

MONTESSORI ACADEMY OF OWASSO

PARENT HANDBOOK 2025 - 2026 SCHOOL YEAR

Student Code of Conduct

Our goal is a safe, peaceful community for our students. All students will be held to these standards at an age-appropriate level. Disregarding responsibilities will result in a conference with parents and possible dismissal from school.

Student Rights

- *I have the right to learn new things.
- *I have the right to a caring teacher.
- *I have the right to feel safe at school.
- *I have the right to participate in activities.
- *I have the right to voice my opinions.

Student Responsibilities

- *I have the responsibility to work quietly and not disturb others.
- *I have the responsibility to listen to my teachers.
- *I have the responsibility to not hurt others with my actions or words.
- *I have the responsibility to stay on task and respect school materials.
- *I have the responsibility to respect the opinions of others.

Student Assessments

All students will receive a progress report at the end of each semester. For primary and elementary students, this report will show progression toward mastery of each subject. For toddler students, this report will show a progression of social skills and basic academic topics. For middle school students, progress reports will be given using letter grades.

In keeping with our belief in the value of early intervention for children with developmental difficulties, our staff is alert to normal developmental behavior. We will meet with parents about children who we feel need a referral for additional assistance in behavior or academic areas. This is our attempt to be of support and help to parents and it is considered our professional responsibility. Staff members are not trained to diagnose special needs. We simply point out a variance from the norm and recommend further assessment.

Discipline and Behavior

We follow the Love & Logic philosophy, which helps children internalize rules and become self-directed in their behavior. This discipline method includes giving choices, problem-solving, redirecting, and periods of “taking a break” when negative behavior is aggressive or consistent. Our first choice will always be redirection.

We request that parents do not spank their children in the school. We work with children to help them find alternatives to responding physically in stressful situations and strive to make the school a safe place where

hitting and other aggressive expressions are not acceptable.

Occasionally, Montessori Academy of Owasso staff must dismiss a child from the school due to failure to adjust or behavioral needs that our staff cannot meet. When this is the case, our staff will try to suggest other programs or alternatives for the parents.

Health Policy

In order to maintain a healthy environment, we ask that you not bring children to school if they are showing signs of illness. A quick daily health check will be conducted by a teacher upon the arrival of your child. If your child becomes ill during school hours, you will be contacted and requested to pick him or her up. If we cannot reach either parent, we will call a contact listed on the child's emergency form.

Please keep children home to rest if they show any of the following symptoms:

- Temperature greater than 100.4 degrees within the past 24 hours
- Discharge from eyes or red/itchy eyes
- Stomach ache, vomiting, or diarrhea within the past 24 hours
- Any rash or excessively red cheeks
- Skin lesions (especially around the mouth and on the hands)
- Excessive signs of a cold, tiredness, sore throat, green runny nose, or productive (with mucus/not dry) coughing

Children cannot be admitted into the school with signs of a communicable disease. Children must be free from a fever for at least 24 hours, without the aid of a fever reducer, before returning to school.

Make-Up Classes

We cannot accommodate make-up classes when students are out for illness, vacation, or closures. We strive to keep our student-to-teacher ratio low, and make-up days affect this ratio.

Closures Due to Weather

In the case that we must close due to bad weather, we will text all parents, send an email, and post on social media. Please plan for 3 to 5 inclement weather days throughout the year and have a childcare plan in place.

School Reporting Policy

It is our intent to build a partnership with parents to help them provide the most suitable environment possible for children. Toward this goal, we have many resources and referrals available to parents upon request. It is important, also, for parents to be aware that state laws require any and all incidents of suspected child abuse or neglect to be reported to the appropriate agency.

Nap & Toilet Training

Nap

A nap mat is provided by the school for students in the pre-primary and primary classes. Students in our pre-primary class will have a 60-minute nap period after lunch each day. Students in our primary class have the

option of napping or staying awake for an afternoon work cycle. If your child sleeps with a small blanket, a pacifier, or a small special stuffed animal or lovey, please place those in your child's backpack.

Toilet Training

If your child is in the process of toilet training, please send at least three extra pairs of underwear and pants to school. We also ask you send an extra pair of shoes. We require that a child have 3 consecutive days of successful toilet use at home before attending school without a diaper. Our approach to toilet training is one of positive reinforcement and encouragement. Children are not pushed or shamed into using the toilet. By the age of 2.5 – 3 years of age, we find most children no longer require diapers and are using the toilet regularly.

students must be fully toilet trained before advancing past our toddler classroom

Media Release

Montessori Academy of Owasso records the participation of students on film, still photography, audio, and/or videotape for informational brochures, social media, and advertising.

