



# **Parent Handbook**

2023-2024 school year

**MARTIN LUTHER KING MONTESORRI SCHOOL**

**6001 South Anthony Blvd.**

**Fort Wayne, IN 46816**

**(260) 423-4333**

**(260) 426-2366 fax**

**[www.mlkdreamschool.org](http://www.mlkdreamschool.org)**

## From the MLK Montessori Board of Directors. . .

### **Dear MLK Montessori School Parents/Guardians:**

Welcome to the Martin Luther King Montessori School (**"MLKMS"**)! It is our distinct pleasure and honor to have your child enrolled in our school.

**Please take time to read this parent handbook carefully.** It is so very important that you as a parent and/or guardian clearly understand the school's policies and procedures. With your help, the MLKMS staff will guide your child to gain the tools s/he needs to be successful in school and in life.

MLKMS is a Montessori **full day, full year** school that prepares children by utilizing the teaching methods and philosophy of Dr. Maria Montessori, who believed that:

*"The education of a small child does not aim at preparing him/her for school **but for life.**"*

*"Our aim is not only to make the child understand, and still less to force him to memorize, but so to touch his imagination as to enthuse him to his innermost core. We do not want complacent pupils, but eager ones."*

MLKMS is a very unique program. Not only does it educate the child, but the entire family component. Through community funding, MLK Montessori School provides Parent Enrichment meetings, a school nurse, speech and language support, and a Family Services Coordinator who offers referrals to other community social service agencies in the areas of literacy, housing, employment, food and education.

We look forward to your **active** participation in our program.

Sincerely,

### **Board of Directors, MLK Montessori School**

Andrea Kendall - President

Lon Bohnke - Vice President

Carrier Fisher

Paul Ricketts

Nicole Keesling

Dawn Renner

Nanci Murray

Greta McKinney, Executive Director

# **Mission, Philosophy and Admissions**

"We believe that it is better to build a child than repair an adult."

## **MLKMS MISSION STATEMENT**

To provide quality Montessori education and care that fosters the child's natural ability to learn while promoting self-confidence, social/cognitive development and independence. We uphold this mission by providing services to families who may not otherwise afford the benefits of a quality early childhood education.

## **MONTESSORI PHILOSOPHY**

Montessori is an approach to education with the basic belief that children learn best within a social environment that supports and respects their individual development. The main goal of a Montessori program is to help each child reach full potential in all areas including physical, emotional, social, and cognitive, and the arts. Respect for each other and the environment are also core beliefs of Montessori.

Montessori classrooms are multi-age, so that more experienced children share what they have learned, while reinforcing their own learning. Children remain with the same teacher during their time in school, which creates a family-like atmosphere.

In Montessori classrooms, teachers are facilitators of learning. They set-up the classroom environments and act as role model, guide, demonstrator, observer and recorder of each child's growth and development.

Partnerships with families are a key part of Montessori education. Families know their children better than anyone and participation in school is considered to be a central part of their child's total development.

## **ADMISSIONS**

MLK Montessori School is staffed and equipped to provide care for children who are at a state of growth and development which enables them to benefit from our program.

MLK Montessori School does not discriminate on the basis of race, color, religion, sex, national origin or disability.

MLK Montessori School is licensed through the Bureau of Child Care through the state of Indiana. It is a state-licensing requirement that prior to enrollment each child who attends a center must have a physical examination, including immunizations, and have the proper registration papers on file.

## **INCLUSION POLICY**

MLK Montessori School is designed to be inclusive of all children. Licensed staff persons are aware of identified/diagnosed special needs and are trained to follow through on specific intervention plans. Individualized Education Plans (IEP), as required by the Individual Disabilities Act, are developed and implemented in an appropriate manner such as making professional referrals when necessary. Referrals include but are not limited to individualized/family counseling, assessment(s) via the school and/or agencies specialized in the care of children with behavioral and/or learning disabilities.

## **About Martin Luther King Montessori School**

Martin Luther King Montessori School ("MLKMS") is a school that began in Fort Wayne in 1968 after the tragic assassination of Dr. Martin Luther King, Jr.

