



**MOTHER OF
MERCY
MONTESSORI**

**Divine Mercy Church
2 ½ Miles Philip Goldson Highway
501-223-7073**

Fostering a Civilization of Love

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Dear Parents,

Praise be the Most Holy Trinity!

Welcome to Mother of Mercy Montessori (MMM), a private, Catholic school. In partnership with the Ministry of Education, MMM plans to grow to a full primary school. Our educational philosophy integrates Catholic principles and a creative and nurturing approach, in order to ensure each child's development, instill fundamental values that we serve.

and promote spiritual growth within the families we serve. Our highly dedicated staff is committed to ensuring your child's safety and fostering his or her overall development. A successful educational experience requires a close partnership between school staff and the families we serve.

Your commitment to participating in the activities of Mother of Mercy Montessori is essential to your child's flourishing and the growth of a true community of love. We look forward to partnering with you, and all the families we serve, to ensure the emotional, intellectual and physical wellbeing of your child.

Please feel free to contact us at 223-7073 during normal working hours for more information.

May God Continue to bless you and your family.

+ In Jesus and Mary,

Father Scott Giuliani, SOLT
Pastor, Divine Mercy Church



Mother of Mercy Montessori Mission Statement

Mother of Mercy Montessori, as a family of families, aims to foster the spiritual, emotional and intellectual development of each child. We do this by creating a nurturing environment centered on the belief that God our Heavenly Father lovingly creates each one of us and endows each child with particular gifts and talents. The education we offer and the formation we provide is designed to stimulate the child's natural curiosity and yearning for knowledge through experiential learning. Our mission is to help each child achieve his or her full potential through spiritual, physical, emotional, social and creative development in union with the Triune God.

Vision Statement

Cherishing each child as a unique and irreplaceable gift.
Instilling the virtues and values that build a civilization of love.
Nurturing Belize's next generation in a grace-filled Catholic Montessori culture.

Policies

Mother of Mercy Montessori (MMM) is pleased to support you with the care and development of your child, and invites you, the parents, to work cooperatively with our staff in their efforts to nurture and protect your child. By choosing Mother of Mercy Montessori, you pledge your full support to us, and our program, by adhering to the policies and rules outlined.





Organization

Mother of Mercy Montessori is a non-profit organization run by Divine Mercy Church, which is under authority of the Roman Catholic Diocese of Belize City and Belmopan. As such, MMM is under the leadership of the Manager – Pastor of Divine Mercy Church – Fr. Scott Giuliani, SOLT, who is subject to the Bishop of the Roman Catholic Diocese. A Board of Directors, answerable to the Pastor, supervises Mother of Mercy Montessori. While the Board is responsible for the business and financial affairs of MMM, the operation of the center is under the direction of the Guide, Assistants and Assistant Administrator. Mother of Mercy Montessori is licensed by the Ministry of Human Development as a daycare facility and by the Ministry of Education as a private Catholic primary school. Currently, the Pilot with Ministry of Education allows for the Montessori method to be used to accomplish the educational goals of Ministry of Education.





Board of Directors

- Christina Snoke.....Montessori Specialist/Advisor (Abroad)
- Salvador Guerra..... Financial Advisor
- Tim and Magdalene Glemkowski.....Int’l Sponsor Relation
- Ms. Maricelli Soberanis.....Board Member
- Ms. Marlene NealBoard Member
- Mr. Ramsey DiegoBoard Member
- Dr. Yvonne Palma.....Board Member

Montessori Community/Staff

- Fr. Scott Giuliani, SOLT..... Manager
- Mrs. Karina Cano.....Montessori Elementary (6-9) Lead Guide/Admin
- Mrs. Alma Habet.....Montessori Primary (3-6) Lead Guide
- Ms. Marta LopezAssistant Guide
- Mrs. Novencia TeulAssistant Guide

Catholic Identity and Mission

Mother of Mercy Montessori (MMM) is aware of the trust you have placed in us, and we are pleased to support you with the care and development of your child. We depend on the full

cooperation between parents and staff in order to nurture and protect your child. By choosing Mother of Mercy Montessori, you acknowledge the mission and policies of Mother of Mercy Montessori and commit to abiding by the policies outlined below, as these are essential to carrying out our mission. As a Catholic Montessori program, Mother of Mercy Montessori is unable to accommodate families who are unable to accommodate families who are unable or unwilling to adhere to these policies, as this would jeopardize the integrity of our Catholic identity as well as our ability to provide a





