



# Kenosha Montessori School

## PARENT HANDBOOK 2024-25

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Kenosha, WI 53143

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[kms@kenoshamontessori.org](mailto:kms@kenoshamontessori.org)

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## **Board of Directors**

President - Leah Featherstone

Treasurer - Sara Hammond

Secretary - Tiffany Clark

Activities Committee - Carla Correa

Member - Ryan Stolarik

Member - Josh Girard

# Staff

## Primary Level

**Gloria Arneson** - Lead Teacher, School Administrator, Office Administrator

Gloria has a bachelor's degree in computer science and mathematics from Clarke College in Dubuque, Iowa. She completed her primary level Montessori training from Midwest Montessori Teacher Training Center in Evanston, IL and is certified in early childhood from AMS. She has been teaching at KMS since 1992. Gloria's children are KMS alumni. Contact her on the school phone or by emailing [kmsgarneson@gmail.com](mailto:kmsgarneson@gmail.com).

**Heather Harrison** - Lead Teacher

Heather joined KMS in 2016 but has over 20 years teaching experience as a Montessori primary teacher. Heather received her associate's degree in early childhood from College of Lake County in Grayslake, Illinois and took additional college credits at Northeastern Illinois University. She attended Midwest Montessori Teacher Training Center and has her early childhood associate credential from AMS. Contact her on the school phone or by emailing [heather@kenoshamontessori.org](mailto:heather@kenoshamontessori.org).

**Carol Istvanek** - Assistant

Carol completed her Montessori assistant training at the Midwest Montessori Teacher Training Center in Evanston, IL. Carol's daughters are KMS alumni. She has been at KMS since 1999.

## Upper Level

**Maria Turner** - Lead Teacher

Maria has moved up to being a Lead Teacher after taking her Elementary I Certification from being an assistant in 2021. Maria is the proud mother of three children who attended KMS and loves the Montessori method of learning. In 2021-22 she worked as the Elementary Assistant and has also taught the Enrichment Program in the past along with helping at lunch, recess and subbing when needed since 2019. Maria attended Purdue University with an emphasis in Spanish and Psychology. Contact her by emailing [maria@kenoshamontessori.org](mailto:maria@kenoshamontessori.org).

**Denee Frazier** - Lead Teacher

Denee has been a substitute teacher since 2007 and is beyond excited to jump into the world of Montessori education! She holds a Bachelor's Degree in French from Michigan State University, has a deep passion for all things involving music, and loves learning about different cultures through international travel. Denee joined KMS in 2022. Contact her by emailing [denee@kenoshamontessori.org](mailto:denee@kenoshamontessori.org).

## Extended Day

### **Carol Istvanek** - Extended Day Coordinator

Carol completed her Montessori assistant training at the Midwest Montessori Teacher Training Center in Evanston, IL. Carol's daughters are KMS alumni. She has been at KMS since 1999.

### **Shanna DeLacy** - Extended Day Coordinator

Shanna has over 16 years experience in the childcare field teaching at Extended Love Child Development Center. She attended Gateway College for Early Childhood Education and has recently taken continuing education courses from UW Milwaukee. Shanna joined KMS in 2021.

# Financials

## Billing

Parents/Guardians agree to pay tuition and fees as listed. Please see the [Fee Chart](#) for tuition rates, registration fees, and sibling discounts. Tuition can be paid in full or over twelve (12) consecutive months, commencing on June 1, 2024. If a student enrolls after September 1, 2024, tuition will be prorated.

Families may opt for a nine (9) month payment plan commencing on September 1, 2024. A written request for this payment plan must be submitted to the KMS office.

The KMS Board reserves the right to make a tuition adjustment no greater than 5%, if and only if the fiscal year end financial position dictates, with a 30 day written notice prior to the start of the 2024-2025 school year.

## Payment Due Date

Monthly tuition payments are billed on the first of the month.

## Payment Methods

- Checks
- Cash
- Electronic Transfer
  - KMS Bank Account Information
  - Routing #: 044000024
  - Account #: 01078394161
- Zelle
  - [kms@kenoshamontessori.org](mailto:kms@kenoshamontessori.org) which then comes up as Kenosha Montessori School
  - \$0.50 per transaction fee
- Venmo
  - 1.9% plus \$0.10 per transaction convenience fee
  - Contact [kms@kenoshamontessori.org](mailto:kms@kenoshamontessori.org) to make arrangements.
- Credit/Debit Card Payments via Square
  - 2.6% plus \$0.15 per swipe convenience fee.
  - Contact the office to arrange a time as physical card swiping required.

## Late Payments

Tuition payments made 10 days past the due date are assessed a \$25.00 late fee unless arrangements have been made with the office.

Tuition payments that are 30 days or more past due are subject to the following:

- Students are suspended from KMS until past-due tuition and late fees are paid in full.
- Students may not begin the second semester in January unless all fees have been paid and tuition payments are current by the end of the first semester in December.
- If an account is over 30 days late two or more times, the entire year's tuition is due before a student can attend KMS.
- Parents/Guardians agree to pay all costs, including attorney and court fees, if Kenosha Montessori School retains the services of an attorney or collection agency to collect past due balances and fees.
- KMS has the right to withhold student records until all account balances are paid in full.

## Returned Checks

KMS will charge a \$35.00 fee for each returned or non-sufficient funds check.

## Fees

### **Registration Fee**

A non-refundable registration fee is due with the enrollment agreement. If a student enrolls after the start of the second semester, the registration fee is half of the original fee.

### **Snack & Material Fee**

A combined material and snack fee is billed in the months of August and January. Sibling discounts do not apply to these fees.

### **American Montessori Society**

Each family is enrolled as a member in the American Montessori Society.

## Tuition & Fees Rates

<b>KMS 2024-2025 Tuition and Fees</b>	<b>Tuition 12 payments (starts June)</b>	<b>Tuition 9 payments (starts Sept)</b>	<b>Registration 1 payment non-refundable</b>	<b>Material 2 payments (Aug &amp; Jan)</b>	<b>AMS 1 payment (Aug)</b>
<b>One Student</b>					
Preschool	\$294	\$392	\$150	\$75	\$50
Kindergarten	\$415	\$552	\$150	\$100	\$50
Upper Level	\$415	\$552	\$250*	\$100	\$50
<b>Two Students - 10% Discount</b>					
2 PS	\$530	\$706	\$270	\$150	\$50
1 PS and 1 K	\$638	\$850	\$270	\$175	\$50
1 PS and 1 UL	\$638	\$850	\$360*	\$175	\$50
1 K and 1 UL	\$747	\$994	\$360*	\$200	\$50
2 UL	\$747	\$994	\$450*	\$200	\$50
<b>Three Students - 20% Discount</b>					
3 PS	\$706	\$941	\$360	\$225	\$50
2 PS and 1 K	\$803	\$1,069	\$360	\$250	\$50
2 PS and 1 UL	\$803	\$1,069	\$440*	\$250	\$50
1 PS, 1 K and 1 UL	\$899	\$1,197	\$440*	\$275	\$50
1 PS and 2 UL	\$899	\$1,197	\$520*	\$275	\$50
1 K and 2 UL	\$996	\$1,325	\$520*	\$300	\$50
3 UL	\$996	\$1,325	\$600*	\$300	\$50

\*Upper Level Early Bird Rate of \$200 Registration Fee until 4/30/2024

# **Fundraisers**

Each year, the Board of Directors of Kenosha Montessori School provides our families with several opportunities to raise funds for the school. This money is critical to the operating budget of the school, helps to keep tuition costs affordable and provides needed Montessori materials for the classrooms.

Each and every family enrolled in Kenosha Montessori School is expected either to participate in fundraisers throughout the year or to make a tax-deductible contribution to the school.

KMS has several “no-brainer” fundraisers that are continuously on-going throughout the year. One such program is with RaiseRight to purchase gift cards for many restaurants, grocery stores, shopping and entertainment. A portion of each sale goes to KMS - half of which goes to the general school budget and the other half is credited to your tuition bill for the following month!

The Board welcomes your input on the selection and implementation of our fundraisers. Please contact the office if you have any suggestions or wish to volunteer your time and energy. You will be put into contact with the appropriate coordinator.

## **No-Brainer Fundraisers**

In addition to a variety of traditional fundraisers, we offer a number of “no-brainer” options. Also, please remember that many employers offer matching donation programs.

### **RaiseRight Program**

KMS participates in RaiseRight, a national fundraising program for schools. How does it work? You purchase gift cards for your everyday shopping needs. When you spend them, you earn rebates for both you (tuition credit) and the school (profit for the general budget). A wide variety of vendors participate, in categories ranging from groceries to gas, restaurants, and more. RaiseRight cards make great gifts, too!

### **Box Tops\$ for Education**

Visit <https://www.boxtops4education.com/> and designate Kenosha Montessori as your school to receive credit for purchasing qualified products. Follow the directions to scan your grocery receipts and watch KMS’s dollar amount grow. For each box top from 100’s of different General Mills products that we submit, our school will collect \$0.10.

### **Scholastic Books**

Scholastic Book orders are offered four times a year. It’s a great way to purchase inexpensive books for your children as well as earn points for the school to use towards classroom materials and books. Connect to our account at <https://clubs.scholastic.com> with the code GRFBW. Questions? Contact Ms Carol at [kms\\_carol@yahoo.com](mailto:kms_carol@yahoo.com)

Thank you for your participation! These no-brainer fundraisers may seem small but with 60+ families participating, they add up quickly to support our school.

## **Mission Statement**

The Kenosha Montessori School is a private, non-denominational school, accepts students without regard to creed or racial origins. Students come with varying abilities. The goals of the school are to develop within each child self-discipline and independence, initiative and self-confidence, a sense of order and persistence, and the joy of learning. We are a non-profit school that has been in existence since 1967.

## **Contact Information**

Phone: 262-654-6950  
Website: [www.kenoshamontessori.org](http://www.kenoshamontessori.org)  
Email: [kms@kenoshamontessori.org](mailto:kms@kenoshamontessori.org)

# School Day Policies & Information

## School Hours

The preschool has two sessions: the morning session runs from 8:30 am to 11:00 am and the afternoon session runs from 12:40 pm to 3:10 pm. Kindergarten is in session from 8:30 am - 3:10pm. The Upper Level starts at 8:20 am and dismisses at 3:20 pm.

## Snow Days

The school closure due to weather is at the discretion of the Administrator. Closings will be posted on the website, Facebook, Instagram, WISN & TMJ4 television stations, and an email will be sent out. KMS will close if St. Joseph Catholic Academy or Kenosha Unified closes.

## Drop-Off/Pick-Up Protocols

All students should be dropped off and picked up at the southeast entrance of St. Joseph Catholic Academy, Door 4 - the small parking lot off of 23rd Avenue. 23rd Avenue is a one-way street with traffic moving from north to south. Students may either be walked up to the door or parents can utilize the vehicle drop-off area. See below diagram for flow of the parking lot, drop-off/pick-up lane and where to park.



### 23rd Avenue Traffic Pattern

- Right lane (closest to the building) will be for temporary parking while waiting to pick-up/drop-off at the door.
- Middle lane for moving along the road.
- Left lane for pulling into the parking lot across the street.

### When using the drop-off/pick-up lane:

- Keep your preschool children in your vehicle until the Directress or Assistant helps them.
- Drive in a single line until you are in front of the entrance before the stairs.
- DO NOT double park.

- DO NOT cut in front of any other parent waiting in line.
- DO NOT block the stairs.
- Look carefully as you pull out to exit the line, as many people are using the parking lot.

For teacher and student safety, please no cell phone usage during pick up or drop off. Your full attention should be directed to the staff and your child.

If you are walking your child to the door, only park in the parking lot. The area past the stairs is reserved for buckling only.

### Drop-Off

- **Upper Level:** Upper Level students may be dropped off between 8:10-8:20 am and may head directly upstairs where they will put their belongings in their locker for the day then proceed to the classroom. Class starts promptly at 8:20am. Students that are dropped off prior to 8:10 am will be sent to the Extended Day room where Extended Day rates apply.
- **Kindergarten:** Kindergarten students may be dropped off between 8:20-8:30 am and may head directly upstairs to put their belongings in their locker and proceed to the classroom. Students that are dropped off prior to 8:20 am will be sent to the Extended Day room where Extended Day rates apply.
- **Preschool:** Preschool students are to be dropped off between 8:20-8:30 am for the morning session or 12:30-12:40 pm for the afternoon session to a Directress or Assistant at the stairs (using either the drop-off lane or walking your child up). Never leave your child unattended on the outside stairs or to go upstairs on their own.

### Pick-Up

- **Morning Preschool:** 11:00-11:10 am
- **Afternoon Preschool:** 3:10-3:20 pm
- **Kindergarten:** 3:10-3:20 pm
- **Upper Level:** 3:20-3:30 pm

Once the Directress/Assistant has placed your child in the car, please pull forward past the stairs or into a parking spot before buckling your child into the carseat so as not to obstruct the flow of the line. Children will be sent to Extended Day if not picked up on time and Extended Day rates apply.

### Buzzer Entry System

The Montessori doors are always locked, as are all doors to the building. If you arrive outside of normal drop off and pick-up times, please ring the buzzer and look at the camera. We may ask you to identify yourself and state your purpose. People without prior parental / guardian authorization will not be allowed in. If there is no answer, please call the school office.

The main entrance of St. Joseph Catholic Academy is staffed until 3:30 pm. During conferences and if there is an evening function for KMS, the Montessori entrance will be unlocked.

### Failure to Pick-Up Child On Time

If a child remains ten (10) minutes after the Extended Day Program is officially closed for the day, a twenty dollar (\$20) penalty fee will be charged. The fee must be paid within ten days or the child will be suspended on day eleven until payment has been received. In addition, should the parent fail to notify the school of the delay and should no emergency contact be reached, KMS may, at its option, turn the physical custody of the child over to a government or private agency including, but not limited to, the Kenosha Police Dept., Kenosha Dept. of Health and Human Services, Crisis Intervention, etc.

## **Emergency Preparedness & Procedures**

KMS functions under St Joseph Catholic Academy in emergencies. The schools conform to the state requirements and protocols for tornado, fire, and active safety drills and threats.

In the event of an actual emergency, administration acts as the crisis team until Kenosha Police Department takes over the situation. Once authorities have taken control of the situation, all information will be sent at their discretion.

In the event of an evacuation, reunification will be at the SJCA Lower Campus or KTEC East. For the safety of students, staff, parents, and emergency personnel, parents should not come to KMS. Parents will be notified where to pick up their children.

In the event of an unfounded threat, parents will be notified via written communication by KMS administration.

If you have any questions, please contact the school.

# Attendance Policies

## Emergency Information

Every student needs to have a completed registration/emergency information form on file. This form includes parent phone numbers in case we need to reach you immediately. Additionally, emergency contacts and people who are allowed to pick up your child from school are provided on this form. This information must be kept up to date. Please notify the office of any change within 24 hours.

## Immunizations

State law requires that within 30 days of the start date of a student, there must be an up-to-date, parent-signed immunization record on file. Please complete and return this form to the school office as soon as possible. If your child's immunizations are behind, you must prove that you are in the process of bringing them up-to-date or have signed a waiver for your child to continue attending school. If needed, please ask the office for a form outlining the required immunizations for the current school year.

## Absence and Truancy

KMS adheres to the Wisconsin Statutes for Private Schools (118.165) in regards to student attendance and truancy.

- **Preschool:** It is not necessary to phone/email the office, except in the event of a contagious disease or prolonged illness.
- **Kindergarten:** Please phone or email the office and teacher the day your child will be absent, explaining the nature of the absence.
- **Upper Level:** Please phone or email the office and teacher the day your child will be absent, explaining the nature of the absence.

## Family Vacations

It is strongly recommended that family vacations be scheduled when school is not in session. In Kindergarten and Upper Level, any group presentations missed due to vacations will not be presented one-on-one to students who have been absent.

## Financial Good-Standing

In order for students to attend class, the tuition account must be in good standing or alternative arrangements have been made with the office administrator.

# Health Policies

## Illness

Students must be fever-free and have not vomited or had diarrhea for at least 24 hours without the use of medicine in order to attend school or the Extended Day Program. Students who have a persistent cough should also stay home. There are no facilities to care for children who are sick, and it is unfair to expose the other children and staff to illness. If your child becomes ill or injured while at school, we will make the child as comfortable as possible and make every effort to reach a parent or guardian. If we cannot reach you, we will try to reach the emergency contact listed on the emergency form.

## Medication Policy

- **Preschool and Kindergarten:** NO prescribed or over-the-counter medications will be administered to any child. The student may not be in possession of medication, either prescription or over-the-counter. The exception to this policy are:
  1. Inhalers with written documentation indicating it is medically necessary for the student to have the medication in his/her immediate possession.
  2. Epi Pens for life threatening allergies must be given to the staff and clearly labeled with the child's name.
  3. It is the parent's responsibility to refill the prescription should the medicine expire. If the child requires regular medication, a parent or guardian must administer the dosage.
- **Upper Level:** Prescribed and over-the-counter medications that need to be administered during the school day require a completed Medication Authorization form which can be obtained from the office. Medication and completed forms should be given to the classroom teacher, who will dispense it according to written directions.

## Head Lice Policy

Head lice (pediculosis) is a common condition for school children. Parents and guardians are responsible for checking children regularly and reporting concerns and positive findings to KMS. Diligence at home is the most successful way to prevent outbreaks at school.

If a case is confirmed at school, the parent/guardian will be notified immediately and asked to remove the student. At the discretion of the administration and to cause the least disruption, the child may be allowed to remain in the classroom to continue working. The staff will work to minimize exposure to other students and proper cleaning measures will be taken.

It is then the parent/guardian's responsibility to ensure that thorough treatment is given to the child and that the child is "nit-free" prior to return. While KMS reserves the right to conduct screenings, the school does not take primary responsibility for head checks. As always, prevention at home is key.

If the school learns of a possible exposure at school, whether through parents/guardians of affected students or through observation at school, the administration will notify all parents/guardians in writing. Such notification will not identify the student(s) or classrooms involved, but will encourage all parents/guardians to check their students. It is incumbent upon parents/guardians to conduct thorough inspections at home, thus minimizing disruptions for all students.

# Communications

## Phone Calls

Parents who wish to speak with the teacher about their child or need general information should call the office between 7:45 to 8:00 am and 3:45 to 4:00 pm. A message will be given to the teacher and they will contact you at their earliest convenience. Please do not call the school during the classroom hours, except in the case of an emergency, since the school does not have an office secretary. Please do not call St. Joseph Catholic Academy as they operate independently of KMS and are not able to transfer calls or get in touch with us easier than you.

## Email

Most teachers prefer email for non-emergency communication. Check with your classroom teacher as to preference. Please see staff listings for addresses.

## Newsletters

**Weekly emails** are sent out on Sundays with reminders and information for the upcoming week called the Sunday Blast. Please read these newsletters, since they contain important information regarding conference times, registration dates, meeting times and days that school will not be in session. Information regarding upcoming fundraisers and community events are also included in the Sunday Blasts.

Paper forms/notices are sent home with students on a need-by basis but we do try to minimize these to reduce waste and save costs.

## Conferences

Parent-Teacher conferences are scheduled twice a year. If you would like a conference at any other time, contact the office/teacher and they will work with you to schedule an appointment. School and Extended Day are not in session on conference days.

## Observation

Parents may observe the preschool classroom at any time through the one-way window. It is best to begin observing a few minutes after the class has started. Kindergarten and elementary students may be observed by making an appointment with the classroom teacher.

## Field Trips

Throughout the school year, field trips may be available to the students. Permission slips with program, chaperone, and transportation details will be sent home prior to the event. Students will not be allowed to attend the field trip without a signed permission slip. KMS has a walking field trip form as part of the start of school packet for walking field trips to Lincoln Park and the surrounding neighborhood to the school grounds.

# Clothing & Belongings

## Clothes

- In order to simplify dismissal, please label all clothing items with tape tags or marking pencils, as children may not be able to identify their clothing and another child may have identical outerwear.
- **Preschool and Kindergarten**
  - Please choose clothes that your child can manage independently and are easily laundered. Avoid zippers and buttons that your child cannot fasten.
  - For your child's safety, tennis shoes or other shoes with rubber, non-skid soles are recommended. Do not send your child in strapless sandals or flip-flops as children wearing them tend to trip on the stairs.
  - The school has clothing in good repair that is freshly laundered. If your child comes home in these clothes due to a bathroom accident or a large water spill, please wash them and return them to school as soon as possible.
  - Please send a spare set of clothes in your child's backpack for emergencies. The clothes can also be put in a ziplock bag to be kept in their locker.
  - Kindergarteners need to have a pair of gym shoes to be kept in their locker.
- **Upper Level**
  - Students are required to dress appropriately for learning and physical activities at school.
  - Clothing design and decoration should be in keeping with the Montessori philosophy of grace, courtesy, and a peaceful community. Clothes and jewelry should not create distractions from learning.
  - All shoes need to have a back-strap or heel. They should be comfortable, well-fitting, and have good traction. In addition, students must have a pair of gym shoes. Slippers are an option for the classroom. They should follow the above guidelines.
  - Make-up is not allowed. One lip balm may be kept in your child's backpack.
  - Students should dress for the weather as they go out for recess, gym, and classwork. Keep in mind that we are close to Lake Michigan and it is cooler by lake. Snow gear labeled with the child's name is needed.

