

**NUTRITION PROGRAM**  
**OUR SCHOOL IS A NUT-FREE SCHOOL**

The Montessori School of the Angels, Inc. does not provide meals for the children. The school does serve milk 2 times a day for the **Preschool and Kindergarten** children at mid-morning snack and at lunch time. Water is available throughout the day.

~ Morning snack will consist of a healthy snack (**NO PEANUT BUTTER, TREE NUTS ETC.**) Each child shall bring in their own **nut-free** snack.

Each **Elementary** child is given the opportunity to have a snack during the morning. Each child shall bring in their own **nut-free** snack. Water is available throughout the day. Milk is available at lunch time.

Hot lunches are available each day, however, **parents must order a week in advance. Orders are due first thing Monday morning. If a student is absent, parents should call their order in for the week. Lunch menus are available through email, web site and Friday folders.**

If not buying hot lunch, parents are to prepare a box lunch for their child. (**PLEASE KEEP IN MIND THAT OUR SCHOOL IS NUT-FREE – NO PEANUT BUTTER, TREE NUTS, ETC.**)

~ Microwaves are available to heat lunches for **Preschool/Kindergarten** children.

~ Microwaves are available to heat lunches for **Upper Elementary and Middle School** students.

**~ LOWER ELEMENTARY STUDENTS – LUNCHES SHOULD BE READY TO EAT, e.g. SANDWICHES, VEGETABLES, CHEESE (PLEASE KEEP IN MIND THAT OUR SCHOOL IS NUT-FREE – NO PEANUT BUTTER, TREE NUTS, ETC.) – MICROWAVES ARE NOT AVAILABLE AND WILL NOT BE USED TO HEAT LUNCHES**

Milk or water will be available to all children for lunch. There are water dispensers in each of the **Elementary** classrooms and these are available to the students throughout the day.

All children staying for extended PM care should bring **nut-free** snacks and drinks for 4PM snack. (Crackers and water will be available for those children who do not bring a snack)

**WHEN PREPARING YOUR CHILD'S LUNCH, KEEP HEALTHY NUTRITION IN MIND. PROVIDE WISE CHOICES THAT CONTAIN THE NUTRIENTS NECESSARY FOR HEALTHY BODIES. AVOID EMPTY CALORIE FOODS SUCH AS SODA, CANDY, GUM, CHIPS AND CAKES. EMPTY CALORIE FOODS FILL YOUR CHILD'S LITTLE STOMACHS AND, BESIDES NOT PROMOTING A HEALTHY BODY, THEY MAY ADD UNWANTED POUNDS.**

**THE MONTESSORI SCHOOL OF THE ANGELS, INC.**  
**PARENT/STUDENT HANDBOOK**

**PRESCHOOL THROUGH MIDDLE SCHOOL**

**CONTENTS INCLUDE:**

**Information exclusive to The Montessori School of the Angels, Inc.**

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## PHILOSOPHY

**The Montessori School of the Angels, Inc. is a Roman Catholic, Independent, Private School. The Montessori School of the Angels, Inc. is a non-discriminatory school for children from Preschool through Middle School.**

### **The school is dedicated to the belief that:**

- ~ Education must meet the needs of the whole child: spirit, mind and body.
- ~ The child has an innate desire to learn and will learn, given the proper environment.
- ~ The first avenues to the intellect are the senses.

### **Thus the approach to teaching is based on RESPECT for the child with an aim to:**

- ~ Provide the means for the child to help himself/herself in order to acquire the characteristics necessary for a happy, mature, and contributing adult.

## GOALS AND OBJECTIVES

### **The school aims:**

- ~ To help children develop to the fullness of their individual potential;
- ~ To help them achieve independence, concentration and ultimately the inner discipline that sets them free.

### **To realize the above, the teacher is expected to be:**

- ~ A loving presence radiating love, joy and security of our Lord, Jesus Christ,
- ~ A link between the child and the environment,
- ~ An observing, guiding person, but NEVER pressuring or imposing his/her will or ideas.

## CHARACTERISTICS OF CHILDREN SERVED

### **The children who are enrolled in the Montessori School of the Angels are:**

- ~ Children of parents who desire the "specialized" Montessori program for their child.
- ~ Children of parents from all walks of life who share the desire that their children benefit from a Montessori environment.

## ENROLLMENT INTO THE ELEMENTARY PROGRAM

### **Elementary enrollment is determined by the following -**

First consideration will be given to the Montessori School of the Angels, Inc. Kindergarten children. In the event that there are more than 14 children applying for the Elementary Program, acceptance will be determined by the original registration date of each child.

The school does not provide for children who would have special needs that require specialized teachers.

