



# *Parent & Student Handbook*

4473 Connecticut Avenue N.W.  
Washington, DC 20008

Phone 202-966-7747

Fax 202-966-8508

E-mail [office@franklinmontessori.com](mailto:office@franklinmontessori.com)

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

## TABLE OF CONTENTS

	<u>Page</u>
Historical Profile	3
Mission Statement/Philosophy	3
Six Characteristics of a Highly Effective Montessori Program	5
Infant/Two-Year-Old Program	7
Montessori Early Childhood Program	8
The Afternoon Montessori Program/Other Programs	10
Instructional Program Options	11
Extended Day Options/Enrollment	12
Grievance Procedures/Tuition/Required Forms	13
Emergency Preparedness/Mischief or Misconduct/Discipline	14
Child Abuse Policies/Wellness Policy	15
Blood Borne Pathogens	16
Medical Emergency Policy/Accident Reports	17
Medication/Pets and Animals/Fire Drill/ Nap Time	18
Communication/Transportation	19
Special Events/Toy Policy/Lunch Bunch/ Snack/Clothing	20
Outdoor Fun/ Student Records/Confidentiality Policy	21
Snow Policy/ Community Awareness/Holidays and Celebrations	22
Where Our Graduates Go	23
Become a Montessori Teacher	24
Administration	25

# *Welcome to Franklin!*

## **Historical Profile**

In September of 2002 the Franklin Montessori School opened its doors with a small but dynamic staff of educators and fourteen enthusiastic children. The school's mission was to provide a quality early learning environment for children and to foster a community of parents and children. Since those exciting early days, Franklin has expanded its indoor and outdoor playgrounds, added a dedicated art studio, founded a naturalist program that has inspired documentary filmmakers, and increased its square footage by more than 50%. The school now has two Early Childhood classrooms, three two-year old environments and three infant programs. Its mission, the enthusiasm of the faculty, the sense of community and the school's commitment to children all remain the same.

## **Mission Statement**

At Franklin Montessori, we believe that when free, children gain confidence and develop the social, physical, and academic skills that will serve them for life. We seek to act as guides as the young child discovers through exploration. From this foundation the doors to independence, self-discipline and leadership are unlocked.

## **Philosophy**

Dr. Maria Montessori (1870-1952) was an Italian physician who designed a method of education by observing young children and how they learn. Her extensive early childhood research, which is supported by modern research, revealed that children experience sensitive periods for learning during their early years. They easily learn particular skills during the corresponding sensitive periods, more so than at any other time in the child's life. Dr. Montessori suggested to parents and teachers (through her books) the conditions for encouraging the natural development of the whole child from birth through maturity. Out of this research-based foundation, the Montessori "Method of Education" emerged.

As children form and develop, they take what is needed from the environment for self-construction; the child shows clearly an inner need to learn; to know themselves and their world. They want to develop their intelligence and to become independent and responsible. As our staff prepares and provides these specialized environments, children can experience the fulfillment of their potential.

If you have never been to a Montessori classroom you have missed a great treat. The Montessori classroom is an intricate, fascinating place for children to grow and explore. The Montessori ideal is that a child's own awakened love of discovery and learning will fuel their own education. From bright, multicolored counting beads to various puzzle sets that are in fact algebraic theorems, to specific wood and fabric textures that engage greater sensory development, the Montessori method stimulates childhood learning with countless, practical, and educational tools that children love.

**In the Montessori classroom children are free to choose their own work.**

Perhaps the biggest difference of a Montessori education from a traditional preschool is that the Montessori curriculum emphasizes the development of the child as an independent person. The child moves freely around the room, making their choices, and independently takes that work off the shelf. They complete the work and replace it in the same place (often again and again, as children choose certain work over and over to gain mastery of it). Instead of waiting for an adult to choose for them, the child learns to think, "What do I want to do?" and takes the initiative on this repeatedly, day after day.

Because an adult is not standing over the student at every moment, praising or disciplining, a child becomes focused on his own work and behavior. A Montessori child is able to develop their own sense of concentration as well as a greater sense of confidence, character and self-esteem. So, if the child drops or breaks something, the teacher is there to make sure the child is unharmed, and will clean up their own mess, again affirming to the child that they are capable of handling their own errors.