The philosophy of MLK Montessori School is based on love and respect for each child and that child is a gift, a special and unique individual. Our warm and loving home environment provides each child with the love and joy of learning and allows and encourages each child to realize their fullest potential in all areas of life.

MLKMS has achieved a Level IV through the State of Indiana Paths to Quality Rating Scale.

Services provided for children and their families include:

- Full day, full year preschool and kindergarten through third grade
- Dedicated Montessori and Early Childhood educated staff
- Door to door transportation
- An on-site federal nutrition program (breakfast, lunch and snack)
- Speech
- Therapeutic family supports and referrals
- Parent Advisory Committee and Family Enrichment opportunities
- Health screenings
- Indiana vouchers or scholarships accepted
- MLK scholarships

### **Pre-school schedule**

8:30	Arrival
8:30-9:00	Breakfast
9:00-11:45	Work Time, Community Time and Recess
11:45- 12:00	Wash hands and prepare for lunch
12:00-12:30	Lunch
12:30-2:30	Rest time/Quiet time
2:30-3:00	Afternoon Snack
3:30	Dismissal

**Students are required to be at school at 8:30 AM.**

### **School-Age K-3<sup>rd</sup> Grade schedule**

8:30	Arrival
8:30-9:00	Breakfast
9:00-11:30	Work Time, Reading time and Community Time
11:30-11:50	Recess
11:45- 12:00	Wash hands and prepare for lunch
12:00-12:30	Lunch
12:30-2:30	Quiet reading, Community time, focused whole group lessons, library time and optional 2 <sup>nd</sup> recess
2:30-3:00	Afternoon Snack
3:30	Dismissal

**Students are required to be at school at 8:30 AM.**

# MLKMS Fees and Tuition

1. **CASH, CHECKS, Visa, MasterCard, CASHIER'S CHECKS AND MONEY ORDERS WILL BE ACCEPTED AS PAYMENT FOR TUITION & FEES.** If you send the payment with your child, the school is not responsible for lost or misplaced payments.
2. If your check is returned for any reason, a \$35.00 charge will be assessed to your account.
3. Invoices are sent home weekly with reminder notices that payment is due. Tuition is not subject to adjustment due to a child's illness, discipline, or absence from school that is what personal days are for.
4. **Tuition charged is based on a weekly flat rate that reflects the Indiana reimbursement rates. Tuition payments and co-payments are due in advance every Monday. Outstanding balances cannot exceed 5 days, or your child will not be able to attend until paid in full, after 14 days your child will lose their spot and will need to be re-enrolled, which will include a \$50.00 enrollment fee.**
5. Parents/guardians are responsible for paying their tuition weekly or bi-weekly. If payment is not received, your child will not be able to return to school until payment is completed. It is your responsibility to be sure your financial obligations remain current.
6. Parents/guardians are responsible for paying their swiping weekly or bi-weekly. If swiping is not completed, your child will not be able to return to school until swiping is completed. It is your responsibility to be sure your financial obligations remain current.
7. Parents/guardians receiving MLKMS scholarship funds must stay current with their weekly or bi-weekly payments or risk losing their scholarship assistance.
8. If no one is home when the bus drops the child off, the child(ren) will be returned to MLKMS and charged a \$20.00 fee. Parents/guardians will be responsible for picking the child(ren) up before 5:00 PM.
9. If a child is not picked up by 4:00 pm the first time we will give a warning. Each time after that there will be a \$20.00 late fee.
10. If a child is not picked up by 4:00 pm and the school is not notified, it is MLKMS responsibility to report the child abandonment to Child Protective Services (CPS) after unsuccessful attempts to contact parents and emergency contacts. At which time, the child becomes the responsibility of CPS.
11. **Withdrawal of your child:** A written letter must be given to the school **two weeks** in advance. If a two-week notice is not given, the parent/guardian will be responsible for the two weeks of tuition charges.