## CHILD'S PERSONAL BELONGINGS

### **Lunch box and backpack for Elementary and Middle School students -**

- ~ Your child's name should be clearly marked, in large clear letters on the outside of his/her lunch box and backpack for Elementary and Middle School.
- ~ Lunch boxes should include a napkin, utensils etc.
- ~ **NO BACKPACKS FOR PRESCHOOL AND KINDERGARTEN STUDENTS.**

### **Clothing -**

- ~ **ALL ARTICLES OF CLOTHING SHOULD BE MARKED WITH THE CHILD'S NAME - ESPECIALLY UNIFORM ITEMS THAT ARE REMOVABLE SUCH AS SWEATERS AND SWEATSHIRTS.**

### **Extra clothing for Preschool and Kindergarten children -**

- ~ 2 sets
- ~ Sets should include underpants, undershirts and socks.
- ~ Sets should be in separate bags and have child's name clearly written on the bags.
- ~ Sets should be in school ON or BEFORE the FIRST DAY of school and **replaced IMMEDIATELY** after use.

### **Jewelry -**

- ~ For obvious reasons, necklaces, hoop earrings or dangling earrings, bracelets, plastic head bands and belt loop jewelry are not allowed. Religious medals and crosses must be worn inside shirt. No other medals are allowed.

### **Cell Phones & Other Electronic Devices – NO CELL PHONES, IPODS, OR TABLETS ARE ALLOWED IN SCHOOL. Computers or Tablets for school work are the only devices allowed and during class time only.**

- ~ Students are not allowed to have cell phones at any time on school property. A phone is always available for **emergency** calls.

### **Toys - NO TOYS, INCLUDING BALLS OF ANY KIND – BEFORE, DURING OR AFTER SCHOOL, ARE ALLOWED.**

- ~ Nothing in the way of toys, coloring books, trading cards, hand-held games, iPods, MP3 players, etc. should be brought to school.

## CELEBRATIONS

### **Birthdays at school:**

- ~ A child's birthday will be acknowledged on or as near to the actual date.
- ~ The June, July and August birthdays are acknowledged before school ends in June.

### **Dress down days:**

- ~ Once a month, usually the last Friday of the month, the children have the option of donating \$1.00 to dress down for that day. The money is usually donated to a charitable cause, an individual class event or a special school event. Occasionally there is a free dress down day.

### **Parties outside school after school hours:**

- ~ A child will not be allowed to leave school with other parents without a written note from his/her parents.

### **Greeting cards:**

- ~ Exchange of greeting cards will be at the discretion of the class teacher. If cards are to be exchanged, please include the entire class in the exchange. Name lists are always available in the school office.

## EMERGENCY SITUATIONS – INFORMATION & SCHOOL CANCELLATION

*A school cancellation notice, if and when applicable, will be sent to everyone who has provided their email address to the office.*

*Cancellation notices will also be listed through the Rhode Island Broadcasters – Channels 6, 10 & 12 and various radio stations and on WSAR AM 1480.*

Announcements also on our Website <http://www.tmsainc.org/> and on FACEBOOK

**For your child's protection, it is important that the school be able to locate parents or another parent-approved responsible person at all times.**

**For that purpose we ask:**

- ~ **That parents' work addresses and telephone numbers be updated when changes occur.**
- ~ **That names and contact numbers of other responsible persons be revised according to needs.**
- ~ **That the school office be notified of any short-term deviation from any of the above; e.g. one or more days.**

Obviously, when a child is sick or hurt accidentally, the school would call the person located nearest to the school unless a priority has been clearly indicated by the parents.

In extraordinary cases, when time is a factor, the school should know your choice of doctor/hospital so that your child can be helped while you are being notified.

### **NOTES:**

- ~ **CHAPSTICK** - Please do not allow your child to bring a chapstick to school. Vaseline is available at the office for children who may require it. This precaution is recommended because children have the tendency to share good things with their friends.
- ~ **BENADRYL** - The school will have Benadryl on hand in case of emergency allergic reactions and will only dispense to a child after speaking to the parent on the phone if the parent has signed the permission slip at the end of this handbook **authorizing** the same.
- ~ **TYLENOL** - The school will also have Tylenol available if needed. Again, this will not be dispensed unless a permission slip has been signed and someone from the office is able to speak with a parent beforehand.

**(Please sign permission slip at the end of this Handbook and return to office.)**

## SERVICES PROVIDED

- ~ The primary service is the education of children according to the Montessori Method. This method includes The Catechesis of the Good Shepherd, French, (Portuguese for Middle School students), Music, Art and Physical Education.
- ~ The school provides extended care for children by including two margins of time before and after class time.
- ~ The school offers Mass attendance for Elementary children on Holy Days of Obligation and also at other times during the school year.

## NON-DISCRIMINATION

The Montessori School of the Angels, Inc. admits students of any race, color, ethnic origin and religion to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, ethnic origin or religion in the administration of its educational policies, admissions policies, athletic and other school administered programs.

The school accepts any child that qualifies for enrollment regardless of race, religion, cultural heritage, political beliefs or physical handicaps.

