

Providence Montessori School House
Parent/Guardian Handbook

Rev. 05/01/2025

Our Mission

At Providence Montessori School House our mission is to prepare the *whole* child to make meaningful contributions to the world by utilizing the Montessori method as a foundation and inspiration for their future. We are committed to nurturing each child's intellectual, emotional, and social growth in an environment that fosters curiosity, respect, and independence.

Our Guiding Principles and Values:

1. **Quality Care:** We are dedicated to providing exceptional care for each child, ensuring a nurturing and supportive environment where their needs are met with attention, compassion, and respect.
2. **Safety:** The safety and well-being of every child is our top priority. We maintain a secure and welcoming environment where children can explore and learn with confidence and peace of mind.
3. **Building Relationships:** We believe in the importance of forming strong, positive relationships with each child, their families, and our staff. By fostering trust and open communication, we create a supportive community that enhances each child's learning experience.
4. **Community Teaching:** We engage children, families, and the broader community in collaborative learning, enriching education through diverse perspectives and shared growth.
5. **Team Collaboration:** We value teamwork and collaboration among our staff, recognizing that a cohesive team enhances the quality of education and care we provide. By working together, we support one another and create a unified approach to guiding and inspiring each child.
6. **Commitment to Continuous Education:** We are devoted to the ongoing education of all community members—children, families, and staff—about our Montessori philosophy. By fostering a deep understanding of Montessori principles, we ensure that everyone is equipped to contribute meaningfully to the educational journey. Through regular workshops, open dialogues, and collaborative learning opportunities, we cultivate a shared vision and commitment to nurturing each child's growth, promoting a cohesive and informed community dedicated to the Montessori approach.

These principles guide our commitment to creating a dynamic and supportive Montessori environment where every child can thrive and grow into a confident and capable individual.

Classroom Placement

<u>Room</u>	<u>Age</u>
Pre-Primary	2 - 3 years old
• Pre-Primary Yellow	mixed ages 2 & 3
Primary & Kindergarten	3 years old - 6 years old
• Primary Blue, Green and Orange	mixed ages 3, 4, 5 & K

Student Classroom Assignments & Reassignments

Children may move up from one class to the next, this occurs once a year in January. A change in monthly tuition and a new agreement will be implemented.

Student Records

Every child enrolled in Providence Montessori must have an updated school record with all required forms [\(Emergency Contact Form\)](#), [Child Health Assessment](#), [Physical Exam – Kindergarten only](#)). This file is confidential and will only be shared with other staff members if required to meet the needs of the child. All students are required to renew all forms each new school year. Pre-Primary aged students or anyone under the age of 2.7 will be required to perform a periodic review of all forms every 6 months.

Immunization Exemptions: Parent/Guardian must provide a written request to the school for a religious or philosophical exemption.

Attendance/Arrival/Dismissal: Attendance is key to a successful educational program. All of the children will need to be in their classrooms ready for morning work time by 9 a.m.

Reporting absence or lateness: A Parent/Guardian should notify Providence Montessori by **9:00 a.m.** if their child will not be attending school on a scheduled day. We may be reached at 610-409-6000 or message on Montessori Compass.

Arrival Procedures: 8:00 AM – 9:00 AM To ensure a smooth and safe start to the school day, PMSH operates a **carline from 8:15 AM to 8:45 AM**. Please follow these guidelines:

- **Carline Drop-Off (8:15 AM – 8:45 AM):**
 - Enter the school's one-way driveway and form a line by pulling over to the right, stopping adjacent to the sidewalk leading to the school entrance.
 - Stay in your vehicle always.

- Keep your child buckled in their safety seat while waiting. A staff member (Mrs. Augustine or another familiar teacher) will greet you at your car, assist with unbuckling your child, and escort them into the building.
- Model confidence for your child by saying goodbye from the driver's seat.
- **In Case of Heavy Rain/Snow:**
 - Carline drop-off will move to the covered entrance by the Bakery Entrance (on the side of the school near the parking lot).
- **Outside Carline Hours (8:00 AM – 8:15 AM or 8:45 AM – 9:00 AM):**
 - Park and escort your child to the 2nd Floor school entrance.
 - Please wait with your child until a teacher greets your child.