## **A Curriculum That Grows with Your Child**

Montessori is focused on teaching for understanding. Memorization and the rote learning of facts is not our goal. Our students benefit by building upon the sensorial and concrete learning that occurs at Franklin. In their third year at the school, this foundation allows the more complex lessons to come together and increase their academic skills. Children form a concrete mental picture of abstract concepts such as how much is a thousand, how many hundreds make up a thousand and what is really going on when we borrow numbers in a mathematical operation. This opportunity gives the child the foundation for a lifetime of understanding. The third year of the Montessori curriculum allows the child the opportunity to not only be leaders and role models in their class, but it is a time when many of their earlier lessons come together and become a permanent part of the young child's understanding.

# **Six Characteristics of a Highly Effective Montessori Program**

## **Difference #1: Specialized Montessori Materials**

Dr. Montessori began her career as an educator of young children by working with a group of fifty children, three to five years old. She had a few developmental materials to help with sensory perceptions, which she had previously developed to help learning-impaired children. She discovered that once these materials were introduced, the children worked spontaneously and repeatedly with them in total concentration. Being a scientist, Dr. Montessori observed and responded to this phenomenon by perfecting the materials little by little, through the experimental process of trial and error, finally creating highly specialized materials that aided in skill development of children. After nearly a century, the Montessori materials continue to be used by children all over the world in response to their inner drives to learn.

## **Difference #2: A Highly “Prepared Environment” for children**

As children form and develop, they take from the environment what is needed for self-construction; the child shows clearly an inner need to learn, to know themselves and their world. They strive to develop their intelligence and to become independent and responsible. When adults prepare and provide these specialized environments, children can experience the fulfillment of their potential.

Each Montessori classroom is a prepared environment designed to support the child’s need for learning and growth. It is a “child’s house” where there are many carefully designed materials to meet the child’s natural interests. The atmosphere is positive, supportive and non-competitive. The classroom has six distinct areas to encourage a child’s natural budding interest with the main objectives of providing both creative and stimulating developmental experiences for the young child.

## **Difference #3: Multi-age Groups of Children**

The Montessori classroom offers the child the opportunity to choose individual tasks from a wide variety of graded materials. Children can grow as their interests lead them from one level of skill to another. Having children of different age groups together provides models for younger children to imitate and gives the older ones an opportunity to reinforce their knowledge by helping the younger ones.

#### **Difference #4: Specially Trained Teachers**

Montessori teachers are specially trained in child development and the Montessori approach. The teacher's task is to observe children "at work", keeping a record of the child's work with the materials. Noting periods of readiness, the teacher may divert a child who chooses materials which are beyond his or her abilities while at other times the teacher might encourage a child to try a new, more difficult task. Whenever a child makes an error, the teacher allows the child to discover their own mistake through further manipulation of the self-correcting material. The Montessori teacher tries to be sensitive to the needs of the child and values the process over the product. By letting children work toward their own goals, teachers are able to encourage children's natural enthusiasm for learning.

#### **Difference #5: An Integrated Approach**

In addition to the Montessori materials and specific areas of the classroom, quality Montessori programs includes a full complement of traditional aspects of an early childhood curriculum. Children have daily opportunities to use their large motor skills during outdoor play, and enjoy creative dramatics, art, music, food exploration and special classes that offer children many options for self-expression. Such integration provides children the ability to make a smooth transition to other educational settings.

#### **Difference #6: A Life- Long Approach to Learning**

Dr. Montessori once wrote, "It is true, we cannot make a genius; we can only give each individual the chance to fulfill his or her potential possibilities to become an independent, secure, and balanced human being." Montessori classrooms provide children with a solid foundation on which to build later learning experiences. Children who are encouraged to be creative, independent and responsible during early childhood grow into competent, happy adults

## **Infant Program**

Each infant classroom is comprised of up to 9 infants, ranging in age from 12 weeks to 24 months old, with a ratio of 1:3 in each classroom. The infant program is a 12-month program, Monday through Friday from 8:00 am – 6:00 pm.

Our infant program is Montessori based and incorporates the RIE philosophy developed by Magna Gerber and Dr. Emmi Pikler. Quality infant caregiving is based on developing a respectful and responsive relationship between the infant and caregiver. Caregivers are trained to meet the needs of infants

through sensitive, careful observation. When infant needs are met, they become confident and satisfied.

As our caregivers engage with each infant, deep attachments form. Consistent caregiving routines develop predictable, language rich experiences that promote individualized, joyful dialogue between the caregiver and the infants in their care. These anticipated experiences stimulate cognition and understanding, promote cooperation and language development, and foster the social and emotional aptitude of the infant.