## Guiding Children through Self-discipline

At Martin Luther King Montessori School, children enjoy freedom of movement and choice; however, their freedom always exists within clearly defined limits of their behavior. They are free to do anything appropriate within the school community's ground rules for behavior, but they will be redirected right away if they break classroom rules. MLKMS children are encouraged to treat one another with kindness and respect. We teach children appropriate, polite behavior and work to instill basics that are the core of universal values. These values include self-respect, acceptance of all, kindness, peacefulness, empathy, and compassion.

In the Montessori classroom, the child's opinion is respected, and the child is asked to share his or her views. Children want to follow rules if the adult clearly defines the rules and then invites the child to assume responsibility for his or her behavior. Assuming responsibility for behavior is to understand and accept the consequences for breaking the rules.

Teachers are expected to develop their individual ways of effectively addressing the usual array of behavior difficulties which arise in the classroom and playground, but all interventions are expected to be formulated based on 1) respect for the child, 2) knowledge and understanding of the developmental needs and characteristics of the child and the group, and 3) understanding that appropriate behavior must be carefully taught and modeled. The goal of each and every intervention is to assist the child/ren to develop self-control and self-discipline. The manner in which each intervention is made is expected to reflect a patient attitude and to consist only of verbal and when appropriate gentle physical assistance.

Our approach is to lead the child towards self-discipline. We try to avoid spending unnecessary time responding or reacting to behavior problems. The Montessori Method addresses the need to affect change towards positive behavior through lesson planning or teaching. A famous quote by Maria Montessori is, "The undisciplined child enters into discipline by working in the company of others; not by being told he is 'naughty'." Discipline is, therefore, primarily a teaching/learning experience and not a punitive experience.

When a child demonstrates an inability to respond appropriately to ordinary disciplining, and/or is otherwise signaling through behavior that he/she has needs that are not being met, the teacher should respond in a proactive way by meeting with the child's parent/guardian to discuss the concerns. Informal input from fellow teachers, supervisor, and director is also sought at this point. Teachers may support children through redirection, giving choices, natural consequences and conflict resolution. Consistency and follow-through both at school and at home are key factors in supporting a child through a difficult time.

In some situations, teachers may ask a child to take a "time out." Teachers use the following policy for time outs:

- 1) Time outs are *only* used when a child has not been able to gain self-control; and
- 2) Teachers will not physically restrain children except:
  - a. When it is necessary to ensure their own safety or the safety of others; and
  - b. Only for as long as it is necessary for control of the situation.

## **Discipline Procedures and Behavior Support Planning**

The MLKMS discipline policy is as follows: When, in the judgment of the teacher and/or director, a child's behavior is disruptive, disrespectful, cruel or unsafe to the child or others, it cannot and will not be tolerated. Hitting, kicking, biting and other forms of aggression are not allowed.

### **First Occurrence:**

1. The teacher discusses and reviews the ground rules of the classroom with the child.
2. The teacher models appropriate ways to express anger or aggression.
3. The teacher notifies parents/ guardians.

### **Second Occurrence**

1. The teacher discusses and reviews the ground rules of the classroom with the child
2. The teacher models appropriate ways to express anger or aggression.
3. The teacher notifies parents/ guardians.
4. The Director/supervisor are both notified of the continued behavior in writing.

### **Third Occurrence:**

1. The teacher discusses and reviews the ground rules of the classroom with the child
2. The teacher models appropriate ways to express anger or aggression.
3. The teacher notifies parents/ guardians.
4. The Director/supervisor are both notified of the continued behavior in writing.
5. A therapeutic family session is scheduled with the family, teachers, director and any other resource people needed.
6. An IEP will be developed if needed.
7. Periodic meetings are held to discuss the child's progress and future needs.

**\*\* Depending on the severity of the behavior, the child might be removed from the classroom and/or the parents contacted to take the child home for the safety of all children.**

**For those children who's behaviors are not in line with our knowledge base, we will comply with the Indiana Licensing standards for dismissal from our program.**

**Community Support:** MLKMS helps to support families and children by providing them with resources for unmet needs. Any suspected abuse and neglect of children will not be tolerated, and in such cases the school is legally required to call Child Protective Services (CPS).



