

# NARDIN MONTESSORI HANDBOOK

## Montessori Elementary Program:

NARDIN ACADEMY  
135 Cleveland Avenue  
Buffalo, New York 14222



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# **History of Nardin and the Daughters of the Heart of Mary Tradition**

## **Our Founders**

The Daughters of the Heart of Mary (DHM) were founded in 1790 in Paris, France during the height of the French Revolution by Fr. Pierre Joseph de Clorivière SJ and Marie Adélaïde de Cice. Both dreamed of a new way of living an authentic, vowed religious life in the midst of the world, without any distinguishing sign, habit, or cloister.

Today, the DHM continue to work to build a world in which the primary values are equality and justice for all God's people, endeavor to be a community in which each member's God-given gifts are appreciated and nurtured, and work for an earth that is protected and restored.

## **Our History**

Nardin Academy was founded in 1857 as the first Catholic Academy and free school in Buffalo, NY by Daughters of the Heart of Mary: Ernestine Nardin, Victorine Boucher, and Eliza Smyth. Endeavoring to help educate the children of the diocese, particularly girls, in a faith-based culture, the DHM opened both the Academy during the day and funded a free school for girls without means at night.

While it was officially named "St. Mary's Academy and Industrial Female School," the school was known in the community as "Miss Nardin's Academy." The name was changed to "The Nardin Academy" in 1917 and finally to "Nardin Academy" in 1951.

Throughout Nardin's history the Daughters of the Heart of Mary have permeated life on campus, both as staff and as guidance on the Board of Trustees.

Following this example, Nardin Academy students develop their talents and cultivate their intellect, character and courage so that they too can make a difference in the world.

## **History of Nardin Montessori**

Nardin Academy was founded in 1857 by Miss Ernestine Nardin, Daughter of the Heart of Mary (DHM). It is a school that has a long history of commitment to quality education.

Nardin Academy was the first school in Western New York to begin a Montessori preschool program. This program was founded in 1963 by Miss Irene Murphy, DHM. The program originally began with two morning classes and two afternoon classes. Over the years the program has grown to meet the changing needs in society and now offers half-day sessions as well as full-day sessions and after school care.

# Nardin Academy Presidents

Marsha Joy Sullivan (2016-present)  
John Thomas West III (2015-2016)  
Marsha Joy Sullivan (2008-2015)  
Barbara Wentworth, DHM (2004-2008)  
Barbara J. Rapier, DHM (1996-2004)  
Patricia Lucas, DHM (1992-1996)  
Dorothy Baker, DHM (1990-1992)  
Harriet Gilles, DHM (1982-1990)  
Irene T. Murphy, DHM (1976-1982)  
Marie A. Cregan, DHM (1968-1976)  
Mary Kammerer, DHM (1961-1968)  
Helen Gearity, DHM (1953-1961)  
Helen Whissel, DHM (1950-1953)  
Alice M. Vale, DHM (1948-1950)  
Florence Grupp, DHM (1937-1948)  
Eva J. Visner, DHM (1932-1937)  
Sarah Mellon, DHM (1928-1932)  
Ada Potts, DHM (1922-1928)  
Mary Flaherty, DHM (1921-1922)  
Odelia St. Pierre, DHM (1916-1921)  
Mary C. Hendrick, DHM (1903-1916)  
Mary Moffitt, DHM (1902-1903)  
C. Schottmiller, DHM (1899-1902)  
Margaret Laurent, DHM (1897-1899)  
Ernestine Nardin, DHM (1857-1896)

# Historical Timeline

1851 - The Daughters of the Heart of Mary, a society of Catholic women, arrive in America from France.

1857 - Miss Ernestine Nardin, Miss Victorine Boucher, and Miss Eliza Smith, DHM, open the first Catholic free school and academy on E. Seneca St. in downtown Buffalo.

1868 - The school moves to a building at the corner of Franklin and Church streets. While it is officially named St. Mary's Academy and Industrial Female School of Buffalo, it is referred to as "Miss Nardin's Academy."