Infants are individuals who are initiators, explorers and self-learners. As much as possible, the infant is involved in all care activities as an active participant, not merely a passive recipient. Within a carefully prepared environment, time is given for uninterrupted exploration and interaction with other infants. In sum, our infant room is a safe, joyful environment in which discovery is bountiful, peaceful and productive. (For more information, see *Being with Infants and Toddlers: A Curriculum that Works with Caregivers*, by Beverly Kovach and *Your Self-Confident Baby* by Magda Gerber.)

## **Two-Year-Old Program**

Each two-year-old classroom is comprised of up to 14 students ranging between 24 and 36 months with a ratio of 1:6 in each room.

The Montessori classroom is a child's world geared to the size, space and interest of the two-year-old. It is designed to put the child at ease by giving them freedom in an environment prepared with attractive and stimulating materials. The classroom enhances each child's innate sense of independence, order, respect and kindness.

In Practical Life, the twos will experience real life situations and activities promoting care of self and care of the environment. These activities include dressing, grooming, toilet learning, and grace and courtesy.

Children perfect their gross motor skills by moving freely around the classroom, balancing on a line and climbing and exploring the woods adjacent to the school in our nature program.

The twos gather for lunch as a group. Table manners, conversation and dishwashing are introduced and perfected in this daily activity. The group lunch fosters community and aids in a smooth transition to the Early Childhood program.

# Montessori Early Childhood Program

## **Educational Goals**

The Montessori curriculum is designed to accommodate various stages of development in children, which occur in roughly three-year cycles. During the time from three to six years of age, Children reach a stage in which repetition and manipulation of the environment is critical to the development of concentration, coordination, independence, and a sense of order. They learn skills for everyday living: sorting, grading, classifying - all of which lead to the development of writing, reading and a mathematical mind.

Under the direction of a credentialed Montessori teacher, learning is individualized and self-paced. Our beautiful, light-filled Montessori classrooms are a comfortable and stimulating environment for 26 to 30 children ages 3 to 6. Each Early Childhood classroom has a lead Montessori-trained teacher along with 1 or 2 assistant teachers.

Each classroom activity is executed from beginning to end with careful attention to the accuracy of sequence and process. The classroom contains six interrelated sets of materials. The following information gives a brief description of the objectives of each area. A more detailed description of the use and purpose of the classroom materials are available from the office and your child's classroom teacher.

## **Practical Life**

The child develops an independent approach to personal care and care of their surroundings, while increasing small motor coordination through the use of various exercises. Buttons, brushes, pitchers, water, and other objects that the child might recognize from home help the child feel comfortable and successful. The child also learns to pay attention to detail as they follow a regular sequence of actions. This emphasis on task completion and continuity encourages good working habits.

## **Language**

Language is introduced through tactile and auditory experiences, as well as by the naming of everything in the child's environment. For example, sandpaper letters are used to introduce individual sounds. Once the child has mastered these sounds, they increase their language skills by making words with the moveable alphabet.

## **Sensorial**

Young children meet the world around them through the constant use of their senses. This is an ideal time to provide experiences that will sharpen the



child's senses and enable them to understand their many sensorial impressions. Each of the sensorial materials defines one quality such as color, weight, size or sound.

### **Mathematics**

If a child has access to concrete mathematical equipment they can easily assimilate arithmetic concepts. Sensorial mathematical materials help the child through manipulation and repetition. The program provides concrete tools with which the child can approach the exploration of abstract number concepts.

### **Social Studies**

The objective of the social studies program is to increase the child's awareness of his own environment, both universal and local, while providing a foundation from which to understand the experiences of people in other places. Continent boxes, full of objects brought back from our parents' frequent trips abroad, provide the children with a tangible connection to people and places around the world.

### **Science**

The objective of the science program is to increase the children's awareness of the world around them. It is built upon their natural curiosity and helps them discover the workings of the physical world. Science materials are often woven throughout the many areas of the classroom as the children explore specific subjects like astronomy, geology, and the human body.

## **The Afternoon Montessori Program**

Once children turn four, they are eligible for the Afternoon Montessori program which is from 1:00 – 3:00pm. While the younger children spend a quiet afternoon napping, four, five and six-year-olds take the opportunity to explore some of the advanced materials with their Montessori teacher. The afternoon children participate in our advanced social studies unit. They study two countries during the year, spending three months with each country and then presenting their favorite items to other classmates. The last three months are devoted to Science. During this unit, children choose and research a topic of interest to them and then present their findings.

