



Montessori

B Y T H E S E A

Family Handbook

Montessori by the Sea

1603 Gulf Way
St. Pete Beach, FL 33706
Historic Pass-A-Grille
(727) 360-7621

www.montessori-by-sea.org

License Number: C620076

Member of the American Montessori Society and International Montessori Council

Table of Contents

Staff Contact Information	3
School History	3
Mission Statement	4
Goals and Philosophy	4
The Montessori Educational Program	4
The Three Year Cycle	4
Guiding Principles	5
Non-Discriminatory Policy	5
Cultural Diversity	5
Student Life	6
Starting School	6
Arrival	6
Dismissal	6
Aftercare	7
Attendance	7
Clothing Guidelines	8
Primary Nap Supplies	9
Lunch	9
Birthdays	10
Field Trips and Outings	10
Discipline Policy	11
Disruptive Behavior	12
Biting	12
Harassment	12
Student Health	13
Emergency Care	14
Medication	14
Family Communication	15
Grievance Procedure	15
Progress Reports	16
Testing	16
Emergency School Closing	16
School Donations/Tax ID #	16

Welcome

It is our goal to work in partnership with parents, children, teachers, board of directors, and all staff to provide the very best education for our students. It is with that purpose in mind that the Family Handbook outlines our school's policies and procedures. Our handbook is always available on our website for easy access under the "My Compass" tab. Contact us with any questions or if you need clarification of any of these policies and procedures. We hope your experience with Montessori by the Sea is rewarding and enriching.

Staff Contact Information

Head of School

Karen Riccardi
karen@montessori-by-sea.org
(727) 336-9948

School Assistant

Christina Warnstedt
christinaw@montessori-by-sea.org

Primary Lead Teachers

Dorothy Cox
Dorothy@montessori-by-sea.org

Jeni Mulvaney
jeni@montessori-by-sea.org

Lower Elementary Lead Teachers

Ellen Selvidge
ellen@montessori-by-sea.org

Michael Penn
michael@montessori-by-sea.org

Upper Elementary Lead Teacher

Adria Jackson
Adria@montessori-by-sea.org

School History

Montessori by the Sea is a non-profit Montessori school located in historic Pass-A-Grille overlooking the pristine Gulf of Mexico. Montessori by the Sea was established in 1985 as an outreach program of Pass-a-Grille Beach Community Church. The school began with a small Early Childhood classroom in the church building and quickly grew. We moved into the blue Stern House in 1989. In 2005, we added the Lower Elementary classroom (ages 6 -9), which resides in the education building of the church. In 2016 Upper Elementary (ages 9 – 12) was then added.

MBTS Family Handbook (Rev 7/2021)

Mission Statement

Montessori by the Sea provides a warm and inviting academic environment where we deliver high quality, experiential, hands-on curriculum; foster respect and cooperation, and allow each child to realize his or her maximum potential.

Goals and Philosophy

Montessori by the Sea is dedicated to the Montessori method of education by providing a child-centered curriculum that includes guided discovery through hands-on learning within multi-aged classrooms. We prepare engaging, fun and challenging experiential lessons to satisfy students' natural curiosity, which in turn keeps them eager to learn, develops their ability to stay focused on tasks, become self-reliant, and take on leadership roles. We use the beautiful seaside setting around our campus as an opportunity to teach our students to understand and care for the natural environment and the aquatic and wildlife in our area.

The Montessori Educational Program

To aid life, leaving it free, however, to unfold itself, that is the basic task of the educator.
- Maria Montessori

Maria Montessori defined the goal of education as “the development of a complete human being, oriented to the environment and adapted to his or her time, place, and culture.”

At MBTS children of all ages are actively engaged in their learning. The adults in the learning environment act as facilitators of this natural process of learning. We believe that intelligence is not rare and provide an environment that allows children to learn in their own way and to progress at their own pace. The Montessori educational program offers a holistic integrated approach that considers the needs of the whole child.

Freedom with responsibility is an integral component of the Montessori environment. The children are active participants in their learning. The adult is responsible for setting limits in a firm, fair, and consistent manner. Children are free to make choices within those limits. They are responsible for accepting the consequences of their choices which leads to the development of self-discipline.

