



www.MountainLaurelMontessori.org

2010-2011 School Handbook and Directory

540-636-4257
P.O. Box 102 (*all correspondence please*)
155 Biggs Drive
Front Royal, VA 22630

.....where learning is a way of life.

CONTACT INFORMATION

Office Hours: Monday-Friday 8:00 am to 4:00 pm

Unless otherwise noted, all staff members may be contacted by:

mlm123@earthlink.net

and

540-636-4257

Financial inquiries directed to the Director of Finances, Rose DiNinno:

mlms.rwd@earthlink.net

540-636-4257

Monica Nixon

Head of School

K. C. Dickman

Director of Communication and Development

Elaine Glier

Development Associate, Media Specialist,
Director Montessori Beginnings

Rose DiNinno

Director of Finances

Susan Holmes

Director of Farm School

Front Royal Campus

Telephone: (540) 636-4257

School Hours: 7:30 am to 5:30 pm

Mailing Address:

P.O. Box 102 (*all correspondence please*)

Front Royal, VA 22630

Location: 155 Biggs Drive, Front Royal, VA (no mail, please)

Farm School Campus

Telephone: (540) 675-1011

School Hours: 8:20 am to 3:20 pm

Location: 23 Sunny Slope Lane, Flint Hill, VA (no mail, please)

All mail for both campuses should be sent to Front Royal PO Box

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Why Montessori?

A Montessori education is designed to assist children in their task of self-construction as they grow from childhood to mature adult. This approach to life and education is founded upon the principles discovered by Dr. Maria Montessori and that complement the developmental characteristics of the human being.

Our Mission

The mission of MLMS is to provide ideal learning environments for each stage of a child's development from infancy through adolescence, adhering to the highest standards of Montessori education as represented by the Association Montessori Internationale. Above all we are committed to an education that guides children to become joyful, life-long scholars and engaged, responsible citizens of our nation and world.

MLMS Fulfills Its Mission

We are committed to fulfilling our mission by:

- Facilitating cooperation and involvement of parents, teachers, students, and the greater community
- Fostering a caring school community that emphasizes respect for one another and celebrates diversity
- Providing an environment that supports life-long inquiry and exploration

MLMS offers a "Montessori Beginnings" class for infants and parents, as well as classes for children from ages 16 months to 15 years of age. It is ideal when children begin their Montessori experience by 3½, but we do accept older children without prior Montessori experience when we feel that our school programs will be mutually beneficial to both your child and the classroom community.

One of the beauties of the Montessori environment is that children with learning differences, those with physical challenges, and children with exceptional learning abilities can fit comfortably into the classroom setting because of multi-age grouping and our individualized approach to instruction. MLMS provides a Montessori environment that is designed and prepared to fit the needs of the child at each stage of development. Each classroom is a rich and exciting environment that supports inquiry-based learning. In this optimal climate, children become active life-long learners.

The MLMS curriculum encourages participation in community service. Elementary and Farm School (7th-9th Grade) students design and complete service projects throughout the year. Family participation in these activities is welcomed.

Board of Trustees

MLMS is a non-profit 501 (c) 3 corporation and, in so being, has a board of directors. The mission of the board of directors, as stated in the MLMS Articles of Incorporation is to support and uphold the mission statement of the school, providing for a Montessori environment to the standards of Association Montessori Internationale (AMI). Should you have concerns you would like to share with the board, you may address them to mlm123@earthlink.net. The day-to-day operations and classroom policies of the school are the responsibility of the Head of School and staff. The Head of School is responsible for maintaining the integrity of the Montessori environment.

The Board is charged with the ultimate responsibility for financial, legal, and strategic planning and policy issues for MLMS. The Board with the Head of School sets the policy to be implemented by the Head of School and Administration. Furthermore, the Board ensures the integrity of Montessori philosophy within the school by the hiring of AMI trained and certified teachers. The Board is comprised of experienced individuals whose responsibility is the long-term health and stability of the school.

Stephen Pettler
Monica Nixon

President
Head of School

Kris Boucher
KC Dickman

Rob Glazier
Elaine Glier

Steve Graham
Doug Ichiuji

Maureen McGowan
Ernie Ryles

Parent-Teacher Organization (PTO)

The PTO is a grassroots organization of parents, family, and friends of Montessori and MLMS. The PTO is committed to supporting the children by assisting the classroom teachers and staff members through volunteer efforts. By relationships built through a shared sense of purpose, our school community is strengthened and enriched.