**SCHOOL ENROLLMENT IS DETERMINED BY THE FOLLOWING:**

**Preschool -**

- ~ Age requirement: a child must be at least 2 years 9 months **before** August 31<sup>st</sup>.
- ~ Preparedness - maturity: **the child must be toilet-trained.**
- ~ The school does not provide for children who would have special needs that require specialized teachers.

**Kindergarten -**

- ~ Age requirement: a child must be at least 5 years old by August 31<sup>st</sup>.
- ~ Preparedness - each child, before being accepted into the Kindergarten Program, will be assessed by his/her teacher to determine readiness both in social and academic skills.
- ~ The Montessori School of the Angels reserves the right to refuse admittance of any child into the Kindergarten Program because of birth date and/or lack of social or academic skills.
- ~ The school does not provide for children who would have special needs that require specialized teachers.

**Montessori Elementary Program -**

- ~ First consideration will be given to the Kindergarten children enrolled in The Montessori School of the Angels, Inc. In the event that there are more than 14 children applying for the Elementary Program, acceptance will be determined by the original registration date of each child and/or teacher recommendation.

**The school does not provide for children who would have special needs that require specialized teachers.**

**PROCEDURES FOR ENROLLMENT**

**Preregistration – Waiting or Call List**

Parents must submit an application along with a \$25.00 fee to place their child’s name on a waiting list for the year of their choice. This can be done when the child is yet but an infant. These applications are placed in a register in the order that they are received, according to age of the child and year of desired entrance.

**Registration**

At registration time parents are called:

- ~ When an opening is available
- ~ As the name appears on the Application Register. During this call, parents are briefed on items necessary toward decision-making. After a determined period of time for consideration, if these parents are interested, an appointment is set up for a visit to the school and an interview with the Admissions Coordinator.
- ~ At that visit parents will be informed of the following:
- ~ Philosophy, Aim and Goals of the school
- ~ Services provided
- ~ Procedures for Teacher Contacts
- ~ Procedures relating to children’s records
- ~ Procedures for providing emergency health care

During the school visit and prior to the child’s entrance to school, the parents may visit the classrooms.

**FEES**

**TUITION FEES**

Regular tuition fees for the year 2016-2017:

~ All Elementary and Middle School Students .....	\$7,195.00
~ Full Day Preschool/Kindergarten .....	\$7,195.00
~ Full Day Preschool – 3 days .....	\$5,200.00
~ Half Day Preschool – 5 days .....	\$6,350.00
~ Half Day Preschool – 3 days .....	\$4,800.00

**TUITION PAYMENT PLAN**

- ~ Tuition must be paid in full by January 1, 2017.
- ~ Tuition may be paid through **FACTS Tuition Management** over a period of 10 months for an additional fee of \$42.00 paid directly to **FACTS Management**. Payments begin on April 1, 2016 and end with the January 1, 2017 payment.

**PLEASE NOTE that all tuition and fees are non-refundable.**

**TUITION PAYMENT POLICIES**

- ~ In a private school such as ours, tuition fees are the only income providing the school with the means to assume daily operating costs. Fundraisers meet the extraordinary expenses.
- ~ **It is imperative, therefore, that tuition fees be paid regularly and consistently by all families.**
- ~ Payments must be up to date before any transcripts will be mailed to a new school. This applies to 8<sup>th</sup> grade students applying to High School as well as students at other levels.

**POLICIES**

- ~ Unusual family circumstances requiring some delay in payments must be prearranged at the office.
- ~ **Overdue payments will generate a \$40.00 late fee to FACTS Management.**
- ~ Unless the financial agreement made at registration is met regularly, we regret that we cannot keep your child in our school.
- ~ After 3:30 PM, a fee of \$5.00 per day will be charged for after school care.
- ~ **A fee of \$5.00 per each quarter hour per child picked up after 5 PM will be charged.**

**FEES REQUIRED AT TIME OF REGISTRATION AND EACH YEAR AT COMMITMENT TIME (except registration fee)**

REGISTRATION FEE (non-refundable). .....	\$ 75.00
TUITION DEPOSIT (non-refundable).....	200.00
MATERIALS FEE (non-refundable).....	200.00

## HEALTH INFORMATION:

### HEALTH RECORDS REQUIRED BY STATE LAW

All immunizations must meet the requirements of the State of Massachusetts.

### MEDICAL PERMITS

Medical permits to return to school are needed:

- ~ after an absence of 5 consecutive school days;
- ~ after exclusion from school by the school nurse or principal for medical reasons.

### POLICY RE: "MEDICINE BROUGHT TO SCHOOL"

**Compliance with the regulation of the State of Massachusetts requires that:**

- ~ No medication, including the over-the-counter non-prescription type, can be dispensed in school without the signature of a **PARENT**.
- ~ Prescription medicine bottles brought to school must bear the pharmacist label stating the type of medicine, dosage, and the doctor's name.
- ~ The school staff must be made aware of possible side effects of these medications.