## Other Programs

### **Art**

Franklin's art program provides a unique and enriching experience for our Primary Montessori students. Our dedicated studio space provides endless opportunities for students to explore a wide range of materials and techniques not typically introduced in an early childhood environment.

Using the child-centered Montessori philosophy and Picasso's tenet that "All children are artists" as the guideposts of the program, our art guides (artists themselves) work with the students on intentionally guided prompts and projects, process-oriented explorations and open-ended compositions led by the interests of the child.

The program's goal is to foster the natural and distinctive creative process of each young artist while operating as an organic extension of, and complement to, the Montessori classroom.

The flexible studio space allows for the creation of immersive environments installed/created by the art guides, as well as for large scale collaborations with students in a variety of media. The individual and collaborative creations of each class are showcased in our famous "Franklin Art Night" art shows.

### **Beyond the Walls**

Nature is an important part of our program at Franklin. Using the art of questioning, children are encouraged to explore the natural world around them. Each child spends time in Rock Creek Park becoming familiarized with local flowers, fauna, birds and the creek.

## Instructional Program Options

Half-day Program	8:45 am - 12:15 pm
Full-day Program	8:45 am - 3:30 pm

10-month program	Ends mid-June
11-month Program	Ends mid-July
12-month Program	Ends mid-August

Children can only be dismissed to parents, legal guardians or those designated on the emergency list. When your child is going home with a friend or another adult you must notify the office. To ensure your child's safety, we strongly encourage you to provide notice of changes in writing. Telephone permission will be accepted. Anyone unknown to school staff will be required to show photo identification before picking up a child.

If your child is to be picked up early, or dropped off late, please notify the child's teacher and the school office.

## Extended Day Options

Early Risers	7:30 am - 8:45 am
Extended Day Program	3:30 pm - 6:00 pm

### **Early Risers** 7:30 am - 8:45 am

The Early Risers spend their early mornings on the playground or in the gym with staff from both the Primary and Two Year Old programs.

### **Extended Day Program** 3:30 pm - 6:00 pm

Afternoons have been designed to allow your child to explore a wide variety of special interests. A carefully thought-out balance of activities provides age appropriate times for rest, active indoor and outdoor play and a choice of open-ended experiences in our various classroom centers.

If you need our Extended Day Program, please contact the school to make arrangements. We have a limited number of spaces available and would like to make sure that everyone who depends on this service is taken care of.

## **Additional Extended Care**

The Extended Day Program is available on an as needed basis **if space is available**. There is a \$37.50 per day charge. Payment will be added to your next FACTS payment.

Franklin closes promptly at **6:00 pm**. If you cannot be here by 6:00 pm, please make alternative arrangements for pick up.

The following charges will be assessed for late pick-up:  
**\$10.00 for the first five minutes & \$2.00 for each additional minute**

## **Enrollment**

### **Change of Calendar or Hours**

Calendar and/or hour options can be changed once per contracted year. Requests will be granted or denied at the sole discretion of the School. No calendar changes will be approved during or in anticipation of a Force Majeure closing. Program changes must be approved and confirmed in writing, otherwise such requests will be considered to have been denied. All changes will be made subject to the following fee schedule with payment due at the time of the request's approval. Any previously paid tuition amounts are non-refundable.

10-month calendar.....\$100.00 fee to change calendar and/or hours

12-month calendar.....\$1,000.00 fee to change calendar

### **Withdrawal**

Written notice must be received by the administration 60 days prior to the desired withdrawal date. Before written notice can be effective, the \$500.00 Withdrawal Fee for 10- and 11-month programs, \$1,000.00 for 12 month program must be paid in full. Any overpayments will be remitted within 60 days after the date of withdrawal.

### **Termination**

The Franklin School may terminate a child's enrollment as follows:

1. Upon two weeks notice for the following reasons:
  - Parental failure to abide by school policies and enrollment agreement.
  - School's program is not meeting developmental or special needs of the child, as the director shall determine.

2. Immediate termination may result for the following reasons:

- Health or behavioral reasons that threaten the safety, health, or well being of the child or other children and staff.
- Chronic disregard of tuition policies.
- A pattern of late pick-up.
- Other conducts of parents/guardians or a child that threatens the well-being of students or staff.