Meetings are held throughout the year at the Front Royal Campus and provide the framework for organizing activities, hosting speakers, and other parent-child-school interests and issues. These meetings are open to all families and friends of MLMS. The PTO works closely with the classroom teachers and staff. With the cooperative efforts of all, we continue to grow as a community in every sense of the word.

MLMS has many needs that can utilize any of your talents. The MLMS PTO offers many volunteer opportunities for parent involvement throughout the year that is essential to our strong school community. You will receive a sign-up sheet in the first few weeks of school. The Mountain Laurel Montessori School and our PTO are grateful for your commitment to volunteering and look forward to your continued support of our school community and our children.

The PTO supports these efforts through:

- *organizing social functions* to promote community spirit among our school families and staff
- *supporting teachers* assisting with chores that help maintain our classrooms
- *promoting Mountain Laurel in the larger community* through service projects and events
- *raising funds*
- *welcoming new families*
- *supporting parent education*
- *beautifying outdoor spaces*

Officers:

President	Whitney Petrilli	whittyp@comcast.net
Vice President	Heidi Budwash	hmbudwash@earthlink.net
Treasurer	Leslie Schucker	llns26@yahoo.com
Secretary	Julie Smith	naturalclean@hotmail.com
Staff Liaison & Volunteer Coordinator	Tracy Hughey	toohughey@hotmail.com

Annual Giving Campaign and Fund Raising Events

It is the continual goal of MLMS to provide:

- A loving and supportive Montessori environment for our children
- A low tuition to meet the needs of a diverse population
- A quality Montessori program by attracting and retaining dedicated AMI trained Montessori educators and staff.

We strive to meet the needs of our families by keeping tuition low. In the independent school community tuition income typically covers only 75-85% of operating costs. In order to maintain a quality program and facilities for the students, fundraising is imperative. Gifts to fundraising campaigns and other events, both monetary and in-kind, support operating expenses, teachers' salaries, professional development, purchase of classroom materials, and program enhancements.

The efforts, time, and enthusiasm of parent volunteers are critical to the success of a school's Annual Fund and other school-sponsored fundraising activities. We invite all MLMS parents to have fun and meet new people by actively taking part in school fundraisers and events.

MLMS has launched its Annual Giving Campaign to help offset the rising operating costs and maintain its current quality of education. Making a donation to the Annual Fund and participating in other fundraisers makes a clear statement, when apply for grants, about the level of commitment families have to MLMS and to a Montessori education. We strive for 100% MLMS community participation. All contributions, regardless of amount, are welcome. MLMS is a 501(c)3 organization and all donations are tax deductible to the extent provided by law.

Unplanned Early Dismissal, School Cancellation, Delays

To get updated information about a school delay or closing several options are available.

Radio

For information about cancellations or delays due to emergency or inclement weather, please refer to the radio station WINC (92.5 FM), their website: <http://winc.fm>, WTOP (103.5 FM), their website <http://www.wtop.com> or WFTR (1450 AM).

Website: www.mountainlaurelmontessori.org Closings and delays will be posted on our website after 6:30 a.m.

Email: We will send alerts via email available after 6:45 a.m.

Phone: A message will be available on each campus phone after 6:15 a.m. Please continue to check for updates because weather can become worse, requiring us to alter our instructions.

**The Farm School campus in Flint Hill and the main campus in Front Royal may be on different schedules, so please pay careful attention to the announcements. If you cannot receive radio signal and cannot access the internet from home, please notify the office at the beginning of the year so that arrangements can be made to notify you by phone.

Student Absences

Should a student be unable to attend for any reason, please contact the school by 7:30 a.m. If your student rides the bus, please contact the bus driver in the morning, directly (on his or her cell phone), to let him know your child will not be riding the bus. Please do this each day your child will not be on the bus.

Health Information

Medications: We may not administer any medication, or apply insect repellent, diaper ointment or cream to your child without a release form that may be picked up in the office. Please fill out the form, indicating dosage and duration of treatment (up to 10 days per form). Medication required for chronic conditions (past 10 days) must be accompanied by an authorization form signed by the child's physician. All medication must be in the original container, labeled with the child's name, dosage amount, and times to be given. It will be kept in a locked safe. Any medications which require refrigeration will be placed in a locked container and stored in the school refrigerator. If your child's medication needs to go home with him/her, it is your responsibility to pick it up in the office.

