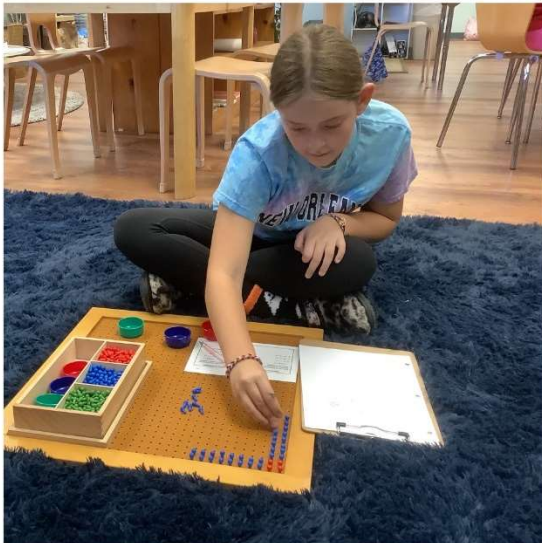


Pioneer Valley Montessori School



FAMILY HANDBOOK

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INTRODUCTION

Mission Statement

Pioneer Valley Montessori School provides a responsive and nurturing environment rooted in Montessori practice. We inspire curiosity, compassion, and kindness by encouraging independence, developing perseverance, and empowering the risk-taking necessary for children to grow into their best selves emotionally, academically, and physically.

Vision Statement

Our vision is for all children to reach their full potential as collaborative and independent learners, by providing a Montessori education that nurtures them, as they become engaged citizens of the world.

Disclosure

The policies and procedures set forth in this handbook are not a right or part of the enrollment contract. The procedures herein do not confer any contractual rights on any student but instead serve as an aid to Pioneer Valley Montessori School (PVMS) in its everyday responsibilities. This handbook cannot contemplate every situation, and PVMS reserves the right to exercise flexibility in the best interest of the students and the school.

PVMS reserves the right to modify the Student/Parent Handbook with appropriate notice to students and parents/guardians. This current version handbook replaces all prior versions of the Student/Parent Handbook.

Version 3 for 24-25 - Edited on Friday, March 22, 2024

Educational Philosophy

It is the mission of PVMS, in partnership with our parents and community, to provide a safe, nurturing, and challenging environment, encouraging all students to grow intellectually, socially, ethically, and physically to their fullest potential.

We strongly embrace Peace Education. Dr. Montessori became focused on Peace Education during the years of the two World Wars, when she was in India. She observed the horrors that are inflicted on people because of the inability to solve differences.

Dr. Montessori became convinced that during childhood there is a unique opportunity to impact the way a person looks at others who may seem different - by culture, ethnicity, religion, or any other way. She believed that if tolerance of, and interest in, difference is encouraged in the earliest years, children retain this attitude of openness. Also, if a child is taught the skills to solve interpersonal problems by talking, as well as by listening to others, a lifelong pattern is set. We, at Pioneer Valley Montessori School, have integrated Peace Education into our curriculum at every level.

Accreditations

Pioneer Valley Montessori School is accredited by the:

- American Montessori Society
- Association of Independent Schools in New England

We are licensed by the State of Massachusetts, and our early childhood program is license by the Massachusetts Office of Early Education and Care (EEC)

ORGANIZATIONAL STRUCTURE

Board of Trustees

The primary responsibility of the Board of Trustees is to support the head of school to see that Pioneer Valley Montessori School operates in the best interests of its students, teachers, and parents. Its job is to "hold The School in trust" and fulfill the mission of PVMS by offering excellent Montessori education. The members of the PVMS Board of Trustees serve the school without monetary compensation or tuition reduction.

The Annual Meeting, held in the fall of each year, is designated for the election of new Board members as well as the presentation of Annual Reports reviewing the school's past year, current operating budget, financial projections, and long-range plans for the future of PVMS.

Head of School

The Head of School embodies the mission of the school and articulates the mission for all aspects of the school's program. In keeping with the school's mission, the head of school fosters the traditions, relationships, and practices that determine the school's climate and culture. The head of school is the sole employee of the board of trustees and is responsible for the overall management of the school, in accordance with the board's policies. The head of school is the spokesperson for the school with all its internal and external constituencies including students, parents, faculty, staff, alumni, neighbors, business community, governmental agencies, and local, state, regional and national educational organizations and accrediting agencies. Though much of the work is properly delegated, the head of school has ultimate and overall responsibility for board relations, curriculum and instruction, student life, business affairs, admissions and advancement.

Faculty & Staff

A full list of Faculty and Staff can be found on the Pioneer Valley Montessori School website, pvms.org. This list is updated on a regular basis.

Parent Community Organization

The main goal of the PCO is to organize family participation in the PVMS community. The PCO meets regularly and provides social and educational opportunities for both parents and children. All parents are encouraged to attend and participate.

In addition to providing support for the school, parent involvement has an important positive effect on our children. Working at the school is a visible demonstration of concern and commitment perceived by our children. Active involvement also provides insight into your child's educational experience at PVMS and allows parents to meet one another and form a community within the school.

The PCO sponsors fundraisers each year to help pay for PCO family activities such as yearbooks, field trips, guest speakers and other programs for children at PVMS. There is an annual \$45 per child activity fee, payable with the total school tuition payments. These fees are used to help offset the costs of children's activities such as the Trunk or Treat, Winter Event, etc.

ADMISSIONS

Admissions Process

We ask all prospective families to first tour the school or participate in a virtual visit.

The following must be submitted on the candidate's behalf prior to acceptance: a completed online application, a non-refundable application fee, and documentation as noted in the online application on the Admissions page of the PVMS enrollment website. This documentation will provide the school with the applicant's most recent history of academics, behavior, and attendance.

A classroom visit with the applicant must be scheduled with the Director of Admissions.

- For Toddler and Children's House students: one visit with the teacher is usually sufficient, however we reserve the right to ask parents to bring the child back for another meeting prior to notification of acceptance.
- Elementary students: For the classroom visit, we recommend a half or full-day visit so applicants can interact with peers and teachers.

New Student Acceptance

The acceptance of new students is determined by the Faculty, Head of School, and additional members of the Administration. Their collective decision is based on many factors that are age-appropriate for the program to which they are applying. For example:

- For Toddler & Children's House students: acceptance is based on the child's perceived readiness for the program. Many factors play a role in this, including the child's ability to follow simple directions during the classroom visit, the child's ability to communicate (not necessarily verbally), and the child's ability to focus on a task in an age-appropriate manner.
- For Elementary students: acceptance is based on academic achievement, behavior, attendance, and a review of any IEPs or 504 plans currently in place. This information will be partially gained by a review of the student's most recent report card, math work sample, and writing sample.