## **Grievance Procedures**

Should any parent disagree with a policy, action, or decision made by Franklin Montessori School, a conference may be arranged with the Director and/or appropriate faculty member to discuss the nature of the disagreement.

The Director is available for phone calls, conferences, questions and concerns every day. Every reasonable attempt will be made in a timely manner to reach satisfactory solution for all parties involved.

## **Tuition**

Tuition for The Franklin Montessori School is payable through the FACTS Tuition Management Plan. Tuition credit cannot be given for absences due to illness, vacations or other personal plans.

## **Required Forms**

All forms are available to download from our website and in the Enrollment packet on the FACTS SIS site.

- **DOH Universal Health Certificate** – This form must be filled out by the pediatrician with proof of current vaccinations, TB test, Lead test and a physical within the calendar year. It must be updated annually. By law, your child is not permitted to attend school without these items being on file in the office.
- **District of Columbia Registration Record for Child Receiving Care Away From Home**
- **District of Columbia Oral Health Assessment Form** – For children over 3. Must be updated annually.
- **District of Columbia Authorization For Child's Emergency Medical Treatment**

- **District of Columbia Travel and Activity Authorization**
- **Emergency Form**
- **Sunscreen and Insect Repellent Form**

## **Emergency Preparedness**

Our goal is to respond immediately and effectively to any emergency to ensure the safety of our students and staff. If DC Public Schools close due to a local, citywide, state, or national emergency, Franklin Montessori will also close and parents should immediately pick up students. If the emergency instructs the public to shelter in place, the school will implement an alert and the classrooms will be used as shelter in place for students. If the need arises to leave the premises the students will be brought to the Sheridan School off of Yuma St. Franklin Montessori is equipped with an emergency supply of non-perishable snacks and emergency paraphernalia. These supplies will be used should staff and students need to stay at school for an extended period of time. Appropriate medical supplies are also available, and staff has up to date first aid and CPR training.

A copy of our Emergency Preparedness Procedures is available upon request.

## **Mischief or Misconduct**

Learning appropriate classroom behavior and self-control is an important aspect of our program. This process is varied and gradual. Positive reinforcement of desirable behavior is most successful. When mischief becomes misconduct, a child demonstrating inappropriate behavior is gently and consistently reminded how to behave. When actions warrant a consequence, the staff makes sure that those consequences are logical. In this way, unacceptable behavior is used as an opportunity to instruct rather than to punish. If a child continues to have difficulty behaving or suddenly exhibits a change in behavior, a telephone call to a parent is usually made. This ensures that both parents and staff are aware of the situation and can work jointly toward correcting or modifying the inappropriate behavior.

## **Discipline Policy**

Learning appropriate classroom behavior and self-control are important aspects of our program. Appropriate behavior is elicited in a positive and kind manner, never by inflexible, punitive measures that instill fear. A child who demonstrates inappropriate behavior is gently reminded how to behave. If the inappropriate behavior continues, the child is removed from the group to an area nearby from which the child can observe all activities in the room but can no longer participate. When the child feels ready, or after a short period of time, the child is invited to rejoin the group. We DO NOT use “time out” as punishment.

Should the discipline continue to be a problem for any child, the parents are asked to come to school for an observation period which is followed by a conference with the child’s teacher.

## **Child Abuse and Neglect Policy**

It is the legal responsibility of any parent or anyone working with children to report suspected child abuse. If a staff member suspects that a child is currently being abused (as per the legal definition of abuse), they are directed to consult with members of the Administration immediately. The Administration will report the situation, as they understand it to the authorities empowered to investigate such cases.

## **Wellness Policy**

We take every precaution to keep our environment safe, clean, and healthy. We scrupulously clean and disinfect the school, wash our hands and the children’s hands frequently and separate sick children from the well children. Keeping the spread of infection to a minimum requires the help of all parents. Please do not bring your child to school if they are suffering from any of the following:

- A fever (100.4° or higher)
- Conjunctivitis
- Head or body lice
- Diarrhea (2 loose stools in 3 hours)
- Any vomiting or rash
- Two or more symptoms (including runny nose, cough, fatigue, rash, stomach ache)

Fever is defined here as a temperature above 100.4° taken by an ear thermometer. Your child may return to school when **they are fever-free without the use of fever reducing medication for 24 hours (one full school day) and is well enough to eat, sleep, and participate in all classroom activities including outdoor play.**

If your child will not be in school, due to illness, please contact the office and teacher.