Dismissal Procedure: 3:00 PM – 3:15 PM

To ensure a safe and orderly dismissal, please follow these guidelines:

- **Arrival for Pickup:**
 - Dismissal begins at **3:00 PM** and ends at **3:15 PM**.
 - Park in a designated parking space and turn off your engine.
 - Form a line on the sidewalk at the main entrance. A staff member will escort your child to you.
- **Safety During Pickup:**
 - Please hold your child's hand while walking on the designated sidewalk to your vehicle and make sure they are properly buckled into their car seat.
 - Remind your child that parking lots including the areas that are unsecured around the property by the roads are not a safe place to play.
 - Once your child has been released to you or an authorized adult, you are fully responsible for supervising them. Children are not permitted to wander around the building, playground, or parking lot.
- **Authorized Pick-Up Policy:**
 - For your child's safety, we will only release them to individuals listed on your enrollment form, emergency contact form or through written advance notification.
 - In an emergency, you may call and request that your child be released by verbal request for release of child.
 - We will not release a child to any adult who appears to be impaired by drugs or alcohol. In such cases, we will contact an emergency contact and/or notify the police.

Parking Lot Safety

Our parking lot is **one way** and the speed limit through the parking lot is **5 mph**. Please enter through the driveway on Germantown Pike and exit onto Evansburg Road.

For the safety of all, children must be accompanied by a Parent/Guardian or teacher and have his or her hand held in the parking lot. If arriving after your assigned drop-off time, please call the school once you have arrived and escort your child up to the second-floor entrance. Children are not to be left unattended in the building or parking lot.

Health Policy

To protect the health of all students and staff, children who are ill must remain at home. A child must be well enough to participate fully in all school activities to attend.

Exclusion Criteria

Children must stay home (or will be sent home) if they exhibit any of the following:

- Fever $\geq 100.4^{\circ}\text{F}$ (38°C)
- Vomiting or diarrhea (2+ episodes within 24 hours)
- Severe cough or sore throat
- Jaundice (yellowing of skin or eyes)
- Red eyes with discharge
- Rashes lasting >24 hours (excluding diaper rash)
- Open lesions, severe itching, or untreated skin infections
- Rapid or labored breathing
- Blood or pus from ears, eyes, skin, urine, or stool
- Unusual behavior (lethargy, confusion, loss of appetite, excessive fatigue)
- Signs of contagious conditions: chickenpox, strep throat, impetigo, lice, scabies

Return to School

- A child may return after 24 hours symptom-free from illness (including without fever-reducing medication), or
- With a written physician's note confirming the child is not contagious and able to return to school activities.

Illness at School

- If a child becomes ill during the day, parents will be contacted to pick them up immediately.
- Children will rest in an isolated, supervised area until pickup.
- If a parent/guardian cannot be reached within 1 hour, the emergency contact will be called.

Communicable Disease Reporting

Certain illnesses must be reported to the PA Department of Health within 24 hours. Parents must notify the school if their child or a household member is diagnosed or suspected of having a reportable disease.

Examples include:

- COVID-19
- Measles, Mumps, Rubella
- Hepatitis A
- Tuberculosis
- Meningitis
- Whooping Cough
- Lyme Disease
- Salmonella, Shigella, Giardiasis

Unvaccinated children may be excluded from school during outbreaks of vaccine-preventable illnesses.

Parents will be notified in writing of any confirmed communicable disease exposure.

Medication Policy If a child requires medication during school hours, the following procedures must be followed:

- A **Medication Authorization Form**  ([Medication Log](#)) must be completed and submitted to the **Head of School** before any medication is given.
- A new form is required for each new medication or treatment cycle.
- Medication will only be administered on the specific dates listed on the form.
- The Head of School will log and sign each dose administered.