The applicant's parent or guardian will be notified by email of their child's acceptance.

Trial Period

There is a trial period of up to six weeks for each newly enrolled child. This allows us time to evaluate the child's readiness for our program. It is our desire that each child's school experience be a positive one. Therefore, the school reserves the right to request withdrawal of a child whose needs cannot be met by the program, or that the child is not yet ready.

If we find that a child needs one-to-one aid on a consistent basis, and is not able to work independently, the appropriateness of this type of program for the child may need to be reconsidered.

BUSINESS AFFAIRS

Tuition Obligation

Enrollment at PVMS is for one school year, September – mid June.

We make annual commitments to our teachers for employment, purchase supplies for a full school year and operate on an annual budget based on the income committed to the school by enrollment contracts. Parents sign an enrollment contract – which is binding – for the period of one school year.

- Children are enrolled for the entire term for the schedule chosen.
- No deduction in tuition or fees can be made for absence or vacation.
- Children cannot “make up” days that are missed.
- Extra days are typically added to the school calendar to account for any weather-related closings after 5 such closings, to be determined by the Board of Trustees.
- No portion of the tuition, paid or outstanding, will be refunded or canceled without the consent of the Board of Trustees.
- In the event of family circumstances that may arise that would result in an early withdrawal of a child from the school, the following procedure should be followed:
- A letter must be written by the parent to the Board of Trustees of PVMS, advising the Board of the pending withdrawal of the child. If the parent believes that there are extenuating circumstances that should be considered to allow the parent to be released from the contract, those reasons should be presented clearly in the letter.
- The Board meets monthly, generally on the second Wednesday of the month. Decisions about financial release from a withdrawal take place only during full Board meetings.
- If consideration needs to be given to the circumstances causing the withdrawal, it will be addressed, a decision will be made and the parents will be notified, in writing, of the decision. (Such considerations will be given only in the case of extenuating circumstances, such as serious illness, involuntary job relocation, and unexpected loss of employment.)

Tuition Payments/Payment Plan

Pioneer Valley Montessori School is an independent educational institution. We are not affiliated with any public or private institutions. Without state funding, the financial responsibility to support PVMS education falls on families, who support the school through tuition payment and generous donations. The school depends on prompt payment of tuition for its efficient, economic functioning.

Tuition payments can be made two ways:

- One payment in July in advance of the school year
- Payment plan, through FACTS Tuition Management Service (FACTS may apply addition fees for their services) we offer 2 payment plans:
 - Monthly Payment Plan: Tuition is divided into a maximum of 10 monthly payments. For September school-year start, the first payment will be made in July and the last in April. If the student starts later in the year, the payments will be equally divided into as many monthly payments (10 or less) as possible, depending on the time remaining in the year. The last payment must be paid by May.
 - 2 Payment Plan: Tuition is split equally between 2 installments.

Upon enrollment, you will be required to choose either full payment or to sign up for a FACTS account.

Fees

In addition to tuition, PVMS charges some fees. These are added to your tuition and spelled out in your contract prior to your signature. Fees and paid tuition are non-refundable. The current fees are: Snack Fee and PCO Fee.

Before & After School Program participation fees are separate from tuition. To pay these fees, you may:

- Add them to your full tuition bill (if added at the start of the school year.)
- Pay PVMS directly, by check. (Please make a check payable to PVMS.)
- All accounts ten days past due will be assessed a \$25 late fee, per child, per month.
- All returned checks will be subject to a \$50 service charge.
- Service hours fee may be applied to any family who has not fulfilled their service hours annually.
 - A fee of \$30/service hour will be billed to all families who have an unmet or unreported service hours.
 - A family may elect to pay out their service hours with a \$150 fee collected with the service hours form in the enrollment paperwork.

Past due fees:

Deposit

Upon enrollment, we require a \$500 deposit. This deposit can be rolled over each year that your child attends PVMS. It will be deducted from the last tuition payment of the last year your child attends PVMS.

- Example 1: If you enroll your child in our preschool program, and you stay with our school through the kindergarten year, your deposit will rollover each year. It will be credited to your final payment at the end of your child's Kindergarten year.
- Example 2: If you enroll your child in our Toddler program, and they remain in our school through 6th grade, your deposit will rollover each year. It will be credited to your final payment at the end of your child's 6th grade year.

Financial Aid

PVMS awards financial aid grants based upon the financial need of a family. These grants do not need to be paid back and are used to offset tuition costs. The money for these grants comes directly from the school's budget and demonstrates our commitment to having a socioeconomically diverse student population.

Generally, the maximum award is: one-third of the total yearly tuition, although a grant between \$500 and \$2500 is most typical.

Applications for Financial Aid are opened each year in January. They are reviewed by a Financial Aid Committee, and each family who applies is notified before the end of re-enrollment if they have qualified, and for how much.

Consequences of Non-Payment

All accounts ten days past due will be assessed a \$25 late fee, per child, per month.

A student whose account is 30 days in arrears may not be permitted to attend school until the account is brought up to date.

Student Withdrawal or Expulsions

No refund of paid tuition is given for student withdrawals or expulsions, unless PVMS is unable to meet a child's needs, and the parent has been given written documentation by PVMS.

If you choose to withdraw for other reasons, you are required to pay for the remainder of your chosen tuition, based on your contract. You may appeal to the Board of Trustees to be released from your contract.

SCHOOL POLICIES AND GUIDELINES

Arrival Times

- Toddler Room: 8:15 a.m. - 8:30 a.m.
- Children's House Rooms (North, South & East): 8:15 a.m. - 8:30 a.m.
- Lower & Upper Elementary: 8:15 - 8:30 a.m.

Children's House and Toddler Parents are responsible for walking their child up to the doors. A staff person will be stationed at the doors to ensure that your child enters their correct classroom safely. Staff will not be responsible for escorting children out of cars.

Tardy

Your child is considered tardy after 8:30 a.m. We ask parents to make every effort to have their children to school on time. Students begin their work cycle upon arrival. When students consistently enter the classroom late, it can be disruptive to the other students. This is true for students of all levels.

Dismissal Times

- Toddler Room:

Half Day – 11:30 a.m.

Extended Lunch – 12:00 p.m.

Full Day – 4:00 p.m.

Location: Toddler Room Entrance

- Children's House Rooms (North, South & East):

Half Day – 11:50 a.m. - 12 noon

Extended Lunch – 12:30 p.m.