If a child at school shows signs or symptoms of illness Franklin Montessori will:

- Notify a child's parent or other designated person.
- Provide temporary isolation for the affected child in a suitably equipped separate area within sight and hearing of an adult.

All sick children will immediately be excluded from the rest of the children and will remain in the office while awaiting the arrival of a parent or designated pick up person. Please arrange for pick-up **within one hour**. If you are not here within one hour the school will call the next person on your Emergency Contact list. If we leave a message or email and do not hear back within **twenty minutes**, we will call the next person on your list.

Should your child be sent home from school with:

- Fever
- Vomiting
- Diarrhea
- Two or more symptoms (cough, runny nose, fatigue, rash, stomach ache)

that **can not be confirmed by a doctor to be due to a noncontagious or noninfectious cause**, your child will be required to stay home the following school day after being sent home. Many viruses are extremely contagious even after symptoms have resolved and spread easily in the classroom environment.

Please understand that the health and safety of all the children is our priority. Everyone's participation in this effort helps us to reduce the spread of illness among our young children and staff.

### **Infectious and Communicable Diseases**

Should your child show symptoms of a known or suspected communicable illness, please notify us within 24 hours so that we can alert our teachers and parents.



Our **Covid 19 Protocol** can be found on our website.

## **Policy for Handling Blood Borne Pathogens**

### **Standard Precautions**

Standard Precautions, formerly referred to as Universal Precautions, refers to a concept of blood borne disease control, which requires that all human blood and certain human body fluids be treated as if known to be infectious for HIV, HBV, and other blood borne pathogens. Franklin Montessori will adopt and implement the use of Standard Precautions whenever handling any human blood or other potentially infectious materials (“OPIM”).

In addition, it is important to note that this policy is intended to serve as a supplement to procedures already in place such as: routine hand washing and utilization of protective gloves to preclude exposure to blood or OPIM. Standard Precautions are intended to prevent parenteral, mucous membrane, and non-intact skin exposures of all to blood borne pathogens by providing proper awareness.

### **Exposure Incidents**

An exposure incident is defined as skin, eye, mucous membrane, or parenteral contact with blood. If in the performance of our duties as parents or teachers in the event of an exposure incident, the affected individual must immediately seek medical attention.

## **Medical Emergency Policy**

If an emergency situation should require immediate medical action, we will call 911 and your child will be transported to the nearest health care facility. While parents are contacted, a certified staff member will administer CPR, if necessary, until EMS arrives. If non-emergency treatment is needed, parents will be called to arrange it.

### **In case of a life-threatening medical emergency:**

1. EMS called.
2. Parent called.
3. Staff will administer CPR.

### **In case of a non-life-threatening medical emergency:**

1. Parent is called.

2. Parent arranges and determines medical treatment.

Children with a history of anaphylactic allergic reaction may be prescribed intramuscular epinephrine (Epi-Pen.) If your child has an Epi-Pen, please bring it to school labeled with your child's name and accompanied by your doctor's prescription for its use. Unless otherwise instructed, Franklin Montessori will administer the Epi-Pen immediately upon exposure or suspected exposure to the allergen.

## Accident Reports

Despite our best efforts, occasionally accidents still do occur. Each time an accident occurs parents will receive an "Unlucky Duck Report". One copy will go home with the student and one will go in their file. Any injury to the head or face requires immediate notification to the parent. Sometimes the accident seems very small, but it is our policy to be overly protective and cautious.

Teachers will not mention the name of a child who hits, pushes, or bites. A child may but teachers will not. If there is a pattern, the Director will initiate a meeting with both parents. If this behavior continues recommendations could be made through a professional in assisting the child deal with the specific behavior.

## Medication Administration Policy

Before any medication is administered, we must have a signed and dated Medication Authorization Form on file in the office. An employee who has completed Medication Administration Training (approved by the Office of Child Care) will administer the medication.

- An adult must bring all medications to the office. **DO NOT** put any medication in your child's lunch box or school bag.
- **Non-Prescription medications** must be in the original tamper-resistant container and clearly marked with your child's name, instructions for administration and expiration. Non-prescription (over the counter) medicines will only be administered when the school is provided with a Medication Authorization Form completed by a parent.
- **Prescription Medications** must be in the original pharmacy tamper-resistant container and clearly marked with your child's name, instructions for administration and expiration date. Prescription

medicines will only be administered when the school is provided with a Medication Authorization Form completed by a parent.