Illnesses: If your child is not to participate in physical activities because of illness or injury, please submit a note with your instructions to the office. Also, please notify the school within 24 hours if your child or anyone in your immediate family contracts a serious illness or communicable disease, such as:

Chickenpox	Cryptosporidiosis	German Measles (Rubella)
Infectious Hepatitis	HIV/AIDS	Impetigo
Measles	Meningitis	Mumps (Rubeola)
Pediculosis (Lice)	Rotavirus Infections	Salmonella
Scabies	Scarlet Fever	Shigellosis (Dysentery)
Tinea Corporosis (Ringworm)	Whooping Cough	Influenza

Child Abuse-We are required by law to report any suspicion of child abuse or neglect to the Virginia Department of Social Services

Parent/School Communications

Please be sure all addresses and phone numbers on forms are kept current. Any changes must be made in writing and delivered to the office in Front Royal.

Communication is key between school and home and we encourage you to contact us with suggestions, concerns and compliments! Questions or concerns regarding a child's class time activities or behaviors should be directed to the teacher. Policy and administrative questions should be directed to the Director of Communications, KC Dickman. Financial questions should be directed to the Business Manager, Rose DiNinno.

There are several ways we easily communicate with one another:

- In person
- Telephone call
- Email
- Written notes
- Weekly "NewsFlash"
- Annual Fund Report

In Person

Your thoughts and concerns are important and we wish to address any questions (none too small) you may have as soon as possible. If you wish a mini-conference or even just a quick phone call, please schedule a time by speaking directly with the teacher after 3:15 pm dismissal, sending an e-mail, submitting a written request, or by calling the main number.

In order to respect your child's privacy, any significant issues require a scheduled phone or in-person conference. Teachers WILL NOT be available for chatting or conferencing before or during classroom hours.

To fully support your child, his or her teacher needs to be aware of important events in your child's life, such as births, deaths, separation, divorce, serious illness of a parent or sibling, extended visits from grandparents, absence of a household member, or impending surgery for the child or a family member. Please keep us informed so we may support your child in his or her time of special need.

By Phone 540-636-4257

The school phone will be answered daily from 7:30-5:30 pm. You may reach any teacher or staff member by phone at the main number. Teachers and administrators have voicemail and if you are unable to reach them in person, you may leave a message with the receptionist, or a voicemail message. Your call will be returned as soon as possible.

E-mail mlm123@earthlink.net

Please direct all questions, requests and notes to this email address unless otherwise communicated by your child's classroom teacher. It is checked each day, and your email will be forwarded to the appropriate person who will then respond in a timely manner.

*Financial Inquiries should be directed to the Director of Finances, Rose DiNinno.
mlms.rwd@earthlink.net or 540-636-4257*

Family E-mails

Please provide us with current email addresses and check your email regularly as Email serves as the school's primary communication vehicle to inform parents about upcoming events, schedule changes, teacher correspondence, PTO information, etc. This method not only saves trees, but it is also an easy way to cut expenses. Please notify the Communications Director, KC Dickman, to request paper copies of emails.

Written

Any written communication from parents to the school must be clearly marked as to whom should receive it. In order to assure that it is delivered in a timely manner, please give directly to a staff member.

Weekly “NewsFlash”

A weekly “NewsFlash” is published and emailed on Thursday afternoons. This contains important information for parents and families. The “NewsFlash” will also be published on our website by Friday afternoons of each week with an available archive for the current school year. “NewsFlash” is not published during holiday weeks. Other important information is emailed on an as needed basis. If you are unable to receive email or need a paper copy, you may pick one up on Fridays at the school (either campus). Please contact KC Dickman in advance to order a paper copy.

Annual Report

MLMS publishes an annual report in the late fall that summarizes the prior year’s annual campaign and fundraising events.

Children are Consummate Observers!

Children learn from our actions. Our mission to provide a positive environment requires that all communications be direct and forthcoming. When questions or concerns arise, please go through the proper channels at the school as this will eliminate any misunderstandings generated by gossip. Please address your concerns immediately and clearly with a staff member.