## **Holidays**

New Year's Day	Martin Luther King Day	Good Friday
Memorial Day	Independence Day	Labor Day
Thanksgiving Day	Day after Thanksgiving Day	Christmas Eve Day
Christmas Day	New Year's Eve Day	Juneteenth

**Sign-In and Sign-Out:** Parents/guardians who self-transport and/or pick-up their child, must come into the building to sign them in and out. **No child is to be dropped off outside of the school.**

**Conferences:** Conferences between parents/guardians and teachers will be scheduled twice a year in November and May. This gives everyone an opportunity to discuss the child's social, physical, emotional and cognitive development. Parents/guardians may be asked to attend an additional conference to discuss concerns about a child's behavior and parents/guardians may request a conference when ever they feel it is necessary.

**Child Custody:** Legal decisions regarding issues of child custody will be respected. However, documentation (current court orders, divorce papers, restraint (P O) orders, guardianship, foster/adoption/kinship care etc.) from the courts *must* be on file for MLKMS to restrict visitations and pick-up.

**Toilet Training:** MLKMS is not equipped to change diapers; however those children that wear pullups must independently be able to change themselves.

**Clothing:** School is **work time** for children; children's clothing should be appropriate and comfortable for a variety of activities (sometimes messy), and for the current weather conditions. All children should have an **extra set of labeled clothing** in case of accidents. Please do not send a child to school in clothes they cannot manage (overalls, onesies or snaps), or which fit improperly. If a child's buttock is exposed when bending, sitting, or playing, or a child is dressed in "party clothes/ party shoes," the parent will be called and expected to bring proper fitting and/or appropriate clothes for the child. All footwear must have ankle support.

**Birthdays:** Birthdays may be celebrated in your child's classroom. You may bring in a treat, but it must be store bought. Please give at least a 24-hour notice if you intend to bring a snack in. Sorry, **Homemade treats are not allowed!**

**Quiet/Rest Time:** All preschool children are encouraged to take a rest. Those who do not nap after a 30-minute rest will be given a quiet activity to occupy their time.

**Address/Phone Changes:** Any change in address or phone number needs to be reported to the office IMMEDIATELY. After unsuccessful attempts to contact parents or emergency numbers, CPS will be called for child abandonment.

**Outdoor Play:** Outdoor active play is mandated per our license, and it is important to your child's development. If weather permits, time each day is set aside for outdoor play. When temperatures and wind chill are above 25 degrees Fahrenheit and the temperature is below 90 degrees Fahrenheit, the children will be going outside. Any child too sick to go outside, should stay at home. We also follow the Indiana air quality alert guidelines.

**Meals & Snacks:** Breakfast, lunch and an afternoon snack will be provided by MLKMS. Children with allergies and/or requiring a special diet for medical reasons must have a statement signed by a physician (not nurse practitioner) on file. It must include a list of restricted food products and appropriate substitutes.

**Accidents & Injuries:** MLKMS staff provides on-site first aid for non-life-threatening injuries. If your child requires medical attention, you or your emergency contacts will be asked to pick up your child. In case of an emergency, 911 will be called and if needed a representative from MLKMS will accompany the child to the closest medical facility.

**Toys at School is not allowed** Please help us keep your child's toys at home.

**Immunizations:** Parents/guardians must maintain a current record of their child's immunization to continue to be enrolled at MLKMS.

**Health Physicals:** Students accepted into the program must have a physical examination within three (3) months of start date.

**Birth Certificate:** MLKMS requires a copy of a student's birth certificate before a student can begin classes.

**Vacation:** You must inform the office of any planned absences and/or vacation or you will continue to be charged for care in order to hold your child's spot during the absence. After 3 days if you have not notified MLKMS of any absences MLKMS will attempt to contact you; if no response by 6pm your child will be dropped from the program.

**Confidentiality:** All information pertaining to the admission, health, family or discharge of a child is confidential. MLKMS will only release the child's records to the parent of the child unless parent consent is given or by a court order.

**Medical Care:** In an emergency, the Director or other authorized staff person will take whatever steps may be necessary to obtain medical care. These steps include, but are not limited to the following:

Attempt to contact a parent or guardian, or emergency contacts listed on contact card, contact the child's physician, and/or ambulance will be called.

