



RACINE MONTESSORI SCHOOL
A CERTIFIED GREEN SCHOOL - EST. 1963

PARENT HANDBOOK

2021-2022

Discover the Joy of Learning

STATEMENT OF MISSION AND VISION

Racine Montessori School is part of a global community that guides the whole child toward a life-long love of learning. Children develop independence, confidence, moral responsibility, social purpose and inner peace through teacher guidance on self-directed work in a non-competitive atmosphere. Our school strives to offer strong academics and support in a setting of self-respect, respect for others and respect for our environment.

Racine Montessori was established in 1963 as a 501(c) non-profit organization.

SCHOOL OFFICE HOURS

7:30 a.m. – 4:30 p.m.

Primary (3 & 4 yr old) 5 Day	8:30 a.m. - 11:30 a.m.
Extended Day Class	8:30 a.m. - 2:30 p.m.
Elementary Class	8:30 a.m. - 3:30 p.m.

CHILD CARE PROGRAM HOUR

Morning: TBA

After School 2:30 pm. - 5:30 p.m.

**Racine Montessori School
Parent Handbook
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RACINE MONTESSORI SCHOOL STAFF

Office

Lisa Toraño	Administrator
Meredith Gonzalez	Administrative Assistant

PRIMARY 3-6yrs

Sarah Teskoski	Montessori Teacher
Kathy Schrandt	Teacher Assistant
Nicole Fuentes	Montessori Teacher
Mary Kay Herness	Teacher Assistant

LOWER ELEMENTARY TEACHERS 6-9 YRS

Tree House

Cara Lewis	Montessori Teacher
Lisa Porter	Reading Specialist

Rainforest Canopy

Rachelle Koshen	Montessori Teacher
Kimberly Sabisch	Reading Specialist

UPPER ELEMENTARY 9-12 YRS

Anna Ptacek	Lead Montessori Teacher
Daiana Kern	Montessori Teacher
Lisa Toraño	Montessori Teacher
Beth Franklin	Language Arts Specialist
McKenzie Vashlick	Teacher Assistant

ADOLESCENTS 12-15 YRS

Carrie Gayle	Classroom Teacher
Lisa Porter	Classroom Teacher

SPECIALISTS

Denise Zingg	Art
Melissa Grigg	Music
Sandra Bonazza	Spanish

2021-2022 RMS Calendar

Wednesday, Sept. 1	First Day of School
Monday, Sept. 6	Labor Day- No School
Tuesday, Sept. 21	Peace Day celebration
October date to be announced	RMS Raffle
Thurs-Fri, Oct 28-29	Fall Conferences
November date to be announced	Thanksgiving Pie Sale
Wed-Fri, Nov 24-26	Thanksgiving Break- No School
Friday, Dec. 3	St Nick Celebration
Friday, Dec. 10	St. Lucia Celebration
Friday, Dec. 17	Yule Log Celebration
Dec. 20-Jan 2	Winter Break- No School
Monday, Jan. 3	School Resumes
Monday, Jan 17	Martin Luther King Jr.-No School
Tuesday, Jan 25	Elementary Info Night
Thursday, Jan 27	Extended Day Info Night
Thurs-Fri., Feb. 17-18	Winter Conferences, No School
Tuesday, Feb. 22	Blue Day
Wednesday, Feb 23	Red Day
Thursday, Feb 24	Yellow Day
Friday, Feb. 25	RMS Day
Sunday, March 6	Spring Open House, 1-3pm
Thurs-Fri, March 17-18	Professional Development No School
March date to be announced	Double Good Popcorn Sale
Friday, April 15	Spring Break Begins, No School
Monday, April 25	School resumes
Monday, May 30th,	Memorial Day- No School
June 1st	Last Day of School
June 2-June 3	Spring Conferences

RACINE MONTESSORI SOCIETY

Racine Montessori School is a non-profit organization founded in 1963 by a group of parents who were interested in Montessori philosophy. We want our parents to be well-informed on Montessori issues and about what's going on at school. Parents of children attending the school automatically become members of the Racine Montessori Society. The purpose of the society is to operate the school and promote the educational philosophy of Maria Montessori.