We work with our parents to ensure that any concerns are addressed and resolved appropriately.

Please note it is never appropriate:

- to discuss an issue with children present unless their presence is necessary
- to discuss someone else’s child
- to distribute leaflets or other items through the school without prior, expressed permission from the administration

Parent Observations & Visits

Toddler Community children typically experience stress and separation issues when their parents visit the classroom so we do not recommend parent observations for these children.

Primary, Elementary, and The Farm School observational visits are encouraged. We begin observations in late October. Please call 540-636-4257 or email mlm123@earthlink.net to make an appointment.

Parents will have other opportunities to visit MLMS during parent and family events as well as volunteer opportunities. We encourage you to attend as many of these special events as possible. Sharing time with our community during these occasions provides valuable insights into our program and the nature of our work. A custodial parent always has the right to be admitted to the school whenever his/her child is in attendance.

Conferences & Student Evaluations

Parent-teacher conferences are held in late fall and spring. Additional conferences can be held throughout the year at the request of parents, teachers, or students.

Toddler Community, Primary: A written report of your child’s lessons and achievements in various developmental and/or academic areas is provided twice per year at the parent conferences held in late fall and spring.

Elementary: Written reports are provided at the end of each trimester (late November, late February, and late June). Standardized test results for students in third to sixth grades are provided in the last trimester report of the year.

Farm School: Narrative progress reports are created at the end of each term. These reports, along with a portfolio of work samples, will be shared at conferences and distributed to parents. Students will also participate in self-evaluation of their involvement and progress in their academic and community work. When a student leaves the Farm School, an official transcript of credits and/or grades will be provided to parents and subsequent schools, provided that Mountain Laurel receives written parental authorization and the student's financial account is in good standing.

Classroom Community , Conflict Resolution, & Discipline

A Montessori environment nurtures a child's sense of responsibility, cooperation and fairness. Teachers and older students serve as models and guides for appropriate behavior. This helps new and younger students learn the rules and expectations in the classroom in a positive way, eliminating many conflicts. At all levels, teachers devote a great deal of time in lessons of grace and courtesy that allow children to practice consideration for their teachers and friends. Age appropriate techniques in conflict resolution are taught and practiced on a daily basis to develop empathy and to empower students to speak for themselves with confidence and integrity.

If a child fails to cooperate with peers or adults and his/her behavior becomes disruptive and/or dangerous, we will allow the child some time away from classmates yet supervised by an adult until the child regains control and is ready to participate cooperatively. Behavior which seriously frightens or endangers the community or its members will be cause for immediate dismissal from the program. Weapons and threats are against school policy and will be cause for suspension or dismissal.

Items to and from Home and School

Toys, candy, gum, money, weapons, etc. are not permitted at school. Items of interest such as a rock collection, books, flowers, etc. are welcome. Your child may also bring wildlife (including animals), however please obtain permission from your child's teacher **before** bringing a live creature to school. The teacher needs notice in order to make any necessary preparations. The school and staff cannot take responsibility for the safety or whereabouts of items brought from home.

Computer and Internet Use

The older elementary and Farm School students at our school will use a filtered internet. Any student bypassing or attempting to bypass this filter will thereafter be forbidden use of the internet. All internet use at the school will be public and for academic use only; no social or recreational use of the internet is allowed.

Personal Electronic Devices

Toddler, Primary, Elementary Programs: Personal electronic devices including cell phones, beepers, PDA's, personal music devices, digital cameras, and electronic games of any type are not allowed at school at any time. There may be instances on school trips when a device may be allowed, but only after permission has been obtained from the student's teacher.

Electronic reading devices (such as Kindle) may be used on the bus with written permission from the school and parents. Device may only access e-books.

Farm School: In general students are discouraged from bringing expensive personal belongings to the Farm School. They are responsible for the care and safety of their own property should they choose to bring electronics such as cell phones and digital media devices to school. Here are some specific rules regarding personal electronic devices:

- Personal music devices and cell phones may not be used on the bus to and from school during regular school days, on school outings, trips, and overnights. Cell phone use is permitted on school outings, trips, and overnights in the event of emergency.
- Digital cameras may only be used with teacher permission. Farm School teachers may decide at any time to retract this permission if they determine a student has used a camera inappropriately. Under no circumstance or context may a student post on-line or publish in any form a picture

taken on Farm School property or during a Farm School event or outing. Official publications of Mountain Laurel Montessori School are excluded from this prohibition.