Prescription Medications & Emergency Medications must be in their original, pharmacy-labeled, childproof container. A new form is required for each medication cycle. Authorization is valid for a maximum of one month, unless otherwise directed for emergency use.

- Labels must include:
 - Child's full name
 - Exact dosage and instructions
 - Prescribing Physicians Name
- Medication will only be given to the child named on the label.
- No "as needed" medications will be administered.

Emergency Medications (e.g., EpiPens, Inhalers) - Must be accompanied by a physician-completed Emergency Action Plan (e.g., Allergy or Asthma Action Plan).

OTC, Emergency Medication, & Allergy Policy -A Medication Authorization Form [\(Medication Log\)](#) must be completed for all OTC medications

- Medications will not be given “as needed” without a clear physician directive.
- All medications must be in their original container.
- Medications must be current, unexpired, and provided by the parent/guardian.

Allergy Policy

If your child has an allergy:

- Provide both written and verbal notification of all known allergies.
- Complete the allergy section on the Health Assessment Form.
- Submit a physician-completed Allergy Action Plan, which will be kept on file in the Head of School’s office and in the child’s classroom.
- All medications listed in the plan (e.g., EpiPen, antihistamines, inhaler) must have a corresponding Medication Authorization Form [\(Medication Log\)](#) and be supplied by the parent/guardian to be kept at school.

Food Safety Accommodations:

- Each school year, and as needed based on the severity of student allergies, classroom-specific food restrictions may be implemented to ensure student safety. Parents will be notified of any restrictions and are expected to follow all guidelines provided. Only food provided by the parent/guardian will be given to children with food allergies.
- For participation in cooking or food-related activities, written permission and an ingredient list must be provided in advance.

Injury & Emergency Policy

Parents/guardians will receive a written report for any school injury. For serious injuries, the school will contact you by phone and email immediately.

In an emergency, the child will be taken by ambulance to the nearest hospital with a staff member. Parents will be contacted to meet them there.

Please ensure your child’s emergency contact information is current.

Toys from Home

To help children focus and feel secure in the classroom environment, we ask that toys from home remain at home. These items can easily become lost, damaged, or cause distractions.

Books, however, are always welcome and can be shared during class reading times.

Occasionally, teachers may invite children to bring specific items for Show-and-Tell that relate to a lesson (e.g., a stuffed animal for a unit on hibernation). You will receive a note or message when this applies.

At Providence Montessori, we maintain a zero-tolerance policy for violent themes. Items that include weapons or portray violence are not allowed. If you're unsure whether something is appropriate, please check with your child's teacher or the director.

Student School Supplies- all personal items should be labeled with your child's name.

- Backpack - [Backpack recommendation](#)
- Morning snack - separate from lunch box, preferably in front pocket of backpack, labeled with the child's name on the snack.
- Lunch - insulated or with an ice pack - [Lunch Box recommendation](#)
 - Thermos - [Hot Lunch Thermos Recommendation](#)
- Flatware
- Napkin
- Water bottle (12oz) - [Water Bottle Recommendation](#)
- Two full sets of seasonably appropriate clothing that are to be left at school
- Classroom slippers with grip/sole - [Classroom Slipper Recommendation](#)
- Rain boots - [Rainboot recommendation](#)

Pre-Primary students Only: In addition to the items above

- Bed roll for nap - [Nap Roll Recommendation](#)
- 2 weeks supply of diapers
- 1 pack of wipes

Parents/Guardians are responsible for washing all bed rolls at least once a week or more. Diaper creams and lotions are considered medication and must be accompanied by a medication authorization form. (see OTC medication policy above)

School Uniform Guidelines

At Providence Montessori, we take pride in our school community—and our uniforms help reflect that spirit! All students wear uniforms Monday through Thursday.

- Kindergarten students wear full uniforms:
 - A collared shirt with the embroidered school logo
 - Approved bottoms: khaki pants, shorts, skirts, or skorts
- Primary and Pre-Primary students wear:
 - A shirt with the school logo (collared shirts not required)
 - Bottoms of your choice
 - Logo T-shirts and sweatshirts are also great options!