Full Day – 2:50 - 3:00 p.m.

Location: Front Driveway (Lane closest to school)

- Lower & Upper Elementary:

3:00 - 3:10 p.m.

Location: Front Driveway (Lane closest to street)

Late Picking Up Your Child

If you arrive later than 3:00 p.m., please check with the school office. If there is room available in the After School Program, your child will be brought there. If not, he or she will need to wait in the main office for you.

- All children must be picked up no later than 5:30 p.m.
- There is a \$25 late fee for the first 15 minutes of lateness, and a \$10 fee for the next fifteen minutes.
- If a child has not been picked up by 5:30 p.m., the After School teacher will attempt to contact parents by telephone. If parents cannot be reached, any other people who have been authorized by the child's parents to pick up their child will be called.
- If these efforts are all unsuccessful, the After School teacher will speak with the Head of School to determine the appropriate action, up to the possibility of calling the proper authorities.
- Chronic lateness in picking your child up can result in your family not being able to participate in the After School program.

Before & After School Care Drop Off & Pick Up

- Morning drop off time: Between 7:30 - 8:15 a.m.
- After-school pick up time: Between 3:00 - 5:30 p.m.

Please park in the lane closest to the school, so that other vehicles may come and go as necessary.

Children's House before school drop off: You will need to walk your child up the ramp, ring the bell, and escort your child to the before school staff member

Absences

Absences or changes in pickup should be reported directly to the school office. The office communicates all such information to the classrooms at 9:00 a.m. and again at 2:00 p.m. If possible, please call before these times.

Please note: If your child is not at school by 9:00 a.m., *we are mandated by the State of Massachusetts to call* you and inquire about your child's welfare. As a result, it's always helpful to get the call from you first.

Weather Delays and Cancellations

We publish weather delays and cancellations via text (SMS Messaging) notices, email, and it is also reported to WWLP News.

Every attempt is made to make that decision by 6:15 a.m. We will automatically add your number to our cancellation text notices, but you can opt out at any time.

The PVMS calendar plans for, and includes 5 snow/severe weather days that do not change the last day of school, whether or not they are used. After 5 snow/severe weather days have been used, makeup days will be considered.

Curriculum Days

There will be three or four Teacher Workdays scheduled during the school year. These are staff workdays, during which time the teachers are present at the school to work on their curriculum or engage in Professional Development but the children are not in attendance. These days are indicated on the school calendar prior to the start of school.

Transportation

The responsibility of transporting children to and from the school rests with the parents. If you find alternative transportation for your child (i.e. private van transportation company) please be sure to include the company's name, and driver's name, to the transportation form in School Admin so that we know it is okay to release your child to this transportation service.

Staggered Start Dates/Phase-In (Toddler & Children's House Only)

To ensure a smooth transition to school for each child, we will stagger the starting dates for Toddler & Children's House students. We will notify all parents of their child's starting date in August.

We recognize this may not coincide with all parents' work schedules, but we believe it is in the students' best interests. We rely on parents, having received ample notice, to make other child-care arrangements until their child's first day.

Kindergarten Placement

PVMS follows the same kindergarten age guidelines as those used by the city or town in which a student resides. These guidelines will be used for placement in all subsequent grades. If the PVMS teachers find that a child is ready, both academically and emotionally, we will consider admitting a child who misses the cutoff by a short period of time.

Anti-Discrimination Policy

We are an inclusive community and no applicant for admission or employment, enrolled family, or staff member will be discriminated against based on race, gender, ethnic or national origin, language, religion, age, sexual orientation, marital status, pregnancy, disability or because of any other status protected by federal or Massachusetts law.

Admission is based on the ability of our school to meet each child's individual needs. Our goal is to enable each child to succeed in our program.

Teachers counter potential bias and discrimination by treating all children with equal respect and consideration, planning activities that build positive self-esteem and the valuing of differences, intervening when children tease or reject others, providing models and visual images that counter stereotypical limitations, and avoiding stereotypes in language references.

Cell Phone Policy

Students are required to have their cell phone or other smart device completely turned off when in our care.

School Notices & Communications

Parents and caregivers are ALWAYS welcome to call the school with any questions or concerns.

Email is our PRIMARY means of communicating general notices and information about activities at the school. Please be sure to check that we have your correct email on the registration form and that you have not marked our emails as SPAM.

The other ways we communicate with you include:

- Flyers (hard copies) - for some things we want to make sure you see.
- Mailings - if you receive something in the mail, some action may be required.
- Texting - for weather closings/cancellations and emergencies.
- Parent Conferences - directly with the teacher, twice per year
- Progress Reports - sent home, twice per year
- Social Media (we will NEVER put a child's picture on social media unless we have parental consent first- which you have indicated on the authorization and consent form.).

Children's School Records

Student records are confidential. They are available upon request, in writing, by a parent or legal guardian.

To transfer records: the other school must email, fax or mail a transfer request to PVMS.

Class Lists

The class email lists are provided to parents in good faith for the purpose of arranging social events such as playdates, class potlucks, and birthdays. We trust that all parents will respect this policy and keep the information confidential.

The class email lists should not be used at any time to share sensitive or challenging information related to school matters, promote personal businesses, to fundraise for personal or political causes, or to communicate about other non-school related events.

Birthday party invitations: Please mail or email party invitations to students rather than sending them to school to be passed out.

Parking & Driveway

In designing the parking, drop-off and pick-up procedures for our school parking lot, we have carefully considered both safety and ease of traffic flow.

- Our front driveway is always one-way. The entrance is the farthest driveway from the Camp Wilder sign.
- Pull up as far as possible – almost to the street. PLEASE, do not stop your car at the double doors if there is still room in the driveway to move past them! This ensures that no cars are backed up into the street.

For Toddler Program Students

Please park in the specially-marked parking spaces along the side of the building reserved just for our toddler families. If those spaces are full when you arrive, you may park in any of the adjacent spaces.

Walk your child up to the Toddler Room entrance. A staff person will be stationed at the doors to ensure that your child enters their correct classroom safely.

For Children's House Students (PreK and K)

At the beginning of the school day, please remember:

- The driveway has two lanes. During morning drop off, please try to only use the lane closest to the school. This allows cars to move into the outer lane to leave if they have already dropped off and there is a car in front of them. Please stay in your car and wait for a closer spot to open up if you are not past the concrete ramp.
- If you prefer, you can also park in the gravel parking lot behind the school (Camp Wilder sign entrance). PLEASE DO NOT PARK IN THE TODDLER-DESIGNATED SPACES OR THE PAVED PARKING AREA for morning drop off
- Walk your child up to the doors. A staff person will be stationed at the doors to ensure that your child enters their correct classroom safely.
- Please return to your car as quickly as possible to keep our car line moving. If your child needs more time with you at drop off please choose to park in the gravel lot and walk your child to the doors. When leaving the driveway, please make a right turn only. There is a turn-around at the light 1/8 mile down the road.