As a Catholic educational facility, Mother of Mercy Montessori is guided by the Catholic teaching that every person is a child of God endowed with natural rights from the creator and has immeasurable dignity and worth. Created in God's image and likeness and redeemed by Christ, men and women are called to respect their bodies and accept their sexual identity as either male or female, from the moment of conception. Teaching children to value the dignity of every person, and to appreciate the unique gifts that males and females bring to the family and society is essential to their own growth and maturity. In keeping with this, MMM is committed to providing a safe environment where every child is nurtured and cherished, where children grow in awareness that they are loved by God who created them, where family bonds are strengthened, and where children grow in the virtues of chastity, modesty, self-respect and respect for others.

Central to MMM's Catholic identity is a profound respect for the inherent dignity of the human person and the significance of sexual difference, based on the truth that "male and female He created them" (Gen 1:27).

As a result, MMM policies and procedures regarding names, pronouns, facility use and sex-specific activities will align with the teachings of the Catholic church on sexual identity. Enrolled students and their families commit to respecting Catholic teaching on the human person: Statements or behaviors that challenge Catholic teaching on sexual identity and the dignity of the human person, or that are likely, in the judgment of the MMM Administrator, to create confusion about a particular child's sexual identity, would seriously undermine and disrupt the mission and identity of MMM and are not permitted.





Admission and non-discrimination policy

Mother of Mercy Montessori provides an excellent educational facility utilizing the Montessori experience for children beginning at Infant 1 level (to be enrolled, a child must be 5 years old or older as of September 1st). Although our primary mission is to provide to the Catholic community, principally serving the children of parents who are parishioners of Divine Mercy Church and those who live within the parish boundaries, and desire to be part of the community, we accept other applicants, as space allows, without discriminating on the basis of race, equality of males and females, or national origin. As a Catholic educational facility, aligned in mission and practice with the doctrines, tenets and beliefs of the Catholic Church, we retain the right to deny admission to applicants who are unwilling to abide by policies that are essential to maintaining our mission and identity as a Catholic Montessori program. Admission of children with special needs will be on a case-by-case basis, depending on our ability to ensure proper care and to accommodate the child's unique needs. Mother of Mercy Montessori has a preferential option for the poor, where we aim to give financial aid to at least 50% of the children in our care.

Admission Procedure

Interested families are invited to submit an application to our office. A MMM staff will then contact you, the parent(s), and invite you for an interview. The interview process is beneficial for both families and staff, as it offers an opportunity to discuss MMM's educational philosophy and policies, our support for and engagement with the families we serve, and the particular needs of your child, to ensure a good fit between MMM and parent(s) goals for their child. MMM will notify the parent(s) when a child has been accepted for enrollment. "Admission" is tentative until all requirements for enrollment are completed.





A child will be “enrolled” and able to begin attending MMM, only after parents submit the registration fee of \$40.00 and a signed enrollment contract, (expressly acknowledging parent(s)’ understanding of, and agreement to abide by, MMM policies), and MMM notifies parent(s) that the child is fully enrolled. After acceptance a family may apply to be matched with a sponsoring family.

For the registration process you will need:

- Child’s birth certificate (birth certificate must specify the child’s biological sex observed at birth).
- Social Security Card
- One passport size picture
- Immunization card
- Complete application form (this can be done at the interview or online on Transparent Classroom)
- Statement of Health of the Child completed by physician or public health nurse
- Emergency Authorization form (permitting emergency treatment for a child in parent’s absence).
- Medication Authorization form (permitting MMM staff to administer prescribed medication if needed)

Fees and Financial Arrangements

The monthly tuition fee is:\$350.00 from 8:00 a.m.-5:00 p.m. (fully-day) or \$250.00 from 8:00 a.m.-11:30 a.m (half day) for ages3-6. Facilities fee \$125.00 per semester (2 semester). The monthly fee does not include transportation, food, uniform or special educational outings.