The Three Year Cycle

Montessori programs are designed on a three year basis with 3 – 6 year olds in the Primary program, 6 – 9 year olds in Lower Elementary and 9 – 12 in Upper Elementary. Parents are strongly advised to allow their child to participate in the entire three year cycle for each level. It is not until the third year of the program that children begin to

synthesize and apply all the knowledge from the previous two years. Opportunities to learn more about each level will be offered to families during the school year.

Guiding Principles

As a school founded on Montessori ideals, we believe that every person deserves respect. We expect students and adults to demonstrate kindness, respect, and courtesy toward all community members. Our goal is to establish safe, warm, and caring environments where children learn positive and appropriate ways to handle situations.

Montessori children have freedom within the limits of very clear ground rules. All ground rules are based on the core Montessori value of respect for self, others, and the environment. Rules are kept simple, yet they are explored in great detail. It is never assumed that children understand what it means to be kind and respectful. Social skills are taught through grace and courtesy lessons, which are presented by demonstration, practiced by role play, and modeled by the adults and older children. These set a tone of respect and kindness.

Conflict resolution skills are taught to help the children both validate their feelings and give them the tools to successfully tackle them. Children learn what to do when someone is unkind or unfair and how to discuss conflicts as they arise. When a child repeatedly has difficulty following the expectations for interpersonal conduct, the school will bring the family and staff together to work on a solution. When the school and parents work in partnership, there is greater opportunity for consistency and continuity.

Non-Discriminatory Policy

Montessori by the Sea provides an authentic Montessori education to all children without regard to race, color, gender identity, nationality, sexual orientation, ethnic origins, or religious beliefs.

Cultural Diversity

We celebrate the diversity of all ethnic and religious backgrounds of the children and families in our community. We do not subscribe to any specific religious organizations or practices. We invite all families to share with us their ethnic observances and celebrations.

Student Life

Starting School

During the summer before school begins, our Lead teachers send out communications to the families with students in their class. They will give guidelines and helpful information for the start of school based on the age-appropriate needs of the class. Our

teachers are wonderful at helping children and their families through the beginning transition into school. You are welcome to email your child's teacher with questions.

Arrival

Please adhere to the following arrival protocol.

Elementary -  Enter the alley from 17th Ave. to keep traffic moving in one direction.
 Pull through the church parking lot, stopping in front of the awning.
 A staff member will open the door and greet your child.

Primary –  Enter the alley from 17th Ave. to keep traffic moving in one direction.
 Pull forward to the ramp at the blue building. Please stay in your car.
 A staff member will escort your child to the porch.

Students may be dropped off between 8:05 – 8:15 for Elementary and 8:15 – 8:30 for Primary. If you arrive earlier than the assigned drop-off time, please wait outside with your child in your vehicle until the doors are open.

Drop off is a very busy time, full of hustle and bustle. To make sure messages find their way to the teacher, and are not misinterpreted, please send only written messages during this time.

Please note, during times of severe weather (specifically when thunder and lightning are present) we ask that you remain in your car until the conditions are safe for staff to escort your child directly to the classroom.

Dismissal

Half day students are dismissed promptly at 12:30 and full day students promptly at 2:30 (2:45 for Elementary). If children are picked more than 5 minutes after their assigned pick-up time, they will be dismissed into Aftercare and the family will incur a \$25 drop-in charge.

Aftercare is available from 2:30 – 5:30 PM (2:45 for Elementary). Please remember the school closes at 5:30 PM and all children must be picked up by this time. There is a fee of \$1.00 per child, per minute after 5:30 PM, payable at the time of pick-up.

Please adhere to the following dismissal protocol. Families are expected to follow the National Safety Council guidelines for proper safety seats and seat belt procedures once their child has been put into their vehicles.

Primary:

- Enter the alley from 17th Ave. to keep traffic moving in one direction.
- Pull up to the walkway where a teacher will help your child into the car.
- Children will remain seated until dismissed by a teacher. Please do not call your child to approach you.

- If you choose to wait outside, please park in the church parking lot.

Elementary:

- Dismissal is from the church parking lot.
- Enter the parking lot from 17th Ave. to keep traffic moving in one direction.
- Pull up to the school entrance where a teacher will escort your child to your car.

It is school policy that children will be released only to their parent/guardian or authorized persons listed on the dismissal record. Please keep this record up to date including carpool arrangements. For your child's protection, staff will ask for identification from anyone unknown to them. Special arrangements require advance notice in the form of a note or email to the office.

Aftercare

Aftercare is provided from 2:30 (2:45) – 5:30 PM. The purpose of this program is to provide a quality extended day program that offers opportunities for structured and creative play activities both inside and outdoors. Payment for Aftercare can be made annually (\$2250) or monthly (\$250 a month for 10 months) through TADS. Upon availability, drop ins are allowed for \$25 a day. If space is available, the \$25 payment should be made either by cash, check OR through the MBTS Venmo account: **Karen Riccardi @montessoribysea (last four digits of phone for school cell #: 9948)**

Please contact the office (office@montessori-by-sea.org) in advance for the drop-in services and confirmation of availability. Payment is due for drop-ins on the day you utilize this service. Please note the school closes promptly at 5:30. There is a fee of \$1.00 per minute, per child for late pick-ups.

Attendance

Student attendance is essential to academic success. To be successful, students must attend school on a regular basis. Excessive absences by students may jeopardize the student's progress in all areas of the classroom. All school absences, along with the cause of absence, will be recorded and kept current. If your child will be out of school or late arriving for class, please email or call the school office by 8:30 a.m. Students may miss a maximum of (9) days per semester (August – December/January – May).

It is important for students to arrive on time for school each day. School starts promptly at 8:30 AM for students in Primary and ends at 2:30 PM. Elementary begins promptly at 8:15 AM and ends at 2:45 PM. Students who arrive late or leave early miss important instruction, as well as interrupt learning in the classroom. We sincerely appreciate your

efforts to schedule appointments outside the school hours so that your child will not miss instruction or cause disruption in the classroom.

In the event your child is going to be late or absent, please email the classroom teacher and copy the office (office@montessori-by-sea.org).

Clothing Guidelines

Students may dress casually and in a manner that is not distracting, extreme, or disruptive to the educational process. The following standards are established to assist in selecting appropriate apparel for school.

- Students must wear shoes appropriate for running, walking, playing, and climbing on the playground. Sneakers are preferred. Platform soles, raised heels, cowboy boots, and flip flops increase a child's chance of slipping and falling and are not appropriate for school wear.
- Sandals must have heel straps.
- Sneakers are required for PE and all off-campus activities.
- Shoes with lights or sound are a distraction in the classroom and should be saved for when the child is not in school.
- All clothing should be free of messages or graphics that are inappropriate for the school environment including promoting illegal activity or discrimination of any kind. Please avoid clothing that may be a distraction such as items printed with characters or excessive decoration.
- Shorts, dresses, and skirts should be at a length that allows for discretion when students are active or sitting on the floor. Shorts are recommended underneath skirts and dresses for younger children to allow freedom of movement.
- Clothing should keep midriffs, cleavage, back, and underwear (visible bra straps are to be considered underwear) covered at all times.
- Hats, hoods and sunglasses shall not be worn in classrooms.
- Jewelry should be saved for home as it can easily be lost at school and be a distraction in the classroom.

Primary Nap Supplies

Children enrolled in Primary for a full day will have the opportunity to rest after lunch. If your child is napping, please send a small blanket labeled with your child's name and a small pillow. MBTS supplies a cot sheet which will be assigned to an individual child for the school year. Laundry will be sent home at the end of each week and needs to be returned each Monday.

Your child will be provided with a small cloth backpack in which to send nap supplies to school. Please make sure all nap items fit into this bag as we have limited space to store nap supplies. For this same reason, please do not send additional or alternative backpacks.

Lunch

Children bring their lunch to school in a clearly labeled cooler type lunch box. Please provide an icepack in the lunch box.

Pizza is ordered each Friday and available for purchase. Pizza lunches include a fruit or vegetable. The school will send out a pizza order form for families to sign up for each semester.

Good nutrition is the first step to a lifelong wellness program. Lunch is a very important part of this. We count on parents to work with us in teaching children about good health and nutrition. Please read labels and avoid foods with sugar in the first three ingredients. Please send water, milk, or 100% fruit juice with your child's lunch. Gum and candy are not permitted.

Please make every effort to prepare the contents of your child's lunch in a way that allows the child to independently open containers and beverages. Be sure to include all needed utensils. We encourage you to place foods in reusable or recyclable containers. These containers will be rinsed out by your child and returned home each day. All uneaten food that can be contained will be sent home. Please monitor your child's lunchbox to see what your child likes and dislikes and to determine the correct amount of food to pack. We appreciate your care in preparing a healthy lunch.

When preparing food items, please avoid whole carrots and grapes. If you choose to have carrots or grapes, they must be cut up into smaller pieces. Also, please do not send in popcorn. These items are most associated with choking and we need to avoid this concern at all costs.

Birthdays

Montessori classes have a special birthday celebration, called a celebration of life, during which the child tells the class the story of his life. You may want to create a "timeline" with your child. Place one photo from each year of the child's life on a piece

of paper. Write a caption for each picture. Older children can write the caption themselves. By taping the pages together, you create a linear representation of the child's life.

You are welcome to send in a special popsicle treat in honor of your child's birthday. Please check with your child's teacher in advance to ensure there are no scheduling conflicts.

As part of your child's birthday celebration you may choose to present a gift to the classroom, so your child has the opportunity to give as well as receive. Please check with your child's teacher for a list of suggested books, CDs, or a plant.

As a community we must be sensitive to each of the children's feelings, putting our own convenience aside. Please do not send party invitations or gifts to school. If you are planning a birthday party outside of school, we ask that invitations be sent outside of school.

Field Trips and Outings

Educational field trips are planned throughout the school year to enrich the curriculum as well as students' overall educational experience. Notice of upcoming trips will be sent home in advance. Permission slips and any required fees must be returned to school in advance of the trip, or your child will not be able to participate.

Parent volunteers are needed to drive and assist in the supervision of children. To ensure the safety of our children, all drivers must have had a level 2 background screen and submit a copy of their driver's license and automobile insurance card. Instructions for obtaining the Level 2 background screen are available in the school office. Our school insurance does not cover field trip volunteer drivers. Students will be assigned to each car and may not switch cars to sit with particular friends. **Please do not make any stops going to or from a trip.**

If you volunteer to chaperone on a trip, please stay with the group of children assigned to you. Please do not bring any younger siblings along when you volunteer for trips. On the day of the trip, you will be given a handout with further suggestions for making the trip a success.

Only third year primary and elementary students will participate in trips that involve driving. Younger students will participate in walking trips to places such as the park, fire station, or beach.

Discipline Policy

At MBTS, we see discipline as helping the children to develop an internal focus and control to enable them to make positive choices. We establish necessary boundaries to give the children methods and techniques to control their own behavior through

MBTS Family Handbook (Rev 7/2021)

consistent modeling and dealing constructively with problems. We strive for a balance of freedom and structure linked with a high level of responsibility. That balance is individualized based on the needs of the child. Our goal is an internalized level of obedience wherein the child behaves appropriately because it is the right thing to do. Positive discipline is a process that takes time. It begins at birth and continues through the four planes of development until around 25 years of age. **Discipline to us is not something that is done to the child, but is developed within the child.** It may not be as immediate as a rewards/ punishment model, but its outcomes run deeper.

MBTS forbids the use of corporal punishment as well as harsh and demeaning language or tones of voice to control a child's behavior. No child will be subject to discipline which is severe, humiliating or frightening, or associated with food, rest or toileting.

Classroom expectations:

1. Everyone is expected to keep their hands to themselves.
2. Everyone is expected to use a quiet indoor voice.
3. Everyone is expected to walk while in the indoor environment.
4. Everyone is expected to choose appropriate work, use the work, then put the work away ready for the next person.
5. Everyone is expected to respect classmates and teachers.
6. Everyone is expected to be respectful to the classroom materials.

Children who are unable to follow these expectations will be redirected or walked through the problem-solving process.

The problem-solving process:

Identify the Problem: The adult through observation and questioning helps children verbalize the problem. This also involves a statement of commitment from all parties involved to come to a peaceable and win-win situation. For example, if two children want to work with the same materials at the same time, we would agree to come to some solution that both were happy with or no one would get to use that piece of material.

