

Private School Handbook

K-12th Grades



LIVINGSTON MONTESSORI
EDUCATION FOR LIFE

Livingston Montessori School General Information

Days: Monday - Friday

School Hours: 8:00 a.m. - 3:30 p.m.

Hours Open: 7:30 a.m. - 5:30 p.m.

Website: www.livingstonmontessori.com (Newsletters & Menu will be posted each month)

Holidays: See school calendar

Our programs:

Montessori Kindergarten - Fifth Grades

6th - 12th Grades (Parent provides curriculum or Khan Academy available)

Music, Spanish, and Fine Arts

Service Projects

Field trips

K - 12th Grade tutoring

Summer Camps

Dance / TaeKwonDo - see brochure for sign-up

Montessori Curriculum

Livingston Montessori School courses of study reflect an integration of the Montessori philosophy, the Texas Elements of Knowledge and Skills (TEKS), the newest research on the developmental needs, current learning theory, and predictions of the skills needed for a productive life in the twenty-first century.

The school day is divided into two kinds of work: individual and group work. Individual work is designed to make a match between the skills, abilities, and interests of each student, and there are a variety of work choices in every academic area to be done alone or in small, self-chosen groups. Individual work is assessed with mastery tests that may be written or oral. There are opportunities to do modified, basic, and advanced work in most areas.

Students are in an academic environment that supports inquiry and both independent and collaborative exploration. The materials and instruction are differentiated to provide students at all levels with satisfying work that doesn't expose struggling students to work outside their current skill level. Through a combination of self-directed and teacher-directed learning, students are engaged in high level, non-competitive tasks that absorb their attention and build their confidence. As a result of these aspects of the Montessori Method, students are less apt to engage in negative behaviors.

Students are expected to treat themselves, each other, the staff, and the materials in the environment with respect, integrity, and responsibility. **Eligibility for enrollment is based upon compatibility with these values.** The Montessori classroom provides many opportunities at all levels for the development of these universal values.

Enrollment

Students are accepted for enrollment as space is available without discrimination against any child because of race, color, disability, age, gender, religion, political beliefs, or national origin or creed. Registration forms with emergency and medical information and an up to date immunization record is required to begin enrollment. Students with special needs are eligible for enrollment if they are able to participate in the school program. We reserve the right to ask a student to leave if they are not suited to our program. We are not responsible for any student who is unable or unwilling to learn in our environment.

Arrival and Departure

Please make sure that a staff member is aware of your student's arrival and departure each day. Breakfast is available to students who arrive by 7:45 a.m. Class begins at 8:00 a.m.

Your student **will not** be permitted to leave school at any time with anyone other than those persons designated on his/her enrollment form, unless we have a signed note or phone call from the parent. A person authorized to pick up a student **must have** proper identifying information.

IN ORDER TO KEEP THE TRAFFIC FLOWING WHEN YOU ARE IN THE CAR LINE, REMAIN IN YOUR VEHICLE DURING ARRIVAL AND DISMISSAL. DO NOT PARK IN THE CAR LINE. PLEASE PARK IN THE ALLOTTED PARKING SPACES.

If your student will be walking, riding a bicycle, or driving to school, please advise the office.

Attendance/Tardies

Livingston Montessori School keeps attendance records. It is important that all students attend school on a daily basis, arriving before the start of the school day. **90% attendance is required to receive academic credits.**

When your student is tardy, after 8:00 a.m., it prevents him or her from benefitting from the most important part of a school day when instruction for the day is given.

After five tardies a parent will need to have a conference with the Director.

Meals and Food

Parents are required to provide a daily lunch for their child. Please pack foods that **DO NOT** need refrigeration or microwaved. High sugar foods, such as, candy and sodas will not be allowed. We encourage parents to provide nutritious foods that their children enjoy. Nutritious foods aid mental growth, energy and good physical health. We will still provide breakfast and afternoon snack.

Illnesses

If your student has a fever, symptoms of a respiratory, gastrointestinal, or other sickness, you must keep him or her at home until the symptoms and/or fever have been gone for at least 24 hours without medication. Your student may return with a doctor's note if they are released to participate in school activities before this 24-hour period is over.

Medication

All medication must be brought to the office and a Medication Form completed. The medication must be in its original container with your student's name and dosage. Medication cannot be split or shared between siblings or other students.

Over-the-counter medications are treated the same as prescription medication. It is important that age appropriate dosage information is clearly indicated on the label.

It is very important that the school be made aware of all medications, prescription or over-the-counter, that your student is taking, or therapies that they may be receiving, in order to provide your student with a safe and appropriate learning environment. Confidentiality is always maintained.

Vision & Hearing Screening

The requirements apply each year for students in school at the ages or grades listed below. These screenings can take place at your child's doctor's office. Vision and Hearing screenings are also offered at our school each fall. K, 1st, 3rd, 5th graders, and first time entrants should be screened during the first school semester.

Parental Notification

The environment of Livingston Montessori School is made more complete by communication between our families and the school. Our staff communicates with parents by notes sent home, signs on the doors, phone call, text, email, and Facebook. Please inform the school of any concerns or changes in your student's enrollment information.

Parents will be notified in writing of any changes in policy.

Dress Code

Students must limit jewelry, hair styles/color, and clothing that may cause a distraction from the learning environment. All clothes must cover their bodies as they bend, reach, and move. At no time should anyone's undergarments be visible. Shorts and skirts must cover the students' thigh (reaching the fingertips). Flip-flops are not allowed. Students are required to wear tennis shoes during all Physical Education classes. Students without proper footwear will not participate. Students are responsible to make sure their outfits fit within these guidelines before coming to school each day. If violations occur, the student and parent will be required to attend a conference with the Director.