- Please make all payments online when possible.
- Fees are due on the first of the month, and no later than the fifth day of each month.
- If fees are not received by the fifth day of the month after one warning, a late fee of \$25 will be assessed. Fees that remain unpaid will jeopardize the child’s continued enrollment.





- Families experiencing financial hardship or otherwise in need of assistance must contact MMM staff *before* payments are due, in order to assess the feasibility of alternative arrangements.
- MMM banking information will be provided during the registration process.
- If online banking is not possible, payments may be provided by cheques made payable to Divine Mercy Church (kindly write “Mother of Mercy Montessori” in the Memo section).

Withdrawals

Parents who intend to withdraw a child from enrollment must notify MMM in writing at least two weeks in advance. Because staff requirements are set in advance, based on expected number of enrolled children, Mother of Mercy Montessori cannot guarantee a refund for fees that have already been paid.

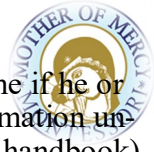
Termination of Care

Failure of parents or guardians to fulfill terms of the Parent Contract will lead to termination of your child’s enrollment, effective immediately upon written notice from MMM to parents. Written notice is to include date of first reminder, progress follow up if action is taken and final step on what formulates termination.

Hours of Operation and Closings

- We are open Monday through Friday from 7:30 a.m. to 5:15 p.m.
- Please refer to Mother of Mercy Montessori’s calendar for a listing of scheduled closings and holiday dates.
- In case of any emergency closing, we will notify you by text or telephone call.





- Furthermore , we ask that you keep your child home if he or she shows signs of illness (see more detailed information under “Health Policies & Procedures” section of this handbook).
- Please call or text the Guide, Mr. Israel Alpuche at 628-6484 or Mrs. Alma Habet at 610-6188 or the office at 223-7073 before 8:00 a.m. if your child will be out for the day, or for several days. There are no refunds for absent days.
- Kindly make us aware of any events that might alter your child’s mood (parent away on a business trip, death of a relative, new baby at home, rough night’s sleep, etc.).

Drop-off Procedures

Note that you, the parent(s), are responsible for the drop-off and pickup of your child at the agreed upon times. No child shall be allowed to arrive or depart from Mother of Mercy Montessori unless accompanied by a responsible person who is named by you on the “AUTHORIZATION TO DROP OFF/PICK UP CHILD” form. This form will be provided upon enrollment and must be completed before care begins. After your 3-5 minutes visit to the Blessed sacrament in the Church The procedures for drop-off is as follows:

- ◆ Enter the yard and walk your child up to the front door.
- ◆ The Guide or an Assistant will greet you and your child at the door and sign him/her in on the tablet provided.
- ◆ Please make every effort to arrive on time, and no later than 8:30 a.m., as we want to have a three-hour period of concentrated time to maximize the benefits of the Montessori environment.
- ◆ We ask parents to visit Jesus in the Blessed Sacrament with their child for 3-5 minutes of prayer or song in the Church before bringing your child to the learning environment.





- ◆ Church before bringing your child to the learning environment.

Pick-up Procedures

- ◆ You are responsible to pick up your child at the agreed upon time. Additional fees of \$20.00 per hour or any part thereof may be charged if your child stays past this agreed upon time.
- ◆ Enter the yard and walk up to the front door of the Mother of Mercy Montessori building to receive your child.
- ◆ Greet the Guide or Assistant and wait for her to come to you.
- ◆ Parents are welcome to stay and play on the playground with their children after pick up. However, once a child is released to the parent, the parent is solely responsible for the safety of their child.

Transportation Services

To better serve the parents of the children of Mother of Mercy Montessori, we offer shuttle services in the morning and afternoon (at the end of classes). Kindly contact the office or your child's Guide for details of this service.



Maximize the Benefits of Early Childhood Stimulation



At Mother of Mercy Montessori, we believe parents and the environment you create at home are the primary influences in the life of your child. As a school community, we will assist you in the care of and formation of your child as he or she begins a journey to develop the gifts and talents that God has given him or her. We aim to help your child become creative, capable, confident and considerate. We aim for the child to develop a love of learning, be self-motivated, socially responsible, well-focused, self-disciplined, resilient and spiritually aware, through exploration of his or her environment.