For Elementary Students (Grade 1-6)

At the beginning of the school day, please remember:

- Park in the gravel parking lot toward the very back of the school.
- Follow the short path to our backyard gate. A staff member will acknowledge your child's arrival. Both Upper and Lower Elementary classes begin their day with 15 minutes of recess, then their teachers will escort them into their classrooms.

Dismissal- All classes except Toddler

At dismissal time, please remember:

- Pull all the way forward in the pick-up lane, almost to the street

For Children's House students

- Please try to only use the lane closest to the school. This allows cars to move into the outer lane to leave if they have already picked up and there is a car in front of them. Please stay in your car and wait for a closer spot to open if you are not past the concrete ramp.
- Teachers will bring your child to meet you. As in the morning, if you would like more time to talk to the teacher, please choose to utilize the gravel parking lot so that traffic can move swiftly through our driveway.

For Elementary students

- Use the outside lane (closest to the street)
- Teachers will bring your student to your car. It is the guardian's responsibility to help them inside the vehicle and ensure that they are properly secured into a car seat or seat belt. Please wait for your turn to leave the driveway. Driving between cars is strictly prohibited. Please be alert during this time and move up when it is appropriate, furthermore we ask that you move up as far as you can to allow all families to safely enter the driveway behind you.
- If you need time to talk to your child's teacher, please choose to park in the gravel lot behind the school and walk to pick up your child.

Mandated Reporting

Under Massachusetts law, all teachers are required to report all known or suspected cases of child abuse. If child abuse is suspected, the Head of School and Head Teacher will make written documentation of any observations and will contact Children's Protective Services of DSS to file a 51-A and the Office of Early Education and Care to report the suspected abuse.

All our staff are trained to recognize signs of abuse and/or neglect and are considered mandated reporters.

Any allegations concerning abuse or neglect of a child while in the care of PVMS are to be reported to the Head of School. The Head of School must, in turn, report any allegations to the President of the Board of Trustees as well as the Department of Social Services on a 51-A form. The Head of School will also notify the Office of Early Education and Care.

RESPONSIBILITIES & PERSONAL CONDUCT

Parent Conduct

We believe a positive and constructive working relationship between PVMS and the parent or guardian is essential to the fulfillment of your child's education. Please:

- Model positive modes of behavior and good manners.
- Work cooperatively with the school staff to ensure the well-being of all children.
- Insist on his/her child's punctual and regular school attendance.
- Exercise respect and civility in all interactions with staff, students, and members of the community.
- Adhere to all policies and procedures as stated within this handbook and all other PVMS documents.

PVMS reserves the right to terminate the enrollment of any child if PVMS concludes – in its sole discretion – that the actions of a parent or guardian seriously interfere with PVMS's accomplishment of its mission or educational purpose.

Student Conduct

PVMS expects students to conduct themselves (in keeping with their level of maturity) in such a way as to demonstrate proper regard for the rights and welfare of others and to understand the basic ground rules:

- Treat other people and animals with respect and kindness.
- Treat classroom materials with respect.
- Maintain orderly conduct in the classroom and on school grounds.
- Use a quiet voice for inside conversation.
- Participate fully in all parts of the program. This includes being on time and having the required materials for class (elementary).
- Follow recess rules.
- Remain on school grounds and/or under the direct supervision of a teacher during all school activities.

Bullying/Harassment Policy

PVMS believes that all students have a right to a safe and healthy school environment and has developed a Bullying Prevention and Intervention Plan to address any such incidents.

According to Massachusetts Law, Bullying is defined as the repeated use by one or more persons of written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- Causes physical or emotional harm to the victim or damage to the victim's property;
- Places the victim in reasonable fear of harm to him/herself or of damage to his/her property;
- Creates a hostile environment at school for the victim; infringes on the rights of the victim at school; or materially and substantially disrupts the education process or the orderly operation of the school. For the purposes of this section, bullying shall include cyber-bullying.

Cyber-bullying: bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Hostile Environment: A situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation: Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Legal Definitions and School Policy: It is important to bear in mind that stricter standards of behavior may apply under PVMS policies in order that we may prevent inappropriate verbal and physical conduct before a student has been subject to bullying as it is defined under the law. For example, although the law defines bullying as "repeated use" of certain expressions, acts, and/or gestures, the School reserves the right to apply disciplinary measures and other corrective action in a case of a single expression, act or gesture, if the School determines that it is of sufficient severity to warrant disciplinary measures or other remedial action or that the repetition of that expression, act, or gesture might reasonably result in bullying as defined by the law.

We teach all students to help and respect one another and to report any bullying behavior they see, or know about, to their teachers. If we receive a report of or witness bullying directly, an investigation will be conducted and the appropriate disciplinary action will be taken.

SECURITY & SAFETY

Procedures

The safety of our students is of paramount importance to us. Our faculty and staff are required to have a background check and to participate in CPR and first-aid training. Our security protocols have been reviewed by the Springfield Police Department and Springfield Fire Department.

Some of the daily safety steps include:

- All exterior doors always remain locked from the outside.
- The school security system includes cameras that cover the front of school points of access.
- During morning drop-off, Children's House students may enter through the double-doors, but the entrance must be manned by a staff member with keys. The Toddler Room entrance is also manned by a staff member.
- Parents may only enter the building at the front door, near the school office, at the top of the ramp.
- All staff are trained in handling emergency situations within the school - both natural disaster and man-made
- We conduct "safety" drills with our children monthly. This is done in a manner to not worry the children, but so they begin to think of the drills as routine.

If any parent would like to review the entire Security & Safety Policy, they are welcome to make an appointment to read it within the School Office. We do not hand out copies.

Emergency Evacuation

If an emergency occurs that requires evacuation of the school, children will be brought to Emma's Place, with whom we have made prior arrangements. Emma's Place is a Springfield Parks Department building adjacent to the PVMS and Camp Wilder property and is a short walk away from our location. (In the event of such an emergency, parents will be called and informed of the situation and any new pick-up procedures.)

Visitors

- All non-parent visitors must sign in at the office and wear a VISITOR badge during their entire visit.
- Staff is required to check the ID of anyone they do not know who is picking up a child. That person must be on the student's approved pick-up list or provided by the parent in writing.
- Parents are welcome to observe a classroom but must make an appointment to do so.
- At NO time may a non-PVMS staff person take pictures of the school or students without prior approval. Approval will be based solely on use of images and parental consent.

