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Welcome to Heritage Montessori School!

Our school is a Full Member school of the American Montessori Society, and certified by the Maryland State Department of Education. Our Stepping Stones, Early Childhood, Before and After School Programs (BASC) and Summer Program are additionally licensed by the Maryland State Department of Education, Office of Child Care.

Thank you for being a part of our school community. We look forward to a great year of learning together.

*Administrative Team,
Melodie Sachs
Linda Molino*

Mission Statement

Heritage Montessori School holds true to the belief that each child is of supreme importance. We work to guide each child to knowledge, empowerment and a life long love of learning while preparing them to be active members of a peaceful, global community. We strive to nurture each child intellectually, physically and emotionally through authentic Montessori practices as well as through our own examples of behavior and habit and to provide a true Montessori experience for students, families, faculty and the community.

NON-DISCRIMINATORY POLICY

Heritage Montessori School does not discriminate on the basis of race, color, national or ethnic origin, age, gender, sexual orientation, religious or spiritual beliefs, marital status, family configuration, handicap or political affiliation in administration, the rendering of services or the employment of personnel.

Use of the term “family” is in accordance with The American Home Economics Association which defines “family” as two or more persons who share resources, share responsibility for decisions, share values and goals and have a commitment to one another over time. The family is the climate that one comes home to and it is a network of sharing and commitment that most accurately describes the family unit, regardless of blood, legalities, adoption or marriage.

ADA POLICY

It is the policy of our school to abide by all provisions of the Americans with Disabilities Act. We will not discriminate against any individual who demonstrates the qualifications necessary to perform the duties of a particular position. No medical or physical disabilities will be considered as a factor in satisfactorily performing a job/task except for those which are critical to the performance of such task.

Heritage Montessori School is a Full Member school of the American Montessori Society.

It is structured as a for-profit organization and is not a 501c(3) organization, and therefore, is not tax-exempt.

SCHEDULE OF PROGRAMS

Stepping Stones Program

9:15 AM -11:15 AM

(M/T, W/Th/F, & M-F)

Early Childhood Programs

Half Day Program, 5 days

9:00 AM -12:00 AM

Full Day Program, 5 days

9:00 AM - 3:00 PM

Elementary Programs

9:00 AM - 3:00 PM

All Day Program, All Ages

7:00 AM - 5:30 PM

Before School Hours

7:00 AM - 9:00 AM

After School Hours:

3:00 PM - 5:30 PM

Children must participate in Full Day Program

TUITION PAYMENTS

Families choosing the Monthly or Quarterly payment plans are required to participate in the ACH Heritage Electronic Payment Plan (HEPP). There is a late fee as specified on your Tuition Agreement. The school may, at its discretion, refuse admittance to a child whose tuition payments are delinquent. If the payments are delinquent (1 month overdue or more) and it becomes necessary for the school to engage outside agencies to collect the money owed, all costs incurred, such as attorney's fees and court costs, will be paid by those individuals named in the Tuition Agreement.

Charges will be applied for returned checks and returned ACH withdrawals.

The specified days and times on the Child Care contract are the only times covered by child care tuition. Students who arrive prior to their contracted time or leave after their contracted time, even if it is only 5 minutes, will be charged for the next half hour. Unused days or hours are not carried over to other days. Please see the section on Occasional Before/After School Care for pertinent information regarding charges and late fees.

Except for the Stepping Stone's semester enrollments, all enrollments are for the full academic year. Your signed Tuition Agreement is a legal obligation to pay the full year's tuition and fees regardless of whether your child is absent from school. This policy is necessary since the school has continuing expenses such as salaries, insurance premiums, fees for janitorial services and payments to the church. In order to maintain our capability to meet these expenses, it is essential that the annual income from tuition charges be stabilized. The fact that the school fees are paid in installments does not constitute a fractional contract nor mean that such installments are for monthly or daily costs.

If, after the school year begins, you find that you need to put your child in one of our programs that has more hours, we would be glad to renegotiate the Tuition Agreement provided there is space in the program for which you wish to extend your child's enrollment. We regret that we cannot renegotiate for less hours, since that would jeopardize the stability of our income.

DISCOUNT POLICY

An 8% discount will be applied to the tuition of the second child of a family, if both children are simultaneously enrolled in Early Childhood, Elementary or All Day Programs.

There will not be scholarships given in exchange for services rendered to the school. People who render services to the school will either be paid or will do so with the understanding that such services are strictly on a volunteer basis.

REFUND POLICY

The Deposit paid at the time of enrollment is not refundable. If families with children new to our programs withdraw their children during the 60 day trial period, they are responsible for the first two monthly payments, as specified on the Tuition Agreement. Any payment made beyond that amount is refundable. There are no refunds given if a child is withdrawn after the 60 day trial period.

Families whose children are returning to our programs are able to withdraw their children by May 1st prior to the beginning of the academic year; however, the Deposit paid during the re-enrollment process is not refundable. If parents withdraw their children after May 1st, they are liable for tuition payments for the entire academic year, whether the children continue to be enrolled or not.

These procedures have been instituted to protect the financial stability of the school, since we plan our budget according to the signed Tuition Agreements that we receive for the current academic year. The Tuition Agreement is a legally binding contract and must be signed by all parties named.

DISCIPLINE POLICY

Redirection and refocusing will be used to help young children learn acceptable behavior in school. If a child becomes a disruption in the classroom, the child may be requested to sit apart from the rest of the children. Physical aggression on the part of the child will be reported to the child's family on the day that such aggression occurs. Families and teachers will confer with each other to help the child learn appropriate and acceptable behavior in school. If a child persists in unacceptable behavior to the detriment of the class, or if the child commits deliberate physical aggression towards an adult of the class, the child may be dismissed from school.

TEACHER QUALIFICATIONS

All lead teachers hold a Bachelor's Degree from a four-year College and also hold Montessori certification for the age level she/he teaches. Advanced degrees, as well as Montessori certification for several age levels, are held by some teachers.

CLASS SIZE AND TEACHER/PUPIL RATIO

Except for the Stepping Stones program, class size is between 16 and 24 pupils per head teacher. Each class also has at least one teacher's assistant. The Stepping Stones program is limited to a total enrollment of 12 children per class.

ACCESS TO PUPIL RECORDS

Parents and legal guardians have the right to inspect the records of their own children. If you wish to examine your child's records, please let the office know.

RELEASE OF PUPIL RECORDS

Pupil records will be released to another educational institution when we receive a written request from that institution, and a signed consent form from the parents/legal guardians of the pupils concerned, when library books have been returned and all financial obligations to the school have been fulfilled. No records will be released if these conditions are not met. Records are not released to the parents/legal guardians directly.

DAILY SNACKS

Daily snacks are part of the day for the Stepping Stones, Early Childhood and After School programs, and are provided by the families of the school. To minimize the number of times that each family has to prepare snack, we have scheduled each family in these programs to be responsible for the snacks for all the children in these programs for 1 or 2 times during the school year. A list of food on the weekly snack menu is sent to the families before their scheduled weeks.

BIRTHDAYS

- We celebrate each child's birthday, either on the exact date, or the half birthday if the birthday is during the summer months or the closest day if the birthday is on a weekend. Families may send in a special snack for their child's birthday. Please coordinate this with your child's teacher to send in individual servings of a birthday snack.
- Please do not send in goody bags or party favors as they are not permitted and will be returned.

The birthday celebrations are not intended to be traditional birthday parties; rather, they are celebrated in such a way as to enhance many aspects of the educational aims of the program, such as self esteem, and the idea of the passage of time. To help the children understand the passage of time, we have a special activity when we observe each child's birthday. To help with this activity, please send in photos of your child at birth and for each year of his/her life. Please label your child's age for each photo. Please coordinate this with your child's teacher.

In honor of their child's birthday, families may contribute to our "Birthday Fund." The money in the fund is used to purchase items for the school library, and a special name plate is placed in the books purchased with these funds.

UNIFORMS AND DRESS CODE

The children will be wearing clothing ordered through the Lands' End company when they go on field trips and throughout the week. Items not on the following list should be reserved for non-uniform days. Any items which include the school logo must be ordered from Lands' End. Pants, shorts, skirts and skorts may be purchased from other vendors.

Tops:

- Classic Navy short sleeved and/or long sleeved polo shirts w/logo
- Classic Navy crew neck drifter sweater w/logo (a white turtleneck may be worn underneath)
- Classic Navy cardigan w/logo
- Classic Navy fleece zip-front jacket w/logo

Bottoms:

Boys:

- Khaki pants or shorts

Girls:

- Khaki skorts or skirts
- Khaki pants or shorts
- Tights during the winter (any color or pattern)

PE uniform:

- White T-shirt w/logo
- Classic Navy fleece crew sweat shirt w/logo
- Classic Navy sweat pants
- Classic Navy shorts

Shoes:

- Tennis shoes
- Practical, structured shoe (Please refer to pages 35 & 36 of your Lands' End catalog for examples. A specific color is not required) Shoes such as flip flops or crocs may not be worn to school as they are unsafe on the playground.

Families will order directly from the company, and the school will not be stocking the clothing on premises. ***Please label your child's uniform clothing to avoid confusion.***

For safety reasons, if children wear earrings, they should only wear small earrings, such as studs or small hoops, smaller than the diameter of their fingers. Please refrain from wearing earrings that dangle. The school is not liable for the loss of personal property including jewelry.

On non-uniform days, please have your child wear clothes that are free of trademarked characters, comfortable, appropriate for school and that he/she can manage easily, e.g. pants with elastic waistband for younger children, since many of them wait till the last minute before they use the bathroom.

For younger children, if, for whatever reason, your child changed into the clothing that is kept at the school and the wet/dirty clothes went home; please remember to send back the items that were used, preferably the following day. This is especially important for young children, who will need their change of clothing at the most unexpected moments. ***Please be sure to label all of your child's clothing.***

When the weather gets cold, all children should have a pair of mittens or gloves and a hat. We DO go outside as much as possible. To prevent your child from losing mittens, string them through the sleeves of the jacket or use clips to attach them and as with all items, please label them with your child's name.

When the snow season begins please send boots to school. We recommend that you have boots that your child puts on instead of shoes, since even young children are able to learn to put them on by themselves. During boot season, we request that the children either bring a pair of shoes or slippers to wear in the classroom, so that the mud and dirt that get on the boots will stay out of the classroom.

During the hot weather months, sleeveless tops and tank tops are acceptable, but strapless or spaghetti strap tops and tube tops are not. Tops should be long enough to cover the midriff completely at all times.

Please label your child's clothing. This is essential for clothing that stays in the cubby, and clothing that gets taken off during the day, such as hats, sweaters, coats and boots. This is also important for uniform items, since everybody has similar clothing. Labeling your child's clothing will save us and your child much frustration and confusion at dismissal time. Please note that the school cannot assume responsibility for lost clothing or personal articles.

SCHOOL CLOSING POLICY

We will exercise our own discretion whether to open or close school or to open late. You can listen to the announcements on Radio 11 WBAL (AM 1090), or watch for the announcements on Channel 11 WBAL. You may also wish to sign up for automatic notification from WBAL as well. Announcements on the radio are made early in the morning. Information will also be posted on the school website at www.heritagemontessorischool.com.

You may also call the school for school closing or late opening information. Just call the school number, follow the voice directions and listen to the message. If we need to close school during the day, the announcement will again be made on Radio 11 WBAL and Channel 11 WBAL.

ABSENCES AND ILLNESS

It is most important that children who are sick are not sent to school. This is for your child's good as well as for the welfare of the other children in the class. Sick children do not benefit from being in school, and can cause other children to become ill.

Children will not be admitted to school if they have the following symptoms:

- elevated temperature
- diarrhea
- vomiting
- pink eye with secretions
- evidence of chicken pox
- head lice or nits

If such symptoms occur during school, we will contact you, or if unable to reach you, we will contact the persons listed on your child's Emergency Card. **Children who have such symptoms may return to school with a note from their pediatrician when they have been symptom free for 24 hours.**

If your child is going to be absent for whatever reason, please let us know before your child's class begins by contacting the school office via phone or email.

MEDICATION

If your child requires any medication to be kept and administered at school a completed Medication Authorization Form **must** be completed and sent in to the school office. This includes prescribed as well as over the counter medications. Epipens will be kept in the school office unless doctor's orders specify that it be kept in the classroom. Forms are available from the school office.

EMERGENCY PROCEDURE

If we are unable to reach you, the persons listed on the Emergency Card will be notified in case of an emergency. In situations where immediate medical attention is needed, and we are unable to reach you, your child will be taken to the hospital indicated on your Emergency Card if possible, or to the nearest hospital.

If you know that you can be reached on any particular day at a different number than the one listed on your child's Emergency Card, please let the office know.

Our school has designated Shelter In Place locations within our facility in the event of a severe weather situation or lockdown. In the event that our building would need to be evacuated our school has designated two Off Site Evacuation locations. Site #1 is 1st Preference Mortgage Corporation located at 9423 Belair Road and Site #2 is Home Savings of America located at 9607 Belair Road. In the event of emergency families will be contacted regarding the emergency procedure we will be following.

If you need to reach us after hours for emergency reasons only, please call (410)529-0120.

ARRIVAL AND DISMISSAL PROCEDURES DURING SCHOOL HOURS

Arrival time for the Early Childhood and Elementary programs begins at 8:45 AM, and dismissal time for the AM half-day program begins at 11:55 AM. Arrival time for the Stepping Stones program is 9:15 AM and dismissal is at 11:15 AM. Please be on time for both arrival and departure, so all the children can start the day together, and no child needs to feel anxious after all the children are gone at dismissal time. ***If you arrive more than 10 minutes after your child's dismissal time please go to the school office to pick up your child.***

At arrival time, please form a loop around the parked cars in the parking lot, and drive up to the back entrance. A staff member will come and help the children out of the cars. Please do not let your child out of the car before the staff member comes to your car. Also, please do not move your car up the line until all the children are on the sidewalk. At dismissal time, a staff member will help the children into the car as the cars come up to the sidewalk. Please put the gear shift in the PARK position during the time the children are entering or leaving the cars, to prevent the car from moving accidentally. At dismissal time, after your child is in the car, please pull over to buckle the seat belts and lock the doors before driving away.

Drivers are requested to remain in the cars and refrain from having discussions with staff members during arrival and departure. All messages that need to be conveyed at arrival and dismissal time are best given in written form. Questions and inquiries regarding changes of schedule and other matters are best handled through the office.

Please note: all doors will be locked except for arrival and dismissal immediately before and after class hours. For entry into the building at other times, parents and visitors will use the entrance marked "Visitor Entrance." Please ring the buzzer, and you will be admitted after identification.

LATE ARRIVALS

If you arrive after 9:00 AM please park your car in a designated parking spot and bring your child to the office. All students arriving late must be accompanied to the school office by an adult. School staff will then escort your child to his/her classroom.

ARRIVAL AND DISMISSAL PROCEDURES FOR BEFORE AND AFTER SCHOOL PROGRAM

Before school program: Please park your car in a designated parking spot and walk with your child into the building. Children **must** be accompanied by an adult to the classroom as adults must sign their child in each morning.

After school program: Park your car in a designated parking spot and come into the building. Go to the aftercare classroom and sign your child out. Please do not let your child leave the building ahead of you. Please insist that your child walk beside you until you reach the car. Accidents can occur if a child runs unsupervised to the car and is not seen by the driver of another car. If the children are on the playground, please park your car, come to the playground to sign your child out and wait for your child to be dismissed. No child will be dismissed when the adult is still in the car.

**At no time should you park on the entry ramp by the Visitor's Entrance.*

AUTHORIZATION OF ALTERNATE PERSONS FOR DISMISSAL

Children will be released to authorized persons as indicated on your child's Emergency Card. If you know in advance that a person not indicated on the card will be picking your child up, you must send a note of authorization. In an emergency, a telephone call will be sufficient. If we do not receive either a note or a telephone call, we will not release your child to any person who claims to have come on your behalf to pick up your child, even though we might recognize that person or know that person to be your relative or friend.

Authorized people who come to pick up your child for the first time are requested to provide identification. Please advise the person who will be picking up your child for you at school for the first time to have some form of identification ready.

We take these precautions to ensure the safety of your child.

OCCASIONAL BEFORE/AFTER SCHOOL CARE AND LATE CHARGES

You may use the Before and After School Care Program (BASC) on an occasional basis if you have contacted the school office and if there is space available. The fee is \$6 per hour or any portion thereof. A discount is given when payment is made by voucher purchased before the date of service, or when such care is contracted with the school.

Vouchers can be purchased at the office. The cost is \$5/hour. The vouchers are stamped with the date of purchase. When you use the vouchers, please fill in the dates for which they are used. The date you fill in must be after the date of purchase. The vouchers can be used as payment either before the date of service or on the date of service: you may give them directly to the Child Care staff. Vouchers may not be used in

the payment of a Child Care bill. Lunch Vouchers are also available for students enrolled in our Early Childhood AM program and may be purchased for \$5.50 from the school office to be used at any time. Students using Lunch Vouchers may be picked up at the classroom by 12:45pm.

If the usual time for picking up your child is before 5:30 PM and you are unexpectedly delayed, please call the school so that we will know when to expect you. Vouchers may be used to pay for the extra time if you pick up your child by 5:30 PM, if the vouchers are given to the Child Care staff upon your arrival. If you are billed it will be at the rate of \$6/hour.

If you are delayed and cannot arrive before 5:30 PM and have called to make us aware of your delay you will be billed at the rate of \$10 per hour and any portion thereof. If you are unable to call, but explain on arrival, and we agree with your reason for failure to call, you will be billed at the same rate. This rate also applies to children enrolled in the All Day or After School Care Program, since the time after 5:30 is not covered under your contracted time with the school.

If your child is not picked up by 5:30 PM and there was no call made, you will be billed at the rate of \$20.00 per hour or any portion thereof.

There is a late payment charge of \$10 for each month that your child care account is overdue.

Although we understand that at times delays are inevitable it is our hope that families will respect our childcare staff by adhering to our childcare hours.

OUTSIDE PLAYTIME

We go outside for playtime whenever possible. Since adequate supervision is of paramount importance, we need all adults of the class to go outside with the children. This means that it will not be possible to leave a child inside while the rest of the children go outside. If your child is not well enough to go outside, it would be best to have him/her stay at home for that day. If there is a medical reason why your child must remain indoors during recess a note from your child's pediatrician is required.

OBSERVATION

Families are always welcome to observe the classroom and see what their children do in school. In-class observations of the school year will begin after the first six weeks of school have been completed. When new children are added to a class, observations will stop until the child has had time for adjustment.

When you come to visit, you must check in at the school office first and get a Visitor's badge. When you are in the classroom, we ask that you watch but not interact with any of the children, so that you may really see the children in the most natural circumstances. Please sit in the chair provided, and please do not move around.

Please contact the school office for observation appointments to avoid having too many observers in the same room. Observations are for adults only.

FIELD TRIPS

Field trips are an integral part of our instructional program. We go to places where children can learn first hand information that they cannot get in the classroom. Also, field trips provide good opportunities for group experiences in public.

We always go to field trips as a group with the Early Childhood classes being accompanied by family chaperones. Family chaperones who accompany the children on these trips are part of the instructional team. Not all families will accompany us for each field trip. The number of chaperones needed will depend on the requirements of the places we visit and the age group of the children going for the trip. Generally speaking, families of the youngest children will be the first to be chosen as chaperones. Since being a chaperone is being part of the instructional team, and a field trip is not a family outing, siblings will not be able to accompany us. Any families who are not assigned to a particular field trip will be considered on a high priority for the next one. Please respect each other's turns for this important part of our program.

The adult who is to be the chaperone for each trip is **REQUIRED** to come to the chaperone meeting for that particular trip, and sign the agreement with the guidelines given at the meeting. No family is exempt from these requirements, including families whose children have been in the school for a long time. These meetings are given with the safety of your child in mind.

It is our policy that no gift shop purchases be made during field trips.

For any families interested in chaperoning, volunteering or substituting please refer to the following requirements for each:

Chaperones – Field Trip Orientation meeting. Families providing transportation for students will additionally be required to submit documentation of their Driver's License, Registration and Insurance as well as signing a Volunteer Waiver.

Volunteers - Classroom Orientation meeting

Substitutes – Classroom Orientation meeting, Medical Report, Release of Information and Criminal Background Check

All required forms are available from the school office.

SHARING

Children are encouraged to bring items of interest to share with the whole class. Suggested items are books, cd's, postcards and souvenirs from trips and any other items that have educational value. For younger children, please attach an explanatory note, (such as "These are postcards from our trip to Florida last summer") when appropriate.

Each class has different procedures for bringing items to share. Please check with your child's teacher regarding her/his preference before sending these items to school.

TOYS

Toys are not appropriate items to bring for Sharing and must be left at home. This includes the time for Before and After School Programs, as we have organized activities and provide an abundance of materials for free play during those hours.

LUNCHESES

Lunch time is a learning time besides being a meal time and a social time. We stress grace and courtesy, positive social interaction, good hygiene habits, and self-help skills such as setting a table and cleaning up afterwards. We encourage families to pack nutritious lunches, and to include an item from each of the following food groups: protein, dairy, fruit/vegetable and grains and to limit sweet and salty items.