- Listening to audio e-books on devices that only access e-books is allowed on the bus.

Snacks and Lunch

Please be aware that we avoid serving nuts or items that contain nuts in order to avoid allergic reactions in our children. Please do not send in any snack items to share that contain nuts or nut products.

Snacks: For Toddler and Primary classrooms, teachers will provide information to parents at the beginning of the year as to the dates of your responsibility for providing snack for your child's classroom and the number and amount of servings. A daily log of foods served is posted in your child's classroom and this information is retained for at least one week.

Primary Lunch: All children who stay past noon bring a lunch from home in an insulated lunch box. The **lunch box/bag should not display images of superhero/cartoon characters**. Please place a clean, cloth napkin, tea towel, or placemat in your child's lunch box every day. Please include a protein and something fresh and limit sweets. We encourage the children to drink water at school, so please do not send in drinks from home.

Elementary Lunch: All children need to have a clean cloth napkin or tea towel in their lunch container. Please clearly mark lunch containers with your child's name. Lunch should include a protein food and something fresh. Please go easy on the sweets. Elementary children may bring 100% juice, milk, or water – no sodas, teas, or caffeinated beverages. They should bring a refillable water bottle each day clearly marked with the student's name.

After-School Care: A snack is provided by the school from a selection of healthy foods containing at least two food groups. A daily log of foods served is posted in the daycare room and this information is retained for at least one week.

Farm School: On a regular school day, students should bring a lunch and drink in an insulated lunch bag along with a refillable water bottle. Sodas and caffeinated beverages are not allowed at school. There will be occasions when parents will be asked to contribute prepared food or ingredients for special events. Students are required to bring and be responsible for money used for meals that are eaten while on school trips.

Daily Routine- Toddler, Primary, Aftercare

A general daily routine is posted on the door of each classroom.

Parent Resource Room & Library

A "Parent Resource Room" is available for parents to meet with teachers, staff and other community members. We have a small collection of books by Dr. Montessori and other child development experts. We also have parenting books and tapes available to our parents in the community resource room. Your child's teacher is an excellent resource for recommendations. Visit the office if you would like to borrow any items from our adult library.

Student Library

The student library is located in the main building along the inside corridor that connects the handicapped entrance to the Toddler Courtyard. Students have access to the library with their teacher's permission and books are for in school use only.

ARRIVAL TIMES FOR STUDENTS

Please look below and find your family configuration for arrival instructions. Following these rules creates staggered arrival times and assures the safety of our children.

Families with Toddler Children Only- Arrive between 8:20 and 8:30. Please park your car and walk your child to the exterior door where he or she will knock on the door and a teacher will open the door to welcome him/her.

Families with Primary Children Only- Children arrive between 8:30 and 8:45. Pull up to the first stop line that is before the front gate. After 8:30 a staff member will greet your child and take her/him out of the car in the carpool line. If you have primary child(ren) only, **please do not arrive before 8:30**. Please do not get out of the car with your child (ren).

Families with Elementary Children Only- Children arrive between 8:00 and 8:15. Please pull up to the appropriate exit and let your elementary children exit the car. Please have them exit the car on the side next to the building. (See below for which entrance Ms. Semmes' and Mrs. Nixon's students use.)

Families with Toddler & Primary Children- Arrive between 8:20 and 8:30. Please park your car and walk with both children to the Toddler building, exterior door. Your Toddler child should knock on the door and a teacher will open the door to welcome him/her. At 8:30, please walk your Primary child to a staff member on the **outside** of the main building who will escort him/her in.

Families with Primary & Elementary Children- Arrive between 8:15 and 8:30. **Please do not arrive before 8:15**. Drop your elementary child first then please park and escort your Primary child to the front door. You may open the door to let the staff member inside know your child is there. **PLEASE DO NOT ENTER THE BUILDING** at this time. After 8:30 a staff member will be outside to greet your child and escort her/him to the building.

- **Ms. Semmes' Students-** Please stop at the wheelchair ramp at the side entrance to drop off students.
- **Mrs. Nixon's Students-** Please pull up to the second stop line. Students exit the car on the side next to the building.