HEALTH & ILLNESS POLICIES

Emergency Health Contacts:

- Healthcare Consultant: Brian Banker, Wilbraham, MA, (413) 320-8215
- Baystate Medical Center: (413) 794-0000
- Fire/police/ambulance: 911
- Child Abuse Reporting: Dept of Child and Family Services 1-800-792-5200
- Before & After School Emergencies: Erin Rand (617) 834-9754

Do Not Send a Sick Child to School

- If your child shows signs of illness prior to coming to school, plan to keep them home where they will be most comfortable.
- We are unable to care for sick children in the school environment – PVMS does not have an infirmary where your child may be kept for an extended period of time.
- We understand that it may be a stress on families for someone to stay home with a sick child, but please be considerate of other children and teachers who will be exposed and may become sick, if your child attends school ill.
- Mild illnesses, such as during the latter part of a cold, may be accommodated in the classroom.

If Your Child Becomes Sick at School

- If your child becomes ill during school hours, we will contact you. Please arrange for your child to be picked up as quickly as possible.
- Any child who becomes ill during school will be separated from the group and supervised by a staff person until a parent or emergency contact person can be reached. This is often in the quiet or reading area of a classroom.

If Your Child is Injured at School

- If your child incurs a minor injury at school, we will complete an accident report regarding the injury and a copy will be provided to you.
- If an injury needs medical treatment (or it is suspected that it may need medical treatment) a parent will be called immediately.
- If we are unable to reach a parent, the emergency contact will be notified.
- If the injury may need hospital treatment, an ambulance will be called and the child will be transported to the hospital listed on the emergency paperwork completed by the parent, or the nearest facility.

These procedures will also be followed on field trips; teachers have contact information with them for all children and cell phones.

Health Concerns

Parents will be asked to pick up their child for the following reasons:

- **Fever:** Any temperature greater than 100 degrees F is considered a fever. Children must be fever-free for 24 hours without using fever reducing medications (such as Tylenol, Motrin, Advil etc.) to return to school.
- **Vomiting:** If your child has vomited the night before or in the morning, please do not send them to school. A child who has vomited in school will be sent home.
- **Diarrhea:** Children with diarrhea should remain home until they are symptom free for 24 hours. The only exception is if the diarrhea is the result of a chronic condition, then a note from the doctor is needed indicating the diarrhea is not infectious.
- **Excessive Coughing:** Children can't focus on activities and interactions with others if they are coughing persistently.
- **Runny Nose:** During the first day or two of a cold, children often exhibit excessively runny noses or mucus of an opaque yellow or green color. Please keep your child home during the beginning day(s) of a cold. After that, symptoms are more minor and more easily managed in school.
- **Lethargic Behavior:** Teachers know your children well enough to recognize unusual behavior, such as lethargy or falling asleep during the morning. This can often be a sign that a child is coming down with an illness. We will advise you if this occurs.
- **Sore Throat:** If a child is complaining of a persistent sore throat, this is an indication of an illness needing care.
- **Suspected Conjunctivitis:** This is highly contagious, and teachers may ask you to take your student to the doctor to rule out conjunctivitis.
- **Impetigo or Other Skin Rashes:** Rashes can be confusing to identify. We will call you to try to help identify what may be causing a rash. The student may need to visit the pediatrician to identify whether a rash is contagious or not.
- **Head Lice:** A parent will be informed if a child has head lice and will be referred to their pediatrician regarding treatment.

Communicable Diseases

A parent MUST, by law, notify the school of **any** communicable disease your child may have. This is necessary so that we can alert other parents to be aware of possible symptoms in their child.

Return to School Policies

- A child may not return to school until at least 24 hours have elapsed since the symptoms subside without the use of medications.

Children may return to school after a communicable disease according to the following schedule:

- Impetigo, Strep Throat or Scarlet Fever: 24 hours after medication begins. A child who is sent home with any of the above may not return the next day.
- Conjunctivitis (Pink Eye): Children may return when they are symptom-free. Symptoms include eye discharge and excessive tearing.
- Diarrhea or Vomiting: A child may return when they have been symptom free for 24 hours.

Medication

Medication will only be administered by staff trained in medication administration for children whose doctor has prescribed it. Staff will be evaluated annually on their ability to administer medication, following the medication administration procedures specified by the Department of Early Education and Care, and will maintain a medication administration log.

- Non-prescription medication: PVMS requires a written authorization from a physician for a teacher to dispense non-topical, non-prescription (cough syrup, cough drops, aspirin, etc.) to a child. This must also be accompanied by written permission from the parent to be dispensed by a teacher.
- Prescription medication, short term: Prescription medications must have the child's name, physician's name, dosage, and directions on the original label and be accompanied by written permission from the parent in order to be dispensed by a teacher. The staff cannot dispense medication under any other circumstances, per Commonwealth of Massachusetts regulations, nor can they vary from the instructions on the prescription.
- Prescription medication, long term (chronic): Prescription medications must have the child's name, physician's name, dosage, and directions on the original label and be accompanied by written permission from the parent and the physician in order to be dispensed by a teacher. The staff cannot dispense medication under any other circumstances, per Commonwealth of Massachusetts regulations, nor can they vary from the instructions on the prescription.
- Medication should always be handed directly to a staff member, and never put in a child's lunch box, food/drink, or backpack. Please do not instruct your child to take medications on their own. If found, a teacher will take the medication from the child and return it to the parent.

All unused medications will be returned to the child's family for proper disposal, unless the medication has expired in which case it will be disposed of.

Parents will be permitted, with the written permission of their child's health care practitioner, to train staff in implementation of their child's individual health care plan.

Medication will be stored in a location that is out of reach of children, but that always allows for immediate access to emergency medications at school. This includes before and after school hours. Staff is made aware of the location of medication.

Allergies

Parents must notify the office of all known allergies.

- In a case where a child has a life-threatening allergy, parents must fill out an emergency plan signed by the parents and child's physician. This plan should be uploaded to their School Admin account or dropped off at the School Office.
- If a child is prescribed epinephrine (Epi-Pen, Auvi-Q), these forms, along with a parent consent form, and a physician's order form, must be filled out and on file, and current medication available at the school prior to the child's entry to school. The medication must be provided by the parent and will be kept in an easily accessible place in the child's classroom, or on the child's person when appropriate.
- Children with life-threatening allergies requiring the use of an epi-pen, children with extensive multiple allergies and children with allergies to commonly used foods, such as eggs, milk, flours should talk with the Head Teacher about providing snacks to supplement what is available at school. The teachers will be happy to assist you in making arrangements for storing safe snacks and special snacks for your child.

