pm TO \_\_\_\_\_ am/pm

If Child is a drop-in, indicate hours of care: **FROM** \_\_\_\_\_ am/pm **TO** \_\_\_\_\_ am/pm

**Check** all days Child will regularly attend this facility: **Mon Tue Wed Thurs Fri Sat Sun**

**Check** all meals Child will receive daily: **Meals are not offered Breakfast Morning Snack Lunch**

④ **Afternoon Snack Dinner Evening Snack**

**HEALTH INFORMATION:** (to be completed by Parent or Guardian)

Family Physician or Health Resource: \_\_\_\_\_  
Name

Street Address	City, State, Zip	Telephone
Emergency Care Provider:		

Emergency Facility Name

Street Address

City, State, Zip

Telephone

DSS Form 2900 (MAR 10) Edition of OCT 07 is obsolete.

Dental Care Provider:

Name

Street Address

City, State, Zip

Telephone

Health Insurance Provider:

Certificate of Immunization:    Yes    No    N/A Please explain:

**My child has the following health conditions such as allergies, asthma, diabetes, epilepsy, etc., and/or takes the following medications on a regular basis:**

Additional Comments:

I certify that to the best of my knowledge

Child's Name

is in good mental and physical health and able to participate in the childcare program at

Name of Child Care Facility

Signature:

Parent or Guardian

Date:

Signature:

Director/Operator/Staff Designee

Date:

