



West River Montessori School

3650D Route 100N

S. Londonderry VT, 05155

# Parent Handbook 2024/25

[www.westrivermontessori.org](http://www.westrivermontessori.org)

*Where a child can come and be inspired to learn.*

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*"Let us leave the life free to develop within the limits of the good, and let us observe this inner life developing. This is the whole of our mission."*

Dr. Maria Montessori

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The West River Montessori School (WRMS) Parent Handbook presents academic and administrative policies for the school. The handbook contains important information that every family is responsible for understanding.

## General Overview

### **WRMS Mission Statement**

*The West River Montessori School is committed to being a community that fosters a love of lifetime learning and the pursuit of academic, physical and personal development of students, teacher and parents.*

### **Our History**

The West River Montessori School (WRMS) was founded in 1978 by Harriet DeForest. Harriet's interest in the Montessori Method began as a young child. Harriet's grandmother met with Dr. Maria Montessori in the early 1890's. She found the Montessori method to have a positive effect on the child and purchased a complete set of Montessori materials for Harriet when she was four years old.

Harriet's yearning for the best education for her grandson, Jonathan, led her to gather interested parents and community members for an informational meeting about the Montessori Preschool Program. This meeting was held in the Congregational Church of Londonderry in the Spring of 1978. In the Fall of that year, with the support of many generous parents, grandparents and community members, the West River Montessori School opened its doors.

Today the school continues to excel as it did in the beginning, with the dedicated love and support from interested parents, grandparents and community members using Dr. Montessori's original ideas and philosophy.

The West River Montessori School is licensed by the State of Vermont's Child Care Services Division, and complies with all of the standards put forth by that department. Its operations are governed by a volunteer Board of Directors and is implemented by Vermont licensed preschool educators. The school is a non-profit corporation and the parents of the children registered for the current school year form the membership of the corporation.

## Montessori Method and Classroom Structure

### **The Montessori child, Teacher and Classroom**

*The Child.* All growth must come from a voluntary action of the child themselves. To encourage this voluntary action, the child spends his day in a non-competitive environment, stimulated by other children, older and younger, guided individually by the teacher, and proceeding to each aspect of the program at their own pace. The child is permitted to take as long as they need to complete a work. They work together with other children or alone, on rugs or at tables. When they are finished, they return the materials to its proper home on the shelf, ready for the next child to

use. The child may move about the room freely as long as they respect the activities and others.

*The Teacher.* The teacher guides the child in the use of materials. The teacher accomplishes this through individual, small and/or large group lessons. Once a child knows how to use the material, they are allowed to work with it until they decide they are finished. The teacher treats each child as an individual and with respect, and is a positive role model focusing on the child's learning process. The teacher keeps detailed records of what each child is working on and what each child has mastered.

*The Classroom.* The classroom is a child-sized world, with chairs, tables and shelves all in appropriate size. It is a unique feature of the "Prepared Environment" that every object in the classroom has a specific place and purpose.

### **Structure of the Montessori Classroom**

The Montessori classroom is divided into 5 Curriculum Areas:

#### 1. *Practical Life*

In practical life children gain the fundamental skills required for learning. They include (but are not limited to), coordination, independence, order and self-esteem. Children also refine skills that they may already have, such as:

- pouring - learning to pour their own drinks at mealtimes
- dressing - learning to dress themselves to go outside or remove their jackets and shoes when coming inside, etc.
- child-sized cleaning tools - learning to clean up spills and taking care of the environment

#### 2. *Sensorial*

The materials in the sensorial area all share the same developmental goals, including the refinement of the ability to observe, compare, discriminate, differentiate, reason, decide, problem solve and appreciate the world. This area of the curriculum helps children sort out the myriad of impressions that they gather through their ability to absorb so much information from their surroundings.

#### 3. *Math*

In the Math area, children learn beginning Math concepts such as one-to-one correspondence and number identification. Children learn about fractions, patterning and how complex numbers are formed. The Montessori math curriculum promotes counting, problem solving and self thought.

#### 4. *Language*

In the language area of the Montessori classroom, children learn early reading concepts, such as rhyming, opposites and sequencing. They begin letter recognition and sounds as well as practice writing their names. If a child remains in the Montessori classroom for more than two years, they may begin reading simple three letter words or more. Language also includes the art area where supplies are available for children to explore their own artistic abilities.

#### 5. *Cultural Studies*

Cultural Studies includes everything from zoology to biology to physical sciences to learning about other cultures and history. This is a very large area of interest and has more information than a teacher can cover in one school year. Children remaining in the Montessori classroom for two or more years will cover many, if not all of the interesting topics.

Children learn how to use Montessori materials through lessons by the teachers. The material available for the children to work with in the classroom changes throughout the school year. As the year continues, children receive lessons at circle, individually during work time as well as from other children. Once a child has had a lesson with the material, or “work” as it is often referred, they are encouraged to use it whenever they like for as long as they like, as long as the material is being respected.

*\* For more information about Dr. Maria Montessori or the Montessori Method and Philosophy, you may speak with one of the teachers for references and reading materials. Additionally, we encourage you to attend both Parent Education Evenings held during the school year.*

### **Classroom Rules and Expectations**

At the beginning of each year, there is much emphasis placed on communicating the following ground rules to the children. This is accomplished systematically and repetitively so the children internalize them. Additionally, the older returning students model these rules for the younger ones.

1. Any child is free to work with any of the material displayed in the classroom as long as they have been introduced to the material by the Teacher and it is being used respectfully. They may not harm the material, themselves or others.
2. The child may work on either a rug or a table, whichever is suitable for the work they have chosen. Children do not work at the shelves as this would obstruct the other children’s access to the materials.
3. A child restores the environment during and after an exercise. They are responsible for cleaning up after their own spills once they have been shown how.

The child puts away their rug by rolling it up neatly. If they have been working at the table, they would push in the chair.

4. No child may touch the work of another or interfere with another person's work. This provides security for the child involved in an exercise to continue it to completion. Their right to initiate, complete or repeat an exercise is protected by this rule. If the child must leave it temporarily, they will feel confident that their work will be as it was left when they return.
5. Children are not coerced into joining a group activity. It is their right to keep working at individual exercises during group activities. A child is not allowed to interfere or disrupt an activity in which they have chosen not to participate, but it is also their right to stand as an observer of group activities.
6. A child is encouraged but not forced to share with another.
7. A child is free to do nothing if they desire as long as they do not disturb the activities of others. They may be learning by simple observations, by pondering a question or by relaxing.
8. The entire environment is prepared in such a way that error is self-evident. As the child internalizes the ground rules, they no longer need the gentle reminder of the teacher, but have developed these as their own habits. The materials in the classroom are displayed in groups according to their purpose. Practical life materials, sensorial apparatus, language tools, mathematics, and geography and science have special areas.

### **Disruptive Behavior Policy**

Ground rules are given in a positive manner. Rather than saying, "no running," the Montessori teachers will be heard saying "please use your walking feet." Instead of saying "no hitting," the Montessori teachers will say "helping hands." In this manner, children are hearing the behavior we prefer them to perform rather than hearing the behavior that is not desired. For example, if a child hears "no running," the last thing the child hears is "run."

Some additional language used with children is, "you are making a wrong choice right now" or "that is not a choice right now." This language is combined with a direct reference to the inappropriate behavior. For example, "if you jump out of the loft again, you will lose the privilege of using it," or "you don't have a choice, you need to put your boots on to go outside so your feet don't get cold."

Children are also taught and encouraged to use their words with their peers to express how they are feeling. Children are taught to talk about their problems and differences, just like they are taught to recognize their names and dress themselves. If a child is consistently disruptive or hurtful to another child, then we might invite them

to stay with the teacher for a small amount of time to discuss actions and ways to make it a positive experience.

The following policy becomes relevant in the event of CONSISTENT DISRUPTIVE BEHAVIOR ISSUES:

Disruptive behavior is any behavior which keeps a child from having a productive experience, or endangers other children or staff. This is a behavior that occurs even after the traditional Montessori disciplinary techniques, which include talking to the child, and quiet time alone in the peace corner. When all have been exhausted, a child with such behavior will gently be removed from the classroom and taken to the office (the child will be supervised at all times). When the child is ready to enter back into the classroom they may do so at any time. This will allow the classroom activity to continue without any disruptions. In the event the behavior continues the following steps will be taken: A team effort will be made between parents and teachers to establish consistent positive strategies for dealing with the specific behavior issues.

Behavior will be documented and recorded daily. Staff will meet regularly to discuss the student with consistent behavior issues in order to determine a possible course of action. If applicable, intervention from the State agencies may be necessary. If all else fails, the West River Montessori School will take the course of action to omit the child from our program.

## **Program Information**

### **Admissions Requirements**

The West River Montessori School (WRMS) program is for children ages 2 to 5 years of age. Admission requirements are as follows:

#### *Toddler Room (Ages 2-3)*

- A child must be 2 years old by September 1st to be admitted
- Parents must agree and participate in toilet training, if child is not already trained

#### *Pre-School Room (Ages 3-5)*

- A child must be 3 years old by September 1st to be admitted
- A child must be fully toilet trained in order to attend

WRMS enrollment is limited. Returning students, siblings and alumni siblings are given preference when registration begins each spring. Open enrollment will begin after those families have been given a chance to enroll. A child's name may be placed on a waiting list any time during the year. Once the number of available slots have been determined for the upcoming year, the waiting list families will be contacted.



\* Children are admitted regardless of race, creed, color, sex, national origin or religion.

Parents must be capable of meeting the financial and fundraising requirements of the school and comply with the state-mandated requirements to which the school adheres.

## **Hours of Operation**

### **Pear Room**

8:00-11:00	Montessori Half Day Program
8:00am-3:00pm	Montessori Full Day Program
3:00pm - 4:00pm	Extended Day Hour

### **Apple Room**

8:00am - 12:00pm	Montessori Half Day Program
8:00am - 3:00pm	Montessori Full Day Program
3:00pm - 4:00pm	Extended Day Hour

Children not staying for a full day should be picked up promptly at their classes half day time (11:00 Toddler Program, 12:00 Apple Room) to avoid incurring additional charges (see financial policies). Weather permitting, the children will be on the playground at this time. Otherwise, Apple Room children should be picked up in the downstairs welcome room, Pear Room children from their classroom. WRMS operates Monday through Friday, according to the academic school calendar.

## **Early Dismissal / Change in Routine**

If you are planning an earlier-than-expected pick up for your child, please leave written communication with the school office or by phone as soon as possible. Verbal messages to staff members during arrival must be avoided.

*\*\*\* Further, children will only be dismissed to adults noted in their emergency contact form and must show valid ID.\*\*\**

## **Attendance and Tardiness**

Children are expected to attend school everyday for which they are registered, unless home with an illness or out of town. The morning time in a Montessori classroom consists of greetings and beginning lessons. Teachers take time to connect with each individual child and get them engaged in the classroom and ready for our day. A child who arrives late may find they are out of routine and unable to make that connection, therefore, the child loses precious time joining the classroom. Please

respect the time that your child is in their Montessori work period and make the effort to get your child to school on time. We ask that you please call the office, email, or send a Playground app message if your child will not be attending school on their scheduled day(s). Records of attendance will be kept for each child throughout the school year.

### **Pear Room Daily Schedule**

8:00-8:30am	Drop off/Free Play
8:30-8:40am	Bathroom
8:40-9:10 am	Circle Time/Wash Hands
9:10-10:10am	Snack/Work Time
10:10-10:20am	Bathroom
10:20-11:00am	Playground Time
11:00-11:30am	Inside/Wash Hands
11:30-12:00pm	Lunch
12:00-12:10	Bathroom
12:10-2:00pm	Rest/Quiet Time
2:00-2:10pm	Bathroom
2:10-3:00pm	Snack/Wash hands/FreeTime
3:00	Full day dismissal
3:00-4:00	Extended Care hour pickup

### **Apple Room Daily Schedule**

8:00-8:45am	Drop off and Free Time
8:45-9:00am	Cleaning Up and Preparing for Circle Time
9:00-9:30am	Circle Time
9:30-11:30am	Bathroom/Snack/Work Time
11:30-12:00pm	Bathroom/Outside Second Circle/Playground
12:00pm	Half Day Dismissal
12:00-1:00pm	Bathroom and Lunch
1:00-2:00pm	Quiet and Rest Time
2:00-2:15pm	Wake Up and Clean Up Rest Mats
2:15-3:00pm	Outside Free Time and Special Activity
3:00pm	Full Day Dismissal
3:00-4:00pm	Extended Care

## **Pack List**

The following items are needed daily. Your child should bring these things with them on the first day of school. Please label all items.

- Slippers / Slide on Shoes / Crocs: outdoor shoes are not permitted in the classroom, therefore we utilize “inside shoes” to keep our classroom clean. For safety purposes, both inside and outside, we require closed toed shoes.
- Spare clothes: please keep at least one set of weather appropriate clothing in your child’s cubby at all times, especially as seasons change and we get wet from playing outside. Children’s cubbies have limited space and are limited to one. In efforts to reduce the spread of potential lice/germs, children’s items must be contained to their cubby. Please only send the necessary items.
- Rest Items: Children staying all day will be given a quiet/rest time after lunch. Each child needs to bring a crib sized sheet and a blanket that will fit inside a bag. It is important that the bag be of a size a child can pack themselves ie canvas tote bag, reusable shopping bag or full size backpack. A small stuffed animal or comfort item, if the child needs it, that will need to remain at school for the week and fit inside their rest bag. All rest items will be sent home on the child’s last day of the week to be washed (or more frequently if needed) and must return with the child the following week.
- Lunch box and water bottle. All food and utensils must be inside of a lunchbox that children can safely carry up stairs.
- Season and weather appropriate gear. le winter: snow pants, jacket, hat, mittens, snow boots. Spring: Rain suit, rain boots.

## **Snack and Lunch**

All children will be responsible for having a labeled, insulated lunch box that contains two ice packs. If the child is staying for the full day, we ask that you also pack a well balanced lunch. If sending a hot lunch, please use a Thermos as we do not reheat food. Those children staying for extended care will also need to pack an afternoon snack. Please ensure that your child has two ice pack’s in their lunch box (per Vermont State Regulations). Children will prepare their own lunch, so to speak, so we ask that you please use reusable containers that your child can open and close independently or learn to do so with practice. Snack and lunch are also an opportunity for grace and courtesy, socializing and relaxation.

### *Snack/Lunch Ideas:*

- Protein: nuts, seeds, beans, lunch meat, hardboiled eggs, tofu
- Veggies: raw or cooked veggie sticks, cucumbers, peppers, tomatoes, etc
- Fruits: apples, oranges, melon, bananas, berries
- Starch: crackers, breads, rice, pastas, bagels, muffins
- Dairy: yogurt, cheese

**Please do not send sugared drinks, fruit snacks, granola bars containing chocolate, or anything containing chocolate. These items will not be served at school.**

### Food Guide

#### **NOT ALLOWED:**

Cookies  
Cake  
Little Debbie/Hostess Snacks  
Jello/Jello fruit cups  
Nutella  
Chocolate Hummus

Candy/Gummies/Fruit Snacks  
**Chocolate:** this includes not in: granola bars, trail mix, and yogurt toppings.  
**No sugary cereals or bars made of;** fruit loops, frosted flakes, coco puffs etc.

#### **SPECIAL PREPERATION REQUIRED**

Grapes, carrots, hotdogs and sausages must be sliced in half, lengthwise.

#### **SOME HEALTHY SUGGESTIONS**

Boiled eggs cut into bite size pieces  
Scrambled eggs  
Pretzels  
Goldfish  
Hummus  
Veggie Sticks  
Apple slices  
Yogurt  
Cheese  
Crackers  
Rice cakes  
Cheese sticks  
Applesauce  
Granola bars  
Raisins/craisins  
Freeze dried fruit  
Popcorn  
Homemade muffins or bread  
Tuna  
Lunch meat roll ups  
Salads  
Graham crackers  
Cottage cheese  
Real fruit leather

- **Food will not be reheated. Any food that needs to be kept warm MUST be kept in a thermos and left out of the child's lunchbox or it will be refrigerated.**
- **All healthy foods will be eaten first before snacks like fig newton bars, cereal bars, fruit leather etc.**

### **Dress / Playground**

Children are encouraged to wear play clothes and comfortable footwear (closed toe). As some daily activities are fun, but messy, please have your children wear items that are allowed to get dirty. To help foster your child's independence, please use clothing that is "kid friendly." Easy on/off clothing is especially helpful with shoes and outside clothing. We go outside everyday, except in extreme weather as required by state regulations, therefore please prepare your child for all seasons with rain and snow gear as well as extra clothes in the event we get wet or muddy outside.

### **Sharing Day**

Young children love to share things that are special to them and we will provide the children with this opportunity. At the beginning of the school year, we will send home a sharing calendar. Each child will have a designated day to bring a special share from home. With the exception of the one item brought for share, we ask that children refrain from bringing toys or other personal items to school.

