

*Free a child's potential, and you will transform him or her into the world. Maria Montessori*

Welcome. This handbook describes school policies and procedures and answers many questions that may come up throughout the school year. Please read it thoroughly and return the last page with your signature.

We look forward to a rewarding partnership in your child's education.

Montessori of New Paltz

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## Our Mission

**"Our aim is not only to make the child understand, and still less to force him to memorize, but so to touch his imagination as to enthuse him to his innermost core."**

At Montessori of New Paltz our mission is to provide a stimulating, caring and healthy environment that guides children to reach their fullest potential—becoming responsible, independent and creative individuals who are aware and proud of who they are.

We follow the Montessori philosophy in order to provide an environment that fosters the child's natural love of learning. Our mission echoes the words of Dr. Maria Montessori, "Our aim is not only to make the child understand, and still less to force him to memorize, but so to touch his imagination as to enthuse him to his innermost core". Our local community's wonderful natural resources will play a prominent role in enriching this environment, fueling the child's natural desire for exploration and building respect for his or her world.

Montessori of New Paltz offers a well-rounded curriculum that nurtures and sustains the developmental needs of the whole child. This includes aspects of human culture such as enjoyment of the natural world, science, art, music and opportunities to experience independence and exploration.

As a committed group of children, parents, guardians and professional staff, we pledge to be a diverse community that welcomes families of all religious, ethnic and cultural backgrounds and we will strive to live in peace with each other and the earth.

Montessori of New Paltz, Inc. is a private school with Full Member standing in the American Montessori Society and approved by the New York State Education Department. Owner and Director, Joy Trapani, is a member of the American Montessori Society (AMS), Association Montessori Internationale (AMI), the International Montessori Council (IMC), and the Hudson Valley Montessori Educators.

**Tuition:** Our school depends on your prompt tuition payment to maintain smooth economic functioning. Tuition is due on the 15th day of each month. Payments received after the 15th of the month will incur an automatic late fee of \$35. Payments received after the 30th will incur an additional automatic late fee of \$50. If the tuition is not paid within 30 days of the due date, the child's enrollment will be pending until the tuition with the extra charges is paid. The school reserves the right to cancel an enrollment contract if payment is more than one month in arrears.

**Financial Obligation:** Parent/guardian agrees to pay all tuition, fees and charges for the full academic year. Parent/guardian understands that in the event of absence or withdrawal of the student, no refund of tuition or fees, whether paid or to be paid, for the contract year will be granted, except at the sole discretion of the school in accordance with the school's refund policy.

**Refund Policy:** In order to provide an excellent education, we hire teachers and purchase materials based on the number of children enrolled. The withdrawal of a student can cause undue hardship on our school. Notice of withdrawal of a student must be made in writing and submitted to the Director. If the school can fill your child's space, the school at their discretion may decide to release you from future installments due for the annual tuition. There will be no refunds for installments made prior to the withdrawal date.

If the student is withdrawn before school starts, summer tuition payments will not be refunded for the months that the student was enrolled, even though school was not in session. For example, if a student is withdrawn on Aug 16th, and two tuition installments were made, they will be non-refundable.

If a financial emergency occurs, please contact us to discuss other arrangements.

In our ongoing commitment to the environment, we prefer electronic payment in the form of ACH or credit card payments. (ACH will have a \$3.00 one time flat fee and credit card payments will have a 3.5% fee and .30 per transaction.) We also will accept personal checks or money orders made payable to **Montessori of New Paltz**. You may mail your check to **130 Dubois Rd New Paltz NY 12561**. We do not accept cash. Please be advised that employees cannot accept any payment.

Federal IRS regulations permit childcare (Form 2441) as a deductible expense to working parents. We can provide you with an end of the year receipt for your taxes upon request.

**School and Office Hours:**

Office Hours 9:00am-3:00pm Monday and Thursday (Lisa in office. Available remotely during school hours.)