**Tornado & Fire Drills:** As mandated by the State of Indiana, monthly fire drills are scheduled for each site. In the spring months, tornado drills are practiced throughout the tornado season. In the cases of severe weather warnings MLKMS busses may be delayed. Safety is our priority.

**Indiana Bureau of Child Care** representatives have the right to review all records of children enrolled in MLKMS.

**Prohibition against use of alcohol/tobacco/firearms/illegal substances.**

The use of alcohol/tobacco/firearms/illegal substances at the school or around the building is prohibited. MLKMS will not release any child to anyone who is suspected of being under the influence of drugs/alcohol or the police will be notified.

**Pictures/Videotaping:** If you do not want your child to be photographed/video taped and/or quoted, a written statement is required to be kept in your child's file. If no written statement is in your child's file, MLKMS will allow your child to be photographed, video taped and/or quoted for marketing purposes. Furthermore, it is requested that parents use discretion when taking pictures or videotaping their children while in school and/or on field trips. MLKMS is not responsible for pictures posted by parents or others on social media networks. Parents can only take pictures of their child.

## **Attendance Policy**

- MLKMS is a year-round education and school. Regular attendance is critical for consistency and to maximize learning. Children are required to be at school by **8:30 a.m.**
- If your preschooler arrives after 9:00 without a doctors note they will not be able to attend school that day. For school agers, first -third grade, we will follow the Indiana guidelines.
- Children are allowed to arrive up until 10:30 a.m. due to doctor/dental appointments. At the time of drop-off, verification of the appointment must be presented to the school.
- If your child is going to be absent, please call the school to let us know how long the child will be out.
- A staff member will contact you by phone if your child is absent more than three days in a row or is missing too many days of school.

## **Child Care Voucher Regulations for Attendance**

- To be eligible for Bright Point Child Care Vouchers, parents/guardians must meet the income guidelines, be employed, attending school, and/or enrolled in a certified program.
- Parents/guardians using Bright Point Child Care Vouchers should swipe their cards daily but MUST complete weekly swiping each Friday. If not, we will contact Brightpoint to let them know you are not honoring their contract.
- Parents/guardians must notify their Brightpoint advocate of any change of employment or school status, and address changes.
- Personal days can be used for the following:
  1. Vacation for the parent from work or school
  2. Illness or death of any family member
  3. A traumatic disruption in the family's routine
- Parents/guardians must keep all scheduled meetings with their Bright Point advocate in order to stay on the program.
- If payment is denied by Bright Point, parent/guardian is responsible for all unpaid tuition.

- Denied payment of tuition by the VOUCHER program, must be paid within five (5) days of notification from the MLKMS office to the parent/guardian. If it is not paid, your child will be unenrolled.

## • Inclement Weather Policy

MLKMS is a year-round school and does not necessarily follow the public-school inclement weather delays and closings. MLKMS will determine its own scheduled delays for weather and other emergencies.

Due to inclement weather which may prevent MLKMS busses from running parents will be responsible for transporting their own children to and from school. Safety of the children is our main priority.

Please listen to local Fort Wayne radio and TV stations for any MLKMS updates.

## Child Abuse and Neglect Policy

Indiana State Law makes it mandatory for all individuals to report all suspected cases of non-accidental injury, unexplainable failure to thrive, sexual abuse, and physical neglect to Child Protection Services of the Indiana Department of Child Services. No one has an option in the matter of reporting such cases for investigation. Reporting in good faith frees the reporter from any liability if the report proves to be unfounded. On the other hand, willful failure to report opens an individual to criminal or civil liability.

- MLKMS MUST report suspected child abuse and neglect in compliance with Indiana State Law.
- MLKMS will maintain confidentiality of records concerning child abuse and neglect.
- MLKMS will work cooperatively with the Indiana Department of Child Services and help to provide services to families as requested or referred by them.
- MLKMS will provide Child Abuse and Neglect training to parents/guardians and staff.