Families who have Before-School-Care contracts for their children- Before school care is offered by contract. Arrive no earlier than 7:30. Please park and walk your child to the studio where before-school-care is held. You must make contact with a staff member to let them know your child is present.

ALL FAMILIES: Please do not walk your child into the cubby room (inside entrance). This is an instructional time and staff members need to be focused on students. If you need to go inside, please drop your child first then come in one of the side entrances to the school.

*****DO NOT PASS VEHICLES IN THE ARRIVAL-DISMISSAL LINE AT ANY TIME.** This is a safety issue.

*****Cars may ONLY be parked in designated parking spaces.**

*****Biggs Drive must not be blocked at any time -** Please stop at the bottom of the hill at the yellow line painted on the asphalt. Make sure there are no cars in the roadway between that point and the school's driveway entrance; then proceed with care.

***** Please refrain from talking or texting on a cell phone while driving in our parking lot or waiting in an arrival/dismissal line.**

Leaving Car Safety Seats - If you need to leave a child safety seat at school for any reason, please mark it clearly with your child's name and leave it on the school's front porch. The school bears no responsibility for the custody or installation of your child's safety seat. It is the driver's responsibility to ensure that the child is properly secured in a car safety seat/booster seat/seatbelt before driving away from the school.

DISMISSAL TIMES FOR STUDENTS

Toddler Community- Dismissal time is 11:30. Parents please park and come to courtyard gate.

Primary Class- Dismissal from school for half-day students is 12:00 PM. We dismiss from the playground or courtyard on fair weather days. Please park in a designated parking place and walk to the playground gate. If it is not feasible for you to come to the playground gate, we walk as a small group to the courtyard gate at 12:10 to meet parents. Dismissal is from the main gate on inclement weather days.

3:00 PM dismissal is from the front porch and parents may line up in the queue and step out of the car to get your child at the main gate. Please pull into a designated parking space if you have business inside or would like to speak with a teacher or another parent; we ask that you not leave your car unattended in the carpool line. Primary students with older siblings will be dismissed at Elementary dismissal unless special arrangements are made.

Elementary Class- Dismissal time is 3:15 p.m. Parents pull up in the car to the courtyard gate to pick-up students.

Farm School- Farm school students are dismissed at 3:20.

Bus Riders: Farm School students who ride the bus will arrive at the Front Royal Campus by 3:40 p.m. The bus departs for Marshall and Warrenton at 3:40.

Emergencies: In case of any emergencies such as illness or injury, early closing due to inclement weather, or shelter at school after hours due to inclement weather, natural disaster, or emergency evacuation, we will make every effort to contact you by phone and email as soon as possible to inform you of action taken. We will care for your child until you or your authorized emergency contact provider arrives. A copy of our annually reviewed emergency plan is available in the school office.

Bus Service

Marshall/ Warrenton Service**

7:15 a.m. - Bus departs from the **Warrenton Village Center** near **Rankin's Hardware**.

7:30 a.m. - Bus departs from the **Marshall Community Center** .

3:40 p.m. - Bus departs from Front Royal

4:00 p.m. – Bus arrives at **Marshall Community Center**.

4:15 p.m. – Bus arrives at **Warrenton Village Center**.

Farm School Service**

8:00 a.m. - Bus departs Front Royal Campus

3:40 p.m. Bus arrives Front Royal Campus

****There is no afternoon bus on early release days.** The bus is equipped with seat belts, and we require their use at all times. Appropriate safe behavior by students is expected on the bus. Unsafe or inappropriate behavior can result in suspension of bus privileges for a student.

After-School Care Contracts: Families whose children who stay in after-school care may be in the woods, on the playground, or in the studio. When the weather is pleasant, assume your child will be in the woods or on the playground. Before taking your child from the premises, please make contact with the after-school care supervisor. If you are not at the school by closing time (5:30 pm), your child will still be under our care. However, the following charges will apply after 5:30 pm: \$20.00 for the first 15 minutes or portion thereof; \$1.00 per minute after 5:45 pm. If your child is not picked up by the time the school has been closed for one full hour and we are unable to contact either parent or an emergency contact person, we will assume an emergency has occurred and will contact either the police or Child Protection Services.

Dress Code/Uniform Policies- Please mark all student clothing and belongings with their name in permanent marker.