In the event that medication is required for your child, the medication will be brought to the school **office** by the parent and given to Mrs. Levesque, Mrs. Oliveira or Mrs. Phenix. No other staff member has the authority to accept any medication or any information regarding your child's medication. If this rule is not complied with, the medication will not be dispensed.

**The school has Tylenol and Benadryl (for emergency allergic reactions) and will dispense to a child as needed after speaking to the parent if the permission slip at the end of this handbook has been signed and returned to the school.**

## TOILETING PLAN

### **Preschool/Kindergarten**

The Montessori School of the Angels, Inc. does not enroll toddlers, and one of the prerequisites for admission is that the child be toilet-trained.

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The following are procedures, identification of facilities, and/or recommendation pertaining to toileting:

There are toilets, sinks and individual paper towels provided in a centralized location. Children have access to this area at all times. There shall be at all times toilet paper within each toilet cubicle.

These areas shall be maintained, cleaned and sanitized on a daily basis.

Children shall wash their hands with soap and running water after toileting, and also before handling food. Staff members shall observe the same rules, and shall assist children in the development of these habits.

**Parents shall bring extra sets of underwear (2 sets - T-shirt, underpants and socks) for preschoolers and kindergartners to be used in case of wetting or soiling.** Outer clothing (plaid uniform or pants) will be provided by the school. The children will borrow the clean outer clothing as needed.

Clothing soiled by feces, urine, vomit, blood or other shall be rinsed, plastic bagged and returned to the parents the same day.

Parents shall replace underwear after each use.

**Borrowed outer clothing shall be washed and returned the following school day.**

No child shall be punished, verbally abused, or humiliated, for soiling, wetting, or not using the toilet. *A teacher will assist the child in changing and if soiled will use wet wipes to clean the child.*

If a preschool child must go from the playground to the school building for a bathroom need or any other need, a playground supervisor or older elementary student will accompany him/her into the building.

## DRESS CODE

### **Preschool/Kindergarten and Lower and Upper Elementary**

*Uniforms are to be worn by all students. Items (e.g. sweaters, sweatshirts) must be labeled with the child's name*

~ **BOYS:** shall wear navy blue "DOCKER" style pants or their equivalent (NO SUBSTITUTIONS) (with a belt for Upper Elementary & belt is optional for Lower Elementary) (Preschool/Kindergarten should wear easy on off style pants, elastic waist is acceptable, - no belt), a white collared polo shirt (short or long sleeve) and a plain navy blue pullover sweater, school sweatshirt or school fleece vest. Also, socks shall be plain navy blue or plain white.

~ From September to November 1st and then from May 1st to June, navy blue walking shorts (NO CARGO SHORTS) may be worn with a white polo shirt and navy blue or white socks.

~ **GIRLS:** shall wear TMSA plaid jumpers, skirts, skorts or shorts with a white collared polo shirt and a plain navy blue sweater, school sweatshirt or school fleece vest. Also, socks or tights shall be plain navy blue or plain white.

~ From November 1st to May 1st, navy blue "DOCKER" style pants may be worn.

~ Leather sneakers or leather shoes with rubber soles are the required footwear. This footwear must be laced up and tied at all times or in the case of velcro or zippers fastened at all times. (Please note that backless shoes, high heels, "Heeley's or roller shoes are unacceptable and not allowed. The sneaker or shoe needs to be a full shoe.) NO CROCS ARE ALLOWED FOR PRESCHOL/KINDERGARTEN

~ All elementary children shall have in school for daily wear a pair of "croc type" shoes (which should last the year). Crocs cannot be worn for outdoor before school care, recess and after school care times.

~ **ALL - Gym uniforms:** Gym uniforms including sneakers are to be worn on assigned gym days. (Plain navy blue sweatpants or shorts, plain white tee shirt & plain navy blue sweatshirt – plain navy blue wind pants are also allowed – if the gym uniform is purchased through Donnelly's or Lands End, it will have the school logo.) If a child does not wear the gym uniform he/she will not be allowed to participate in gym.

### **Jewelry -**

~ For obvious reasons, necklaces, hoop earrings or dangling earrings, bracelets, plastic head bands and belt loop jewelry are not allowed. Religious medals and crosses must be worn inside their shirt. No other medals are allowed.  
~ Lower and Upper Elementary students should be neat and clean at all times. If a child is not in full uniform, a notice will be sent home. A child will be sent home to change on the second offense.

### **UNACCEPTABLE - SUBJECT TO DISMISSAL**

Hats (in the school building)

Dyed or colored hair

Shaved heads - nothing less than #2

Shaved designs in hair

Mohawk hair cuts

Boys – long hair – nothing touching the collar or eyebrows

Girls - makeup

Refusing to follow the uniform dress code

Chewing gum

## DOCUMENTS

### **DOCUMENTS NEEDED FOR ENTRANCE:**

- ~ Birth or Baptismal certificate
- ~ Health records
- ~ Previous school records

### **ID CARDS**

Parents and any other person picking up must be prepared to show the current year school ID card.