**REMEMBER:** Child-care providers, like every other individual in Indiana, have the legal responsibility to report suspected child abuse or neglect. **Think of the report as a request for an investigation, not an accusation of bad parenting.**

## Child Release Procedures

- 1) At registration, all parents/guardians are asked to fill out an Emergency Contact Card and Authorization for pick-up and drop-off forms.
- 2) Anyone picking up a child must be listed on the Emergency Contact Card or Authorization form. Anyone picking up a child must be 16 years or older. No child will be released to an individual who is suspected of being under the influence of alcohol or other illegal substance.
- 3) It is the parent's/guardian's responsibility to inform the main office of all changes that may occur in parent/guardian and emergency contact situations.

- 4) If an adult other than the parent or guardian is picking up a child from a MLKMS bus or site, he/she must be listed on the Emergency Contact Form and present valid identification.
- 5) If the person is not listed on the card or authorization form, the parent/guardian must personally provide written, signed or sometimes in emergencies, verbal consent to MLKMS staff before the child is released. A description of the person picking up the child must be included in the notification. A photo ID will be required before a child is released.
- 6) If verbal notification has not been made with the office, the child will remain at the school until proper notification has been made. The person picking up a student will have to sign out the child with MLKMS staff and provide a photo ID before the child will be released.
- 7) If there is someone you do not want to pick up your child, you must notify the school in writing and proper documentation (court orders, divorce papers etc.) from the courts must be on file for MLKMS to restrict visitations and pick-up.

## **MLKMS Illness Policy**

MLKMS will follow the Communicable Disease Guidelines Chart for Child Care Centers published by the Indiana Division of Family Resources, Bureau of Child Care. A reference copy is provided at the end of this manual.

- Children who are ill must not be brought to school. A child must be fever-free for 24 hours without medication or have a doctor's note indicating return to school. If the child has medication that has to be given at school, parents are responsible for bringing the medication to school in the original container with the pharmacy prescription on it.
- Keep children home with the following symptoms:
  - 1) Fever
  - 2) Vomiting and/or diarrhea in the previous 24 hours
- Children too sick to participate in the full program, including playing outside, need to be kept at home.
- If a child becomes ill during the day (vomiting, diarrhea, fever of 100 degrees or above), parent/guardians or emergency contact person will be notified immediately so that the child can go home. It is your responsibility to pick the child up within one (1) hour of the initial call or to arrange for someone else to do so.
- Whenever exposure to a communicable disease has occurred in the school, the school nurse will give prompt notice to parents and all staff members who have been exposed and when a communicable disease has been diagnosed by a doctor for a child, a doctor's note is required for the child to return to the school.
- Medicines will only be dispensed if brought to school in the original bottle with a doctor's note explaining directions.
- Students infected with head lice may not return until the child is treated and nit free. Parent is responsible for bringing the child to school following treatment. The student will be inspected by an appropriate staff member. According to the Indian Bureau of Child Care

Center Regulations, children must remain out of school 24-48 hours after a lice infection is identified.

- Students with communicable diseases will not be allowed to attend classes until no longer contagious. Students may not return to school without a doctor's note.

## **Transportation Procedures**

### **MLKMS MAKES EVERY EFFORT TO PROVIDE TRANSPORTATION FOR CHILDREN WHO LIVE WITHIN ESTABLISHED BOUNDARIES**

Listen for the bus and have your child ready when the bus arrives. The driver will wait up to one (1) minute for you to come out. If the bus leaves without your child, you are responsible for getting your child to school by 8:30am.

- If a child misses 3 times without the school being contacted, the child will be put on the wait list.
- A responsible person (16 years old or older) must walk your child to and from the bus each day. The bus driver and monitor are responsible once the child is safely on the bus.
- Help us teach your child the following bus safety rules:
  - 1) Fasten seat belts
  - 2) Remain seated
  - 3) No hitting, spitting, screaming, or fighting
  - 4) Obey the Bus Monitor and the Driver on the bus.
- If the student does not follow rules and procedures, transportation services will be suspended and/or terminated.
- A responsible adult (16-years-old or older) must be at home or at the drop-off address to receive your child. Please allow a 15-minute window of time from scheduled pick up/ drop off times. If the appropriate person is not there at drop off time, the following will occur:

**1)** Drivers will return all children to MLKMS.

**2)** A staff person will contact you to arrange for an authorized person to pick up your child.

**First/Second Incidents:** You will be reminded of the importance of having a responsible adult available to receive your child when he/she is brought home.

