



A place where children are valued and respected

Elementary Classroom Guide

We would like to take this opportunity to thank you for committing to the Montessori philosophy. We value your trust in us with guiding your child through their elementary years. It is our pleasure to share with you the following outline of your child's schoolwide prepared environment.

PHILOSOPHY

The philosophy of Adventure Montessori Learning (AML) is based on value and respect for each child. Our warm and value-based school environment provides each child with the joy of learning and allows and encourages each child to realize their fullest potential in all areas of life. We not only offer Montessori curriculum, but follow Montessori philosophy in that the environment is the child's and enables the child to develop within himself a sense of order, concentration, coordination and independence.

MISSION STATEMENT

Adventure Montessori Learning is dedicated to providing an enriching and challenging educational environment where each child is encouraged to grow to his or her fullest potential academically, emotionally and socially. Through the dynamic partnership of child, parent and teacher, a consistent Montessori framework for learning is developed to offer an "education for life."

RESPONSIBILITY TO THE STUDENT

As educators we commit to the following:

- Respect for the Child: This includes a positive, optimistic attitude toward children, a cooperative spirit, a nurturing of independence, recognition of unique individuality, listening to and observing in order to follow the child.
- Preparation of the Environment: This includes developing a stimulating Montessori classroom program that will encourage and guide each child's interests and levels of ability, as well as embracing the community at large.

- Problem Solving: This includes facilitating discussions among students and assisting them, as needed, in problem solving interpersonal and personal relationships through empathetic visualization, listening respectfully, and initiating negotiation and compromise.
- Confidentiality: This includes the protection of personal information about children and families, organizational problems, and individual faculty matters. All records, files, conversations and conferences are held for the benefit of the child and are strictly confidential.

DAILY WORK

Each day your child will walk into the classroom and begin working independently. Students will be given a work plan that is individualized to his or her level. Each morning work period your child will be given a lesson in language, math, cultural (geography/history), geometry, life science (zoology/botany) and universe science (Earth science/physical science/astronomy/chemistry/physics) according to his or her level, depending on what subject we are covering that day.

Following the morning work period, the students have lunch, play outdoors and depending on the day will have a group enrichment lesson in Spanish, Art, Music or Physical Education. Our schedule is created with the intent that children will be in class, ready to work by 8:15 a.m. for a 3-hour, uninterrupted work cycle. Drop-off is scheduled between 8:00 and 8:15. As with adults, late arrivals or change in routine can affect daily work performance and well the “workflow” of the overall classroom.

MORNING DROP-OFF/AFTERNOON/EARLY PICK-UP

Elementary students are encouraged to walk into the building independently, however, we ask that either they themselves sign in on the Procure kiosk or you sign them in on the Procure app. Students will also be encouraged to sign themselves in daily on the classroom roster just outside the classroom.

At the end of each day, we ask that you sign out on either the Procure kiosk or app. This also is necessary if your child participates in after-care. Just as morning greetings are courteous and respectful, we ask that your child also say farewell or good-bye to the supervising adult. This allows us to ensure that an authorized adult has safely picked-up your child.

If you need to pick up your child early or plan on arriving late, please notify the front desk, and the Head Elementary Teacher.

HEALTH

Allergies: To make sure we're doing our best to care for your child, we ask that you notify your child's teacher of any allergy issues, whether seasonal, food or animal related. It would also be helpful to alert your child's teacher when your child is taking allergy medication and/or treatments at home. This will enable us to take the appropriate precautions to protect your child's health. AML has allergy information that must be filled out prior to enrollment.

Illness: To make sure illness does not spread to other children, sick children (diarrhea or fever higher than 101 degrees) may not be brought to school. If a child becomes sick while at AML, the child will be removed from the classroom immediately and remain in an isolated area, while he/she is checked, and the parents are notified to pick up the child. The attending staff will be required to complete an illness report. If the parents or legal guardians discover the child has a communicable disease, we request that the director be notified ASAP. Notification is required by the Colorado Department of Health to ensure the health and safety of all staff members, children and parents. Families' confidentiality will be maintained. If your child is sent home from school, due to illness, he/she must remain home for a minimum of 24 hours before returning. This policy is to help reduce the possibility of spreading disease.

Medication Administration: We will work with you to accommodate your child's medical needs with regard to oral medications only. We cannot administer eye or ear drops under any circumstances. If your child is required to take oral medication, we ask that you complete a "Medication Authorization Form" for each week your child needs medication. The medicine must be in the original pharmacy-labeled container, with the child's name, type of medication, side effects, date, amount and time of dosage and the route by which the medicine is to be administered. All prescription and non-prescription medication must be accompanied by a parent's and doctor's authorization to comply with licensing. This includes cough drops and vitamins, and lotions. Forms are available at the front desk. We cannot administer medications on an "as needed" basis. The medications will be stored in a locked childproof box. Please do not send any kind of medication, even cough drops in your child's lunch box or backpack. Medications will be administered by a staff member that has been trained and meets state requirements. All of our medication policies meet or exceed state regulations.