## Backpacks and Bags

- **Preschool and Kindergarten:** A school bag is necessary for taking work home and to safely navigate the stairs with free hands. If the child does not bring a school bag, his work will stay in his drawer or locker.
- **Upper Level:** Backpacks must fit easily into the lockers.

## Cell Phones

Students are not allowed to have cell phones during school hours. A phone in the office or Extended Day is always available for emergency use.

Parents are asked to not use cell phones when children are present. For teacher and student safety, please no cell phone usage during pick up or drop off. Your full attention should be directed to the staff and your child.

## Treats, Toys & Birthdays

- **Preschool and Kindergarten:** Please do not send your child to school with candy, gum or toys - they will not be allowed in the classroom. If you find something unusual in your child's pocket, please take another look before throwing it away as it could be a material from the classroom. Birthday invitations can be passed out by the teachers if the entire class is invited. Please talk to the teacher prior to sending any birthday treats to discuss acceptable healthy snacks and food allergies.
- **Upper Level:** No candy, gum, or toys are allowed. Birthday invitations can be passed out by the teachers if the entire class is invited. Birthday treats may be brought for the class if individually wrapped to be handed out at the end of the school day but please check with the classroom teacher first about any food allergies.

## Schoolwork

- **Preschool:** Schoolwork for the preschoolers will go home on a daily basis if a school bag is provided.
- **Kindergarten:** Work will be sent home with children every Friday.
- **Upper Level:** Work portfolios are sent home throughout the year.

# Food

## Food Allergies

The need for lunch and snack programs to be peanut and peanut by-product free is determined on a year-by-year basis based on the needs of the students. If a student has a peanut allergy, parents will be notified prior to the start of the school year. Please be sure to check the labels on your child's lunch to ensure that it is peanut free and therefore safe for our KMS students with life-threatening allergies.

KMS takes all food allergies seriously and selects snacks that meet the allergy needs of our students.

## Lunch

Please pack balanced, nutritious lunches without sweetened drinks. We encourage the use of reusable containers. Don't forget to supply your child with the proper utensils and paper products (eg. straws, spoons, forks, napkins, etc.).

## Snack Program

- **Preschool and Kindergarten:** The school purchases nutritious snacks for daily snack. We follow Maria Montessori's emphasis on good nutrition and eating habits and our food choices ensure the safety of our students with food allergies (see below for more details). In order to adhere completely to the philosophy we do not make exceptions for birthdays.
- **Upper Level:** Please provide an additional snack in your child's lunchbox.

## Paper Product Donations

The following items will be gratefully accepted throughout the entire school year: paper towels, 5 oz. and 3 oz. cups, napkins, Kleenex, disinfecting wipes and paper bowls and plates. All donations are much appreciated.

# Admission & Registration

## Eligible Students

- **Preschool:** First preference is given to returning students and their siblings. Next, preference is given to children who have had Montessori experience elsewhere. Beyond that, preference is given to children 2 ½ to 4 years old. It is best that students be in the preschool program for at least two years. All children must be fully toilet trained by the start of the school year.
- **Kindergarten:** Kindergarten students who are new to KMS are accepted on a case-by-case basis. The admission process involves visits and conversations with parents and students to determine if this is a good placement, beneficial to all parties.
- **Upper Level:** Elementary students who are new to KMS are accepted on a case-by-case basis. The admission process involves visits and conversations with parents and students to determine if this is a good placement, beneficial to all parties.

## Registration Calendar

Registration is on a first-come, first-served basis. The registration fee is required to maintain your child's spot for the upcoming school year and is non-refundable.