### **Parent / Teacher Conferences**

Parent / Teacher conferences are offered twice a year. A sign-up will be offered with 20 minute time slots for each family. If the conference date does not fit your families' schedule, please contact the school at [wrmsabc@gmail.com](mailto:wrmsabc@gmail.com) to communicate a better time and we will do our best to work it into the teacher's schedules. If concerns or questions arise at other times throughout the school year, we will make an appointment to meet and discuss them. Parents are requested to avoid discussing concerns with the teachers in front of the children or during arrival/departure times as this is a busy time for our teachers and we want to be able to give your concerns our full attention.

### **Parent Participation in the Classroom**

The West River Montessori School relies upon parents to share their unique talents. Needs are often communicated via emails and newsletters. Parents are also encouraged to share talents and interests they have with our children in the classroom. Please feel free to coordinate a time with the teachers to read a story, lead a sing-a-long or share a particular hobby or interest.

### **Parent Observations in the Classroom**

Parents and other interested persons are encouraged to observe the class in action. If you are interested in an observation, please arrange ahead of time by emailing [wrmsabc@gmail.com](mailto:wrmsabc@gmail.com) or calling the office at 802-824-5033. Observations are most successful when adults are discreet and as quiet as possible.

## **Parent Information / Education Evenings**

We try to offer parent information nights twice a year with the teachers and Board of Directors. Parents and guardians are encouraged to attend and learn about the Montessori Method and Philosophy as well as to gain an understanding of how the child works in the classroom. Please check your email and/or parent box regularly for this information.

A class list will be published and provided to families. If you choose to be removed from the class list, please email wrmsabc@gmail.com. Personal information is considered **confidential** and its contents are NOT to be used for any non-school purposes. This list is for birthday parties, making friends, etc.

You may leave voicemails or messages for our staff 24 hours a day by calling 802-824-5033. Please try to keep phone calls to a minimum as it distracts from the teachers working with children.

## **Birthdays**

Your child's birthday is an important date! If your child has a birthday during the school year, they will celebrate on or near that day. Children whose birthdays are in the summer are generally celebrated in June before the end of school. You will receive a "birthday walk" form with your welcome packet. Please return this form with any pictures you would like to share of your child's milestones. We understand that some children may have birthday parties at home and invite some or all of their friends from school. **Please refrain from distributing birthday invitations at school.** Our class list will be distributed and provide families with addresses.

## **Records and Health Information**

### **Children's Records and Confidentiality**

Children's records are open only to staff, an authorized employee of the state licensing agency, and/or the child's parent(s) and/or legal guardian.

### **Important Forms**

There are a number of forms that you will be asked to fill out at the beginning of each school year so that your child may attend WRMS. Failure to complete these forms will result in the termination of your child's academic school year. Forms include:

- Emergency Contact
- Physician's Report and Immunization Record
- Medication Permission
- Financial Responsibility Contract
- West River Montessori School Activities Consent Form

## **Health Information**

State regulations require that each child have a health statement, which includes a record of up-to-date immunizations and the signature of the child's source of medical care. Each child must also have a signed permission for health care, authorizing emergency care if necessary. These forms will be provided to each family in the welcome packet or at the beginning of the school year.

## **Health Guidelines for School Attendance**

The following guidelines address some of the most common school aged illnesses, according to mandatory state regulations:

*Cold* - Child MUST remain home until fever free for 24 hours or until symptoms have subsided. A doctor's note will be required in the case of allergies.

*Coughs* - Child MUST remain home until severe or croup cough has subsided without the use of cough suppressants

*Fevers* - Child MUST remain home until fever free for 24 hours without the use of fever reducers

*Strep Throat* - Child CAN NOT return to school until they are fever free for 24 hours and MUST be on the appropriate antibiotics for 24 hours

*Conjunctivitis (pink eye)* - Child CAN NOT return to school until 24 hours after the eye stops draining and the redness of the eye has disappeared

*Chickenpox* - Child CAN NOT return to school until all lesions are dry and there are no new lesions developing (this usually takes about one week)

*Impetigo* - Child must remain home for 48 hours after the appropriate antibiotics have been taken and all lesions are dry

*Rash* - Child CAN NOT return until the rash is gone or has been identified as non-contagious by a health professional. A doctor's note will be required for re-admittance to school.

*Vomiting and Diarrhea* - Child CAN NOT return to school until they are 24 hours vomit and COMPLETELY diarrhea free

*Head lice* - Children may return after prescription shampoo treatment and all eggs are removed with a follow up treatment in one week.