Joy Office hours 3:00pm-4:00pm Monday-Friday (After hours available by appointment)

School Hours 8:30am-3:00pm

Before Care 8:00-8:30am/Aftercare 3:00pm-5:00pm

**Emergency and Last Minute Contact Information:** The best way to reach us if there is an emergency during school hours or you must make a last minute change to your child's pick up or drop off times is to call the office at (845) 255-6668 or send an email to [office@montessoriofnewpaltz.com](mailto:office@montessoriofnewpaltz.com). If you reach the voicemail, please leave a detailed message and we will return your call as soon as possible.

You can also contact the staff by email:

Director: [joy@montessoriofnewpaltz.com](mailto:joy@montessoriofnewpaltz.com)

Teachers: [firstname@montessoriofnewpaltz.com](mailto:firstname@montessoriofnewpaltz.com)

**Pets:** Pets are prohibited on school grounds. If you must have your pet with you when dropping off or picking up your child, please make sure they are contained and unable to get out of the car.

**Inclement Weather:** If there are closings or delays due to weather or other emergencies, we follow the New Paltz Central School District (NPCSD) guidelines. To find out if we are closed or delayed due to weather, please check your Playground App for announcements.

In the event of a 1-hour delay, parents whose children are enrolled for half days should use discretion as to whether their child will attend school that day. In the event of a 2-hour delay, there is no program for half-day children.

In the event we need to close the school early due to inclement weather a text alert will be sent through the site listed above. If you feel you need to pick your child up early, please let us know so we can have them ready. If you are unable to pick up your child, please make alternative arrangements with a person listed on your child's registration form.

There are no make-up days for snow days.

**Outdoor Time and Play:** All children must be able to participate in all activities, including outdoor play time. We will go outside every day when the weather conditions are permissible. Exceptions will be made for children recovering from physical injuries or surgery. Outdoor activities will be suspended when the temperature or wind-chill is below 20° Fahrenheit or it is otherwise unsafe to play outside.

**Arrival & Promptness:** Our day begins at 8:30am. Please arrive as close to 8:30am as possible. This is especially important for Kindergarten and Elementary students. If you arrive after 8:50am please bring your child directly to your child's teacher to be checked in. Due to the pandemic, all children will need to have their temperature taken at home and will need to fill out a daily Covid Daily Wellness Check on the Playground app before arriving at school. The person dropping off will be prompted from the Playground App to sign the child in daily. Please make sure the people you authorize to pick up are aware of our drop off and pick up procedures and also make sure they are updated on the Playground App.

**Dismissal and Pick Up:** Please do your best to arrive 5 minutes before dismissal. Some children experience anxiety when they are the last one waiting to be picked up. Weather permitting, we will be in the yard and will bring your child to the car. If we are no longer outside, please come to the coat room for your child.

Dismissal for half-day children is at 11:50am. At 12pm the full day students are preparing for lunch and we appreciate your assistance keeping the schedule on time for the full day students. If you arrive after 12:05pm you will be charged a late fee. Dismissal for full day children is at 2:50pm. At 3:05pm any children remaining are in After Care and you will be charged a late fee unless you have contacted the school to arrange for After Care.

If you plan to pick up your child early, please let us know. This allows time for your child to complete their work and be prepared to leave in a relaxed manner.

**Before and After Care:** If your child needs to arrive before 8:30am or stay past 3pm and will be Before & After Care services are available upon request. For families who need long term care we offer bulk rates based on 10 months of usage. For families not pre-enrolled in bulk Before & After Care, we provide drop in rates for those occasions when you need extended care. Drop in rates are subject to availability. Families using drop in rates are billed for all care booked unless school is cancelled. Cancellation fees for bulk care may be waived in the case of an emergency and at the discretion of the Director.

**Health and Safety:** New York State requires an immunization record and NYSED Health Form signed by a licensed physician be completed for all preschool and school aged children. ([www.health.ny.gov/prevention/immunization/schools](http://www.health.ny.gov/prevention/immunization/schools)) This form must be presented on or before the first day of school. **No student will be permitted to attend without a completed NYSED/ Immunization form signed by a physician.**

Each child must also have a current Student Registration and Emergency Contacts form (provided to you during the enrollment process) on file. Please inform the office immediately of any changes to your child's emergency contacts or persons authorized to pick up. If changes occur please make sure they are updated on your Emergency Contacts form as well as on the Playground App. Be sure the emergency contacts are aware that they are included on the form and have the school contact and location information. Note any allergies or dietary restrictions on the medical form. Inform the school any time your child is on medication. **If your child requires an Epi-Pen or Asthma action plan please have your physician fill out these forms prior to your child's first day of school.**

**In Case of Illness:** A child who is sick will not be able to perform well in school and is likely to spread the illness to other children and staff. (Please call or email the office before 8:30am if your child will be absent due to illness.) If a child begins to look or act sick we will request parents to pick up the child.