All uniform items can be purchased through Lands' End at the link below.

Our school ID number is 900158825:

 [Shop Providence Montessori Uniforms at Lands' End](#)

Lunch-Lunch & Snack Guidelines

We ask that you send a healthy, ready-to-serve lunch and morning snack each day in a labeled lunch container. Please note that we are unable to heat food, so we recommend using a thermos for warm meals.

Here are some simple, nutritious lunch ideas:

- Leftovers in a thermos
- Yogurt with granola or fruit
- Peanut butter & jelly sandwich
- Bagel with cream cheese or avocado
- Hummus with veggies or pita
- Pasta or mac and cheese
- Turkey & cheese wrap
- Chicken nuggets (pre-cooked)
- Fresh fruit and cut vegetables
- Water (please avoid sugary drinks)

Children will be gently encouraged to enjoy the balanced meal you've packed, but they will never be forced to eat specific items in any order or finish everything.

Positive Discipline Policy

At Providence Montessori, we believe that guidance and compassion help children learn how to make respectful and responsible choices. Our goal is to support each child in developing self-awareness, problem-solving skills, and peaceful communication.

We approach discipline as a way to teach, not punish. When challenges arise, we help children understand the impact of their actions and encourage them to find positive ways to resolve conflict.

While we do not tolerate aggressive behavior, we understand that children are learning, and we are here to guide them through those moments with patience and care. If a child's behavior becomes unsafe, severely disruptive, or unmanageable, we will contact the parent/guardian promptly to partner in addressing the situation. In some cases, a child may need to be picked up early for everyone's safety and well-being.

We are committed to open, ongoing communication with families and will work together to support each child. In rare instances, if a child's behavior continues to pose a serious risk to themselves or others, Providence Montessori reserves the right to reconsider continued enrollment.

We appreciate your trust and partnership as we nurture a safe, respectful, and caring learning environment for all.

Stay Connected & Informed

We want to make sure you have everything you need to support your child's experience at Providence Montessori! You can find helpful tools and information on our school website and through Montessori Compass.

[On Our Website](#)

- PMSH Parent/Guardian & Student Handbook
Includes important school policies, health and wellness guidelines, and classroom supply lists.
- Academic Year Calendar
Stay up to date on holidays, closures, and school events.
- Frequently Used Forms

[Montessori Compass](#) - Montessori Compass is a great way to stay connected to your child's

classroom. When you enroll your child, you will receive an email invitation to set up an account. If you need help getting started, just let us know—we're happy to assist!

- Access class rosters, messages, monthly activity reports, and a calendar with gym, music, and special events.
- Receive Regular Activity Reports: academic summaries to see what your child has been working on.
- Bulletin Boards: Get routine updates, announcements on our Reading Specialist, Parent Connections, and Parent's Of Providence (POP's) Organization Bulletin Board's—all in one place!

Parent/Guardian & Teacher Conference

Parent/Guardian -teacher conferences will be held formally one time a year in January. Parent/Guardians are encouraged to attend an annual in person conference without their child present. These conferences will summarize the child's progress in the Montessori classroom. Final report cards will be sent out at the end of the school year and conferences will be available upon request.

Tuition and Retention Policy

Application: All new student applications require a one-time non-refundable \$75.00 application fee. This fee only applies to new enrollees.

Deposit: A deposit amount according to the program enrolled is required to secure enrollment. The deposit is non-refundable and is intended to secure the child's enrollment for the upcoming school year and at the time of re-enrollment.

School Year: The School Calendar runs September through June. Summer camp is offered on a week-to-week basis for approximately 12 weeks.

Renewal: Registration at the school is on a school year basis. Your child will not be guaranteed a reservation for the following school year, unless you enter into a new tuition agreement with the school for that school year and pay all applicable fees.

Tuition: You agree to pay tuition and fees for your child in accordance with the Agreement Form executed by the head of school and the parent/guardian of the student. The Tuition Policy shall supplement the matters set forth in the Tuition Agreement.