ABSENCES

Please inform the office when your child is going to be absent. Parents need to be fully aware of the consequences of extended absences.

- When the absence is due to illness, we will attempt to help your student make up work and tests.
- In all other extended absences, please give written notification at least one week in advance.
- Please be aware that the occurrence of an extreme number of absences could result in the student's having to repeat the current academic school year/grade level. The Colorado Department of Education requires that students complete a specified number of school days per year.

TARDINESS

If you are arriving late to class, which means after 8:30 please have your child fill out a tardy form, with the explanation, signed by a parent or guardian. The child should put his or her things away, enter the classroom quietly and independently, and place the tardy slip on the desk. *It is also very important to note that 10 tardy slips are equivalent to 1 unexcused absence.

PARENT OBSERVATIONS

Parents are encouraged to observe the classroom environments during the morning work cycle. This will help give a better understanding of the Montessori philosophy as well as the way the elementary classrooms function.

COMMUNICATION

It would be greatly appreciated if we could build a relationship so that you feel comfortable sharing any changes in the household or family routine such as parent travel, changes in diet, new medications, etc. It helps us to better work with your child should any social/emotional, behavior or academic issues arise.

Please feel free to contact us should you want to set up a time to discuss your child, or to ask questions, go over your child's progress or if you just want to share something about your child that would be beneficial to know. Please refer often to the academic calendar for closure date and elementary community events. We also want to strongly encourage to check out our elementary blog on the AML website for photos, and elementary happenings.

CELL PHONES

Student cell phones are not permitted in the classroom and are to remain in his or her cubby until after 3:30. Your child will be allowed to contact you with the telephones in the classroom whenever necessary.

CLASSROOM EXPECTATION

Our overhead classroom rules consist of three: respect yourself, respect each other, and respect the environment. Each day the children will be responsible for utilizing the 3-hour work cycle to the best of their ability

and this be recorded on an individual work plan. They also will hold a weekly job that will help them care for the classroom environment, as well as reinforce practical life skills such as care of plants and animals, dishwashing, vacuuming, dusting, straightening shelves, etc.

Along the lines of respect there are times when elementary aged children exhibit disrespectful or hurtful behavior that can sometimes be labeled as “bullying”. It is important to understand the term and not to confuse developmentally appropriate, although unpleasant behavior. Bullying is defined as aggressive and or intimidating behavior used to dominate others. While we must maintain the classroom as safe place, it is also a place where the children are practicing and learning social skills such as true respect, empathy and social responsibility. The following is the AML’s bullying policy should we have a true bullying issue arise.

Adventure Montessori Plan of Action concerning acts of bullying:

- Children are encouraged to talk about the perceived bullying that took place and the resulting feelings/hurt that resulted, as part of the peace process implemented in their classroom...i.e Peace Rose, mediation bench, etc.
- Teacher facilitates the children’s meeting/peace process
- Teacher, parent meeting with individual children involved to discuss a school/home plan of action for building positive peer interactions
- Teacher provides outside resources (written info, websites, psychologist referral, etc.) for the parent/child in question of bullying; follow-up
- Administrator meets with parents of child bullying; discusses consequences of continued incidents of bullying
- Administrator suspends child for a day from school and requests a written report about bullying from the child
- Administrator will make a judgment, after meeting with the teacher/parents concerning further school suspension or disenrollment

WORKPLANS/FRIDAY FOLDERS

Your child will be given a work plan that is appropriate to his or her level. The workplan is a means of a directive guide and a way for your child to learn time-management and work-time accountability. Completed works and any additional classroom information will be brought home in a plastic folder/envelope. This folder will be known as the Friday Folder, and it is asked that it be returned the following Thursday. Please purchase a sturdy folder that will be used weekly and become part of your child’s weekly routine to bring home each Friday and return the following Thursday.

HOMEWORK

Homework will be given on a weekly basis, and over holiday breaks but as to how much, will be determined through collaboration between parent and teacher. Homework will be due the following Thursday, returning in the Friday Folder that is due back as well.

SPELLING TESTS

Each Friday (beginning in September) your child will be given a spelling test. The list can be found in his/her Friday Folder. Lists will be given according to the child's reading ability. Some children may have 8-10 words and others may have 15-25. This exercise is delivered casually, and results are not of great importance as spelling is not a measure of intelligence but merely a larger literacy effort to encourage a love and respect of the written word. This is an excellent opportunity to volunteer. If any parent or parents would like to arrange to come in and administer spelling tests it would be greatly appreciated.

TESTING

AML will be administering the Diagnostic Assessment of Reading (DAR) and the Terra Nova standardized test. The DAR is used assess reading ability in five areas: phonemic awareness, phonics, vocabulary development, reading fluency and reading comprehension.

We will also be continuing administering the Montessori tests. These tests assess students in language, math and geometry. A pre-test is administered in the fall, and the same test is again administered just before spring conferences to evaluate progress.