- **The first dose of any medication must be given at home.**
- The time and date of medication administration are recorded in the Medication Log Book.

## **Pets and Animals**

Franklin Montessori shall ensure that all pets or animals permitted on the premises are in good health, show no evidence of carrying disease, are friendly towards children and do not present a threat to the health, safety, and well-being of children. Franklin shall also maintain all animals or pets in a visibly clean manner.

## **Fire Drill**

We will have a Fire Drill once every month. If you are caught up during one of such drills, we suggest you join us.

- All classrooms exit to the playground or out the front door to Connecticut Ave.
- We double check to make sure no child is left inside.
- We take attendance outside and return to our rooms.
- Timing is crucial.

## **Nap Time**

If your child has a favorite stuffed animal, **small** blanket or **small** pillow it may be a good idea to send it. A familiar "cuddly" makes nap a snap!

## **Communication**

The Franklin Montessori School uses a variety of modes of communication to keep parents updated on various activities, events, and early closings.

- E-Mails
- Monthly Calendar
- Transparent Classroom
- Text Notifications

### **Parent Conferences**

There are two formal opportunities each year for parent/teacher meetings at Franklin Montessori. In November and March/April, teachers set up a conference with parents to discuss their child's progress. The 10 and 11 month programs are closed for those days. The 12 month program is open.

### **Office Hours**

To ensure good communication between classroom and home, all Franklin lead teachers keep office hours. Office hours give the teachers the opportunity to answer emails, return phone calls and meet with parents. To ensure that teachers are giving their full attention to the students, parents are urged to contact their teacher during scheduled office hours and not during class time.

### **Back to School Night**

Back to School night is held the evening before the first day of school. Parents and teachers meet for an overview of the school year and specific programs and policies.

### **Parent Education Nights**

Parent workshops are organized periodically. Our experienced Montessori Lead Teachers present on several topics and various resources that are available to our parents within the community.

## **Transportation**

The school does not provide daily transportation to and from school. When field trips take place, the school may contract with an outside bus company and ask for parent chaperones. The bus company is licensed, holds all required insurance, and complies with all state and local safety regulations.

When being transported in a licensed school bus or motor coach, there is at least one adult present who is currently certified in CPR and first aid.

## **Special Events**

Throughout the year there are many opportunities for parents, children and staff to meet outside the normal school day. Information about parent socials, conferences, performances and celebrations will be communicated through e-mails and monthly calendars.

## **Toy Policy**

Please do not send any toys to school with your child. We cannot be responsible for toys that are lost or broken.

## **Lunch Bunch**

Children who stay for lunch will eat in their classroom with their classmates and teachers. The children are excited by the opportunity to eat lunch at school with friends. Children should bring their food in a Bento type box, clearly labeled with the child's first and last name. While keeping in mind their food preferences, please attempt to send your child to school with a nutritious and appropriate lunch. We will return uneaten portions in your child's lunch box. Milk and water will be offered with lunch and all snacks.

## **Snack**

Franklin provides morning and afternoon snacks. Should your child want to bring in a special snack for the class to celebrate a birthday, holiday or special event, please consult your child's teacher for dietary restrictions and appropriate times.

## **Clothing**

When dressing your child for Franklin, please keep the following in mind:

- Send your child in comfortable play clothes appropriate for messy art projects and active outdoor play.
- We encourage independence. Children are very proud when they can use the bathroom unassisted and can put their coats and boots on without the help of a teacher.
- Send in a change of clothing, including underwear and socks, in a labeled plastic bag. Our infants and two-year-olds also need to be sure to have a good supply of diapers.
- **Please be sure that your child's name is clearly marked on all items of clothing, especially outerwear.**

## **Outdoor Fun**

The children go outside daily. The clean, fresh air is wonderful after a morning indoors, especially during the “runny-nose season”. If a child is well enough to be in school, then they are well enough to go outside.

## **Student Records**

Personal, family, enrollment and academic information is strictly confidential. Each child’s school records will be kept for three years after your child leaves Franklin Montessori School. Automatic access will be permitted for teachers, administrators, and administrative assistants, but written permission signed by a Parent, Guardian, or the Court must be presented prior to access by anyone else to insure privacy. A parent/guardian in writing may request a performance report of their child be sent to other persons or institutions. Franklin Montessori will send the requested report wherever designated. This report will be withheld if accounts are not paid in full. A parent/guardian has the right to review their child’s record if requested in writing.