If a parent would like their child not to be included in these photos or recordings, they may provide written notification to the school by sending an email to McKenna@OwassoMontessori.com

Supplies Needed

Lunch

- pre-primary, primary, and lower elementary students will not be heating up their food, so please send warm food in thermoses.
- upper elementary and middle school students may heat up their food.

Leak-proof Water Bottle (only water please)

- at least 12 oz for pre-primary and primary classes
- at least 20 oz for elementary and middle school classes

Extra Change of Clothes

- all students except middle school

Diapers & Nap Blanket/Lovey

- pre-primary students if needed

Items **not allowed** at school:

colored juice, soda, tea
toys from home (unless they are needed for nap time)
cell phones
ipads or tablets
smart watches

Birthday Celebrations

We love to celebrate birthdays at school! Students may bring party favors or special gifts to pass out to classmates on their birthday. Students may not bring food or candy to their birthday celebration as we have children with allergies and special diets on campus.

Drop-off and Pick-up Procedures

Pre-Primary through Lower Elementary parents: Park and walk your student to the lobby or their classroom door. Pick up students at the main door. We will not have a car line at the main building.

Upper Elementary and Middle School parents: Please use the car line in front of the gym to drop off and pick up your student.

Daily Snacks

We want each student to have the opportunity to eat a morning snack. Check below to see how your child's class handles snack:

- Pre-primary, Primary, and Lower Elementary students have assigned days to bring snacks for the class. Calendars will be sent home at the end of each month. We will begin this in September.
- Upper Elementary and Middle School students should bring a snack in their backpack to eat midway through their work cycle. Please send nutritious food, not sugary snacks, in a separate container from your student's lunchbox/lunch bag.

Dress Code

We are active and play a lot at school, so please dress your child in clothing that allows freedom of movement, running, swinging, painting, and getting messy.

Parameters for Clothing and Shoes at School:

- Shoes with flat, rubber soles and closed-toes.
 - No heels, boots, flip flops, crocs
- Shirts must cover students' stomachs or an undershirt must be worn.
- No sagging pants, no underwear showing above the top of pants.

We love for our students to express themselves through their clothing! We ask that these parameters be taken into consideration on school mornings.

Social Media Policy

We have a social media policy at our school to protect the privacy of students and keep our school a safe community for families, students, and staff.

Teachers will not be communicating with parents via social media direct messages.

Teachers will not be social media friends or followers with school families unless they were friends outside of school before the school year began.

We believe that this is the best way to honor our values of professionalism and safety.

Transparent Classroom

Transparent Classroom is our main form of communication with parents. We will tag photos of your children and send emails through this website. Please email Ms. McKenna if you need your login information to access your account. You must go in and click on your profile to allow your child's photos to be texted to you.

Withdrawing, Payments, and Admissions

Enrollment

Montessori Academy of Owasso admits children of any race, national, and ethnic origin to all rights, privileges, programs, and activities available to children at the center. We do not discriminate on the basis of race, national and ethnic origin in the administration of its education programs.

Admissions are based on the availability of space, gender ratio in each class, and determination by the staff and parents that a child is ready. Prospective parents and students are required to tour the center and meet with an administrator prior to enrollment.

Admissions

Enrolled families will be given the opportunity to enroll for the following year before enrollment is open to the public. These applications will be handed out to families in early spring.

Payment

Monthly tuition is automatically drafted on the 1st of each month. Payments that have not successfully cleared by the 5th will be considered late and will incur a \$25 late fee. If payment has not been received and cleared by the 10th—and no prior arrangement has been made with the administration—your child may not be permitted to return to school until the outstanding balance is resolved.

Unless paid in full at the beginning of the semester, all tuition payments must be made through automatic payment with our TUIO system. Families will be required to submit a bank account number or a credit card to TUIO in order to make these payments.

Tuition is based on an annual rate, not a monthly rate. We offer a 10-month payment option, but we do not change the amount of these payments due to school closures, vacations, or illnesses throughout the year. Because of the way tuition is calculated, we cannot accommodate partial payments or temporary withdrawals.

Withdrawing

We cannot accommodate withdrawals after June 15, 2025. Upon acceptance of enrollment, families are making a school-year commitment and will be responsible for 50% of the remaining unpaid tuition if their child is unenrolled from school after June 15, 2025.

Reducing the Number of Days Your Child Attends

We cannot accommodate a reduction in the days per week your child attends after July 1, 2025.