To realize these goals, we have thoughtfully created an authentic Montessori environment, reflecting Dr. Maria Montessori's design of a place where children can be themselves in an atmosphere of freedom and responsibility. It is a place where children will come joyfully and become absorbed and interested in stimulating activities. Parents are brought into this atmosphere as much as possible through a host of interesting activities. We extend the invitation for you to join us in this enlightening adventure.

For your child to benefit fully from the years he or she will spend at Mother of Mercy Montessori, we strongly encourage you to become familiar with the Montessori philosophy.

Various parent programs aimed at increasing your understanding of Montessori philosophy and parenting will be held throughout the year. Furthermore, adopting and promoting the Montessori principles at home with your child(ren) will maximize the fruits of Mother of Mercy Montessori.



Maximize the Benefits of Early Childhood Stimulation

We encourage you to try the following in your home:

- ◆ **Create a wholesome environment** in the home by spending quality time praying with, speaking with, and listening to your child every day.
- ◆ **Read** to your child daily.
- ◆ **Enjoy the outdoors** with your child.
- ◆ **Encourage creativity** by using blocks, puzzles, and sorting toys rather than electronic/computerized toys.
- ◆ **Watch your child's natural creativity soar** by eliminating or limiting excessive stimuli, such as television, video games and electronic devices. This is especially recommended to develop the natural imagination of children under age 6. Children with less technology exposure become more active participants, and are more likely to engage with the Montessori materials.
- ◆ **Make your child a contributing member of the family** by giving him/her some household chores, such as setting some items on the table for meals, and putting away toys or books after use.
- ◆ **Provide a healthy, nutritious diet** including such foods as fruits, vegetables, beans, nuts, oats and meats.
- ◆ It is important for your child to get enough rest. If your child is waking up on his or her own, your child is getting **sufficient sleep**.
- ◆ Allow your child down time or **quiet time**.



Health Policies & Procedures



Statement of Concern

Mother of Mercy Montessori recognizes the importance of the physical wellbeing of children and its foundational role in helping children learn. We encourage all families to maintain good physical health.

Cleanliness

We recognize that an important part of health is cleanliness; therefore, all of the tables, sinks, countertops, etc. in our center are cleaned on a daily basis using disinfectants. The materials are wiped clean on a weekly basis, or more frequently as needed. In light of COVID-19 concerns, we will follow all Ministry of Education recommended precautions.

Physical Examination

Before a child can begin school, parents must submit the required health form and medical emergency parental consent form, including a record of physical examination signed by a medical provider. Parents must update and submit these forms annually.

Illness

A child who has fever, vomiting or diarrhea cannot stay at the center. If symptoms appear, he or she will be placed in a designated area so as not to infect others, and will be observed until the parent(s) pick up the child. Parents are required to keep their child at home until he/she is not medicated and free of symptoms. If there is any doubt whether the child is feeling well before returning to Mother of Mercy Montessori, he/she should remain at home. If your child is too ill to participate in all MMM activities, including outside play, he/she should remain at home.

Please notify the Guide or Assistants when your child will be absent.





If your child exhibits any of the following conditions, please do not bring him/her to MMM until healthy:

1. If you or a family member have been exposed to COVID-19 or develop symptoms of COVID-19, you are required to notify MMM immediately. Your child may not be permitted to attend MMM until all members of the household have been symptom free for up to 14 days.
2. Upper respiratory infection, or cough, sore throat.
3. Any gastrointestinal upset, including abdominal pain, nausea, vomiting, diarrhea.
4. Temperature elevation of greater than one degree (99.6 degrees Fahrenheit or above).
5. Severe pain (including injury).
6. Any rash or skin eruption, until diagnosed.
7. Any eye inflammation or infection, until treated.
8. Head lice until treated and ALL nits removed.

Please use these guidelines when you have any questions about whether or not to bring your child to MMM for any particular day.

Communicable Diseases

All communicable diseases should be immediately reported. A child with a contagious disease should remain at home, so as not to threaten the health and well-being of other children and staff. The suspension will remain in effect until the child is no longer contagious. For some illnesses, the child will need the written permission of a physician to return.