**There will be a \$20 charge, per family, for a child(ren) returned to the school.**

**Third Incident:** Your transportation privileges will be suspended for thirty (30) days and you will be put at the end of the wait list.

- If your child is returned to MLKMS and is not picked up before 5:00 p.m., the child will be turned over to Child Protection Services.

**MLKMS does not accommodate daily transportation changes for any reason. We will allow only 3 changes per family per school year.**

**NO EXCEPTIONS**

## **Parent/Guardian Involvement**

**Parent/Guardian Involvement:** Martin Luther King Montessori School knows how important parent/guardian involvement is and has proven to be a vital part of a successful program for families. There are numerous opportunities to become involved. Parents/guardians have regularly scheduled meetings, community speakers, workshops, and special events. Volunteering at MLKMS provides the opportunity to gain new skills, enhance skills you already have, gain valuable work experience, and share your talents with others.

Parents/guardians can help their child(ren) to have successful learning experiences by:

- Volunteering to work in the classroom
- Assisting the teacher in the classroom
- Chaperoning on fieldtrips
- Participating in meetings and activities for parents
- Serving on the Parent/Guardian Advisory Committee
- Sharing diverse cultural and ethnic traditions
- Answering surveys

**Parent/Guardian Advisory Committee (PAC):** This committee will meet regularly to plan Enrichment Nights and other programs throughout the year. It will be the responsibility of PAC to work with the MLKMS Board to make sure that the parent/guardian views are heard and understood. The PAC also helps bridge the gap between the board-staff-families, which will enhance and support the school.

## **Parents/Guardian Rights and Responsibilities**

### **Parents/Guardians have the right to:**

- Be treated with respect and dignity
- Feel welcome to schedule times to observe their child's class
- Participate in activities that need chaperones or parental involvement

### **Parents/Guardians are responsible for:**

- Ensuring that your child gets 9 – 11 hours of sleep each night
- Sending your child to school *on time*, at **8:30** every morning
- Keeping your sick child at home
- Dressing your child for school and according to the weather
- Paying your tuition bill every Friday
- Child Care Voucher cards must be swiped weekly
- Keeping staff informed of changes occurring in the home (change that pertain to the emergency card)
- Attending teacher conferences, in November and May
- Creating opportunities for learning at home; **READING** to your child every day
- Communicating with your teacher concerning your child's development
- Reading monthly newsletters/ask questions, and
- **STAY INVOLVED!**

## **MLKMS Complaint Procedure**

The following procedures are to be followed in case of a parent/guardian complaint:

1. Put the complaint in writing.
2. Director/Board of Directors will contact parties involved in complaint and gather pertinent information.
3. Meeting set with all parties involved to discuss concerns and set goals for resolving issues.
4. Director/Board of directors will make decision and persons involved will be notified in writing of decision.



# **Martin Luther King Montessori School Parent Handbook**

## **Signature Page**

I, \_\_\_\_\_, have been given a copy of the Martin Luther King Montessori School Parent Handbook at orientation. I understand that I am responsible for all information contained in the handbook, and I agree to abide by the policies stated in the Parent Handbook for the entire time my child is enrolled at the school.

---

Parent / Guardian

Date

---

MLK Montessori School Staff

Date

---

Child's name



## **IMPORTANT NAMES AND NUMBERS**

NAME OF SCHOOL:	Martin Luther King Montessori School
ADDRESS OF CENTER:	6001 South Anthony Blvd., Fort Wayne, IN 46816
TELEPHONE NUMBER:	(260) 423-4333
FAX NUMBER:	(260) 426-2366
Website	<a href="http://www.mlkdreamschool.org">www.mlkdreamschool.org</a>
Child Care License #	1100090
Director:	Greta McKinney <a href="mailto:gmckinney@mlkdreamschool.org">gmckinney@mlkdreamschool.org</a>