Tuition Changes: Tuition changes or increases may occur each new school calendar year. Children may move up from one class to the next, this occurs once during the school year in January. At this time a prorated tuition rate will be calculated for the remainder of the school year and a new agreement will be implemented.

Sibling Discount: \$55.00 discount is offered for any additional sibling(s) attending the school. (applies to only full-time enrollment).

Tuition Due / Late Fees: Tuition is paid in accordance with the agreement payment plan selected by you and is due as indicated by your payment plan. The tuition mailbox is located outside of the school's main entrance. Payment may be made in the form of cash or check or Zelle. Zelle payment can be accessed through the QR code on the tuition invoice. Checks can be made payable to: *Providence Montessori School House or PMSH*. A \$50.00 late fee will be assessed if payment is not received on the due date. If tuition or any outstanding charges are not paid within 5 days of the due date, attendance at the school will no longer be permitted until tuition is paid in full for the past due amount.

Returned Checks: There will be a \$20.00 fee for any checks returned by the bank.

Cash Payment: For your protection, all cash payments will be made only in person to the Owner. All payments will be invalid unless you obtain a cash receipt initialed by the Owner.

Withdrawal /Change in schedule: We ask that you give a minimum of one month written prior notice of any intent to withdraw your child from the school. In the event for a need to change your child's part-time scheduled days, a request can be submitted to the office. Not all requests can be honored but every attempt will be made to accommodate schedule change requests.

Holidays/In-service/School closings/Vacations: There is no credit given for scheduled school holidays, scheduled in-service days, child illness, vacation, snow days, or unscheduled school closing due to inclement weather or illness.

Supplemental Care Charge: Supplemental Care is available after regular school hours at the hourly supplemental care rate set forth in the Tuition Agreement. After Care is available 3:00 pm – 4:00 pm.

Late Pick-Up Charge: A late fee will be assessed for any children not picked up by the school's closing time of 4:00p.m. You will be charged as indicated in the fee schedule and tuition agreement.

Suspension/Dismissal: Providence Montessori reserves the right to deny, cancel, suspend, or terminate the services to any child, without notice, for any reason, so long as the determination is not based in whole or part on the race, color, religion, age, gender, national origin, disability, or political beliefs of the child or the child's Parent/Guardian. Any unused tuition will be refunded minus outstanding charges.

Nondiscrimination Policy

Admissions, the provisions of services, and referrals of clients shall be made without regard to race (to include hair type, hair texture, or hair style), color, religious creed (to include all aspects of religious observances and practice, as well as belief), disability, ancestry, national origin (including Limited English Proficiency), age, or sex (to include pregnancy status, childbirth status, breastfeeding status, sex assigned at birth).

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aids and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/client/patient/student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

Facility Contact Information

Amy C Augustine, Head of School
Providence Montessori School House, LLC
3768 Germantown Pike
Collegeville, PA 19426
610-409-6000
amy@providencemontessori.org

Office for Civil Rights

U.S. Department of Health and Human Services
Centralized Case Management Operations
200 Independence Avenue, S.W.
Room 509 HHH Bldg
Washington, D.C. 20201
Customer Response Center: (800) 368-1019 TDD:
(800) 537-7697
<https://www.hhs.gov/ocr/complaints>
Email: ocrcomplaint@hhs.gov (Within 180 days
from the date of incident)

Pennsylvania Human Relations Commission

333 Market Street, 8th Floor
Harrisburg, PA 17101
<https://www.phrc.pa.gov/Complaints/Pages/How-to-File-a-Complaint.aspx>
Inquiries: (717) 787-4410
TTY users only: (717) 787-7279
(Within 180 days from the date of incident)

Commonwealth of Pennsylvania

Department of Human Services
Bureau of Equal Opportunity
Room 225, Health & Welfare Building
P.O. Box 2675 Harrisburg, PA 17120
Inquiries: (717) 787-1127
Email: RA-PWBEOAO@pa.gov
(Within 90 days from the date of the incident)