If MMM learns that a staff member or child has a contagious disease or that children or staff might have been exposed to a contagious disease, MMM will notify all parents as quickly as possible (while protecting the privacy of individuals) and take needed steps to ensure a safe environment.

Medications

Our staff will administer prescription medication only when requested by parents and authorized by a physician. Parent permission and physician instruction forms are required and medication must be provided with the prescription label affixed (forms are available at the office). We should be notified of all medications a child is taking, even those not administered during Mother of Mercy Montessori hours. Under no circumstances may a child medicate himself/ herself. This includes cough medicine, cough drops, aspirin or Tylenol.

Accidents

Most center-related injuries require simple first aid procedures, which can be administered by the Guide or Assistant. A first aid kit is available at Mother of Mercy Montessori. However, in the event of a more serious injury, MMM will take appropriate steps to contact parents as soon as possible and secure emergency medical assistance if needed. It is imperative that each child has up-to-date contact information on file such as home, work, cellular, and other emergency numbers. Any change in contact information must be provided as soon as possible to the Guide or office in writing.





Child Protection: Mandatory Reporting and Referrals

Every child has the right to be protected from all forms of abuse, neglect and exploitation. If the staff notices signs of abuse, neglect or exploitation, we are obligated by law to report it to the Department of Human Services.

If the staff has other personal concerns for the child, which do not involve abuse or neglect, we will bring them to your attention. Families in need of counseling can ask the staff for a referral.

Standards for Behavior

Every child at Mother of Mercy Montessori, regardless of age, is expected to respect the people, materials, and property that comprise our community. Learning this lesson is a social responsibility. All children are helped to see that they have choices to make, not just with regard to their activities, but with regard to their behavior as well. Children need constructive, supportive guidance to feel secure and to learn what is acceptable and what is not. This guidance needs to be presented in a way that nurtures self-discipline, self-esteem, and respects the child's dignity.

Appropriate behavior and manners are presented through grace and courtesy and role-playing and are practiced on a daily basis. Children learn to be respectful and kind to each other by waiting for one's turn, using appropriate language to express their feelings, and respecting all that is in the environment.

Some examples of unacceptable behavior include:

- Inappropriate or disrespectful talk or swearing
- Demeaning name calling
- Teasing or purposefully hurting feelings
- Consistent disruptive noise that disturbs other children
- Hitting, spitting, biting, or kicking
- Purposeful destruction of objects or equipment (broken material will need to be replaced or paid for by the parent)
- Interfering with the activities, health, or safety of another





If a child forgets or behaves inappropriately, often a gentle reminder from the Guide or Assistant is all that is needed. At times, the child will be asked to take a moment to regain self-control and choose a more appropriate course. At no time is misbehavior ever handled or addressed in a physically or verbally abusive way.

If a child continues to have difficulty with self-control, the following progression of interventions will be utilized:

- ◆ The Guide or Assistant will give a reminder when needed to the child.
- ◆ Personal interaction by the Guide or Assistant with the child to review the behavior at issue and how the child can correct it.
- ◆ The Guide will document persistent behavior and notify parents, usually on the same day it happens. Discussion notes are also documented as to the action needed by the Guide, child and parent.
- ◆ If the child continues to have difficulty correcting his or her behavior, then MMM staff will request an in-person meeting with the parents on the best way to aid the child's development and growth within the scope of the basic ground rules.
- ◆ MMM staff will hold a follow-up meeting with the parents, as needed, to review the child's progress. If a child continues to have difficulty with self-control or to engage in behavior disruptive to the environment, MMM may suggest or require that parents obtain a professional assessment of the child, as a condition for the child's continued enrollment.
- If a child has persistent, uncorrected problem behaviors that, in the sole judgment of MMM staff, create an unsafe environment for the child or other children in the community, or if the child has needs that, in the judgment of MMM staff, MMM is not able to meet, then parents will be required to withdraw the child from school at MMM.





- Parents always have the option of meeting with the Guide or MMM administration on pressing issues.