1868 - St. Mary's Academy graduates its first high school student, Miss Katherine E. Conway.

1874 - Boys were first admitted to the elementary school.

1883 - Miss Eliza Smyth establishes the Alumnae Association and is its first President.

1890 - The Cleveland Avenue campus opens for both day students and boarders.

1896 - Miss Nardin passes away at age 74. Father Nelson Baker performs her funeral mass, and she is buried in Holy Cross Cemetery in Lackawanna, NY.

1905 - F. Scott Fitzgerald attends the school.

1917 - The State of New York is petitioned to rename the school The Nardin Academy in honor of its founder.

1951 - The school's official name is changed from The Nardin Academy to Nardin Academy.

1957 - Nardin Academy celebrates its 100th anniversary.

1962 - A new high school wing and chapel open on Cleveland Avenue.

1963 - Miss Irene Murphy, DHM, expands the school by establishing the first Montessori program in WNY.

1996 - Mrs. Varue Oishei donates a portion of the former Oishei estate at 700-702 West Ferry Street and plans are made to create a second campus for the expanding Montessori school.

1998 - Nardin Montessori opens at the Oishei campus at 700 West Ferry Street.

2003 - The Koessler Family Library and Media Center opens on the 3rd floor of the Cleveland Avenue campus.

2007 - Nardin Academy celebrates 150 years of Catholic education.

2008 - Marsha Joy Sullivan becomes the first lay president of Nardin Academy.

2010 - The "Campaign Today for Nardin Tomorrow" funds an addition which includes professional grade orchestra and music rooms, dance studios, an expanded high school guidance office, a Montessori elementary classroom, as well as the Fatta Center for the Arts, seeded with a leadership gift from Carol Demme Fatta '62 and her family.

2013 - Nardin Academy launches Sustainable Nardin, a community wide initiative, in an effort to remain dedicated to protecting God's earth.

2014 - Nardin Academy initiates "Power UP" a 1-to-1 digital device and technology learning initiative.

2016 - The Nardin Academy Athletic Center opens.

## **Mission Statement: Amazing things for the world**

Inspiring hearts and minds to do amazing things for the world through faith, character, academic excellence and service.

## **Portrait of a Graduate**

### **A Nardin Academy Graduate:**

- Is a creative, curious and critical learner
- Leads with confidence, strength and integrity
- Grows through faith and spirituality
- Champions equity and justice
- Serves others with humility and compassion

## **Diversity Statement**

Every person has dignity and worth because they are made in the image of God. Understanding, respect and appreciation of cultural, economic, religious, and personal diversity is essential to developing compassion and building world peace. At Nardin Academy, we are committed to providing a safe and socially just environment in which to learn, collaborate and lead.

# Personnel Listing

<b>Position</b>	<b>Name</b>	<b>Email address suffixed by nardin.org</b>
<b>LEADERSHIP</b>		
President	Marsha Sullivan	msullivan@
Admin. Asst.	Pati Klauk	pklauk@
Sr. Vice President of Academics	Rebecca Reeder	rreeder@
Secretary	Maureen Higgins	mhiggins@
<b>TECHNOLOGY</b>		
Chief Technology Officer	Melissa Sheehan	msheehan@
<b>CLINIC</b>		
School Nurse	Bonita Costello	clinic@
<b>DINING HALL</b>		
Chef	Julie Levin	jlevin@
<b>BUSINESS OFFICE</b>		
VP Finance and Operations	Greg Altman	galtman@
Director of Finance	Lynn Bickerton	lbickerton@
Accounts Receivable Clerk	Karen Roberts	kroberts@
Administrative Assistant	Lori Mays	lmays@
Human Resources Generalist	Darcy Stadelmaier	dstadelmaier@

## INSTITUTIONAL ADVANCEMENT

Vice President	Katie Naughton	knaughton@
Major Gifts Officer	Carol Dambann	cdambann@
Director of Annual Giving	Eileen Sheets	esheets@
Director of Alumni Relations	Jennifer Westerholt	jwesterholt@
Event Coordinator		
Database Administrator	Cheryl Ranney	cranney@
Graphic Designer/Marketing	Laura Caya	lcaya@

## ADMISSIONS/ENROLLMENT

Vice President	Catharine Miles-Kania	cmileskania@
Director of Marketing and Communications	Alexandra Tramposch	atramposch@
Director of Admissions	Danielle Dodman	ddodman@
Administrative Assistant	Chrys Kiefer	ckiefer@

## MONTESSORI LEADERSHIP

Principal	Kristin Whitlock	kwhitlock@
Administrative Assistant	Marie Hasselback-Costa	mhasselbackcosta@

## TODDLER PROGRAM

Lindsi Archabald	larchabald@
Jessie Styers	jstyers@
Clare Poth	cpoth@
Niyomi Perrera	nperrera@

EARLY CHILDHOOD  
PROGRAM

Monet Classroom

Bridget Humann

bhumann@

Colleen Smith

csmith@

Paula Cardino

pcardino@

Matisse Classroom

Polly Budziszewski

pbudziszewski@

Susan Leone

sleone@

Sarah Popko

spopko@

Klee Classroom

Bridget Baker

bbaker@

Kristin Blumberg

kblumberg@

Pamela Lennon

plennon@

ELEMENTARY PROGRAM

Sharyn Meisel

smeisel@

Christine Sabuda

csabuda@

Mary Seguin

mseguin@

Julie Zenger

julie.zenger@

PHYSICAL EDUCATION

Sarah Collins

scollins@

ATRIUM

Marianne Gallivan

mgallivan@

## **PHILOSOPHY AND OPERATIONAL CHARACTERISTICS**

The Nardin Academy Montessori Program is committed to parents and their young children. We offer a Toddler program (for children eighteen months through thirty-six months of age), an Early Childhood Program (for children from three to six years of age), and an Elementary program (for children ranging from First to Third grade). Our programs have been repeatedly accredited by the American Montessori Society and Middle States Association of Colleges and Schools. Dr. Maria Montessori, an Italian physician and educator, developed the Montessori approach to education: it encourages the development of the whole child to their own potential. Intellectual, physical, psychological, and spiritual aspects are fostered by means of a carefully prepared environment, exposing the child to a variety of specific materials and experiences.

### **Classroom Community**

Montessori philosophy fosters a natural sense of community in addition to a respect for each individual. In the classroom the children are given freedom of choice within a well-defined set of ground rules. These rules have been carefully established to provide fair and clear expectations for the working community, along with a consistent set of guidelines and consequences for one's actions. The teachers, assistants, and children work cooperatively to provide a safe, comfortable, and just environment in which to grow and learn.

### **View of the Child**

Children possess unique sensitivity and mental capabilities for absorbing and assimilating information from their environment, different by nature from those of adults. To help children reach their potential, the classroom environment stimulates and encourages the development of self-esteem, independence, self-motivation, and respect for oneself and others, along with a strong sense of community. Understanding that children learn at their own pace, the intellect is challenged in a developmentally appropriate manner through the Montessori learning materials. These materials and the Montessori philosophy have also taken into account the young child's need for physical activity by providing a large number of gross and fine motor experiences. Likewise, by means of their daily activities within the classroom community, children are able to explore and develop their social and emotional skills. It is our strong belief that we must educate the whole child according to individual needs, enabling the child to grow to his/her fullest potential.

### **Role of the Teacher**

The Montessori teacher has gone through a specialized training in Montessori philosophy, principles, and methodology. The teacher's role is to guide the child where needed and introduce the learning materials. One of the primary tasks is to carefully observe in order to assist growth and development. Observations help the teacher carefully design the

stimulating learning environment which meets the needs of the child. The method of teaching is indirect in that it neither imposes upon the child (as in direct teaching) nor abandons the child (as in a non-directed, permissive approach). Following the child's interest, the teacher actively works to help the student achieve their goals.