**We will follow the CDC, NYSED and Ulster County DOH guidance for schools.**

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL if he or she does not pass the COVID Wellness screening or if he/she has any of the following:

- A fever of 100 degrees (your child may return to school when they are fever free for 24 hours without the use of fever reducing medication, i.e., Tylenol)
- A productive cough, where sputum is brought up.
- Cold symptoms that last extreme lengths of time.
- Vomiting and/or diarrhea that is not a one time occurrence or caused by something he or she ate.
- Conjunctivitis until seeping stops and clears quickly with medication.
- An infectious disease such as measles, mumps, German measles or chickenpox, until cleared by a doctor.
- Head Lice, until your child has been treated.
- Medication that causes fatigue, listlessness and/or excessive crankiness.

The staff will adhere to the same regulations listed above. Parents will be informed when there will be a substitute.

You may send your child to school if they:

- Have an ear infection but have no other symptoms, such as pain. They must be on antibiotics at least 24 hours before returning to school.
- Are on antibiotics at least 24 hours for noninfectious reasons (48 hrs preferred).

**Contagious Illness:** Please notify us as quickly as possible when your child comes down with a contagious condition so that other parents can be notified. **Due to the pandemic we have additional protocols. (See links on the addendum on page 15.)**

**Illness at School:** If your child becomes ill at school, you will be notified to pick them up. Meanwhile, they will be made comfortable on a mat in a quiet place. If you cannot be reached, then your emergency contact will be called.

**Medications:** Sometimes children are ready to return to school after an illness is over but they are still taking medications. Please consult with your pediatrician about the possibility of scheduling dosages so that they can be administered when the child is at home. The staff is not allowed to give medications to the children, therefore do not send them in your child's lunch box. PLEASE NOTIFY THE STAFF IF YOUR CHILD IS ON MEDICATION.

**Injuries:** Because children like to move it is inevitable that there will be skinned knees, cuts and scrapes. In case of minor injuries, the teacher will clean the wound with soap and water and cover it with a band-aid. An accident report is filed and the parent or caregiver will be informed at pick up time. If the accident is more serious the parent will be called.

**Emergencies:** In the case of an extreme incident, emergency personnel will be called and care will be administered per your instructions on the registration/emergency contact card on file.

**Telling the Teacher:** We encourage the children to tell us about their feelings any time they feel ill, frightened or hurt either physically or emotionally. Some children are hesitant to do so. Therefore, we ask the parents to emphasize to their children the importance of getting help whenever they need it and to assure them that the teachers will want to listen and help them.

**Rest and Quiet Time:** All pre-school aged students are given an opportunity for a nap or quiet time in the afternoon. If your child will nap or rest at school, we encourage parents to provide a blanket and or a small stuffed animal to snuggle with. Please label each item and put them in a laundry bag (no mesh) that can be hung for easy storage. We will provide a mat for them to rest on. Blankets will be sent home to be washed weekly or as needed. The children who do not require a nap will have quiet time instead.

**Sleep:** It is important for your child to come to school rested and in good health. A good night's sleep and routine bedtime are important to young children. If a child is getting enough sleep, they will wake up on their own and not need to be awakened before they are ready.

**Discipline:** Our discipline policy has the goal of assisting children to develop self-control and self-discipline while learning peaceful approaches to conflict resolution.

The teacher's primary concern is with the safety and well being of the classroom community. Clear and consistent ground rules are established to ensure a safe, respectful environment. Children are asked to follow directions, respect the rights of others and handle classroom materials with care. All staff use language which is consistent and respectful of the child. We speak with a calm voice and when necessary, in a firm manner.

