



Parent Handbook

2026-27

Updated 9.23.26

This MMS Parent Handbook, formerly known as the “Blue Book,” is an important source of general information about school life and procedures. We hope it provides the guidance you need. We encourage you to reach out to the appropriate Crew members with any remaining questions.

It is important to note that this handbook only highlights MMS policies and is not a compilation of all policies.

The handbook is also posted on the MMS website and may be updated from time to time during the school year.

Please note that this handbook is not intended to be a contract, and the terms of your student enrollment with the school are set forth in the enrollment agreement signed by you.

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2026-27 Major Dates

While our intention is to keep true to this calendar, please note that these dates are subject to change. Please subscribe to the Parent Calendars for the most accurate and current information.

Toddler Phase-In Plan

- August 20 or 21: Intake calls
- August 24: Toddler orientations begin
- August 25-27: Toddler phase-in begins in groups; some children may start as late as after Labor Day, per family and child needs. The guide will coordinate times and dates with families.
- August 31: First day of Morning ASC for Toddlers with Primary siblings who have the Morning ASC Package.

Primary Phase-In Plan

- August 19: Held for additional home visits
- August 20 or 21: Primary home visits
- August 24: Primary orientation visits
- August 25 and 26: New Primary children orientation, short mornings 8:30-10:30 am
- August 27: First full day for all Primary students - Regular hours
- August 27 and 28: First day of Afternoon ASC for Primary students who have attended Primary ASC before until 4:00 pm. (Lottery)
- August 31: First Day of Morning ASC for Primary students
- August 31: Primary Afternoon ASC open to all Primary students

Elementary

- August 24: Elementary orientation visits
- August 25: First day for all Elementary students (Morning/Afternoon ASC begins)

Junior High Phase-in Plan

- August 24: Junior High Intake Conferences
- August 25: First day for Full Cycle (9th years)
- August 26: First day for Mid-Cycle (8th years)
- August 27: First day for Beginning Cycle (7th years) - All Junior High Students

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- September 2-4: Junior High Odyssey Trip
 - September 7: Labor Day (No School at all levels. No ASC available. Office Closed.)
 - September 25: Staff Renewal Day (No School at all levels. No ASC available. Office Closed.)
 - November 23-27: Fall Break (No School at all levels. No ASC available. Office Closed.)
 - December 17: Upper Elementary play
 - December 21-January 1: Winter Break (No School at all levels. No ASC available)
 - January 18: Martin Luther King Jr. Day (No School at all levels. No ASC available. Office closed.)
 - February 15-19: Mid-Winter Break (No School at all levels. No ASC available.)
 - April 5 - 10: Spring Break (No School at all levels. No ASC available)
 - May 31: Memorial Day (No School at all levels. No ASC available. Office Closed.)
 - June 9: Last Day for Toddler (Minimum Day for Toddlers)
 - June 9: Last Day for Junior High and Junior High Graduation
 - June 10: Last Day for Primary/Elementary (No afternoon ASC available.)
 - End-of-Year Celebration
 - The school day ends after the End-of-Year Celebration.
 - June 4: Last Day for Primary/Elementary (No afternoon ASC available.)

Welcome

Welcome to the 2026-27 school year!

Our charge remains the physical, social, emotional, and intellectual well-being of our whole community. This handbook operationalizes that commitment. Please refer to it regularly. If we need to modify any policy or protocol due to changing circumstances, we will communicate through our website and ParentSquare.

As we launch the new school year, I want to start with gratitude for our families, our Crew, our students, and the trust you, our parents, place in us. Here's to a healthy and exciting year ahead.

– Sam Shapiro, Head of School

MARIN MONTESSORI SCHOOL (MMS) was established in 1963 as the first Montessori school in Marin County. Parental support and participation have been cornerstones of our success.

Mission Statement

"Education for Life"

The mission of Marin Montessori School, in adherence to the principles of the Association Montessori Internationale (AMI) as envisioned by Dr. Maria Montessori, is to nurture the development of each child in our diverse community to his or her fullest potential – an independent, responsible, compassionate, learned individual who thinks critically and realizes clearly his or her role in the world. Thus, our mission is to provide education for life.