ALL STUDENTS:

Articles of clothing should be neat, clean, and of proper fit and length. Please keep in mind that this is an active and involved environment, and although we have the children wear aprons when engaged in messy activities, sometimes accidents are unavoidable. Therefore, be advised that children at Mountain Laurel are at risk for staining their clothing while engaged in activities in our learning environments!

- Shorts, skirts and jumpers must be at least knee length. Tights or gym/bike shorts should be worn underneath skirts and jumpers.
- Midriffs, shoulders, and undergarments must be covered at all times.
- Revealing and tight-fitting clothing and tank tops are not permitted.
- Pants must be worn at the waist and shirts must remain tucked or fully cover the waistband of the pants.
- Shorts should be of modest length. No cut-offs
- Clothing must not promote drugs, alcohol, sexual innuendo, or anti-religious messages or be offensive to members of the school or wider communities.
- Clothing, jewelry, make-up, or hairstyles which are deemed unsafe, inhibit movement, or are excessively distracting to the community or the individual are not acceptable.
- Make-up (including flavored/colored lip gloss) may not be in a student's possession either on the bus or on school property.
- (Primary) No jewelry of any kind (post style pierced earrings OK)
- (Elementary) Jewelry is to be limited to conservative earrings (post style), necklaces, bracelets and watches.
- Sturdy shoes or conservative sneakers only
- Rain/snow boots in inclement weather that stay on the feet.
- A pair of rubber-soled slippers with backs worn in the classroom.
- A large backpack capable of holding your child's lunchbox and papers/projects
- No make-up or hair dye.
- Purses are not allowed at school.

Toddler Community and Primary Class Dress Code: All children wear rubber-soled slippers in the classroom. We ask that slippers, clothing, outerwear, backpacks, and lunchboxes be simple and generic, without representations of commercial/fantasy characters. **All items worn or brought to school should have your child's name clearly marked in permanent ink.**

Young children are just learning how to dress themselves. Please send your child in clothing with fasteners that he/she can easily manipulate. Pants should be easy for the child to pull up and down. Shirts need to have wide openings so your child can pull them on without frustration. If at all possible, please send your child in shoes that he/she can put on and take off without much assistance. Velcro fasteners and large buckles are great ways to give your child practice with fasteners.

Children must wear shoes appropriate for outdoor activities - sneakers or hiking boots for days when the weather is pleasant and the ground is dry, rain boots for days that are rainy or muddy, and snow boots, snow pants, and gloves or mittens for days when there is snow on the ground. Because of the obvious strangulation hazard, **scarves may not be worn or brought to school.**

Elementary Uniform Policy and Dress Code:

- Mountain Laurel Logo Shirts – Any style shirt in the following colors, white, maize, gray heather, or evergreen, may be ordered from the Lands' End uniform catalog (short or long-sleeved polos, turtlenecks, oxfords, blouses, tees, or sweats). Uniform shirts must have the Mountain Laurel logo and the logo must be embroidered. Please use the preferred school code: **900101627**.
- Khaki or black slacks (not jeans), shorts, jumpers, skirts, capris or skorts may be worn.

- Solid-color logo sweaters or sweatshirts in the above colors may be worn over shirts indoors. Long sleeve shirts of any color or pattern may be worn under the uniform shirt, but the under shirt must be tucked in.

Farm School Dress Code

Dress code for "ALL STUDENTS" applies to students at the Farm School. Please see below for additions.

For safety and comfort reasons, closed-toe boots or athletic shoes are required while outdoors. Students are to bring muck boots, coats, rain gear, etc., to be left at school.

Volunteer Service Hours Agreement: Parents have the option of giving 20 hours or more of volunteer activity or paying a \$200 fee. Volunteer hours may be reported by:

1. Submitting a volunteer time card with activities and times. Card may be picked up and dropped off in the office.
2. Emailing mlm123@earthlink.net with record of activity (what) and how many hours were given.
3. Calling the main campus with a report of hours and activity.

A record of service hours is maintained by the school and reports of hours completed will be emailed to parents three times a year with a summary report at the end of June. Hours completed between July 1st of each school year and June 30th of the same school year are credited for that current school year.

Attendance at a parent education event or PTO meeting count toward volunteer service hours. The easiest and best way is to simply email or call the school with an outline of how you spent your hours.

MOUNTAIN LAUREL MONTESSORI SCHOOL IS A SMOKE-FREE ENVIRONMENT.