Behavior Management

Public displays of affection and personal contact with other students are not appropriate on school grounds. Any questions concerning this policy will be decided by the Director.

For optimal learning to occur, the classroom atmosphere must be physically and psychologically safe. We believe in encouraging students to become aware of the natural consequences of their actions and the effect they have on others. To ensure this, safety ground rules and their consequences have been established. Using positive redirection and the maintenance of clear, consistent, well-understood ground rules, students are guided through the process of developing their own solutions.

If behavior becomes a concern, the student will be asked to fill out a behavior management form. The second time a student displays inappropriate behavior, he/she is asked to fill out the form and call a parent. The third time a student displays inappropriate behavior, he/she is asked to call his/her parent and set up a conference with their teacher. This conference is to problem-solve and create a plan for the student to follow. If the behavior cannot be resolved we reserve the right to end enrollment.

EXPULSION POLICY

Unfortunately sometimes there are reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the child and family in order to prevent this. The following are reasons we may have to terminate or suspend a child from this school:

Causes for Expulsion

- The child is at risk of causing serious injury to other children or himself/herself
- Parent threatens physical or intimidating actions toward staff members or students.
- Failure to pay/habitual lateness in payments
- Failure to complete required forms including the child's immunization records
- Habitual tardiness when picking up your child

- Failure of child to adjust after a reasonable amount of time

Other at the Director's discretion

Prior to expulsion, a parent will have a meeting with the Director, to discuss the problem and its possible resolution. Every effort will be made by both the school and the parent to correct the non-compliance. We reserve the right to ask a student to leave if they are not suited to our program.

Livingston Montessori School does not support nor allow:

- Corporal punishment at any age level
- Bribes or threats of any kind
- External rewards that tend to reduce intrinsic motivation
- Punitive punishments
- Bullying of any nature

Parent Involvement

We enroll families, not just students. Your involvement in Livingston Montessori School is an essential part of our school's Montessori curriculum. Opportunities to support our school are as varied as our families. We encourage you to visit often, join us for field trips, and share your information, objects, with us. If you would like to volunteer to make use of your talents to enrich our school, please let the director know.

Livingston Montessori School has an open door policy. Parents may come into our classrooms at any time. When visiting our classrooms, please be careful not to disrupt activities or students at work.

Parents are invited to schedule conferences as desired, so that we can make you aware of your student's progress. You will be notified of Parent Meetings as scheduled.

Birthdays/Holidays

If you would like to provide a special snack on your student's birthday, please make arrangements with the teacher. Instead of sweets, please consider a fruit or cheese tray.

The school will notify you of special holiday parties. We would love for you to join the fun!

Animals

As part of our Science curriculum Livingston Montessori may bring animals into the classroom. We follow State Licensing Guidelines for the health and safety of our students.

Outdoor Activities

The students will spend some time outdoors each day, weather permitting. In general, a student who is too ill to participate in outdoor activities should remain at home until able to participate in the school program. Send insect repellent and sunscreen for outdoor time as desired. To ensure your student's safety, no flip-flops please.

Our goal at Livingston Montessori School . . .

is to help your child develop a lifelong love of learning. We facilitate this development by providing a creative, nurturing, safe environment filled with challenging opportunities that encourage your child to reach academic excellence.

We would like to Thank You for giving us the opportunity to enrich your child's life!

Thank You

On behalf of the entire Livingston Montessori School staff, we would like to thank you for taking time to read and to become familiar with the policies and procedures of our school. If you have questions that are not addressed in the handbook, please feel free to call or come into the office and get these questions answered.

We are all looking forward to a successful year with you and your students.

Sincerely,
The Livingston Montessori School Staff

Livingston Montessori School
 622 W Noblitt Street Livingston, TX 77351
 936-329-8600 FAX 936-329-8602
livingstonmontessori.com

Tuition Rates
K - 12th
Effective August 1, 2023

Livingston Montessori School is open Monday through Friday from 7:30 a.m. to 5:30 p.m.
 After School Activity Program is available.

<u>PROGRAM 8:00 am - 3:30 pm</u>	<u>WEEKLY TUITION</u>	<u>ANNUAL TUITION</u> <small>(2% discount)</small>
Weekly Tuition (billed monthly)	\$130.00	\$4,586.00
School Age Activity Program		
Montessori After School (3:30 - 5:30)	\$30.00	
Holiday/Summer (Full Day)	\$155.00	

10% family discount for 2 students - 15% family discount for 3 students

\$100.00 registration fee is due upon enrollment and renewable each year on August 1st. This also covers school supplies and insurance.

Payment Terms

TUITION IS DUE IN ADVANCE OR ON MONDAY MORNING. Tuition may be paid in advance weekly, monthly, by the semester, or the academic year.

A \$10.00 late fee will be charged if tuition is not paid by the first day of attendance weekly or by the 5th if paid monthly.. **FAILURE TO PAY WILL RESULT IN TERMINATION OF ENROLLMENT. Academic credit will be withheld until all accounts are in good standing.**

A \$25.00 Returned Check Fee will be charged.

Private school tuition is applicable only for weeks that school is in session. Activity programs are available during school holidays.

Withdrawal Policy - If enrollment ends without two weeks' notice, your account will be charged accordingly.