Vision Statement

Marin Montessori School is a private, non-profit, AMI-accredited school serving the diverse needs of children from toddler age through adolescence. The school is a community of families, faculty, staff, administration, and a board of trustees. Collectively, we nurture the development of each child to his or her fullest potential – intellectually, physically, socially, creatively, emotionally, and spiritually. Therefore, we strive to provide more than an academic education alone; our goal is to provide education for life.

We accomplish this by preparing a stimulating classroom with beautiful manipulative materials where our children, with the guidance of our specially trained faculty, follow their natural tendencies to master skills. We are dedicated to maintaining a warm, nurturing, joyful environment where each child:

- Receives a quality education that supports his or her individual development;
- Has the freedom to choose, balanced by the responsibility to be productive;
- Learns according to their personal learning styles and timelines;
- Can reach their academic potential without grade level limits; and
- Enjoys beautiful, orderly, harmonious surroundings.

This program fosters self-motivation, self-discipline, compassion, independence, critical thinking, social and personal responsibility, and respect for others and the environment. It is our vision that

our children gain a strong sense of self and realize life-long satisfaction and joy in learning, working, and exploring life. We believe this will enable our children to contribute happily and productively their unique talents to the world.

Faculty, administration, and parents have come together to write and support the mission and vision of Marin Montessori School. We are committed to:

- Professional excellence in support of AMI principles
- Community and partnership among faculty, staff, families, and alumni of MMS;
- Beautiful, functional, safe indoor and outdoor facilities meeting the needs of all members of the school community;
- Diversity and a culture of belonging to enhance the educational and social experience; and
- Financial integrity while keeping tuition affordable.

Our dedication to AMI principles and our partnership among the school, families, and broader community makes Marin Montessori one of the finest Toddler, Primary, Elementary, and Junior High schools. We intend to remain a model of excellence as we continue to provide education for life.

Marin Montessori Diversity, Equity, And Belonging Statement

Marin Montessori School is founded on confidence in the potential of each child and adolescent to learn and flourish. It is our core belief that for students to flourish, ours must be a community of belonging—one in which each person is known, valued, and warmly included. Recognizing, too, that we are preparing students for an interdependent, globalized world, MMS builds a vibrant school community in which we learn to expand our horizons by viewing the world through the lenses of a wide variety of outlooks and backgrounds. At MMS, students and families from all walks of life are welcomed, included, and honored.

A three-time Nobel Peace Prize nominee, Dr. Maria Montessori envisioned a world in which all children and adolescents are given the guidance, resources, and environments they need to learn, reach their potentials, and become positive contributors to the world. Diversity, equity, and belonging work requires ongoing investigation and dedicated effort, and it is in this same spirit and aspiration that MMS continues today in the twenty-first century.

Montessori Philosophy

The Montessori method is a child-centered educational method based on the child development theories originated by Italian educator Maria Montessori (1870-1952) in the late nineteenth and early twentieth centuries. Dr. Montessori observed that childhood is the time when children are exploring the world and gathering impressions that are the foundation of all later learning. It is the most formative time of their lives. To best aid their development, Dr. Montessori developed age-appropriate materials and activities designed to meet the needs of children throughout specific phases of development. Some of the specific needs observed by Dr. Montessori include:

- The need for an ordered, loving environment;
- The need to do things for and by themselves;
- The need for respect as capable, independent workers;
- The need for their intelligence to be honored in the materials they use;
- The need for a purposeful end to their work;
- The need for a group of peers to which they can contribute.

An AMI Montessori classroom offers the opportunity to meet these needs.

Our goal is to help your children develop:

- Independence through purposeful tasks;
- Initiative through intelligent free choice of activities;
- Age-appropriate maturity through being a member of a mixed-age group;
- Self-confidence achieved through accomplishment in activities that challenge their capabilities;
- Self-esteem from being a part of a loving atmosphere;
- Social awareness through participating in a group setting;
- Comprehensive academic skills through the use of the unique Montessori didactic materials;
- A sense of responsibility and its relationship with freedom through caring for themselves and their environment;
- Discipline through movement activities that absorb them in their work;
- Self-esteem.