At certain times a child's freedom to move about the room or participate in an activity will be limited. This will happen when the child is misusing the privileges of that freedom. Interventions used to address behavioral difficulties will be formulated based on respect for the child, 2) maintaining the child's dignity, 3) the understanding that appropriate behaviors must be carefully taught and modeled, and 4) knowledge of developmental needs and characteristics of the child.

Strategies the staff will use in these situations may include 1) focusing on positive behavior, 2) providing clear, consistent, age appropriate rules and expectations, 3) redirecting, 4) offering choices when possible, 5) role playing and modeling, 6) community building and conflict resolution activities, 7) providing a "peace corner" for quiet reflection and 8) "Gluing" (keeping a child close to you) which is used when a child is having difficulty making appropriate choices and in need of extra support.

When a child demonstrates an inability to respond appropriately to the above methods a meeting will be arranged with parents to discuss concerns and develop strategies. All staff and parents are encouraged to read Positive Discipline by Dr. Jane Nelson which presents effective social and life skills using a kind but firm approach.

We seek to accept children into the program who will adjust easily and who are well suited to a Montessori environment. Sometimes a child will need extra support and assistance. We feel a strong commitment to the children and families in our program and will do all we can to work as a team with parents and outside professionals to resolve issues in the best interest of the child.

**Being Asked to Leave:** When a child exhibits behaviors that continue to pose problems for the teacher and the class, such as endangering others, disrespect for others, disruptive behaviors, or depression, the following sequence will occur 1) concerns and observations will be conveyed to the parents, 2) a plan will be discussed with the parents which may include requesting an evaluation through the school district. (Parents can also choose to have an evaluation through an outside professional at their expense.) 3) the parents will meet with the teachers to discuss implementation of an educational plan. Montessori of New Paltz will work in conjunction with the professionals to support the plan to resolve the problem. However, if a definite improvement in the child's behavior is not possible, the child will be asked to leave.

**Healthy Foods:** Now is the time to begin good nutritional habits that will last a lifetime. The American Heart Association recommends that children ages 2 to 18 should eat or drink less than six teaspoons ( $\leq 25$  grams) of added sugars daily. This does not include natural sugars from fresh fruits (fructose) and milk (lactose). Montessori of New Paltz is committed to serving fresh, wholesome snacks and we ask that you do not send your child to school with chocolate, candy, gum, cookies, cake or junk food of any kind.

**We are a NUT FREE school.**

**Special Dietary Needs:** If your child has a special diet or food allergy, it must be indicated on your child's registration form and must be brought to the attention of the staff.

**Supply Week:** In lieu of a snack basket, this year we will be asking that each family participate in providing a weekly supply basket on a rotating basis. This is a fun way to involve your child by giving them a chance to share something they like. Please bring a supply for the class that will help the children with the important work they do each day. A letter with instructions and shopping guidelines will be sent home prior to your supply week.

**Snack:** Please send your child with a nutritious snack that will nourish him/her for the important work they do each day. (Example: vegetables, fruits and proteins or healthy fats.)

**Lunch:** If your child stays for the full day, please pack a healthy NUT FREE lunch that will give them the energy they need for a productive day. We will ask your child to eat their main course first (proteins and whole grains) followed by a vegetable and a fruit. If your child brings a Sun Butter or other nut butter sandwich, you must clearly mark the container along with the date so teachers can be assured that the lunch is NUT FREE.

In order to develop independent eating skills, it is important that foods are ready for your child to eat and do not require the involvement of the teacher. If your child likes their sandwich cut a certain way, please do a test at home. Please send their food in containers they are capable of opening. There are no food warming devices available and lunches will not be refrigerated. Please be sure your child's character free lunch box, containers and water bottle are labeled with their name on the outside.

Your child will pack up any uneaten foods they do not finish so you will have a chance to see if the quantity or contents should be changed. We encourage them to eat the healthy food you have provided and to communicate with you if there are foods they do not like.

Fresh drinking water is provided throughout the school day. Each child should bring their own spill proof, refillable water bottle every day. Please start the day with a full bottle of water.

**Healthy Planet:** Teaching children to care for the earth and to be kind to the plants and all living creatures on our planet is an important part of our mission and curriculum.