*Pneumonia* - with a physician's note.

*Please note: If you bring your child to school sick or exhibiting any of these symptoms of illness, you will be called to come pick up your child immediately. This will be entirely up to the staff's discretion through observation of the child's behavior and demeanor.*

**Health and safety guidance is ever changing, we reserve the right to make changes without prior notice.**

## **Financial Policies and General Financial Information**

### **Montessori Program Tuition**

The WRMS half day program is offered as a 3, 4, or 5 day program from 8:00am to 12:00pm. The WRMS full day program is offered as a 3, 4, or 5 day program from 8:00am to 3:00pm. Students have the option of enrolling in any of the programs that best fit the child and family. Second year students will be ready to attend 5 days a week if they haven't previously.

The Preschool Collaborative offers tuition assistance for preschool children ages 3-5 years by September 1st. They offer 10 hours for 35 weeks. Children who are 4 years of age by September 1st, qualify for 20 hours for 35 weeks. WRMS has a contract with the Bennington-Rutland Supervisory Union (BRSU) to provide these services. If your family lives in a town that supports funded preschool, your tuition bill will reflect the difference. Please contact wrms.finance@gmail.com if you have any questions regarding your tuition statement.

### **Application and Admission**

Applications are received on a first come, first serve basis with priority given to our, of age (2 for the Toddler Room or 3 for the Pre-k) by September 1st, legacy families children. Tuition is due on the 15th day of each month with the first month's tuition payment due on August 15th. The WRMS tuition program is payable in 10 monthly payments from August 15th - May 15th. **There are no refunds for missed days regardless of the circumstances.**

### **Late Fees**

We at WRMS ask that you please promptly pick up your child during their scheduled pick up times. If you are continuously late, we will have to bill your account.

- There is a \$1.00 late fee per every 1 minute for not arriving promptly at the specified time for your child's pick up.
- Tuition payments received after the 15th will receive a \$30.00 late charge.
- There is a \$30.00 NSF Return Check Fee

### **Extended Care Program**

The extended care program is a bi-weekly or monthly commitment. Bi-weekly commitments need to be submitted by the 1st and 15th of each month with payment in full. Monthly commitments need to be submitted by the 15th of each month and will be added to your monthly tuition statement.

- Before Care is offered from 7:30am-8:00am for \$10 per day
- Extended Care is offered from 3:00pm-4:00pm for \$20.00 per day



**Apple Room (Pre-School 3-5 yrs) - Must be 3 by September 1, 2024**

Days Attending	'24-'25 Tuition Rate	Monthly Tuition Rate w/Act 166 Assistance
5 Day - Half Day	\$8,356	\$447
5 Day - Full Day	\$11,338	\$745
4 Day - Half Day	\$7,630	\$375
4 Day - Full Day	\$10,127	\$624
3 Day - Half Day	\$6,752	\$287
3 Day - Full Day	\$8,664	\$478

**Pear Room (Toddler 2-3 yrs) - Must be 2 by September 1, 2024**

Days Attending	'24-'25 Tuition Rate	Monthly Tuition Rate
5 Day - Full Day	\$8,730	\$873
4 Day - Full Day	\$7,313	\$731
3 Day - Full Day	\$5,599	\$560

Please be advised that the West River Montessori School reserves the right to deny admittance of your student to the school facilities if payments are overdue by more than 30 days.

**Payments**

Payments of checks or money orders should be made payable to the West River Montessori School (WRMS). Payments may be mailed to 3650D VT Route 100N, South Londonderry, VT 05155. Please indicate on your checks which month(s) tuition and/or extended care you are paying for. You may also pay through electronic check. If you choose to pay via credit card, a 3% finance charge as well as a .25 cent fee will be added to your tuition amount. The WRMS reserves the right to deny admissions of any student if payments are overdue by more than 30 days.

**Withdrawal and Denied Admission**

Parents of any students withdrawn after July 1st for the upcoming academic school year, is responsible for the FULL tuition amount for that particular quarter (approximately 9 weeks), even if you previously receive tuition assistance, from the date of withdraw. Such financial responsibility may cease when and if the Board is able to find a replacement for the withdrawn student. This policy is non-negotiable and notice must be given to the WRMS in written form from the parents.