Before the beginning of the school year, teachers will email families IMPORTANT INFORMATION.

There are three (3) parent/teacher conferences during the year for all students. Due to Covid 19, these conferences may be conducted remotely with parents.

In February, we conduct classroom meetings to inform parents of classroom procedures/schedules and to explain our extended day and elementary programs.

Affairs of the Society are managed by the Board of Directors, consisting of nine members elected at the annual meeting, one alumni member, and one member at large, chosen by the board. Directors serve for three years. The board elects officers from its members to serve a one-year term. Each member of the Racine Montessori Society has one vote for the election of directors and all other matters the board refers to the group, with a maximum of two votes per family. Board meetings occur at 6:30 p.m. on the third Tuesday of each month in the school lounge or on zoom and are open to all members of the society.

BOARD OF DIRECTORS

Callie Ehmcke	President
Monica Santos	Vice President
John Buchaklian	Treasurer
Jamie Williams	Secretary
Naison Nyamatutu	
Paulina Tollacksen	
Rita Lewis	
Rebecca Byrne	
Chris Lohman	
Brett Britten	
Rachel Gage	

RACINE MONTESSORI PROGRAMS

The **Primary Program**, otherwise known as the Children's House (for ages 3-6), provides a prepared environment that encourages independence and active participation in the learning process. The major areas of the curriculum are Practical Life, Sensorial, Language Arts, Math, Science, and Geography. Developmentally appropriate manipulative materials enable the children to progress at their own pace. Children receive individualized and group instruction in a joyful atmosphere of cooperation and non-competitiveness.

While the students in our Children's House are absorbed with ordering the environment, the children in our **Lower Elementary Program** (ages 6-9) are concerned with ordering their reasoning minds. The program also respects that the six-to-nine year old is entering a sensitive period of the imagination and becomes interested in all aspects of his community and culture. Our curriculum helps the child to find meaning in knowledge and to transcend the narrow confines of a self-centered existence. Our Lower Elementary children continue to work with a sequence of educational materials which progress from the concrete to the abstract.

In the **Upper Elementary Program** (ages 9-12), the children continue to build upon previously acquired skills. Concrete materials are still present but less evident as the children are working more abstractly. The children delve into many areas of research and become familiar with a variety of information sources, a process that can be used throughout life. Children enjoy collaborating in small and large group activities. Group processing and problem-solving activities within the classroom prepare them to function responsibly and sensitively toward others.

Our **Adolescent Program** (ages 13-14) allows the students to continue learning in the peaceful, respectful environment that has been an important factor in the prior years of their Montessori education. At this age, students explore the needs of humanity and sense the need of service in the community, and this, along with academic studies, becomes the foundation upon which their education is built.

Childcare Program

Due to the need to cohort during the COVID19 pandemic, childcare will once again take place in the classrooms and is available until 5:30 pm.

Policies and Procedures

SECURITY and LOCKED DOOR - Per our Safety & Health Policy, due to Covid-19 we will not be allowing parent observations and visitors during school hours. Parents will have limited access to the building after communication with the office. If necessary, provisions will also be put in place for essential workers who must enter the building for repairs

STUDENT HEALTH POLICY - IN ADDITION TO THIS POLICY PLEASE REFER TO THE HEALTH & SAFETY POLICY HANDBOOK which has been devised for COVID-19 situation.

For the wellbeing of the children, a child **MUST NOT** be sent to school when ill. If a child becomes sick during school, the parents will be notified. All parents are required to have an alternate care system in place in the event of illness. **There is no infirmary on the school grounds.**

PLEASE SEE THE HEALTH AND SAFETY HANDBOOK FOR THE LIST OF SYMPTOMS THAT WOULD REQUIRE YOUR CHILD TO STAY AT HOME.

IMMUNIZATION RECORDS The State of Wisconsin requires that we keep a record of immunizations of all children. All immunization records must be received by the school office by September 15th so we can fulfill our compliance requirements for the State of Wisconsin.