Our beautiful 3-acre wooded campus was designed using sustainable living practices— both indoors and outdoors. We use only low VOC paints, LED and wherever possible, natural sun lighting, non-toxic pest control, chemical free lawn & garden care, eco-friendly household cleaning and laundry products and a UV light water purification system.

We participate in the New Paltz Zero Waste Initiative by composting most of our organic food waste, recycling, reusing and reducing paper (including paper towels), and limiting the use of prepackaged goods. With this in mind, we ask you to send your child's lunch in reusable containers so he or she can take the leftovers home and lessen the amount of waste being created during the school day. All recyclable containers will be put back into the lunch box to be cleaned and recycled at home.

**Birthdays:** We have a simple but beautiful celebration of life for your child's birthday. It starts with a little ceremony which includes sharing photos. Children enjoy showing pictures of themselves as infants and toddlers, so if possible please provide one photo of each year of your child's life for the ceremony. Afterwards we will sing "Happy Birthday".

If a birthday falls on a weekend, a mutually convenient day can be chosen to celebrate. Summer birthdays will be celebrated on your child's half birthday. A letter explaining more about these special occasions will be sent to you a few weeks before your child's birthday.

**Clothing:** Please label everything with your child's name. Your child is becoming independent and his/her desire to do so is part of the normal development process. In school, he or she will be working with dressing frames and will observe other children managing their own clothing. It is important that all indoor and outdoor clothing be chosen with this need for independence in mind and that you encourage and allow time for this independence at home.

**Outdoor Clothing:** Please send your child in weather appropriate attire as our goal is to be outside every day unless there are extreme weather conditions that prevent us from doing so. Please do not send extra choices that add extra work in the coat room. The less chaos we have in the coat room, the more time we have to play outside.

In winter please send your child to school dressed in snow boots, snow pants, coat, scarf, hat and water-proof gloves. On rainy days please send your child to school wearing a rain jacket, rain pants and rubber boots. In fall and spring layering is best.

**Extra Clothing: (Primary)** Please bring a spare set of clothes for your child to include 2 pairs of underwear, 2 seasonally appropriate shirts, 2 pairs of pants/shorts, 2 pairs of socks, and 1 sweater when needed. Please label each item and place it in a shoebox with your child's name on it (approx. 8"x13" is best). Also include a wet/dry bag for soiled clothing to be sent home. Feel free to decorate the box with your child to make it fun.

**Masks: (ELEMENTARY/PRIMARY)** All students will be required to arrive wearing their masks. Please provide 3 masks for your child. (1 they will wear, 1 in their backpack, 1 to keep in their box). Please also provide a wet/dry bag for soiled masks.

**Indoor Shoes:** Please provide your child with indoor shoes that will be kept at the school. Children will change into their indoor shoes upon arrival. These shoes should be sturdy (no slippers), comfortable and something your child can put on and off easily.

**Media Characters and Television:** Our goal is to create a space where children are supported in developing their own imaginations. Therefore, we ask that you please keep your child's school clothing, including undergarments, and supplies, i.e., lunch boxes free of media characters. We also urge parents to consider the role of the Internet, television and video games and set limits as to their usage.

**Jewelry:** We understand the pleasure that the wearing of jewelry gives to children, particularly when it is new. In the interest of safety and hygiene, please do not allow your child to wear jewelry to school. Jewelry refers to rings, watches, bracelets, neck chains, pendants, brooches, earrings, and large hair ornaments. However, we will allow jewelry to be worn if it is for religious reasons. Also, medic bands/jewelry can be worn. Please advise the school if your child is wearing jewelry for any of the above reasons.

**Sunscreen and Bug Spray:** Please apply sunscreen to your child before they come to

school. If your child is attending a full day and you would like us to reapply it in the afternoon, please provide sunscreen in a labeled bag along with the signed permission slip.

**Children's Possessions:** Books and items related to curriculum topics are welcome at any time during the year. Please label everything with your child's name. Other than the items mentioned above, CHILDREN MAY NOT BRING TOYS, JEWELRY OR OTHER POSSESSIONS TO SCHOOL. We ask for your utmost cooperation with this guideline. The classroom materials are for the use of all children. Items brought from home may cause difficulties with peers, become lost or forgotten or prevent the child's involvement with classroom activities.