We ask the parents of children in Children's House and Kindergarten to support our policy of limiting foods brought to school with peanuts/nuts in them. If your child has something with peanuts/nuts in their lunch box, please label the lunch box (an easily attachable luggage tag or similar with "contains nuts/peanuts") and bring it to the attention of a teacher.

Children in Elementary classes may bring in peanut and/or nut lunches, but these are to only be eaten in the room at designated tables. The student must also thoroughly wash their hands after eating a peanut or nut lunch.

If you are bringing in any cupcakes or treats to celebrate a birthday, these must be nut/peanut free.

Your cooperation is appreciated to keep the school as safe as possible. Take a moment to check the labels for ingredients; some peanut/nut sources are not immediately obvious. If you have any questions on the appropriateness of a food, please ask your child's teacher.

Food Safety Policies

- In preparation of snacks, teachers must wear plastic gloves and thoroughly wash fruit and vegetables prior to serving.
- Tongs are to be provided for children to use when selecting snack foods.
- Dates are checked on foods provided by the school, and past their use-by date items are discarded.

Toileting

Children will be allowed to use the bathroom as requested.

For the Young and Newly Toilet-Trained Students:

- They will be reminded throughout the day to use the bathroom. Accidents are not uncommon and will be dealt with in a sensitive, understanding manner.
- Staff will provide supervision of bathroom use. Teachers will guide children in the management of their clothing and hygiene, verbally. If more guidance is needed, it will be given.
- The bathroom door will remain open, with the teacher standing near the doorway.
- If a child's clothing becomes soiled or wet, it will be sent home for cleaning. The child will be washed, given clean clothing, and helped to change. At no time will a child be expected to or allowed to remain in soiled clothing during school hours.
- Staff will ensure that the children wash their hands after using the bathroom.
- The school will maintain a supply of extra clothing for emergency changes. Parents will be requested to provide a change of clothing for their child, labeled, in an individual bag, which will be kept in their classroom.

Biting

Biting is a normal characteristic during the early stages of development in young children. In very young children (infants), biting is often associated with teething. In toddlers and young preschool children, biting usually happens when a child's language skills are not developed enough for them to express themselves.

During these stages of development, young children can bite for different reasons; sensory exploration, excitement, intense desire for an activity, and crowding of one's personal space. Even though this behavior is understandable developmentally, it is still very unsettling for parents, teachers and children when it happens. Biting is not something to blame on children, parents or teachers. Instead, it is a behavior that all parties need to work toward extinguishing.

Our teachers always try to help students understand the cause and effect associated with their behavior. In cases of biting, we will work with the biting child to develop more appropriate responses to resolving conflicts and frustration.

Due to health and safety concerns, biting is always taken seriously. The following is an outline of our policy for handling a biting incident:

- If a student bites someone, they are immediately removed from the group with a firm NO and told that biting is not okay, it hurts.
- The bitten child is consoled, and a teacher will wash the bitten area with soap and water.
- If necessary, ice is applied to reduce any swelling or bruising.
- Should the wound require immediate medical attention, appropriate action will be taken, and parents will be notified immediately.
- The teacher will call both sets of parents.
- The name of the child who bit is not released to other parents.

Classroom teachers will confer to review the context of the biting incident. Every effort will be made to prevent further biting behavior. If it is determined that changes in supervision or the environment are warranted, then those changes will be implemented.

Every effort is made to address and extinguish this behavior. We will balance our support between the family of the biting child and the families in the classroom community. Classroom teachers and/or the Head of School will communicate the strategies for resolution with the parents of the biting child and will be available for any follow up questions.

If every effort has been made and resource used to extinguish the biting behavior and it continues, we may consider asking the family to withdraw their child.

ACADEMIC AFFAIRS

Classroom Management Practices

Redirection: Suggest alternative behavior/activity to a child, changing the focus from the current negative to a desired positive behavior.

Natural/Logical Consequences: When safe and practical to do so, allow children to experience consequences of their own actions (Natural Consequences). When a child cannot be allowed to experience natural consequences (because of danger, prohibition, or not an obvious consequence), the teacher presents to the child a logical consequence.

Conflict Resolution: When two children are involved in an argument, a teacher will ask both children to participate in solving the problem as well as finding words to express the conflict and the feelings associated with the argument. The teacher will attempt to have both children reach a reasonable solution in which they can both agree.

Prohibited Discipline Methods

- Corporal punishment shall not be used, including spanking.
- No child shall be subjected to cruel or severe punishment, humiliation or verbal or physical abuse, or neglect.
- No child shall be denied food as a form of punishment.
- No child shall be punished for soiling, wetting, or not using the toilet.
- No child may be fully and/or consistently deprived of participation in any significant portion of the program. Example: outside play, or special activity
- Material goods may not be used as rewards or punishments.
- Staff may not threaten to, or actually report, a child's behavior to parent(s) for the sole purpose of intimidating the child.
- Children will not be confined to a swing, highchair, crib, or any other piece of equipment.

- The behavior management technique known as "time out" is not used at PVMS. If a teacher determines that a child needs a break and is overstimulated and/or upset, they will be escorted to a more secluded space until they can safely rejoin the classroom.

Incident reports

Incident reports are most commonly used in cases where a child has been observed causing physical or emotional harm to a person or property. Especially when this harm is assumed to be intentional. It is important for administrators and educators to identify the reasons why a child may be exhibiting certain types of behavior through the process of evaluating the program's environment, transitional patterns, triggering behavioral patterns, and the quality interactions between child and educators. An incident report is a tool we utilize to begin the process of working with a child and their parents to identify concerns and offer solutions to assist the child in integrating successfully into the program and when appropriate, offering referrals. EEC recommends that program administrators and educators meet with parents as soon as an issue is identified to build a partnership of trust and to avoid suspension and termination.

Suspension, Probation and Expulsion

Pioneer Valley Montessori School will make every attempt to resolve difficulties that arise, but occasionally this is not possible and severe measures are necessary. Preschool students and elementary students differ in many ways and so too will the methods used to try to modify a student's behavior. If a child's behavior becomes, or continues to be, unmanageable in school and is not responsive to various behavior management techniques, parents will be called in for a conference to address the issue.

These behaviors may be, but are not limited to, aggression toward other children or teachers, disruption of normal classroom function, destruction of school property, non-compliance with classroom rules.