If, for some reason, a person without such identification must pick up your child, please notify the office first, (preferably in writing) and tell that person to report to the office before picking up your child. A person without an ID card may be asked to show a license to verify their identity.

This ruling also applies to parents of other children in our school that you would authorize to pick up your child.

### **WE CANNOT ALLOW EXCEPTIONS. THIS POLICY CONCERNS THE SAFETY OF YOUR CHILD. WE NEED YOUR COOPERATION.**

If an ID card is lost, please notify the school immediately.



## SCHOOL RULES

1. ~ No running in the school building, walk at all times.
2. ~ No “Heeley’s” or roller shoes of any kind are allowed.
3. ~ No talking in corridors during the school day.
4. ~ No talking in the bathrooms.
5. ~ No jewelry can be worn to school for safety sake.  
Necklaces, hoop earrings or dangling earrings, bracelets, plastic head bands and belt loop jewelry are not allowed. Religious medals and crosses must be worn inside shirt. No other medals are allowed.
6. ~ Acknowledge people when they come into a room or when you meet them in the hall or outside. Give them your best “hello!” In the hall give a wave or a smile, in class a soft hello.
7. ~ When someone asks a question or expresses an idea, even though you think that you may not be interested, be respectful and listen carefully.  
You may even be surprised to learn something.
8. ~ Enjoy playing with each other. Be patient, kind and considerate so that all the children can have fun.
9. ~ Speak kindly, no inappropriate language.
10. ~ Enjoy your lunch. Use your best table manners, such as eating with your mouth closed. Try your best not to drop any food on the floor and if you should drop something, pick it up.
11. ~ Be on time for school. Tardiness is disturbing.
12. ~ Do not interrupt people when they are talking.
13. ~ Keep your uniforms neat and clean. Keep your shoes or sneakers shiny and clean.
14. ~ This is your school. It is your job to make sure that you keep it clean by picking up papers and pencils that you drop, putting things away neatly after use, etc.
15. ~ No talking in Church. Genuflect facing the Holy Eucharist before you get into the bench and again before you leave the Church. Be proud, sit up tall and straight in the benches.
16. ~ All of the staff at The Montessori School of the Angels, Inc. are very important. No matter what their job is, they work to make your school a better place. Be kind and respectful to them.
17. ~ **RESPECT:** There are Ten Commandments and then there is the Great Commandment of Love. Jesus tells us **“This is my Commandment; Love one another as I have loved you”**.

## DRESS CODE (cont.) Middle School

- ~ **BOYS:** shall wear Donnelly’s Uniform Apparel khaki “DOCKER” style pants (NO SUBSTITUTIONS) and a belt. They shall also wear a navy blue embroidered polo shirt, a navy blue pullover sweater, uniform or DTS school sweatshirt or maroon school vest. Also, socks shall be navy blue, white or brown.
- ~ From September to November 1st and then from May 1st to June, **khaki walking shorts (NO CARGO SHORTS)** may be worn with a navy blue polo shirt and navy blue, white or brown socks.
- ~ **Dress Uniforms** consisting of a light blue oxford shirt, khaki dress pants, navy blue socks, dress leather shoes, matching belt and a tie (to be purchased at Donnelly’s or the school office) will be worn on special occasions (i.e., going to church, hosting events, certain field trips, etc.)
- ~ **GIRLS:** shall wear Donnelly’s Uniform Apparel khaki skirt, navy blue embroidered polo shirt, navy blue cardigan, uniform or DTS school sweatshirt or maroon school vest. Also, navy blue or brown crew or knee socks or navy blue tights (NO nylons) shall be worn.
- ~ From November 1st to May 1st, **“Donnelly’s” khaki pants** may be worn.
- ~ **Dress Uniforms** consisting of a knee length “Donnelly’s” khaki uniform skirt, a light blue oxford shirt, navy blue knee socks, flat leather shoes and a tie (to be purchased at Donnelly’s or the school office) will be worn on special occasions (i.e., going to church, hosting events, certain field trips, etc.) **Skirts are not to be rolled up at the waist.**
- ~ **Leather sneakers or leather shoes with rubber soles** are the required footwear. **This footwear must be laced up and tied at all times or in the case of velcro or zippers fastened at all times. (Please note that backless shoes, high heels, “Heeley’s or roller shoes are unacceptable and not allowed. The sneaker or shoe needs to be a full shoe.)**
- ~ Middle School students should bring an extra pair of (old) sneakers, rubbers or boots and old clothes to wear when working in the greenhouse or Mary’s garden.
- ~ **All Middle School children shall have in school for daily wear a pair of “croc type” shoes (which should last the year) or PLAIN house slippers. They must be PLAIN and no more noticeable than shoes would be.**
- ~ **Gym uniforms:** Gym uniforms including sneakers are to be worn on assigned gym days. (Plain navy blue sweatpants or shorts, plain navy blue tee shirt & plain navy blue sweatshirt – plain navy blue wind pants are also allowed – if the gym uniform is purchased through Donnelly’s or Lands End, it will have the school logo.) If a child does not wear the gym uniform he/she will not be allowed to participate in gym.
- ~ **Jewelry** - For obvious reasons, necklaces, hoop earrings or dangling earrings, bracelets, plastic head bands and belt loop jewelry are not allowed. Religious medals and crosses must be worn inside shirt. No other medals are allowed.
- ~ Middle School students should be neat and clean at all times. If a student at this level is not neat and clean and not in full uniform, he or she will receive a detention.