Students in his or her first or second year of elementary will only be required to take the DAR and the Montessori tests. Students in his or her third year or above will take the DAR, the Montessori test, and the Terra Nova.

LUNCH

Lunch will be held in our cafeteria, and we will practice grace and courtesy with placemats and napkins, as well as reinforcing table manners. Please note that the children will be responsible for the preparation and clean up of their lunches. It will be encouraged that food is not sent to be heated in plastic, but rather in a glass container. The classroom has plates and silverware for your child's use. Water and milk are available at lunch.

Please remember Adventure Montessori is a PEANUT and NUT FREE/SCHOOL. We have some children in our classroom with severe reactions and even being near nuts or legumes (in any form) can cause a reaction. This includes anything that has been processed in a facility with nuts.

SNACKS

Your child may bring a morning snack to have at his or her own discretion between 8:30-11:00. Nutrition is an important part of growing and learning. With that, snack must be some part of a plant, such as a seed (sunflower seeds), flower (broccoli), stem (celery), leaf (spinach), or root (carrots). This is an excellent way for your child to apply a part of our botany curriculum. If you need suggestions, please let me know. Just remember, no nuts of any kind. Thank you; your cooperation is greatly appreciated.

DRESS CODE

Elementary students are required to wear the school uniform consisting of cobalt blue or white shirts and khaki bottoms Monday through Friday. The dress code is intended to create a safe, non-competitive, commercial-free school atmosphere.

Your children may wear their own raincoats or jackets when playing outside. Shoes should offer firm support and resist slipping for active play. Acceptable shoes include loafers, oxfords, and athletic shoes. Please note-these are all close-toed shoes!

FREE DRESS DAY

There will be free dress days on the last (school attendance) Friday of each month and other occasions as designated by the school. On occasion, students may be invited to have a spirit day such as pajama day, career day, etc.

If a child needs to be in another uniform (for example, a Scouting uniform) on a particular day, he/she may wear this uniform in place of the school uniform.

INSIDE SHOES/SLIPPERS

Please label and send rubber soled "inside" shoes (slippers) to school with your child to be left at school. It is our belief that this morning ritual helps prepare the child for his or her day, as well as discourages running in the classroom. It also helps us keep the classroom clean from the outside elements.

HOMEVISITS

AML supports the concept of conducting home visits with new families. They provide an excellent opportunity for us to begin to build a bridge between home and school. Each visit typically takes 45-90 minutes and is scheduled at your convenience. No special preparations needed, just a typical day so that your child can show his or her room, and how they like to spend time when not at school. This is particularly helpful with

new, incoming students. The Head Teacher will contact you to arrange a date and time.

FIELD TRIPS

We hope to have the opportunity to go on at least one field trip a month. However, this will sometimes require parent volunteers to chaperone and possibly drive.

We also are grateful to have an on-going relationship with the Lafayette Library. They allow us to bring a group of students each Friday morning. Your child will visit the library bi-weekly. In order for your child to check out books, you must obtain a library card in his or her name. The school cannot do this. A parent must obtain a library card and keep it at school for your child's use.

ESTIMATION

Our classroom has an estimation jar. Every couple of weeks we like to fill it with something to estimate and then count. We try to stay away from sugar, and prefer donations of things like silly erasers, stickers, and pencils, however candy or any other clever ideas are welcomed. The person who has the closest estimation wins the remainder. The children love this activity, and it gets their mathematical minds stimulated.

VOLUNTEERING

If you would like to participate in the classroom, please let us know. We welcome your many skills, talents, and crafts to enrich our program. If you would be willing to show the class a personal collection or a skill such as carpentry or sewing, please let us know. If you would like to help out the classroom at home by cutting laminated materials, please let us know.

BIRTHDAYS/BIRTHDAY PARTIES

The elementary classroom will celebrate birthdays and half birthdays (summer birthdays only). You are welcome to bring in treats for your child to share with their classmates. This is also a perfect opportunity for your child to create his or her personal timeline. Please provide a picture from birth and each year of your child's life. These will be printed out so that the student can create it in class. It is recommended that pictures be submitted about a week prior to your child's birthday to allow your student time to complete the timeline.

We hope that all children will celebrate birthday events together, however in the event the entire class is not invited please do not bring invitations to school. This can cause hurt feelings. Although we are not at liberty to share email addresses without consent, you may email party details to Ms. Stephanie and she can request consent to share contact info or pass along party information details.

HOLIDAYS

Holidays give us an opportunity to learn more about the history, traditions and celebrations of other cultures as well as our fellow classmates. The Montessori philosophy focuses on reality-based teaching vs. fantasy, which means the exploration of factual events and rituals in addition to respecting the beliefs of everyone.

GRATITUDE

Again, we would like to thank you for allowing us the opportunity to work with your children. We are looking forward to a bright and brilliant year!

Ms. Stephanie and the AML Administration



I have read the Elementary Classroom Guide and agree to comply with the policies and information presented. I also agree to talk with my student about those policies and guidelines, making him or her aware of AML's expectations in the Elementary program.

Student signature _____

Parent signature _____