RECORDS DUE THE FIRST WEEK OF SCHOOL are ONLY Required for:

- *All new students
- *Students entering Extended Day
- *Students entering 6th grade (tdap booster)
- *Personal Conviction or other waived circumstances, parents must complete & sign a form each year.

You may access your child's immunization records at Wisconsin Immunization Registry site, <http://www.dhs.wisconsin.gov/immunization/WIR.htm> Public Immunization Record Access of a copy of your child's records.

To COMPLETE a hard copy of an immunization form, copy and paste this address into your browser: <http://www.dhs.wisconsin.gov/forms/F0/F04020L.pdf> complete and print the information you have entered.

Families new to the area (out of state) please complete the immunization form or submit a copy of your child's up to date immunization record from their physician.

Cell Phones and Electronic Devices are not allowed at Racine Montessori during the school day or at childcare. Please make sure your children are aware of this policy. If you feel that your child needs to bring their cell phone for communication after school, they must check their phone in with their teacher during school and childcare hours. Please email the office, if your child will need to bring their device along so that we can notify their teacher.

ATTENDANCE / ABSENCES Parents are requested to call the school office by 9:00 a.m. if a child will be absent for any reason. Please do not make plans that will keep your child out of class. Family vacations should coincide with school vacations. Every attempt should be made to schedule doctor or other appointments for your child after school hours or during school breaks.

ALTERNATE SCHEDULE FORMS must be filled out if there will be a change in the way you normally pick your child up. Please fill these forms out in advance of a change to your normal routine or child care schedule, keeping in mind that you must pre-arrange your child's stay in CCP. Changes must be made in writing.

SNOW DAYS

Racine Montessori School follows the closing policy of Racine Unified School District regarding snow days. If Racine Unified announces a snow day closing then RMS is closed as well. If Racine Unified is not on session and we need to announce a snow day, we will send out an all school email by 6 am.

School Hour Messages Parents may leave messages for teachers or their children by calling the main office. Classes will not be interrupted by telephone calls unless there is an emergency.

RECYCLING Racine Montessori School recycles all glass, plastic and aluminum products and we encourage our families to be conscientious in packing lunches. We discourage the use of juice boxes (please use a thermos!) and unnecessary wraps. We recommend reusable containers for food.

INFORMATION & UPDATES will be distributed through email. Our website, at www.racinemontessori.com, will also have school information under the parent tab (i.e. the monthly calendar). We have both a public FACEBOOK page (<https://www.facebook.com/racine.montessori>) and a closed parent group page used for family community building as well as a repeat of RMS announcements. Please contact that office if you need instruction on how to join the parent FB group.

In addition, some information such as individual classroom events/activities will be sent home in your child's backpack. Please be sure to check it every day.

TUITION billing takes place during the first week of each month and statements will be emailed to you at that time. Please make sure we always have your updated email address in our files. Payments are due on the 15th of the month. We encourage families to use our tuition electronic funds transfer (EFT) . Your tuition payment will be withdrawn from your bank on the 10th of each month. Please contact the office to register for EFT if you are interested. You may be assessed a late fee if tuition is not paid in a timely manner and Racine Montessori School reserves the right to suspend or dismiss any students whose tuition is not paid on a timely basis. We also take charge cards for tuition payment, with an additional processing fee of 2.6% to 3.5%, subject to change. You can make a payment from our website (racinemontessori.com) home page by clicking the payment icon.

PRIVACY POLICY Racine Montessori School refuses requests from businesses and merchants who want to contact our families. Class lists are for your personal reference only.

FIELD TRIPS Due to COVID 19, field trips will be carefully considered before students are allowed out into the community.

LOST AND FOUND Each classroom has its lost and found. Labeling your children's personal items is the best assurance for personal property to be returned to you in the event your child leaves something outside or somewhere in the building other than their classroom.

FUNDRAISING

Racine Montessori has several fundraisers throughout the year including our great Fall and Spring Raffles, our delicious Thanksgiving Pie Sale and our Spring Popcorn Sale. You will be receiving more information about these great fundraisers in emails and through flyers that will be sent home with your children.