## **ELEMENTARY PROGRAM**

### **Curriculum – Elementary**

The Montessori Elementary is based on three-year age groupings. Students in the first, second and third grade are grouped together in the same classroom as the multi-age environment provides children with opportunities for broad social development. The Montessori elementary learning environment balances the child's developing imagination and powers of abstraction with down-to-earth, concrete, hands-on materials. In Montessori elementary, the child's own questions provide the basis for exploration of the world.

Reading, writing and math skills are geared to the individual's level of mastery and reinforced through research projects in the areas of geography, science and history.

Children are continually challenged to stretch to the next level of difficulty, while being guided and supported by the teachers.

Nardin Academy Montessori Elementary children have many opportunities to participate and interact with children in the Nardin traditional elementary program.

### **Pace of the Day – Elementary**

The children start their morning by planning their daily activities as everyone arrives; they then gather for a community meeting. Following that, lessons are given one on one and in small groups, throughout the day. The work cycle includes opportunities for Physical Education, Language classes, Atrium, Art classes, and library time.

### **Spiritual Development**

The Catechesis of the Good Shepherd is an approach to the religious formation of children which is presented to the students in our Early Childhood and Elementary students. It originated in 1954 with the founding of the children's center or "atrium" in Rome, Italy, and inspired by Montessori principles of education, it now extends to many countries including Africa, Brazil, Mexico, Colombia, Argentina, Canada, and the United States. An Atrium can be found in home, parish and school settings.

## **Extracurricular Activities**

There are a number of extracurricular activities offered to the children in our Elementary program. These may vary from year to year. Some examples of these are piano, violin and voice lessons, dance classes, gymnastics, swim team, track, and soccer. Parents are informed about these activities through handouts and emails, which detail the application, fee, and schedule. Transportation for all after school activities is the responsibility of the parent. If you are not able to transport your child yourself, please make arrangements with another parent whose child is also participating in the activity.

## **ADMISSIONS AND FINANCE**

### **Admission Procedures**

A formal application must be filled out and submitted with a non-refundable \$50 application fee. Nardin Academy Montessori Elementary is a three-year cycle, multi-age program, ranging in age from six (6) years through nine (9) years of age. Our acceptances are granted based on availability of space for each age group and date of application. Prior Montessori experience is preferred.

### **Tuition**

There is a \$1,000.00 non-refundable deposit due within ten (10) days of the date of acceptance. Failure to submit the initial deposit will result in forfeiture of enrollment in our program. Tuition payments are made in one of three ways: payment in full, eight (8) payments, or four (4) payments. If there are any questions regarding billing or other financial matters, please contact the business office at 881-6262. Tuition information will be sent at the time of acceptance.

### **Withdrawal**

Your enrollment agreement contains an important provision stating that after July 1st, a student is enrolled for the full academic year and no adjustment of fees can be made by the school for absences, withdrawal from the program or dismissal from same. This policy is necessary as the school budgets expenses, such as faculty salaries, and supplies, based on enrollment. Nardin does offer a Tuition Refund Plan (underwritten by the DGU Insurance Company for A.W. G. Dewar, Inc.). Please refer to your "enrollment package" for further explanation.

### **Orientation**

There is an orientation day for incoming Elementary Montessori students in mid to late August. The exact date is communicated to parents in the summer mailing packet and noted on the calendar sent to families at that time.

## **DAILY OPERATIONS**

### **Program Structure**

The session time for Nardin Montessori Elementary students is:

8:00 a.m. - 3:00 p.m. Full day session

An after-school care program is also available for children in the Montessori Elementary program, for an additional fee.

3:00 a.m. – 5:30 p.m. After-school care

### **Arrival and Dismissal**

#### **Arrival**

Faculty will be outside to greet the children in the morning between 8:00 – 8:40a.m. Parents should pull in to the one-way driveway on Cleveland Avenue where a staff member will help your child(ren) out of the car and escort them into the building. ***Parents are asked to remain in their cars.*** If you arrive after 8:30 a.m., please park in the visitor spots to the side of the school and walk your child into the building using the entrance located at the front of the building. Please accompany your child to the front desk where a staff member will greet you. **Attendance is taken at 8:15 a.m.; your child needs to be in his/her classroom prior to 8:15 a.m.**

#### **Early Drop-Off**

If you MUST drop your child off prior to normal arrival time (due to your work schedule) you may drop your child off **no earlier than 7:30 a.m.** at the main doors to the building on Cleveland Avenue.