### UNACCEPTABLE - SUBJECT TO DISMISSAL

- Hats (in the school building)
- Dyed or colored hair
- Shaved heads - nothing less than #2
- Shaved designs in hair
- Mohawk hair cuts
- Boys – long hair – nothing touching the collar or eyebrows
- Girls – makeup
- Refusing to follow the uniform dress code – automatic dismissal
- Chewing gum

The Montessori School of the Angels, Inc.  
2016-2017 School Calendar

**Beginning Dates: Elementary –**

3<sup>rd</sup> and 6<sup>th</sup> grades - **Wednesday**, September 7, 2016 - half-day.

2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 6<sup>th</sup> and 8<sup>th</sup> grades - **Thursday**, September 8, 2016 - half-day.

All elementary and middle school students - **Friday**, September 9, 2016 - half-day.

**Welcome Montessori Family Open House for Preschool through 8<sup>th</sup> Grade:**

**Friday, September 9, 2016, 6:00 PM – 7:00 PM.**

**All elementary and middle school students as well as**

**Preschool and Kindergarten (full uniform) – Monday, September 12, 2016 - full day.**

**End of School: June 16, 2017.**

**No-School Dates**

October 10, 2016	Columbus Day
November 11, 2016	Veterans' Day
November 23, 2016	Half Day – Noon dismissal
November 24 & 25, 2016	Thanksgiving Break
December 21, 2016 through January 1, 2017 (classes resume January 4)	Christmas Break
January 16, 2017	Martin Luther King Day
February 20 - 24, 2017	Winter Break
March 16 & 17, 2017	Professional Days
April 14, 2017	Good Friday
April 17 - 21, 2017	Spring Break
May 29, 2017	Memorial Day

**Welcome Montessori Family Open House for Preschool through 8<sup>th</sup> Grade:**

**Friday, September 9, 2016, 6:00 PM – 7:00 PM.**

**Special Dates to Remember**

Spaghetti Supper -	October 15, 2016
Veteran's Day Celebration -	November 7, 2016
Christmas Breakfast with Santa -	December 3, 2016
Christmas play -	December 10, 2016
Catholic Schools Week and Scholastic Book Fair	January 29, 2017 – February 4, 2017
Progress Reports -	February 3, 2017
Father/Daughter Dance -	February 3, 2017
Montessori Schools Week -	February 26, 2017 – March 4, 2017
Ash Wednesday -	March 1, 2017
Lobster Roll Sale -	April 7, 2017
Live Way of the Cross by TMSA students	April 14, 2017
Upper Elementary Yard Sale	April 29, 2017
8 <sup>th</sup> Grade Graduation -	June 1, 2017
Kindergarten Celebration - 7:00 PM	June 16, 2017

**Montessori Night Out -- TBA – Celebrating 25 years**

**THERE IS NO AFTER SCHOOL CARE ON THE LAST FRIDAY OF EACH MONTH.  
STUDENTS MUST BE PICKED UP AT 3:00 PM ON THESE DAYS**

Announcements also on our Website <http://www.tmsainc.org/> and on FACEBOOK

**REQUIREMENTS FOR DISCIPLINE**

**BEHAVIOR MANAGEMENT PLAN**

**The teacher and/or assistant shall be a GUIDE rather than a disciplinarian.**

A well-organized, attractive environment shall foster interest and cooperation in the children and thus reduce problems.

A subtle though firm control shall be founded upon a positive approach, an encouraging attitude and respect for each child's individuality.

When a child is disruptive, the staff member shall approach the child firmly but kindly, speak to him/her in an effort to reason with him/her. Such a temporary "stop" in activities will tend to calm the child and is usually a sufficient positive disciplinary action. This method is also very effective in orienting the child to greater respect for others.

When the above methods are not effective, a "time out" will be imposed.

**However**, the Principal reserves the right to suspend children for severe misbehavior (e.g. fighting, physical abuse, verbal abuse, etc.). The Montessori School of the Angels, Inc. does not condone disrespect for any reason and will not tolerate disrespectful behavior in the school environment.

**Middle school students** will be subject to **DETENTION OR SUSPENSION** not only for uniforms but for any behavior not in compliance with school rules or policies.

