

NARDIN MONTESSORI HANDBOOK

Toddler Program:

NARDIN ACADEMY
Montessori Oishei Campus
700 West Ferry Street
Buffalo, New York 14222



Telephone: (716) 881-6565

Facsimile: (716) 886-5931

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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

Position	Name	Email address suffixed by nardin.org
LEADERSHIP		
President	Marsha Sullivan	msullivan@
Admin. Asst.	Pati Klauk	pklauk@
Sr. Vice President of Academics	Rebecca Reeder	rreeder@
Secretary	Maureen Higgins	mhiggins@
TECHNOLOGY		
Chief Technology Officer	Melissa Sheehan	msheehan@
CLINIC		
School Nurse	Bonita Costello	clinic@
DINING HALL		
Chef	Julie Levin	jlevin@
BUSINESS OFFICE		
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@
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ATRIUM

Marianne Gallivan	mgallivan@
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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.

TODDLER PROGRAM

Curriculum – Toddler

The Toddler classroom is a Montessori-based learning environment. The Toddler curriculum reflects the developmental stage of the child at eighteen (18) to thirty-six (36) months, as they make great strides in developing fine and gross motor abilities, refining and enriching language, integrating the senses, and learning social skills. The move toward independence and developing trust is supported, and exploration and spontaneous self-expression are encouraged.

Pace of the Day- Toddler

A warm, relaxed atmosphere is cultivated through a carefully planned environment and the sensitive pacing of the child's day. The classroom teacher gives the child as much time as needed to complete a task, allowing the child to repeat it as often as he/she likes. There is no need to hurry through and move on to the next project.

An awareness of the child's changing energy levels throughout the day enables the teacher to accommodate both extremely active periods and calm, restful times as the child's needs dictate.

ADMISSIONS AND FINANCE

Admission Procedures

A formal application must be filled out and submitted with a non-refundable \$50 application fee. The Nardin Academy Montessori Toddler Program is a multi-age program, ranging in age from eighteen (18) months through three (3) years of age. Our acceptances are granted based on availability of space for each age group and date of receipt of application.

Admission Requirement

Children must be eighteen (18) months of age by September 30th of the year they will be starting in order to enroll in the Toddler program. If your child is within a few weeks of this date they will be interviewed by the Principal to determine readiness.

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 (716) 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. 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 / Phase-In

The first week and a half of the school year are devoted to helping the child adjust to the program. It is essential to have the full cooperation of parents at this time. We require all students to attend their assigned phase-in periods. **New students must have a parent or other adult with them for these days.** Guidelines for helping the child during phase-in and phase-in assignments are e-mailed out during the summer. During orientation week, your child will have the opportunity to interact with other adults, children, and their new environment through a gradual process. The phase-in schedule is carefully planned to help

your child create positive experiences and begin building trust in a new space. Establishing a consistent goodbye routine will confirm that you will always come back to pick them up, and provide predictability. When children feel safe and secure, their confidence begins to take root and learning blossoms. During our phase-in period, we will be following the typical daily routine. You will be here together with your child--explore the environment and materials together, play, and make memories! We encourage you to let your child interact with the material first, rather than you showing them how to do it. Feel free to talk to the teachers and include your child in the conversation, so they can observe you building a positive relationship with us.

DAILY OPERATIONS

Program Structure

Children attend the Toddler program for two (Monday/Wednesday or Tuesday/Thursday), three (prior options with Fridays added on), four (Mondays through Thursdays), or all five mornings a week. These sessions provide children with opportunities for independent work, group time, movement, and art activities.

The session time is:

8:30 – 11:15 Toddler session

Arrival and Dismissal

Arrival

Parents should pull in to the one-way driveway on West Ferry where you can help your child(ren) out of the car and escort them into the building. Please accompany your child to the Toddler classroom. **Attendance is taken at 8:45 a.m.; your child needs to be in his/her classroom prior to 8:45 a.m.**

Dismissal

Dismissal is very similar to Arrival. Parents are asked to pull into the circular driveway where they may then park in the assigned Toddler spots and come in to pick up their students. Promptness at dismissal is very important. Dismissal occurs at 11:15 a.m. for all Toddler students.

Early Pick-Up

On occasion you may need to pick up your child from school early. Please allow yourself enough time to come into the building and get your child from his/her classroom and gather his/her things from the coat room. **Given the demands of the classroom, it is not possible for the teachers to take on this responsibility.**

Alternate Student Pick-Up

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.

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 and Early Childhood programs, but does not adhere to one for Toddler students.

Each student must bring a backpack *DAILY* with contains a change of clothes, including diapers/underwear, socks and shoes, in case of "accidents" or spills. **All items MUST be labeled with your child's full name.**

Toddlers will need a pair of indoor shoes that can be left at school for the entirety of the school year. **We highly recommend these: <https://montessorimovers.com/>**

Birthdays and Holidays

Birthdays: We like to recognize each child's birthday. 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.

Holidays: Holiday celebrations are kept very low-key in our classrooms. This works best with young children who are easily susceptible to over-stimulation.

Snacks: Toddler students have the opportunity to try many different snack options, in addition to in-classroom tasting sessions, throughout the year. Please alert the office if your child has an allergy or deep food aversion that you feel may inhibit their enjoyment of this programmatic offering.

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 6th 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, 6th, 7th and 12th 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 between 8:25 and 9:30 a.m. 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 Toddler Program do NOT have school on these days and students are anticipated to remain home.

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

Guest Readers

We welcome guest readers to come into the classroom at 8:25 a.m. to read their favorite story to the children. If this is of interest, please call the main office line at (716) 881-6565.

Visit Days

Several times a year, adults close to the child are invited to spend the morning working with their child in his/her classroom. This is a special treat for all concerned. These dates (which include Parent Breakfasts, Carols and Cocoa, etc) are listed on the Nardin Montessori calendar.

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 from the Start: The Child at Home, from Birth to Age Three

Lillard, Paula Polk and Jenssen, Lynn Lillard

New York: Schocken Books, 2003

The Montessori Toddler

Davies, Simone

See here for purchase:

<https://www.kickstarter.com/projects/simonedavies/the-montessori-toddler-by-simone-davies>

Understanding the Human Being: The Importance of the First Three Years of Life

Montanaro, Silvana Quattrocchi

ABC-CLIO, 1991

doc #01-3009746.1