#### **Dismissal**

Parents are asked to pull into the driveway where staff will help the children into their cars. Parents should remain in the car, waiting for a staff member to bring their child. A member of the staff will walk each child to the car, load them in the car, and close the door.

Promptness at dismissal is very important. Dismissal occurs at 3:00 p.m. for Elementary students.

### **Early Pick-Up**

On occasion you may need to pick up your child from school early. Please call (716) 881-6262 and ask to speak to Karen Shivinski to alert her to your arrival. Please allow yourself enough time to come into the building and get your child from the main office. **Given the demands of the classroom, it is not possible for the teachers to take on the responsibility of assisting in this atypical dismissal.**

### **After School Care and Pick-Up**

After School Care is provided for Elementary students, for an additional fee, on the West Ferry campus. After School Care begins immediately at dismissal (3:00 p.m.) and runs to 5:30 p.m. When picking up children who participate in the After School Care program, parents are asked to enter Nardin Academy Montessori through the entrance at the Front Desk, and let an after school faculty member know that you have arrived. Please sign your child out before leaving the campus. **You will be charged through 5:30 p.m. if you do not sign your child out.** Students in the Elementary program may attend after school at the Cleveland campus only when your child is participating in an after school activity at that campus. If your child has a sibling in the upper grades at Nardin (4th-8th), they also remain at the Cleveland Avenue campus for after school. Elementary students who have neither siblings nor extra-curricular activities at Cleveland Avenue are walked to the West Ferry campus for After School, and should be picked up before 5:30 p.m.

***NOTE: If someone different is picking up your child, it is IMPERATIVE AND ESSENTIAL that we have written notification of the change on the day that this will occur. Please complete and return the "Authorization For Pick-Up" form, which will list the individuals authorized to transport your child.***

### **Transportation**

Transportation must be arranged by parents. No transportation is provided by the school. Car pools may be arranged by parents if desired. At Elementary age you may contact your local school district to determine if they provide bus transportation to private schools. If you live within the City of Buffalo you should contact the Transportation Department to arrange for bussing; this should be completed before the first day of school, as it takes about two (2) weeks to establish bussing for a student.

### **Cell Phone Use**

For the safety of all, we ask that you not speak on your cell phone during arrival and dismissal.

## **Clothing and Personal Belongings**

Nardin Academy Montessori has a uniform for the Elementary programs. Please go to [www.landsend.com](http://www.landsend.com), click on School Uniforms, go to LOOK UP YOUR SCHOOL, and enter our state, city, and school name. You will be directed to our Nardin Uniform webpage.

**THE CHILDREN MUST WEAR SNEAKERS TO SCHOOL AT ALL TIMES FOR THEIR SAFETY and TO ACCOMMODATE PHYSICAL ACTIVITY.**

JELLIES, SANDALS, OR PARTY SHOES ARE **NOT ACCEPTABLE** for daily wear.

A backpack will be necessary for each child and should have the child's name on it. It will help to transport hats, mittens, important papers and folders to and from school.

**LABEL ALL CLOTHING:** sweaters, jackets, raincoats, winter coats, hats, scarves, both mittens and both boots. This can be done easily with a laundry marking pen.

The children **should not** wear or bring those little "extras" to school, such as rings, bracelets, watches, gum, candy, or toys.