**PLEASE KEEP IN MIND**, at times you may question behavior, whether it be of a child or a staff member. If this question should involve an incident which happened at school, please consider discussing your concerns with the staff member first in order to better understand the situation at hand. If you do not feel comfortable speaking with the teacher or are not comfortable with the teacher's response, Mrs. Levesque is always available to serve your needs.

**REMEMBER**, the *child's* needs, **not the adult's needs**, shall be met at all times.



## CONFIDENTIALITY AND DISTRIBUTION OF RECORDS

Information contained in a child's record shall be privileged and confidential. No such information will be distributed without a signed consent from the child's parents.

Parents shall be notified by the school if a child's record is subpoenaed. Upon request at the school office, a parent shall have access to his/her child's record.

## TEACHER RECOMMENDATIONS AND STUDENT TRANSCRIPTS

There is a \$50.00 fee for parents requesting transcripts along with teacher recommendations for application to a new school prior to the 8<sup>th</sup> grade. There is a \$10.00 fee for transcripts alone.

***EXCEPTION: Progress reports will not be issued and transcripts will not be forwarded unless tuition is paid in full.***

## AMENDING THE CHILD'S RECORD

Parents can add information, dates, or other relevant materials to a child's record. Parents may also request deletion or amendment of information in a child's record. In this matter, parents may require a conference with the school principal and the teacher to present their objections. Within one week of the request, the school will make known to the parent if cooperation with his/her request is possible.

## TRANSFER OF RECORDS

Upon request (a written, signed request) from the parent, the school will transfer a child's record, when the child is no longer in the school's care.

***EXCEPTION: Progress reports will not be issued and transcripts will not be forwarded unless tuition is paid in full. In the event of withdrawal, transfer, or expulsion, the parents are responsible for full payment of tuition and other fees. The school reserves the right to withhold progress reports and student records until tuition and other fees have been paid in full. By signing the Student Handbook Agreement (or the initial Application for Enrollment or an Application for Re-enrollment), you are authorizing the school to withhold progress reports and other records until tuition and other fees have been paid in full.***

## AVAILABILITY OF INFORMATION TO THE OFFICE

Employees of the "Office" authorized by the Principal, and involved in the regulatory process, shall, upon request, be granted access to information in a child's record. Identifying Case Material shall not be removed from the premises. Such employees of the "Office" shall maintain the confidentiality of individual records.

## DAILY SCHEDULE

7:00	School doors open
8:25	<b>Morning assembly – MANDATORY FOR ALL ELEMENTARY &amp; MIDDLE SCHOOL STUDENTS</b>
8:25	Morning classes begin for Preschool/Kindergarten students
11:00 to 12:00 }	{ Lunch & supervised movement for Preschool & Kindergarten students
12:00 – 1:00	Naptime for Kindergarten students
12:00 – 1:30	Naptime for Preschool students
12:00 – 12:30	Lunch for elementary students
12:30 – 1:00	Supervised movement for elementary students
1:00	Elementary classes resume
1:00 – 1:30	Science for Kindergarten students
1:30	Preschool/Kindergarten classes resume
3:00	Classes end
5:00	School doors close

## ARRIVING AND LEAVING

Upon arrival, parents are to leave their child outside the playroom door. The supervising staff will gladly assist your child with their needs.

Regular dismissal is between 3:00 and 3:30 PM from the main entrance. From 3:30 PM to 5:00 PM after school care is available for a fee of \$5.00 charged on a daily basis. Pick up for after school care will be in designated care areas. All early dismissals must be arranged through the office and should be scheduled for the hours between 12 Noon and 1:00 PM.

**Your child will not be released to anyone who does not have a school ID card. The office must be notified by the parents if someone who is not listed in the school records will be picking their child up at school.**

## TARDINESS

***Morning assembly is mandatory for all Elementary and Middle School students. Tardiness causes anxiety for your child and is disruptive for the other children. Tardiness may also deprive your child of some very important information meant to facilitate his/her learning. This is unacceptable!***

**YOUR CHILD NEEDS TO BE AT SCHOOL NO LATER THAN 8:25AM. THE SCHOOL DOORS WILL BE LOCKED PROMPTLY AT 8:25AM. FOR THE SAFETY OF THE CHILDREN, THE DOOR WILL NOT BE OPENED TO PARENTS OR STUDENTS UNTIL ALL STUDENTS HAVE PASSED THROUGH THE LOBBY FROM THE AUDITORIUM TO THE CLASSROOMS**

## LATE PICK-UPS

Late pick-ups after 5 PM cause a great inconvenience to the staff. Anyone who is picked up after 5 PM will be charged at a rate of \$5.00 per each quarter hour. Please understand that our supervisors are paid at an hourly rate and we must compensate them for their time.

