STUDENT HANDBOOK

Welcome to Neshaminy Montessori School! Inside is a summary of some of the important information you need to know about Neshaminy, including our policies and guidelines. Please feel free to contact us to discuss any individual needs or concerns. We look forward to meeting you and personally welcoming you to the Neshaminy community.
Communication

Effective communication between home and school is essential to the success of each student. Please check your child’s school bag for daily communication. Parents should contact their child’s teacher by note or email, if you wish to speak to a teacher, please call the office and leave a message. The teacher will return your call at their earliest convenience. Parents are requested to notify the school office, in writing, of a change of address, phone number, email or place of employment. In the event of an emergency, this information is invaluable.

Active Parenting: How You Can Make A Difference

- The Calming Voice: Ease your child’s adjustment to school by speaking positively and reassuringly about education and the school.
- It’s All in the Details: Describe for your child, in detail, what he or she can expect at school, seeking to both allay fears and instill excitement. Your child needs to sense your enthusiasm about, and commitment to, the school experience.
- Save the Surprises for Other Occasions: Assure your child that he or she will get to know the teachers, make friends and become familiar with the classroom routine. Arriving promptly to pick up your child will reinforce his or her sense of security. You should let your child know that you may be a little late sometimes due to traffic, work or other causes.
- Patience, Patience, Patience: Children will need time to adjust to their new environment. Parents should be patient, loving and understanding in order to encourage an early love of learning.

Behavior: Respect, Respect, Respect

Being part of Neshaminy Montessori is being part of a family where everyone works together for the common good of our children. We respect each child’s unique and individual needs. Our school has high expectations of our students and their behavior. We stress that all students RESPECT themselves, RESPECT others and RESPECT our school. Appropriate behavior is expected at all times and in all settings.
Attendance
It is important for all children to arrive on time each day so that they have sufficient time to settle in before their day begins. Continual lateness is disruptive to your child’s education and our program. Parents must notify the office by 9:00am if their child is going to be absent that day in order to account for all of our students. For elementary students: After an absence from school, state law and school district policy requires that you send in a written excuse stating the reason for the absence. If a child is out sick for more than three days, a doctor’s note is required in order for the absence to be excused. A maximum of ten days of cumulative lawful absences verified by parental notification may be permitted during a school year; all absences beyond that number are unexcused.

Snacks
Parents are welcome to supply the morning or afternoon snack for the class. We strongly encourage you to make healthy choices such as all-natural treats, fruits or vegetables.

Birthdays
Parents are welcome to send special birthday treats to school to celebrate his or her child’s birthday. Please coordinate with your child’s teacher in advance.

Toys
Children should not bring toys, games or electronic devices to school without prior approval from the school office. If your child requires a cell phone at school to maintain contact with home for any reason, please secure approval from the school. Montessori children often bring a small toy or stuffed animal to school that helps them feel connected to home; we embrace these individual choices. With teacher approval, special books, family traditions, nature specimens and other items may be shared with the class. Objects brought to school without approval will be held until dismissal.
Wardrobe Guidelines

- Clothing should be comfortable and washable and encourage independent dressing. All clothing should be labeled with your child’s name.
- Coats should open in the front with child-friendly zippers, snaps or buttons.
- Pants should facilitate independent toileting.
- Ideally boots should be manageable and easy for your child to handle independently.
- Please include a hat and mittens for the winter months.
- Please prepare an “emergency” change of clothing. Label each item with your child’s name and send to school on the first day in a labeled shoebox.
- The “Lost and Found” is regularly maintained, and any unclaimed clothing is periodically donated to a local agency. Please direct any questions on lost articles of clothing to the school office.
- Students should always dress with a focus on cleanliness, neatness and appropriateness for school.

School Bags

Each child should have a clearly labeled school bag for carrying projects and notes between school and home. Please check the bag daily for announcements and notices.

Homework

As an important part of a student’s education, homework assignments provide students with the opportunity to review and practice skills learned in class.

How To Reach Your Child’s Teacher

Teachers can be reached by calling the school directly at 215 355 4373. A return call will be placed as soon as the teacher is available. Please refer to our faculty directory for individual email addresses.
How Do You Know If School Is Closed?
School closings, delayed openings or early dismissals will be announced on radio station 1060 KYW. Television stations including CBS, NBC, ABC and FOX also list school closings and delays. Parents can phone the school as early as 6:00am, a recorded message will announce closings and delays.

School Hours
Montessori 8:45am to 3:15pm
Note: Our Core Program is available for families who wish to bring their child to school early due to scheduling matters; we also offer programs after school to enrich your child’s educational experience and assist with your scheduling needs.

School Arrival and Departure
• Approach the school via Central Avenue and circle to the front of the Trevose/Neshaminy building. We request that parents wait in their cars, filling available spaces as they are vacated.
• Parents who need to enter the building should park their car to the east or west of the building. Parking is not permitted within five feet of the front doors.
• Parents arriving late to drop off children are asked to park first and then walk them to the classroom. Please be sure a teacher is aware your child has arrived.
• Parents arriving late to pick up children are asked to ring the front door bell, as doors are locked for safety purposes. Children may be playing outside, so parents should look for them in the schoolyard before ringing the bell.