## **Physical Education Classes**

Physical Education classes are offered to all children in the Elementary Programs. The Montessori Elementary physical education program continues to enrich the lives of our students by fostering a love and joy of movement. Children's individual skill sets are continually developing allowing them to be successful at a large variety of sports and physical activities. There is an emphasis on team building and becoming active, healthy members of the community. Classes provide an opportunity for a cardiovascular and large muscle work out as well as sport specific skill development. Additional activities children participate in outside of the classroom include: rollerblading, camping {archery, canoeing, rock wall climbing, field sports}, meal planning and preparation, and ice skating. First and Second Grades participate in classes within their cohort. Third Grade students attend Physical Education classes with students in the 'traditional' program and change into a gym uniform. **SNEAKERS ARE A MUST!**

## **Birthdays**

Birthdays: We like to recognize each child's birthday. We do a birthday circle in the morning and pass a peace stone so that every child in their group shares a memory or a wish for the birthday celebrant. If they want to, they can celebrate their half birthday if their birthday falls during the summer. If you wish, you may send in something nutritious to eat, such as cheese, crackers, breadsticks, fruit, vegetables, or juice. Please be aware that there may be students in your child's class who suffers from food allergies-- if you are unsure about a treat, please ask!

We cannot take responsibility for passing out invitations to a child's birthday party to be held outside of school. A list of the child's classmates is included in the summer emails you receive. Please use this list and the Nardin website via the Parent Portal and mail birthday invitations individually to each child you wish to invite.

### **Meals and Snacks**

**Meals:** Parents are responsible for providing lunch (INCLUDING A DRINK) for all Elementary students. We recommend the use of a well-labeled lunch box (use a laundry marking pen inside and out, or a luggage tag on the handle). A hot lunch can be purchased through the Nardin Dining Hall. We continue efforts to purchase and prepare as much locally sourced, sustainable and organic food as possible allowing us to make it as easy for your students to make good choices and ensure healthy meals. All Dining Hall related concerns and questions should be addressed to Julie Levin, at (716) 881-6262 and [jlevin@nardin.org](mailto:jlevin@nardin.org).

**Snacks:** Parents of Elementary Program students will provide \$25.00 per student/year for snack. On a rotating basis, students in our Elementary class members walk in small groups, along with a teacher, to the Lexington Co-Op to purchase the items that will serve as snack for their week.

### **School Cancellations**

We have instituted a phone notification system through which you will be contacted in the morning should the school be closed. Alternately, if weather conditions appear hazardous either prior to or during the school day, listen to the radio, especially stations WBEN 930, WWKB 1520 or WGR 970 for school closing information. Please listen for an announcement stating that Nardin Academy will be closed due to weather conditions.

## **HEALTH OFFICE POLICIES AND PROCEDURES**

### **PHYSICAL EXAMINATIONS:**

1. A current physical examination is required for all students (both returning and new). This report must be on file in the health office. There are no exceptions.
2. Any students who participates in any extracurricular physical activity including team sports (swimming, etc.) and after school clinics, ski club, and the 6<sup>th</sup> grade camping adventures, **must have an updated annual physical report for the current year.** No exceptions to this requirement can be made. Parents are advised to make appointment early in the summer to avoid disappointment in September.

### **IMMUNIZATIONS**

New York State Law requires proof of immunization for diphtheria, tetanus, whooping cough, polio, measles, mumps, rubella, Hepatitis B and chicken pox for all students. Additional immunizations are required for specific age groups (Toddlers, Pre-K, 6<sup>th</sup>, 7<sup>th</sup> and 12<sup>th</sup> grades). Check with your healthcare provider or the health office staff for specifics if you have any questions.

### **ADMINISTRATION OF MEDICATIONS**

New York State Education Laws govern the administration of medications during school hours. They may be administered by the school nurse or designee after receipt of the following:

1. A note from the student's physician stating the name of the medication, the dose and the time to be given.
2. A note from the student's parent giving the school nurse or designee permission to administer the medication.
3. A separate bottle of medication with the prescription label which will remain in the school until the completion of the therapy.

This applies to all medications, including over the counter drugs such as aspirin, cold capsules, cough drops, etc. There are no exceptions to this policy. All medication orders must be renewed annually or when there is a change in medication or dosage. **THERE ARE NO EXCEPTIONS TO THIS POLICY.**

### **COMMUNICABLE DISEASES**

If your child becomes ill with a communicable disease or condition, you are asked to notify the Health Office as soon as possible. Once so notified of confirmed cases, the health office will alert the other parents as to the symptoms of the condition, watch for such symptoms in students who seek health care in school, and notify the proper authorities in the event that this is required.