**AFTER 5PM THERE WILL BE A CHARGE OF \$5.00 FOR EACH ADDITIONAL QUARTER HOUR!**

## CONTACTS

### **OFFICE:**

Mrs. Alice Marie Levesque	Principal
Mrs. Kathleen Oliveira	Preschool Director
Mrs. Christine Phenix	Administrative Assistant/ Admissions Coordinator

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### **Preschool/Kindergarten Class A**

Mrs. Kathleen Oliveira	3 – 6 Montessori Lead Teacher
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### **Preschool/Kindergarten Class B**

Mrs. Lynne Anselmo	3 – 6 Montessori Teacher
Mrs. Sherri Costa	Assistant Teacher

### **Lower Elementary**

Mrs. Alice Marie Levesque	Elementary Montessori Teacher
Mrs. Elizabeth Brow	Elementary Montessori Teacher
Mrs. Takako Levesque	Elementary Montessori Teacher

### **Upper Elementary**

Mrs. Brigitte Davis	Elementary Montessori Teacher
Mrs. Gail DeNardo	Assistant

### **Middle School**

Mr. Stephen Davis	Elementary Montessori Teacher
Mr. Emery Gomes	Elementary Teacher

### **Religious Education based on Roman Catholic Teachings**

Mrs. Suzanne Pimental	Certified Catechesis of the Good Shepherd Teacher for Preschool through Grade 8
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### **Foreign Language**

Mrs. M. Rosario Correia	French Teacher/Portuguese Teacher
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### **Reading**

Mrs. Dolores Lajoie	Kindergarten & Elementary Remedial Reading
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### **Physical Education**

Ms. Lorraine White	Preschool/Kindergarten and Lower and Upper Elementary
Mrs. Sonya Smith	Middle School

### **Botany and Gardening**

Mrs. Sarah LaValley	Middle School
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### **Lunch Coordinator**

Mrs. Claire Dumoulin	Preschool and Elementary
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## CONTACTS WITH SCHOOL PERSONNEL

During School hours .....Tel: 508-636-0200 .....Fax: 508-636-7200

**Teachers cannot be reached by telephone during school hours except for extreme emergency purposes.**

**All staff members may be reached by leaving a message with someone at the school office or through e-mail to Mrs. Phenix at [TMSA1992@gmail](mailto:TMSA1992@gmail.com), or [TMSA1992@tmsainc.org](mailto:TMSA1992@tmsainc.org). Mrs. Levesque may also be reached through the office or by e-mail at [TMSAprincipal@aol.com](mailto:TMSAprincipal@aol.com) or [principal@tmsainc.org](mailto:principal@tmsainc.org).**

**The school's website is – <http://www.tmsainc.org/>. Visit the website for more contact information.**

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## PARENT INFORMATION

### PARENTAL VISITS

Parents are welcome to visit the school at any time. The school has an open door policy. However, parents must sign in at the office upon their arrival to visit the school. If the need arises to have their child dismissed before dismissal time (3PM), parents must pick up their child from the school office.

### PARENTAL INPUT

Staff and office personnel are available daily to parents - personally, by telephone or in writing - for questions, suggestions, information and explanations on policies and activities concerning them or their child.

If you have a need to speak to a teacher, please make an appointment to do so through Mrs. Phenix. Although they are in their classrooms at 8 AM, they are preparing their lessons for the day. Time has a way of slipping by, therefore please keep in mind that in the morning teachers need to be with their students at 8:25.

### REPORTS TO PARENTS

Teachers and parents can meet often, daily if the need exists, to keep parents informed on the progress of their child. Teachers are available by appointment before school until 8:25 AM and again after school after 3:30 PM.

Teachers welcome such opportunities and often request them.

Written progress reports will be prepared and issued twice a year, in February and in June. These progress reports are sent home to the parents for review of their child's academic, social and behavioral progress.

### PARENT CONFERENCES

Parent-Teacher conferences are by appointment only. Many parents keep in touch on a frequent basis and are welcome to do so. If ever there is a concern that needs to be addressed in detail, the parent or teacher is encouraged to make an appointment.

2016-2017

PERMISSION SLIP FOR TYLENOL OR BENADRYL

Student Name: \_\_\_\_\_

It is my understanding that The Montessori School of the Angels, Inc. will have Tylenol available at the school and will only dispense to my child after a telephone call to me by the school office requesting verbal permission for whatever the complaint may be.

\_\_\_\_\_  
Date Signature of Parent

I further give permission to the Montessori School of the Angels, Inc. to dispense Benadryl to my child in case of emergency allergic reaction.

\_\_\_\_\_  
Date Signature of Parent

I do not give permission to The Montessori School of the Angels, Inc. to dispense any type of Tylenol or Benadryl to my child.

\_\_\_\_\_  
Date Signature of Parent

ACKNOWLEDGMENT OF HANDBOOK

I have read the Handbook for The Montessori School of the Angels, Inc. and I agree to follow the rules and regulations including tuition payment policies as set forth in said handbook.

\_\_\_\_\_  
Signature of Elementary Student

\_\_\_\_\_  
Date

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

2016-2017

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Signature of Elementary Student

\_\_\_\_\_  
Date

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