The Lead Teacher, in concert with the Head of School, will attempt first to manage the behavior. If a child does not respond to recommended strategies, the parents may be asked to:

1. Meet with the Lead Teacher and Head of School
2. Seek outside professional advice
3. Keep the child home for a period of time
4. The child may be asked to leave the program

Suspension

For children in the elementary classes, suspension is a consequence that may help them to realize the seriousness of their unacceptable behavior. Suspension is not used for preschool or kindergarten children.

Probation

There is a 6-week probation period for all students at the beginning of his/her enrollment at Pioneer Valley Montessori School. At the end of or during that period, a child may be asked to leave the school if it is felt that the school cannot meet the student's academic or emotional needs. Other periods of probation may also be introduced to set a focused period of time in which to attempt to modify a student's behavior or to assess whether the student's academic needs are being met.

Expulsion

A student may be expelled for the following reasons:

1. If a student deliberately harms another student or teacher
2. If a student damages or destroys school property
3. If a student is suspended repeatedly or does not meet the terms of the suspension
4. If a student or family does not support or follow the school's policies or procedures

Compulsory Withdrawal

Compulsory withdrawal will only be recommended when either the individual child's needs cannot be met and/or the impact of the child's behavior is adversely affecting the rest of the students and positive management of the classroom. The parent will be provided with written documentation of the reasons or termination.

Referral Services

If a child's classroom teacher is concerned that a child may need additional services, their concerns will be discussed with the Head of School and other classroom teachers for professional input. Other teachers and the Head of School will observe the child and review the student's work.

The Head Teacher will document the concerns and bring them to the attention of the parents with recommendations for screening from an appropriate agency.

All attempts will be made to support the parents in their pursuit of screening and/or services. PVMS keeps a list of community resources for families, which can be found at the end of this handbook.

Transitions

The staff will help the child prepare for a transition from our program in a developmentally appropriate manner. Teachers will be available for collaboration and information sharing between educators in each classroom or program with parental permission.

Parent/Teacher Conferences

Teachers will schedule two formal parent conferences during the year to discuss your child's experience at PVMS. These take place in early fall and early spring. Please do not hesitate to contact a teacher if you wish to ask a question, or receive an update on your child's development, at any point during the school year.

If you have a concern about your child or have a problem you would like to discuss, please contact your child's teacher for information and to discuss the issue. If you need further assistance, please contact the Head of School.

To help us in working with your child, please keep us informed of any major changes that occur in your child's life, such as any serious illnesses or hospitalizations, the move of a close relative, a death in the family, the loss of a pet, etc. This will help us support your child during their difficult time.

Classroom Snacks

We provide the snacks for the classrooms. As the daily snack is a part of each child's nutritional intake for the day, we follow government guidelines for types and amounts of snacks. They are low in sugar and include items such as: crackers, cheese, fruit, vegetables, dips, raisins, breads, filtered water or milk. We strive for nutritious and organic items as much as possible and avoid allergens that are present in the individual classroom..

Lunches

Children staying for full day programs must bring a lunch and beverage from home. We do not have the ability to offer prepared lunches for students. Students eat in their classrooms.

Please note that lunches are not refrigerated, so include an ice pack for lunches that need to be kept cool. We also recommend that warm foods be kept in thermal containers.

We emphasize the importance of a nutritional diet as part of our program and therefore encourage well-balanced meals. Please include some form of protein, fruit or vegetable and nutritious beverage in daily lunches. Candy and sodas are not permitted. Please refer to the ALLERGIES section regarding items with nut and peanut products.

Clothing Recommendations

School dress should allow students to participate comfortably in all physical and outdoor activities. All undergarments should be fully covered.

All students - Toddler through 6th grade: We recommend that you do not send your child to school in their best-quality clothes and shoes if you do not want them to get dirty. Our students play outside at least once a day and can get dirty. Also, some school activities involve the use of paints, chalk, paste, water, and other potentially messy materials. Please have your student dress in clothing that they do not need to worry about, so that they will be comfortable participating in these activities.

- Children should all have a pair of indoor shoes that can remain in the classroom. We sit on floors and rugs at PVMS and want to avoid bringing in as much of the outdoors on our feet as possible. Please label them with your child's name.
- Indoor shoes should have a sole and not be slippery. In the event of an emergency, they can be used outside if there is no time to change shoes.
- Flip-flops are a hazard and should not be part of the footwear plan.
- Woodchips can be very uncomfortable in sandals, so we don't recommend them for outside shoes.
- Elementary students should have at least one change of clothing in case they spill, make a mess during science or art projects, get wet from rain/snow at recess, etc.
- For children in toddler and children's house levels, please bring 2 sets of labeled clothing appropriate for the season (underwear, socks, pants, shirts, etc.) Even if your child is older and fully potty trained, accidents such as spilled paint or mud puddles at recess can (and do) occasionally happen.

For young children:

One of the goals of a Montessori classroom is fostering independence. Please choose clothing that your child can easily manage. As soon as they come inside the building, they are encouraged to do things for themselves. Buttons that are small or difficult, sticky zippers or tight boots make it difficult for children to have that good feeling of "I can do it myself."

Outdoor Play

There is a daily outdoor recess period scheduled for all classes. We play outside daily, weather and playground conditions permitting.

Please make sure you dress your child with this in mind. On chilly days, be sure to send them with a coat or sweater. During the winter months, please make sure your child has boots, snow pants, mittens and hats in order to play outdoors when there is snow on the playground.

This is true for both older and younger children! Occasionally our staff will take the Elementary students (grades 1-6) to the adjacent golf course to go sledding.

Toys

Toys should be left at home, as children are encouraged to take advantage of the variety of materials available to them in the classroom. Also, toys may become lost or broken during the school day, causing disappointment for the child.

Field Trips

All parents electronically sign a permission form for field trips as part of the enrollment process.

You will be notified, well in advance of the trip, and reminded of anything special your child might need.

Traditionally, Children's House students have one field trip per year and Elementary students have two. This changes year to year.

A fee for individual field trips is usually assessed according to admission fees and bus transportation.

In addition to the teachers, parent volunteers may be asked to chaperone these trips if needed. Volunteers may not be alone with any student for any amount of time, with the exception of their own child(ren).

Birthday Celebrations

Please speak to your child's teacher to find out how that class celebrates birthdays.

In Children's House:

You are warmly invited to join your child's class for the celebration. We usually request that no sweet treats be brought to school for birthday celebrations. These groups have a lovely birthday ritual that is satisfying to both children and parents.

Elementary Students

Often, parents choose to send in a treat for the classroom to celebrate. Please speak to your child's teacher to make a plan.