Identify the Solutions: The adult guides the children through possible ways to solve the situation. The adult guides the children to agreeing on a solution and implementing it.

Follow Up: The adult checks back through observation and questioning to make sure that the solution agreed upon is meeting the needs of the children.

This model of problem solving also helps our children learn critical thinking skills. We hope you will also use this model of problem solving with your child. We think you will
MBTS Family Handbook (Rev 7/2021)

be amazed at how well children can be stepped through this process. It is heartwarming to see children use this problem-solving process with no adult guidance!

Disruptive Behavior

The following action will be taken in the case of severely disruptive behavior, which includes but is not limited to: assault, biting, hitting, kicking, fighting, throwing objects, spitting, pushing, pinching, fleeing the environment, name calling or harassment:

1. First offense: The teacher will help to mediate the problem-solving process.
2. Second offense same day: The child will be asked to sit away from the group or asked to sit next to the teacher or assistant until the child is ready to work again peacefully.
3. Third offense same day: Child will be sent to the office and parent will be called. The child will be sent home. Parents will receive a copy of the incident reports.
4. If a child reaches more than 3 offenses in a 2-week period it may be considered a severely disruptive behavior pattern. A conference will be scheduled to devise a behavior modification plan.

Consequences to severely disruptive behavior that continues over a period of time include, but are not limited to:

- Removal of child from the classroom and sent to the office
- Parents notified and asked to pick up child from school or event
- Conference with parents
- Behavior plan will be developed that may include but is not limited to: recommendations for evaluations, plan of action for when the behavior occurs, journaling of behaviors by parent and teacher
- Possible dismissal

Biting

If a child bites another child and blood is drawn, the biter will be sent home for the rest of the day. If a child becomes a chronic biter, the parents may be asked to remove their child from the school.

Harassment

MBTS is committed to a safe and peaceful educational environment for all students, employees, volunteers and patrons, free from harassment or intimidation. "Harassment or intimidation" means any **intentional written, verbal, or physical act** as outlined:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or

- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

If a child engages in these behaviors, he/she will be sent to the office to conference with the Head of School. Parents will be called, and the child will be sent home for that day. If the behavior continues, the child will be suspended from school. If there are circumstances where the school cannot meet the child's need and the behavior cannot be modified, the child will be expelled, and the school will do its best to refer the family to a better suited school program.

Thank you for helping to provide a safe environment for our children.

Student Health

It is understood that all children will be sick at some time during the school year. Illnesses spread through schools very quickly so each family will need to have a plan in place to provide sick care for their child. Face coverings will continue to be recommended (not mandatory) when indoors for both staff and students in the Elementary program.

Children may not attend school when they:

- Have had a fever in the last 24 hours (without the use of fever reducing medication)
 - Have had vomiting or diarrhea in the last 24 hours
 - Have a sore throat
 - Have persistent coughing or sneezing
 - Have an unexplained rash
 - Have an earache or drainage from the ear
 - Have an excessively runny nose with colored mucus
 - Have a contagious condition (head lice, strep throat, etc.)

The school must be informed as soon as possible of any contagious condition the child may have come in contact with, **including COVID 19**, so the school community may take the necessary action provided by the Pinellas County Board of Health.

All our school buildings will continue enhanced cleaning and sanitizing protocols.

If your child has lice, they may not return to the classroom until they are nit free. The teachers in the classroom will remove all fabric items for washing and will do extra thorough cleaning of rugs and classroom furniture. The office will do their best to check your child and the children in the classroom to prevent further spreading but are not professionals at removing lice and nits. Contact a professional nitpicker for quick removal and results.

Immunizations- MBTS, as with all licensed schools, requires students to have the proper immunizations for their age, unless they have an official religious exemption. Please know that some children in our care may not be immunized because of their religious belief.

Weather permitting; students go outside to play every day. If you feel your child is too sick to go outside, please keep him or her home from school.

Emergency Care

In the event of an emergency, the school will call 911 first, so your child may be transported by ambulance to the nearest medical facility. Parents will be contacted immediately following the 911 call. A teacher will accompany the child in the ambulance, in the event the parent does not arrive in time.