Please include a cloth napkin with your child's lunch, and also whatever utensils that your child might need for the meal that you packed. We request that families send in reusable containers and drink bottles. The school will provide each student with a reusable plate for lunch to be taken home daily, washed and returned to school the following day.

We will be refrigerating all perishable lunch items. Please put sandwiches in containers, preferably reusable ones, labeled with your child's name. Other perishable items need also to be labeled. All the items will be refrigerated until lunch time.

We do not reheat any items for the children at lunch time. If you would like your child to have hot items please pack them in a thermos.

REST TIME

Children who are enrolled in the Full Day 3 year old program will have a cot for quiet time. At the beginning of each week the children will bring a crib size fitted sheet and blanket, pillow and any favorite object such as a stuffed animal if necessary. Families should provide a zippered tote in which to store their child's bedding and a second set of labeled, emergency clothing. The bedding will be stored at school during the week and sent home every Friday to be laundered.

SCHOOL/HOME COMMUNICATION

The school sends out weekly bulletins to inform families of upcoming events, request assistance on current projects, and inform families of decisions that are reached.

We also publish a newsletter throughout the year that contains news of what we do in the classroom, plus ideas and suggestions in relation to young children. We welcome families' contributions for these newsletters. Please check with the office regarding deadlines for each issue.

Families may leave messages for any member of the school staff by calling the school office or by sending an email to office@heritagemontessorischool.com. Questions regarding Montessori philosophy and curriculum can be sent to Linda@heritagemontessorischool.com. Gazette articles as well as other information can be accessed through the school website at www.heritagemontessorischool.com.

Please refer to these guidelines if you encounter a problem:

- Discuss the problem with the Administrative Team if it is a matter of school policy and administration.
- Discuss the problem with your child's **current** teacher if it is a matter concerning the classroom.
- Contact the school office to let the Administrative Team and/or the teacher know that you would like to talk or meet with them.
- Set up a conference time if you would like to discuss the matter face to face.
- Let us know there is a problem as soon as it arises, before you get upset.

Please refrain from the following:

- Discuss questions or concerns regarding school policy or administration with staff members and/or other families and not with the Administrative Team.
- Discuss questions or concerns regarding the classroom with other staff members (especially your child's past teacher) and/or other families, and not the current teacher.
- Keep problems, questions, concerns and suggestions to yourself.

We urge all families to come to us with questions, concerns and suggestions. We are committed to working as partners with all families, and we welcome your questions, concerns and suggestions so that we can truly work together for the benefit of your children.

FAMILY MEETINGS

There are several family meetings scheduled throughout the year. All families are encouraged to attend, and child care is available. Please check the School Calendar for dates of these meetings.

Back to School Pot Luck Dinner Meeting

Families bring a dish to share for the dinner while getting to know faculty, staff and other families in their children's classes. After the dinner, children go to child care while the adults meet with the teachers. Teachers will outline the year's activities and goals.

Curriculum Meetings

There are two such meetings during the year. The first meeting focuses on a specific curriculum area and is divided into two presentations. Families have the opportunity to see how the curriculum area is presented at their child's current level as well as at a more advanced level.

The second meeting is an exhibit of student extensions and inspirations based on Montessori lessons in conjunction with a cultural performance and shared meal.

Family Nights

There are also two such meetings during the year. Families "go to class" with their children for these meetings, and the children show their favorite activities. Families are encouraged to observe and see the activity unfold at the child's pace for work, rather than quiz the child regarding what information the child has acquired by working with the activity.

ELEMENTARY PROGRAM ADDENDUM

ASSIGNMENTS

Families are expected to help reinforce the responsibility of the children for completing assignments by the due date. Elementary 2 children are strongly encouraged to purchase a memory device such as a flash drive, so that they can store their completed work there. Documents created at school are generally compatible with computers used at home.

SNACKS AND LUNCHES

Elementary families will not be on the list as supplying snack for the school. Families are encouraged to start allowing children to plan and pack their own lunches.

RECORDERS

Each Elementary 2 student will be provided with one recorder for use during Music. Families will be responsible for replacement in the event of loss or damage.

COMMUNICATION

Students and families may contact Mrs. Molino directly at Linda@heritagemontessorischool.com and Ms. Thomas directly at upperelementary@hotmail.com.