**School Possessions:** We ask for your help in retrieving and returning any items that may come home in your child's pockets. What may look like nothing to you may be an important piece of a puzzle or classroom activity. Please do not quiz your child as to how it got there but rather say something like, "Look what I found in the washing machine. We'll take it back to school where it belongs so that all the children can use it."

**Fostering Independence:** Families often ask what they can do at home to help their child be successful at school? One very important way that you can support your child at home is by providing opportunities for independence. Allow the extra time needed for your child to do for themselves. This may mean waking up a little earlier so they can dress themselves, but it is well worth your child's sense of self. Strive to find a balance between not enough and too much independence. "Look! I did it for myself!" is an exciting feeling for children and gives them a real sense of accomplishment.

**Leaving Home and Saying Goodbye:** Each child experiences separation in their own way when they begin school. It's important for you to express a very confident, positive attitude about school. Parents also have their own feelings about separation. It is best not to convey your concerns to your child and that you see separation as a normal part of letting go. Parents and children will say goodbye at the drop off spot in the driveway or occasionally at the classroom door during inclement weather. If your child is having difficulty, often a cheerful "Goodbye. I'll see you later" and a quick exit will make things easier for both of you.

Children will sense your confidence. If a child cries, please be assured they will receive loving care from their teachers. They will have an opportunity to express their feelings and will be assured that their feelings are understood and that mommy and daddy or the caregiver will return to pick them up at the end of the school day.

## **BUILDING THE STUDENT PARENT SCHOOL RELATIONSHIP**

**Communication:** Communication is very important to us. We are happy to arrange a meeting or a phone conversation any time that you have concerns or questions. Keep in mind that arrival and dismissal times are times to exchange information pertinent to the day, but they are not the best way to conference with the teachers who need to devote their full attention to welcoming and releasing children.

Please be sure to let us know if there is a change in the home situation that may affect your child. We need to know about things such as a new pet, a friend or family member who has moved away, a parent taking a trip, the death of a family friend, relative or pet, sleep disturbances or changes in your work schedule that might affect your child's routine.

**Orientation:** Orientation is the first step to help make the transition from home to school a little easier for your child. All new students and parents are invited to a half hour orientation about one week prior to the first day of school. This is an opportunity for your child and his or her teachers to spend some time together in the classroom with the reassurance of knowing you are close by. They will get a chance to participate in a few special lessons and be introduced to some of their daily routines. Knowing where you will say goodbye each morning and seeing their very own cubby in the coatroom can often help calm the first day of school jitters.

**Family Picnics:** We love to celebrate the beginning and end of each school year with a family picnic. This is a great opportunity to meet other Montessori of New Paltz families and helps create a sense of the larger community to which we all belong.

**Phase In:** The first few weeks of school are critical in laying the foundation for the remainder of the school year. It is during this time that children learn the ground rules of the classroom and of social interaction. Maria Montessori noted that young children are remarkable observers. They will readily acquire the new skills needed to succeed in the classroom if they are provided with a carefully prepared environment in palatable doses. The phase-in period allows for a gradual and steady internalization of their new routine while respecting their unique developmental needs and natural abilities.

## **BUILDING THE STUDENT PARENT SCHOOL RELATIONSHIP**

**Parent Teacher Conferences:** These are scheduled twice a year in the fall and spring and both parents are encouraged to participate. We are happy to schedule a day and time at your convenience. In order to make the most of our one on one time, we ask that children not attend. (After care is provided during conferences if needed.)

**Parent Volunteer Program:** The Parent Volunteer Program provides a way for all our children to benefit from the skills, talents and interests abundant in our parent population. Whether sharing a professional skill, serving on a committee, or coordinating tasks to assist the school, parent involvement is an essential element to the Montessori of New Paltz community. Volunteering is also a vital way to keep school resources and tuition costs down. The required Volunteer hours are 15; however, contribution of more time is always greatly needed and appreciated. If, because of extraordinary circumstances, your family cannot participate or complete the required Volunteer hours, we offer the option for families to pay \$20 per unfulfilled hour. Parents are responsible for reporting their volunteer hours.