- For returning students and their siblings, registration for the next academic year is the Monday prior to the Open House on the fourth Saturday in January. A letter about registration will be sent home after January 1<sup>st</sup> to our current families.
- Students with prior Montessori experience may apply beginning the Friday prior to the Open House. Registration is subject to acceptance to KMS (see Eligible Students).
- Any spots that remain open will become available to the general public at KMS's Open House on a first-come, first-served basis.
- When all spots have been filled, a waiting list will be maintained and openings will be filled in order from that list.

## Enrollment

In order to be fully enrolled for the school year, you must complete the Enrollment & Financial Agreement and pay the Enrollment Fee. This registration fee is refunded only if the child is not approved for entry into the school and is otherwise non-refundable. Applications are processed according to the date received of both items.

## Probationary Period

The first six (6) weeks of attendance during any school year at KMS by a student is a probationary period. During this time, either the parents or the teacher may request that the child be withdrawn from the school without financial penalty.

## Preschool Interview

All preschool acceptances are dependent upon the teacher-parent-child interview. The interview will be scheduled on a day prior to the start of school.

## Transfer Students

KMS will request a transfer of records for students who are transferring from another school.

# **Behavior Standards**

KMS strives to create a positive school environment so that all students may learn with a sense of safety and well being.

## **Discipline Guidelines and Policies**

- Children are given positive reinforcement throughout the day.
- Staff members will not use physical punishment or verbal abuse.
- All staff members are mandated reporters to the proper authorities.

## **Expectations for Children**

- Follow school rules.
- Behave with grace and courtesy both in and out of the school building.
- Show respect for adults, peers, and property.
- Help each other enjoy school and learning.
- Do not use profanity.
- Refrain from any type of physical contact with other children that may result in injury. This includes but is not exclusive to biting and hitting.
- Refrain from any type of physical or verbal bullying.

## **Expectations for Parents/Guardians**

- Be aware of the behavior expectations.
- Keep open communication with appropriate staff members.
- Help your child accept responsibility for his/her own actions.
- Follow school policies and procedures.
- Read all communications
- Have your child arrive promptly to school every day.
- When you have been called to pick up your child due to illness or other circumstances, arrive at school in a timely manner (within one hour of notification). If you are unable to do so, it is your responsibility to make other arrangements for your child to be picked up from school in this timely manner.
- Attend your child's formal conferences twice per school year, according to the published KMS calendar.
- Attend any additional conferences deemed necessary by your child's teacher.
- Attend Parent/Child Nights and/or New Parent Orientation.

## **Behavior Interventions**

In the event that a child exhibits inappropriate or negative behavior (physical or verbal), the following steps will be implemented:

1. Inform the child of inappropriate behavior and give an example of alternative behavior.
2. Remove the child from the activity to sit and observe. After s/he has had time to think about what has happened, the teacher will sit with the child. They will discuss appropriate behavior and how this behavior affects others. If the behavior involves more than one child, all involved parties will meet to find a solution.
3. If the problem persists, the teacher or assistant will provide the necessary documentation. The teacher or administration will communicate with parents by phone to make sure they are aware of the situation.
4. Parents, lead teacher, and administration will meet and discuss this behavior. If appropriate, the child will also be invited.

The goal of these steps is to help the child learn that his/her behavior has an effect upon others. It is important that the child learns to understand unacceptable behavior and actions, to take responsibility for his/her behavior, and learn socially acceptable ways to behave.

## **Decision to Dismiss**

These guidelines will be followed in deciding if a child will be dismissed from Kenosha Montessori School.

- Documented behavior difficulties which infringe upon the safety and well-being of the children and/or of the staff and which have reached Step 4 in the behavior plan without resolution.
- Recurrent disruptive behavior
- Children who are not toilet trained (an occasional accident will not be cause for dismissal)
- Children who are consistently brought to school ill, or become ill during the day who are not picked up by parents or emergency contacts in a timely manner when notified by the school
- Children who are continually late for school, which causes unnecessary interruption and shows a lack of respect for the teacher and other children.

We know that there are always extenuating circumstances for any scenario. We will work with all families to help resolve any situation before a child is dismissed from our program. We do not expect to have to implement this policy, as we work together in a parent/school partnership. We are all here for the children.

## **Reasons for Temporary Removal**

Consequences of unacceptable behavior may include the following, depending upon the child's age and the severity of the behavior.

- Children who display disruptive behavior which affects the learning environment of the classroom will be sent home for the day and will not be allowed to return to school the following day. If this occurs on a Friday, the child will need to stay home the following Monday.
- Children who display aggressive, physical behavior and hurt others will be expected to follow the same procedure as above.

