

Maple Tree Montessori



Academy

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Lower Elementary  
HANDBOOK

*“The successive levels of education must conform to the successive personalities of the child” ...Dr. Maria Montessori*

## ***Welcome to our growing MTMA Elementary Community***

*“Children are human beings to whom respect is due, superior to us by reason of their innocence and of the greater possibilities of their future” ...Dr. Montessori*

*This Lower Elementary Handbook is designed to inform you of our class procedures for the school year. Please do not hesitate to contact us if you have other questions.*

*Peace,*

*Ms. Hema and Ms. Andrea*

### **Our Goals and Objectives**

The main objective of our elementary community is to provide a planned, stimulating, productive environment of the highest quality, which is peaceful, nurturing and meet the needs of each individual child.

Our specific goals for the children are:

- To develop a positive, happy attitude toward school and learning, fostering a continued sense of curiosity.
- To build and encourage habits of initiative, concentration, persistence, independence and accountability
- To encourage and support children in their academic endeavors, providing them with opportunities to progress at their own pace and at the same time maintaining the highest academic level for each child.
- To develop a sense of high self-esteem, personal integrity, inner discipline and a sense of order.
- To foster the development of grace, courtesy, empathy and respect for others. To nurture compassionate socially acceptable thought and behavior, creating cohesive, caring and supportive classroom communities.
- To provide the child with the opportunity to experience the skills required, and successfully master future needs.

**The MTMA Handbook as well as the following information should give you and your child what you need to know to make this year successful.**

### ***1. Attendance***

- Class at the elementary level begins promptly at 8:30. Please have your child here and ready to work.
- Children arriving before 8:25 must be signed in for child care.
- If your child arrives after 8:40, you must bring your child in and sign in late. Your child will then wait by the office until a teacher or assistant escorts them to class. This will minimize interruptions to classroom presentations.
- Please call or email the school if your child will be absent.
- Please try to plan vacations around our school breaks and to schedule appointments after school. Your child should not miss more than 10 days of school

### ***2. Dismissal***

- Please wait in front of the office. A teacher will dismiss your child after making eye contact with you.
- If your child is being picked up by someone else, please be sure they are on your child's Emergency Card.
- After care students will be sent to the daycare room every day at 3:30. Please make contact with a staff member when signing your child out of after care.
- If your child is not picked up by 3:40, they will be sent to after care.

### ***3. Homework***

- Generally, we do not assign homework at the lower elementary level. However, we do have weekly spelling quizzes and reading assignments.
- Work will be transported to and from school in a designated pouch, which should be stored in your child's book bag. The book bag should be brought to school daily.

#### **4. Clothing and Shoes**

- Comfortable clothing that the children can wear while playing outside, exercising or painting is preferred.
- Outdoor shoes are required for physical education, nature education and recess.
- Indoor shoes or slippers are to be worn in the classroom and are stored in the slipper cubbies. This is to ensure hygiene since we work on the floor.
- Please be sure that your child has appropriate clothing for our changing weather.
- Please send a change of clothing, including socks, labeled in a Ziploc bag to be stored at school.
- Please label all clothing, including boots.

#### **5. School Supplies**

- Each child will be charged a fee for supplies and materials used throughout the year. This fee covers:
  - Workbooks
  - Paper
  - Pencils, markers, crayons
  - Composition Books
  - Folders
  - Art Materials
  - Erasers
  - Glue Sticks
  - Subject books

#### **6. Communication with Teachers**

- We want to make ourselves available to parents as much as possible
- During the school day our attention is very focused on the children and classroom.
- If you need to speak with a teacher, please leave a note, email or call the office. We will make every effort to get back to you ASAP and to schedule a time to meet, before or after class.

## **7. Classroom Observations**

- We want all parents to have an opportunity to observe our classrooms. Beginning in November, you are invited to observe your child during a work period for 30 minutes.
- Observation appointments may be scheduled by calling or emailing the office. We try to limit observations to one family at a time.

## **8. Lunch**

- **Please be very mindful and do not include foods that contain nuts or peanut butter. We have students with life threatening allergies and we need your cooperation and consideration to keep them safe.**
- All elementary students eat lunch in their classrooms with their teachers from 12:30 – 1:00 p.m.
- We demonstrate, expect and encourage good manners during lunch. Children will be asked to use quiet voices, remain in their seats and not speak while chewing. Lunch should be a pleasant social experience for children and adults.
- We ask that you help your child to make healthy lunches. Including your child while choosing and preparing nutritious foods makes it more likely that they will eat and enjoy their lunch.
- Healthy suggestions include fresh fruit and vegetables, yogurt, cheese, sandwiches soup and milk or water to drink.
- We cannot refrigerate heat or prepare food at school. Please choose and pack accordingly.

## **9. Snack**

- Each child in our school will take turns bringing in snack for all on a weekly basis.
- When it is your week to bring snack, we will send a shopping list home with your child. Please buy what is on the list and bring to school on Monday.

- We will be requesting mostly fruit, vegetables, yogurt, hummus and cheese. Please consider buying organic when possible.
- If we specify a brand, please buy only that brand...this is to prevent allergy cross-contamination.

### **10. *Field Trips***

- Advance notice and permission slips will be sent home for any field trips.
- We will always attempt to use the LETS bus for convenience, safety and liability reasons. If we do need drivers or chaperones, we will ask for volunteers.

### **11. *Sharing (Show and Tell)***

- Sharing takes place on Fridays and we request that children bring only educational or sentimental items.

### **12. *Messages and Newsletters***

- All newsletter and class notes will be emailed. Please be sure that you add us to your email and that we have a correct email address on file.

### **13. *Birthdays***

- We celebrate children's birthdays by honoring the child at group time. This also becomes a part of a history lesson. Your child, with the help of a friend, will set out the solar system and walk around the sun carrying the "earth for each year of life. We will talk about the child's special memories and milestones.
- For this day, we suggest a special snack for the class (fruit is best)
- We will be sending home a blank timeline for your child to work on. Please send it back on his or her birthday with one photo posted to each year. This should be your child's activity.

- If your child's birthday falls on a weekend, holiday or during the summer, please choose a school day to celebrate and let us know in advance.

#### **14. Class Celebrations**

- We have special seasonal celebrations for the children. We will also explore and study about these special days. Specific information will be sent home before each event.

#### **15. Responsibility**

- At this age level, we are working with your child on personal responsibility and accountability. We try to teach that each individual is responsible for his or her actions, words, work, body, etc...
- If we allow children to experience and live out the natural consequences of their actions, we are helping them develop the mental independence and moral compass that they need.
- Please help your child by allowing them the dignity of accepting personal responsibility for all situations. Helping them to understand their part.

We thank you again, for all your support and consideration. Our school community and the success of your child depend on a cohesive, comprehensive and compassionate engagement of child, family and staff.

We look to Dr. Maria Montessori for inspiration and guidance remembering always, the importance of our collaboration and that each and every child is

***“a hope and a promise for mankind”...Dr. Montessori***