Holiday Celebrations

PVMS celebrates holidays from a traditional and cultural perspective rather than a religious one. To recognize the importance individual holidays may have to children, we welcome parents and children to share their celebrations with their class.

In general, holidays are observed primarily through stories, songs and art projects. Our goal is to teach children about the many different kinds of holidays and celebrations of many different cultures. As much as possible, we wish to avoid the over-commercialization of holidays and instill in the children a sense of celebration and sharing with others.

- Please contact your child's teacher if you wish to share a holiday tradition with a class.
- Please let us know if you do not want your child to participate in holiday traditions.

PARENTAL INVOLVEMENT

Parent Education

Parent Education evenings may be offered during the year. Through these events, parents can deepen their understanding of the Montessori philosophy and curriculum. We also have a small lending library of books and videos available to parents.

Observations

Parents are welcome and encouraged to observe their children. We have observation windows in some of the classrooms, which allow you to observe without being noticed. Please arrange a time to observe with the main office or the head teacher of your child's class.

Classroom Sharing

We welcome parent participation in a variety of ways. If you have a special talent, an interesting occupation, diverse cultural background or just some free time to share with your child's class, please contact a teacher for arrangements to come in. Examples: reading or storytelling, outdoor activities, art projects, handwriting, cooking, music experiences, animal visits, sharing of cultural customs and traditions.

Sharing any of the above activities with your child's classroom should be arranged in advance with your child's teacher. While parents are welcome to observe classrooms, we do not encourage interaction with students who are working.

Parents are asked not to linger in a hallway at drop-off time or drop in unexpectedly. This can unintentionally change the flow of the classroom learning environment and redirect the teacher's focus. Parents who arrive late, or arrive unexpectedly during the day, will be asked to remain outside the classroom when they drop their child off.

Service Hours

As a parent-founded school, Pioneer Valley Montessori School (PVMS) has succeeded for over 50 years with help from the volunteer efforts of our dedicated families. We believe that this collaboration with families is essential in providing quality education and meeting the needs of all students. As all our lives become increasingly busy, we've seen a significant drop in parent volunteerism. Family service hours enable us to defer spending on projects that your efforts help complete, allowing us to keep our tuition rates as low as possible.

The required number of service hours is 5 per year, per family. Families with multiple students enrolled are not required to perform more than five hours of service.

There are numerous ways to fulfill this requirement. You can serve as a member of the PCO (parents community organization), a Board of Trustees committee or within the Board itself, assist with events, or help in the classroom. Opportunities are posted at pvms.org/volunteer.

Service hours need to be performed and logged between May 16 of the previous school year and May 15th of the current school year, in order to count for the current year's total. Anything performed or logged outside of these dates will count towards either the year before or the following school year.

If you do not perform and/or record your service hours, you will be billed for the unmet balance at a rate of \$30/hr. This fee will be due by June 30th. The maximum fee per family will be \$150 (\$30/hr x 5 hours)**

Anyone may serve the required hours on behalf of a family, including grandparents, etc.

When you give to PVMS by volunteering your time, not only do you support our school, but you also build relationships with other PVMS parents and families and serve as role models and mentors to our students. We are a stronger community with your involvement.

PHILANTHROPY

Like most independent schools, we intentionally set tuition below the full cost of an education to keep the school more affordable to a wider range of families. Tuition only covers a portion of our operational costs.

Contributions help to close this gap that exists between tuition and the actual cost of a Pioneer Valley Montessori School education. This ensures that there are adequate resources every year to enhance and sustain our distinctive margin of excellence.

Annual Fund

The Annual Fund is Pioneer Valley Montessori School's yearly campaign to raise funds in support of the daily operating budget. We begin contacting families in November. It is our hope and expectation that all members of our community will share the responsibility and choose to support Pioneer Valley Montessori School – at any level at which they feel comfortable.

Classroom Wish Lists

We have two kinds of wish lists for the classrooms. One is when we ask families to support current projects in the classroom, such as baking supplies for our gingerbread project or saving paper towel tubes for STEAM projects. Your child's teacher will email a list or publish a sign-up sheet in this situation.

The other type of wish list is a list of desired items each teacher would love to have for the classroom. You can find this "wish" items in Gift Hero, a website we use to list and track such gifts. You can find the link to Gift Hero from our website, PVMS.org, under "support".

Passive Fundraising

Passive fundraising can be an easy way to support us. In most cases, if you shop, dine or save receipts, you can support PVMS! Some of these include Amazon Smile, community bags at Stop & Shop, Staples classroom rewards, and more.

COMMUNITY RESOURCES

Pediatricians

- Pediatric Services of Springfield, 250 N. Main St. East Longmeadow, MA 413-525-1870
- Sumner Pediatrics and Adolescents 1515 Allen St. Springfield, MA 413-782-7646
- Pioneer Valley Pediatrics 123 Dwight Rd. #100 Longmeadow, MA 413-567-1031

Mental and Behavioral

- Health Massachusetts Office of Health and Human Services 617-573-1600
- Center for Human Development (CHD) 332 Birnie Avenue Springfield, MA 413-733-6624
- Behavioral Health Network (BHN) 417 Liberty Street Springfield, MA 413-747-0705
- Family Care Counseling 35 Post Office Park #3504 Wilbraham, MA 413-596-6922

Early Intervention Birth-3 years

- Commonwealth of Massachusetts Family TIES of Massachusetts, Central Directory (800) 905-8437
www.mass.gov/orgs/early-intervention-division
- Thom Child and Family Services 1506-A Allen Street/Bicentennial Plaza Springfield, MA 413-783-5500
- Center for Human Development (CHD) 332 Birnie Avenue Springfield, MA 413-733-6624
- Behavioral Health Network (BHN) 417 Liberty Street Springfield, MA 413-747-0705

Speech and Language

- Local Public School - Spanish Speaking Option, Special Education
- Center for Speech and Language Services, LLC 75 N. Main St. East Longmeadow, MA (413) 525-1881
- Children's Communication Center 171 Dwight Road Suite 300 Longmeadow, MA (413) 313-5461

Dental Care

- Child and Family Dentistry of Springfield 376 Cooley St., Springfield, MA (413) 796-1616
- Trecker and Lopez Family Dentistry 1235 Sumner Ave., Springfield, MA (413) 782-5159
- Vincent Trimboli 52 North Main Street East Longmeadow, MA (413) 525-6626

Pediatric Eye Care

- Dr. William Seefeld 275 Bicentennial Hwy #101 Springfield, MA 01118 (413) 783-3100