If your child presents with symptoms of contagious infection, such as strep throat, conjunctivitis (pink eye), or a questionable skin rash, he/she will be sent home until diagnosis can be confirmed or ruled out and a physician's note is sent in with your child. This is necessary to ensure the health and well-being of the entire student body. **Children who come to school sick will be sent home.**

## **ABSENCES**

Colds and other illnesses are easily contracted by children during the first few years of exposure to other children. For the health of the staff and other children, we ask that your child remain at home during the stage of a cold when mucus is especially heavy. Students who complain of nausea, stomachache, headache, head or chest congestion, or sore throat, should stay at home. If your child has had a fever he/she must be free without medication for a full 24 hours before returning to school. A written excuse is required (students who are over 5 years of age) for each absence and should be brought to school the day the student returns.

## **MEDICAL EMERGENCIES**

In the case of necessary emergency medical treatment, and the parent cannot be reached, school personnel will render first aid treatment and then arrange transportation by ambulance to Women's and Children's Hospital. A staff member will accompany and stay with the child until a parent can be reached.

## **SCREENING PROGRAMS**

During the year, a screening for vision and hearing will be conducted only to students in grades designated by the NYS School Health Services. Parents will be notified if further examination by a specialist is indicated.

## **INJURIES/CONCUSSIONS**

1. Parents must notify the school and health office if the child sustains an injury, concussion or suspected concussion. It is a state law that your child has a gym excuse from a physician if he/she is out of gym for more than one week.
2. In cases of a suspected concussion, head injury or actual concussion the concussion protocol will be instituted.
3. All students with a documented injury must be cleared by a physician prior to returning to gym or sports.

## **PARENT COOPERATION**

### **Communication**

We are always available to discuss any concerns you may have, when the children are not our immediate responsibility. It is therefore requested that no “visiting” between teachers and parents take place during class time (or in after-school). You may write a note or email requesting a conference time or a phone call, and we will be happy to accommodate you. Unless there is an emergency, it is requested that calls not be made to the teachers during class time.

Written communication is required when:

- A different person is picking up your child
- Your child will be picked up at a different time
- Your child has been absent
- You have a change of address, email address, home phone number, cell phone, or work number

### **Observations**

We ***strongly encourage*** parents to observe in the classrooms. We limit the observation to two (2) sets of parents per class and ask that your observation take place during the morning work cycle. Please call the main office line at (716) 881-6565 to schedule an observation.

### **Conferences**

There will be one scheduled conference concerning each child’s progress during the Fall term -- one in October for new students, and one in December for returning students. There are two days set aside in the Spring term during which all students (new and returning) will have their second conference day. We expect all custodial adults to attend these conferences when possible. Students in the Elementary Program DO attend their conferences; no school occurs on these days, however students are expected to attend only their own conference times, along with their attendant adults.

In addition, a conference (or phone call) with teachers may be requested by email or phone call at any time.

## **Volunteering**

We encourage parents to share their special talents and skills with the children. If this is of interest, please call the main office line at (716) 881-6565.

## **Modification to Handbook**

Nardin Academy Montessori reserves the right, at any time, to make all and any changes in school policy and to take action other than that specified in this handbook. This handbook does not create a contract, express or implied.

## ***Suggested reading:***

### *Montessori: A Modern Approach*

Lillard, Paula Polk

New York: Schocken Books, 1972

### *Montessori Today: A Comprehensive Approach to Education from Birth to Adulthood*

Lillard, Paula Polk

New York, Schocken Books, 1996

### *Discovery of the Child*

Montessori, Maria

Wheaton, IL: Theosophical Press, 1962

### *Dr. Montessori's Own Handbook*

Montessori, Maria

New York: Schocken Books, 1965

### *The Secret of Childhood*

Montessori, Maria

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