Bringing items from home to Mother of Mercy Montessori

Some children like to bring something from their secure home environment to Mother of Mercy Montessori. We want to honor this desire and, at the same time, be sure what the child brings leads to a positive experience. We encourage:

- Flowers, plants, and other things found in nature.
- Cultural items from other countries.
- Clean comfort items, like a special pillow or blanket for nap time
- The Guide or Assistant can make further suggestions if needed.

Please leave electronic devices, money, candy, gum, toys and other items of this nature at home or in the car. If a child brings these into Mother of Mercy Montessori, they will be set aside until pick up.

Dress (Uniform)

The Dress will be in accord with the Diocesan Catholic Management protocols. The child's clothes should allow them to run, climb, and play freely. Pants with elastic waists are easiest for young children to manage. Clothes that zip, snap, or button in front encourage your child's growing independence in this area and foster the development of manipulative skills.

Any outerwear, shoes, or loose items of clothing that may be removed by the child throughout the course of the day **MUST** be labeled with the child's name. This enables us to make sure the right clothing returns home with the right child.





Costumes, jewelry, purses, sunglasses, hats, shoes that flash, jingle, or make noise, flip-flops, and cowboy boots can be a distraction for children at Mother of Mercy Montessori. Smooth-bottomed dress shoes can be unsafe, especially at play.

We ask that you do not allow your child to wear or bring items of this nature to Mother of Mercy Montessori. Clothing or hairstyles that convey messages are prohibited, as are slogans, images or logos that contradict any teachings of the Catholic church.

The children will be playing outdoors on all but the wettest days. Please make sure to dress your child appropriately. (MMM cannot be held responsible for repairing or replacing clothes that suffer wear and tear during the child's day.)

Nutrition

The children's exploration and early development at Mother of Mercy Montessori are directly affected by the nutritional quality of their meals. Providing your child with a nutritious breakfast, with a healthy portion of protein, each morning will give them a good basis for functioning well. Please try to avoid sugar, artificial coloring, flavoring, preservatives, and other additives (especially in cereal).

To provide the children with needed energy, a well-balanced snack will be served to the children each day. Our snacks provide not only nourishment, but also an example of healthy eating habits. Lunch is the responsibility of the family. Be sure to fill out the appropriate section on the Emergency Contact Form if your child has food allergies so that we can make adjustments accordingly.

Water will be provided.





Parent Education

Periodically, Mother of Mercy Montessori schedules Parent Education Meetings in order to share knowledge about early childhood development, the Montessori philosophy, program issues, and other topics of interest. These essential meetings provide insight into what goes on at Mother of Mercy Montessori, as well as into the parent-child relationship in general.

Parent education meetings are a valuable experience for parents and a critical tool for growing in understanding of the Montessori experience and creating our “family of families” environment for the MMM community. It is expected that at least one parent will be present at all the monthly parent meetings. In the unlikely event of an absence, a single written reminder will be given to the parents. It is the parent’s responsibility to obtain a copy of the material covered at the missed meeting. Children whose parent(s) are able to learn and apply the lessons handed on at these meetings have shown the best ability to benefit from the Montessori environment.

The more you understand your child’s early development, the more you can appreciate and enjoy his or her exploration and discoveries. Your relationship with your child will be tremendously enriched.

The MMM calendar you receive will reflect parent meeting dates and times. Because we respect the time commitments and busy family and work obligations of our MMM families, these parent education meetings will be rich in content and succinct in presentation. Childcare will be provided during the meetings for all parents who need it. (AMI-approved websites will also be shared with parents).





Observation

Parents are welcome to visit and observe the Mother of Mercy Montessori environment. Since one of our concerns is for the freedom of your child for self-activity, self-discipline, exploration and development, we ask that parents wait until the scheduled times to observe, and then follow MMM safety protocols. You will be given guidelines to read before you start observing. Parents who do not follow MMM safety protocols will be asked to leave.

Communication

Mother of Mercy Montessori considers open communication with parents to be an essential part of our mission. Only through open communication can we work together as partners in your child's care and development.

Transparent Classroom is an internet-based program whereby MMM keeps records for each child, and shares information with the parents on the child's development in each work he/she is introduced to, practicing, or mastered.