The Parent Volunteer Program's greatest benefit is providing a unique learning experience for our children, cultivating a real sense of community and giving parents the opportunity to work with teachers and meet other parents, while making a very real contribution to the school. Also, by being involved, parents serve as role models for community service, a critical concept Montessori of New Paltz believes in. When everyone does a little, a lot gets done!

We have created many ways for parents to participate and easily fulfill a family requirement of 15 volunteer hours per year in the following categories:

- Fundraising
- School and Classroom Maintenance
- Outdoor Maintenance
- Parent Committee
- Yearbook

**Sharing Skills:** There are many opportunities for parents to participate in and contribute to the school. Parents are welcome to share a special skill individual skill (i.e. special art project, guest musician, etc.) These sharing opportunities can be applied to your 15 volunteer hours.



## Code of Ethics

AMS requires that all member schools and affiliated teacher education programs agree to comply with the AMS Code of Ethics. AMS relies on self-compliance of this Code.

In pledging to accept the Code of Ethics, heads of schools and program directors agree that the educators in their institutions will strive to conduct themselves professionally and personally in ways that reflect their respect for one other and for the children they serve; and that they will do whatever is within their talents and capacity to protect the right of each child to have the freedom and opportunity to develop his or her full potential.

### **Principle I - Commitment to the Student**

In fulfillment of the obligation to the children, the educator—

1. shall encourage independent action in the pursuit of learning;
2. shall protect the opportunity to provide for participation in educational programs without regard to race, sex, color, creed, or national origin;
3. shall protect the health and safety of students;
4. shall honor professional commitments and maintain obligations and contracts while never soliciting nor involving students or their parents in schemes for commercial gain;
5. shall keep in confidence information that has been secured in the course of professional service, unless disclosure serves professional purposes or is required by law.

### **Principle II - Commitment to the Public**

The Montessori educator shares in the responsibility for developing policy relating to the extension of educational opportunity for all and for interpreting educational programs and policies to the public.

In fulfilling these goals, the educator—

1. shall support the American Montessori Society and not misrepresent its policies in public discussion. Whenever speaking or writing about policies, the educator should take the precaution of distinguishing private views from the official position of the Society.
2. shall not interfere with nor exploit the rights and responsibilities of colleagues within the teaching profession.

### **Principle III - Commitment to the Profession**

The Montessori educator makes efforts to raise professional standards and conditions to attract persons worthy of trust to careers in Montessori education.

In fulfilling these goals, the educator—

1. shall extend just and equitable treatment to all members of the Montessori education profession;
  2. shall represent his or her own professional qualification with clarity and true intent;
  3. shall apply for, accept, offer, recommend, and assign professional positions and responsibilities on the basis of professional preparation and legal qualifications;
  4. shall use honest and effective methods of administering duties, use of time, and conducting business.
- Adopted 1969, AMS Board of Directors. Expanded 1975. Updated 2008 and 2010.

## **Addendum:**

During the pandemic, please adhere to these additional protocols:

If your child is staying home due to illness, please send an email to the office and your child's teacher with a detailed explanation of your child's symptoms. For your privacy, any information shared with other families will be kept anonymous.

If your child has a fever of 100 or more, please consult with your doctor as to whether a virtual or in person visit is warranted. The school will need a written explanation from your doctor for the possible cause of the fever. If there is a non-COVID explanation for the fever, then your child may return to school when he/she is fever free for at least 24 hours without the use of fever reducing medication.

If the doctor has no explanation for the fever, your child should get tested for COVID before returning to school. Siblings don't need to be tested if they do not have symptoms unless the child with fever tests positive for COVID-19. However, they should stay home until the sick child is "cleared" to return, providing they have not developed symptoms. Negative COVID test results must be provided to the office before your child returns to school.

Montessori of New Paltz will be following guidance for schools from the sources listed below:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

<http://www.nysed.gov/back-to-school>

<https://www.ny.gov/agencies/department-health>

Thank you for your cooperation in keeping our children and staff safe and healthy!