## **Confidentiality Policy**

Our school is a very personal and friendly environment. Sensitive issues arise occasionally, and it is critical that all parents and employees respect the privacy of all families. The following confidentiality rules must be followed so that we can maintain the trust and confidence of all other families and our staff. Violation of these rules may result in disciplinary action, up to and including exclusion from our program.

Confidentiality Rules:

- Do not discuss children or their families in common or open areas. This includes inside and outside of the school.
- Only discuss a child or parent situation with the child’s parents, family, or school administration.
- If you are a parent and a staff member, please do not discuss information you receive from staff with other parents.
- All records, files, conversations, and conferences are held for the benefit of the child and are strictly confidential.

## **Snow Policy**

Franklin Montessori follows DCPS for all closing decisions. In the event of inclement weather, parents will be notified via Text and E-mail regarding a possible late start or closing.

## **Community Awareness**

Several times throughout the school year we may request your participation in our Community Awareness projects. During the holiday season we prepare toiletry shoe boxes for area shelters. Twice a year we organize a bake sale for various charitable organizations as well as our teacher's continuing education fund. All of these projects help the children understand the need to give to those less fortunate than themselves.

## **Holidays and Celebrations**

### **Birthdays**

Birthdays are important events. Children often want to celebrate by sharing a treat with their schoolmates. Please notify your child's teacher if you plan to send a special snack. It is important that your birthday child be excited about their birthday treat but please help them to make healthy choices. If your child has a summer birthday, feel free to celebrate their half-birthday at school!

### **Birthday Invitation Policy**

Birthdays should be fun occasions! In fairness to all, and to help ensure that there are no hurt feelings when birthday parties are on the horizon, please do not send invitations, gifts or thank you notes to school if there is not one for every child in the class. Class lists are available if you prefer to mail invitations.

### **Holidays**

Throughout the year we plan events to recognize the many and varied celebrations of life. Parents will be notified of holiday celebrations through e-mails and monthly calendars. Franklin is proud of its multi-cultural student body and we encourage our families to share their culture's traditions. If you have a special holiday that you would like to celebrate at school please contact the administration and your child's teacher.

## **Where Our Graduates Go**

Our graduates attend a wide variety of independent, public and charter schools throughout the Washington area. In the last few years, our graduates have been accepted at Aidan, Beauvoir, Blessed Sacrament, Georgetown Day School, Lowell, Maret, Norwood, Sheridan, Sidwell Friends, St. Patrick's Episcopal, The British School, The Potomac School, Washington Episcopal, and Washington International.



# Become a Montessori Teacher

**Program Director: Aline Feledy**

**Montgomery Montessori Institute (MMI)** was founded in 1993 for individuals interested in becoming credentialed Early Childhood or Infant & Toddler Montessori educators. MMI is affiliated by the American Montessori Society, accredited by MACTE (Montessori Accreditation Council for Teacher Education) and approved as a private career school by the Maryland Higher Education Commission.

MMI's two-phased **Early Childhood Montessori Teacher Education Course** consists of an Academic Phase which begins in early June and continues for eight consecutive weeks to early August with classes held from 8:00 a.m. to 5:00 p.m. and a Practicum Phase from September to June.

MMI's two-phased **Infant & Toddler Montessori Teacher Education Course** consists of an Academic Phase which begins in early June and continues for 5 consecutive weeks through mid-July with classes held from 8:00 a.m. to 5:00 p.m. and a Practicum Phase from September to June.

## **CONTACT MMI**

To learn more about MMI's courses, visit the website:  
[teachmontessorimmi.com](http://teachmontessorimmi.com) or call 301-279-2799.

## **Administration**

Josh Oboler  
Executive Director

Joe Henry  
Executive Director

Mary Akatu-Speakman  
Head of School

Alison Murray  
Office Manager

Victoria de la Mora  
Administrative Assistant

The Franklin Montessori School does not discriminate on the basis of race, color, national and/or ethnic origin, sexual orientation or disability in the admission of students, the employment of staff, or in the administration of its policies.

Copyright 2023 *The Franklin Montessori School*

## **Notes and Memos:**