



cave creek montessori
Discipline Policy / School Rules

Discipline Policy

All discipline shall be of a positive nature and have as the goal the safety of the child, the education of the child, the self-discipline and character development of the child, and the collective benefit of the classroom group and of the school.

The purpose of discipline is to provide a classroom environment conducive to learning and to promote character development and to cultivate the virtues that insure moral living and to redirect misguided behavior.

Our goal is to help the child develop inner discipline through positive experiences. We approach this by providing a rich learning environment filled with exploration and challenges, following a consistent classroom routine, and by the example of teachers and students exhibiting the qualities of positive behavior.

The following are basic **School Rules** of Cave Creek Montessori:

| IN THE CLASSROOM | | AT GROUP TIME |
|---|------------------|----------------------------------|
| Talk softly | Sit down to work | Wait your turn |
| Walk around a rug | Walk slowly | Listen to the speaker |
| Replace all materials as you found them | | Watch the teacher |
| Do not disturb another's work | | Always be polite |
| Only touch your own work | | Care for your friends and school |

When a child first breaks the rules, it is assumed they do not know the proper way to behave. Our first approach is to redirect the child into constructive & positive action. The teacher will demonstrate to the child how to behave and what to say in a particular situation.

When a child willfully disobeys, disrupts, injures or destroys the child is immediately but gently removed to a place apart from the group, but within the same room if possible. This enables the child to observe his/her peers behaving in a positive way. The child may rejoin the group when ready.

When a child repeatedly has behavior problems, the parents are called in for a conference & consistent methods of discipline are discussed. If all efforts fail to help the child, parents are asked to find alternative placement for their child.

By signing below, I acknowledge that I have read and understand Cave Creek Montessori School's discipline policy.

Mother/Legal Guardian _____ Date _____

Father/Legal Guardian _____ Date _____



Drop-Off and Pick-Up Procedures

During the school year we provide a drop-off service between 8:15 a.m. – 8:45 a.m. Monday through Friday at the gate in the north parking lot by the basketball court. We have staff in the parking lot to help collect your children. Before your children are allowed to exit your vehicle, a staff member will hand the parent/guardian a sign-in sheet for signature. The staff member will then help your child out of the vehicle and into the school playground area.

Once inside the playground area, the staff attends to the children and helps them walk directly to their classrooms. Once in the classroom, the child places their lunch in the refrigerator & stores away their items in their assigned cubby. Upon completing these morning tasks, the child goes outside to play until classes begins. To ensure that this process goes smoothly, *please review this procedure with your child.*

All parents are encouraged to drop off their children at school between 8:15am – 8:45am. This will give the children a chance to play with their friends before classes begin. The importance of establishing a consistent routine right away is paramount to your child's social success.

For parents who prefer to walk their children into school, please feel welcome to do so. You are asked to park in the south parking lot. All parents/guardians are required to sign your child into school on the Sign-In/Sign-Out sheet located on the table next to your child's classroom entrance.

*****Please note: by state law all children must be signed in and signed out by a parent/guardian upon arrival/departure. Full name signature is required.***

Late Arrival

If you arrive after class has begun, you are asked to do the following: knock on the classroom door and wait for a teacher's assistant to collect your child. By following this procedure you avoid causing a distraction that can be disruptive to the concentration of the classroom group. *Please respect this procedure and do not enter the classroom without staff assistance once class has begun.* We do welcome parents to visit with their children in class. We simply ask that parents make prior arrangements with the teacher and follow common sense guidelines so as not to become a distraction to the rest of the class.

Pick-Up Policies

To ensure a smooth transition, it is essential that your child is picked up on time. Morning pick-up time is 12:30 a.m. or before. Afternoon/Full-Day pick-up time is 3:30 p.m. or before. Prior notice is required when your child will be staying additional hours. Every time a child is picked up from school, a parent/guardian must sign them out on the Sign-In/Sign-Out sheet located on the table next to your child's classroom entrance.

If you are late for morning or afternoon pick-up, you will be charged a flat fee of \$10 per hour, which is not pro-rated. The fee must be paid the day the late pick-up occurs. Multiple late pick-ups will result in additional billing.

Extended Hours

Extended hours are from 3:30 p.m. – 5:30 p.m. If you are running late and will arrive after 5:30 p.m., please call so arrangements can be made. The charge for late pick up after 5:30 is \$20 for the first 15 minutes, and \$1 per minute thereafter. This fee is paid directly to the staff on duty on the same day the late pick up occurs.

By signing below I verify that I have read and understood the procedures & policies described above.

Mother/Legal Guardian _____ Date _____

Father/Legal Guardian _____ Date _____