SCRIP - We call this the "painless" fundraiser because you purchase cards for items you ordinarily use anyway! Invite family members and friends to participate, too! an on-going online fundraising program that we use at Racine Montessori School. Included in SCRIP are gift cards to a variety of restaurants, stores, gas stations and other retailers. You pay face value for the gift card; however, RMS purchases them at a discounted price. The profit earned is divided between the school and the family who orders SCRIP (in the form of a tuition rebate once a year). You may order SCRIP online at www.shopwithscrip.com. SCRIP orders are placed on Mondays at 9:00 a.m. and are sent home in your child's backpack by Friday of the week ordered.

BOX TOPS for EDUCATION - <https://www.boxtops4education.com/>

AMAZON SMILE – <https://www.smile.amazon.com> This is another easy fundraiser that benefits our school so if you do online shopping at Amazon, this would be a wonderful way to support our school.

Company Donation Matching

Racine Montessori School Accident and Injury Policy

We take every precaution to provide a safe environment for your child. However, accidents and injuries do happen.

The following outlines the measures taken by staff in the event of injury occurring at RMS or while attending school events off school premises.

In the event of accident/injury:

1. A qualified teacher will administer first aid and make the child as comfortable as possible.
2. If puncture wounds or bites occur that break the skin occur, the office will attempt to notify parents to seek preference for washing wounds and/or applying Neosporin. Until parents are reached, the wound will be gently cleansed with water and covered with a bandage.
3. An Accident / Incident Report Form will be written by staff responsible for the child's care at the time of the incident to inform parent(s) of the details. A copy of this report will be kept in each child's folder in the school office.
4. Parents will be asked to read and sign the form to signify that they have been informed of the details and return the form back to school by the following day.

Parents will be notified immediately in the event of fever/serious health symptoms, excessive bleeding, or head injury.

1. A qualified teacher will administer first aid and make the child as comfortable as possible.
2. Parents of the child will be notified of the accident/incident and asked to pick the child up from school. When in need of emergency medical assistance, an ambulance will be called, and parents will be asked to meet the child at the hospital.
3. A staff member will accompany the child in the ambulance to the hospital and stay with the child until a parent arrives.
4. An Accident / Incident Report Form will be written to inform parent(s) of the details. The child's parent will be asked to read and sign the form to signify that they have been informed of the details.

It is very important that parents always keep emergency contact information in the office up to date. This information should include current home, cell and business telephone numbers, addresses, medications and food allergies

Racine Montessori School Discipline Policy

Children are always expected to show respect for each other, the teachers and the environment. We provide them with clear examples of positive behavior and how to act in specific situations through our Montessori lessons of Grace and Courtesy and the practices within our Montessori community. Through gentle redirection, the setting of clear limits and teaching in neutral moments, the discipline of the classroom is maintained. If these measures don't work and a child lacks self-control, a teacher may separate the child from the group and have someone sit with him/her until he/she regains their control to resume normal class activity.

At no time will harsh or abusive punishment be used, nor will the child be neglected or humiliated. It is understood that children need to learn to respond to their emotions in a positive and constructive manner. One function of the school is to guide children through this process of developing self-discipline and awareness of their role in a group.

While RMS will look at each incidence and each child's behavior on an individual basis, the behaviors described below will elicit the following course of action:

1. The teacher will ask the parents for a conference to notify them of the problem and to discuss it.
2. The staff will make careful, written observations of the child's behavior, decide on a plan to assist the child in modifying his/her behavior and make the administrator aware of the steps that will be taken.
3. If the behaviors continue, the parents may be asked to:
 - a. Reduce the child's schedule
 - b. Withdraw the child until a later date
 - c. Withdraw the child from the program.

These behaviors include:

1. Overly aggressive
2. Physical fighting or any type of bullying
3. Consistent Inability or unwillingness to follow a simple request
4. Destruction to school property or the personal property of another individual.
5. Using foul language

These measures are taken in the best interest of the child, the parents and the other children. Sometimes the behavior is only temporary in the child's life, but the school cannot be responsible to modify difficult behavior patterns. Only parents can handle this task. RMS will always seek to support the parents of our students.