If you have a question about your child's Mother of Mercy Montessori experience, please ask the Guide. If a parent has a concern or complaint about a member of -staff, (1) the parent is encouraged to meet directly with that person. (2) If a satisfactory resolution is still not reached, the matter will be brought to the attention of the Assistant Administrator, and subsequently the Board to resolve the issue.

The Guide can be reached by phone and email at the following:

Karina Cano– Phone: 223-7072

Alma Habet – Phone: 610-6188

Email: almihabetjmj7@gmail.com

General Administration Email: mercymontessoribz@gmail.com





In order to effectively and inexpensively communicate with parents, Mother of Mercy Montessori utilizes Transparent Classroom email and WhatsApp text messages to make announcements and keep parents informed about MMM happenings . Parents and legal guardians will be put on the email and message list. Please check your messages regularly in order to keep informed. If you do not have email or WhatsApp, you will be spoken to personally.

Any hard copy forms or notices to be sent home will be given to you when you pick up your child. You are welcome to hand notes to the Guide or Assistant when dropping off and picking up your child.

Meetings

Parent and Guide meetings are scheduled for each child two times a year. The meetings provide parents with one-on-one session with the Guide to discuss the development of their child. The Guide will be available to meet or speak with parents on a more ongoing basis. If you have questions or more immediate concerns, please schedule a time to speak with the Guide, and she will be happy to do so.

Volunteering

Mother of Mercy Montessori depends upon the help and cooperation of parents to assist with any number of tasks and programs throughout the year. This assistance helps to keep monthly fees reasonable, while engendering community spirit and a family atmosphere. Furthermore, there is no better way to show your child that their school experience is important than by giving your time and energy to aid its mission. In the month of July, there is Community Volunteering Day for MMM Families.





Each Mother of Mercy Montessori family is requested to complete 20 volunteer hours before the end of the year, five of which should be completed in the first three months. Volunteering parents will be given a list of service options. Sponsorship recipient families should refer to their Sponsorship Contract regarding the number of volunteer hours needed. Total hours are due by the last day of the Parent Contract year. Families who do not complete their hours may pay a \$10.00 per hour fee to complete any outstanding hours.

Annual Retreat

In accord with Catholic Management tradition, all staff of Mother of Mercy Montessori will participate in a retreat involving silence, reflection, sharing on the Word of God and celebrating Eucharist on December 8th or another appropriate Marian Feast Day.

Catholic Spirituality

The Eucharist is “the source and summit” of the Catholic faith. Celebrating Eucharist will be an essential part of community life for all persons of Mother of Mercy Montessori. Adoration of the Blessed Sacrament accompanied with vocal and mental prayer are taught to encourage encounter with God, emotional maturity and mental well-being for all students and staff of the community. Catechesis of the Good Shepherd is at the heart of every environment and will help children at every age to deeply penetrate the Word of God.





Fundraising

In order to keep monthly fees reasonable, Mother of Mercy Montessori require families to participate in fundraising. Working together on fundraising builds our community and strengthens relationships among families. Additionally, participating in fundraising gives families the opportunity to invite family members, friends, and neighbors to support MMM. There is a fundraiser in first semester for the Endowment fund. During the last semester we have the popular *Art Under the Stars* event, this usually falls in May or June. All families are expected to sell tickets and participate in the events.

Continuing Admittance

The Parent Contract is given to current children and their families.

- In order to continue with Mother of Mercy Montessori, each family must re-register by signing and returning the Parent Contract and paying the non-refundable registration fee of \$40.00 by June 1st.
- After this deadline, the admissions process is open to all applicants, and Mother of Mercy Montessori cannot guarantee that a current child will continue at the center.
- Continued admittance depends upon the parents' willingness to support and cooperate with the mission, principles, and Catholic identity of MMM and accept the expectations set forth in the *Handbook*, including but not limited to being an active part of the community, collaborating with Mother of Mercy Montessori for your child's benefit and making payments promptly.





Policy Changes

If any of the above policies are changed, parents will be notified of the changes and will be asked to a meeting, and to re-sign the Handbook Agreement form.

I have read, understand and agree to the terms and policies in this Mother of Mercy Montessori Handbook

Parent/Guardian 1. x _____
Date _____

Parent/Guardian 2. x _____
Date _____

Daycare Representative x _____
Date _____