Quarter 1: July to September

Quarter 2: October to December

## **Fundraising and Volunteering**

### **Fundraising**

Every year our school participates in a handful of fundraising activities and events. Fundraising is vital to the financial health of the West River Montessori School. School expenses are NOT entirely covered by the tuition but are supplemented by grants from local or state organizations as well as fundraising dollars. There are a number of opportunities throughout the school year for volunteering parents to help WRMS reach our fundraising goals. During September orientation, a list of scheduled fundraisers will be provided to families. While there is no requirement of time, we ask that each family provide what they can, when they can to help support our school and your little ones succeed. Any ideas or suggestions about how to raise money for the school are always welcome.

### **Field Trips**

Field trips are planned for the children several times a year. Parents will be informed of the field trips with as much advanced notice as possible. Parents are asked to serve as volunteer drivers and chaperones. Parents may only transport one child per seat belt, excluding the front seat. Volunteer drivers must show a current drivers license and insurance coverage (and will be kept on file).

### **Amazon Smiles**

Shop on Amazon? You can register West River Montessori School to your account and a portion of your purchases will be donated back to the school! It's that easy!

How it Works:

Go to <https://smile.amazon.com>

Log in to your existing Amazon account or create an account

Search West River Montessori School and select as your charity of choice

### **Mighty Nest**

Purchases made through MightyNest make your home healthier while you donate to West River Montessori School!

How it Works:

Go to <https://mightynest.com>

Log in to your existing MightyNest account or create an account

Search West River Montessori School and select as your charity of choice

### **Bottle Drive**

Drop off your returnables at the school "Bottle Drive" bin out front. This is a great way to support our program and save yourself a trip to the redemption center. We are very grateful for the community support we receive through the Bottle Drive which has helped us purchase outdoor and indoor classroom materials for the children.

## **State Information**

### **Social and Rehabilitative Services**

The school does accept Social and Rehabilitative Services (SRS) from the state of Vermont. It is the parent's responsibility to apply for such aid and provide the school with the proper documentation. **It is the parent / guardian's responsibility to pay the difference if the charges exceed the allotted SRS payment.**

### **STARS**

The Step Ahead Recognition System (STARS) is Vermont's quality rating system for Child Care, Preschool and After-School Programs. The WRMS currently holds the maximum of **5 STARS!**

### **Licensing**

WRMS operates a Licensed Early Childhood Education Program through the State of Vermont.

## **Act 166 Agreement**

### **Support Pre-K Education for BRSU Member Districts 2021-2022 School Year**

Act 166 is the Vermont Prekindergarten Education Act that reaffirms a long standing practice of state and local support for publicly-funded prekindergarten education. While not a mandatory program for school districts or children, the Act allows districts to count PreK children in their Average Daily Membership who attend quality PreK programs. In the Bennington-Rutland Supervisory Union (BRSU), there are both school operated PreK classes and partnerships with private early care and education centers who meet specific quality criteria as defined in Act 166. Four year old children from the towns of Sunderland, Manchester, Dorset, Rupert, Pawlet, Danny, Mount Tabor, Londonderry, Peru, Landgrove, Weston and Winhall are eligible to receive financial support from their school district to attend programs that have an Act 166 Agreement. In addition, three year old children from Londonderry, Peru, Landgrove and Weston are eligible to receive support. For children in private centers, the district's contribution to PreK education is deducted from a parent's tuition statement for up to 10 hours per week for 35 weeks or 20 hours per week for children four years

of age for 35 weeks at a rate determined by the BRSU. You will receive a Request for Act 166 PreK Financial Support prior to the start of the academic school year. Please fill it out and return to the school in a timely manner.

## **Governance**

The WRMS is run by a volunteer Board of Directors. Members of the board are parents of current or former students and interested community members. The volunteer board includes the officers of President, Treasurer, Secretary and general Board members. The officers constitute the Executive board which meet monthly to discuss confidential matters regarding the school. All parents are encouraged to attend the Board meetings, which are held at WRMS or via Zoom. At least one person on the board is a community member.

### **Board of Directors**

Trevor Ladd - President / WRMS Parent  
Rachel Dutcher - Treasurer / WRMS Parent  
Carrie Temple- Secretary  
Kayla Adams - WRMS Parent  
Claudia Bello - Former WRMS Parent

### **Grievance Procedure**

In the event there is a grievance with regard to any aspect of the school, including the grounds, program, director, teachers, board members, the parent(s) are to email the director to request the issue be brought to a board meeting. In the case of a situation that is time sensitive and cannot wait until a scheduled meeting, then a request for a special board meeting can be made.