## Cause for Immediate Dismissal

KMS reserves the right to work with families on the following if it seems appropriate. KMS can also dismiss students if the administrator decides to do so. Students may be immediately dismissed for the following reasons:

- Physical abuse of another person that may or may not result in injury.
- Verbal threats/intimidations toward another person and/or the Kenosha Montessori School.
- Biting.
- Possession of any medication.
- Possession of weapons in school.
- Possession of illegal drugs.

# **Extended Day Program Policies**

The Extended Day program of the Kenosha Montessori School provides further enrichment for those children desiring to stay beyond the normal classroom hours. The following enrollment and fiscal policies guide this program.

## **Hours Available - 7:30 am to 5:30 pm**

All children enrolled in Extended Day will have a six week probation period.

## **Fees**

- All fees for Extended Day are determined by the KMS Board of Directors.
- During the official business day of Extended Day, the fees are calculated by the hour and/or one quarter hour period. Five minutes into the next quarter hour will warrant charge for the full quarter hour.
- The same tuition discounts apply for those families who have two or more students using Extended Day: 10% - 2 students and 20% - 3 students
- In the event that the child remains ten (10) minutes after Extended Day is officially closed for the day, a twenty (\$20.00) penalty will be charged.

Fees are established according to two categories:

1. Regular Contracted Placement
  - a. A \$25.00 material fee is required which is non-refundable.
  - b. Regular contracted basis requires a minimum contract of five (5) hours weekly.
  - c. Fee rate of \$6.00 per hour is payable whether or not the child is in attendance, and according to the hours contracted under #3 Term of the Extended Day Program Agreement.
2. Drop-in Placement
  - a. Occasional use without a contract is permitted.
  - b. This must be scheduled with the staff at least (1) day in advance and is subject to availability.
  - c. Fee rate is \$7.00 per hour.

If you do schedule a drop-in placement and fail to notify the staff in a timely manner of a cancellation, you will be charged for the time scheduled. Other parents may have been turned away to save this time for your child.

## **Billing**

Billing will be at the beginning of the following month and must be paid by the tenth (10th) day of each month or a twenty-five (\$25.00) penalty will be assessed.

## Scheduling & Contracting

Initial scheduling and contracting will be handled by the Office Administrator at the beginning of a new school year. Placement will be granted according to the above policies and availability of space on a first come, first serve basis.

To change or cancel a contract, advance notice of two (2) weeks must be given to the Office Administrator in writing.

## School Closing

If KMS is closed due to inclement weather, vacation, conferences, conventions, heat problems, etc., Extended Day will also be closed. Contracted regular placement students will not be charged.

## Illness/Sickness

A sick child may not attend Extended Day.

## Lunch Program

If your child is in Extended Day between 11am and 12pm, you will need to send a nutritious, non-microwavable lunch with your child. A toothbrush and toothpaste are also recommended. Food allergy policies need to be followed when applicable - **see above**.

# 2024-25 Academic Calendar



**KENOSHA MONTESSORI SCHOOL**

August				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

January				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

April				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

May				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**New Student Orientation**    **Holiday - No School**    **Conferences - No School**    **Teacher Work Day - No School**

— School Hours – UL 8:20a-3:20p – K/PS 8:30a-3:10p – Drop-Off/Pick-Up 10 mins before start/after end times —

## Important Dates

August 27 - UL New Student Orientation, 9a-2p  
 August 27 - PS New Student Interviews, 30 min appointments  
 August 28 - First Day of School  
 September 2 - Labor Day, School Closed  
 October 23 - Picture Day  
 October 30 - Teacher Work Day, No School  
 October 31-November 1 - Fall Conferences, No School  
 November 27-29 - Thanksgiving Break, School Closed  
 December 23-January 3 - Winter Break, School Closed

January 19 - Registration Opens  
 January 20 - Martin Luther King Jr Day, No School  
 January 24 - Teacher Work Day, No School  
 January 25 - Open House/New Student Registration Opens  
 February 17 - Presidents Day, No School  
 March 26 - Teacher Work Day, No School  
 March 27-28 - Spring Conferences, No School  
 April 18-25 - Spring Break, School Closed  
 May 23 - Last Day of School