Please remember to keep your emergency contact information up to date. We must be able to reach you at any time during the school day.

Medication

Only under extraordinary conditions do we administer medication at school. Please do not send in any medication with your child including cough medicine or drops, topical creams, or over the counter medications such as Tylenol.

When, in the opinion of your child's physician, it is necessary to administer medication during school hours, the following procedure must be followed.

- Hand any medication brought to school directly to your child's teacher or the Head of School.
- All prescription medication must be in the original bottle that is clearly labeled with the child's name, medication name, time and amount of dosage.
- Parents are responsible for administering the first dosage of any new medication at home.
- An **Authorization to Administer Medication** form must be completed before any medication is given. This is available in the office.

- Our staff members are prohibited from providing or administering any over the counter medication except as authorized in writing by you and the child's physician.

Family Communication

MBTS recognizes the importance of communication. The Head of School and educators are always available by appointment to address family needs.

Please address all classroom and curriculum questions directly to your child's teacher. Teachers may be reached via email and will respond within 24 hours. You can also call the office to arrange for a meeting with the teacher. During school hours, it is the teacher's priority to attend to students' needs. Teachers are not available to discuss issues during the hours of 8:15 AM – 2:45 PM.

During the school year, we will email families announcements, notes, and flyers. In an effort to be environmentally friendly, we will transmit as much information as possible via email. Electronic communications will be sent to all families on a regular basis. Please be sure to take a few minutes to read these as they will keep you informed of everything that is happening at school. In addition, meetings will be scheduled throughout the school year to provide parents with pertinent information regarding curriculum, philosophy, and other important topics relating to education. Parent/Teacher Conferences are offered in the fall and spring of every school year.

Montessori Compass is a communication tool between the classroom and the parents. Please make sure to check your account regularly, especially after our weekly Friday updates have been completed.

Grievance Procedure

Any questions or concerns about your child's classroom experience should be first addressed with the teacher. Should you not be able to reach an understanding with the teacher, please contact the Head of School. The Head of School will help mediate a meeting between the parents and teacher. Concerns about larger school issues and policies should be taken to the Head of School. Problems that cannot be worked out at the aforementioned level will be taken to the Chairman of the Board, John Ross (727) 871-3611 – cell or johns.ross@floridamoves.com).

MBTS encourages parent feedback, involvement, and participation. We advocate honest, respectful exchange between all parties, adults and children alike. We are receptive to constructive feedback. The Montessori philosophy emphasizes honesty and fairness along with cohesion and unity. It discourages unconstructive comments, gossip, or other behaviors that generally do not serve to solve problems or make improvements.

Progress Reports

Formal progress reports are shared twice a year for all students, one in late January and one in early June. The teachers base these reports on their observations and student work. Emphasis is not placed on achieving a “grade”; instead students work toward understanding of concepts.

Testing

Students participating in VPK, will take the VPK evaluation in early fall and again at the end of each school year. Their scores are sent into the VPK office to ensure that our program is meeting the standards for the program.

All 3rd - 6th grade students take a standardized achievement test at the end of each school year. This allows us to assess the progress our students are making in comparison to the national standards and make any adjustments to each student's learning materials. MBTS uses the NWEA MAP testing program for these tests.

Emergency School Closing

There may be occasions when it is necessary to close the school for emergencies, such as a hurricane or flooding. If Pinellas County public schools are closed, MBTS will also be closed. However, there may be an instance where MBTS is closed when the public schools are not. A message concerning school closing will be delivered to the phone number on file through the REMIND app and by email. If school is in session at the time of closing, you will be notified by phone and asked to pick up your child early. In the event of an evacuation during school hours, children will be transported to Isla Del Sol Country Club at 6000 Sun Blvd; St. Petersburg, FL 33706. It is imperative that all emergency contact information be kept up to date. Please notify the school of any changes in this important information.

School Donations/Tax ID #

As an Outreach Program of Pass-a-Grille Beach Community Church, MBTS is a non-profit operating under 501(c) 3 status. All donations made as gifts to the school, over and above tuition and fees, are considered tax-deductible. The Tax ID # for MBTS is 59-1005855. As a small, private non-profit school, donations are always very much appreciated! MBTS will be happy to provide a receipt for any gifts or donations made to the school.