Association Montessori Internationale (AMI)

Marin Montessori School is an AMI/USA member school. AMI/USA is the USA branch of the Association Montessori Internationale, headquartered in Amsterdam, Netherlands. AMI was founded in 1929 by Dr. Maria Montessori to ensure the integrity of her work and the continuity of quality teacher training. AMI has remained the international authority on Montessori education and practice. AMI/USA is the lead affiliate of AMI in the United States.

AMI membership and recognition indicate that our school performs according to the highest standards of the Montessori philosophy, receives regular consultations from qualified AMI consultants, and is staffed by qualified AMI teachers. We are proud to send our Crew to local AMI training centers to continue their learning and to the national refresher course and experience to ensure that we maintain the highest quality and fidelity application of AMI principles at each level of development.

AMI/USA's website, www.amiusa.org, is an excellent resource for parents and families, especially when considered in connection with MMS's own website: www.marinmontessori.org. Other Montessori websites of interest include: www.montessoriguide.org; www.aidtolife.org (ages 0-3); www.maria-montessori.com.

A recognized not-for-profit organization, MMS is also accredited by the California Association of Independent Schools, which ensures we employ the highest standards of school governance and operational practices.

The Educational Program

Dr. Maria Montessori observed that the transformation of children from birth to adulthood occurs through a series of developmental planes. These transformations relate to the child's physical, intellectual, social, emotional, and psychological development. At each level of our authentic

Montessori program, Montessori principles are applied to meet and embrace the child's changing mentality, physical characteristics, capacities, needs, and interests at each plane of development.

We educate the whole child, enabling our students to reach their full potential intellectually, socially, emotionally, psychologically, and physically. Lessons and experiences from previous years become the foundation for new lessons and experiences. Children who complete this progression from the Toddler level through Junior High receive the full benefit of an authentic Montessori education and therefore an education for a full and authentic life!

A complete Montessori education fosters:

- A love of learning;
- A solid educational foundation;
- Age-appropriate Independence;
- Self-motivation and self-discipline;
- Leadership and responsibility;
- Compassion, consideration, and courtesy;
- Creative and critical thinking.

The authentic Montessori educational curriculum presented at Marin Montessori School includes the Toddler, Primary, Elementary, and Junior High levels. These levels span the first three planes of development as identified by Dr. Montessori (there are four in total). MMS serves children from 1 ½ years to 15 years. We meet the needs of children with prepared spaces that meet the observable inherent developmental needs of a sub-plane of development, as studied and identified by Dr. Montessori.

All levels are based on carefully applied Montessori principles. The Toddler and Primary levels are designed to prepare the young child for their next stage of natural development and our Elementary level builds on all the previous work and allows for increasing levels of collaboration and community learning opportunities, continuing into Marin Montessori's Junior High experience, which applies all of these skills that have been built overtime to the hands on opportunities that include rich academics and work on the land of our Creekside farm.

Toddler Level (18 months to 2 years and 9 months)

Our Toddler program offers the youngest child a prepared space and community of peers and prepared adults who support natural, healthy development and offer hands-on opportunities for learning both indoors and outdoors. Children have an opportunity to explore and experiment in an environment that has been carefully prepared to meet the unique needs of this age. As the children work together in the classroom, they are gently guided in a manner that enhances their innate sense of independence, order, and love of learning. Social skills are developed as children become active members of a loving community through real, purposeful experiences. By supporting and collaborating with their families, toddlers grow and become increasingly self-sufficient and independent.

Our Toddler program runs Monday-Thursday to allow for Fall and Spring Parent Young Child Classes to take place on Friday. These Parent Young Child classes support new families as they join our school community and begin their experience at MMS.

Our half-day program for toddlers includes a two-hour morning open classroom space work period, snack time, outdoor time, and a community walk on our beautiful grounds. When children complete their walk, they get ready to go home. Their departure time is 11:30 am.

The full-day program for toddlers includes a two-hour morning open classroom space work period, snack time, outdoor time, and community lunch, followed by a nap. As children wake up, they return to activities in their classroom environment where they can choose individual work or engage in small group activities. All toddlers enrolled in the full-day program attend Monday through Thursday until 2:40 pm.

Primary Level (Two years nine months to six years old)

* Includes the Kindergarten year when a child is five by the end of September.

Our Primary prepared classroom environments are designed to offer strong learning experiences tailored to meet the developmental needs of young children ages two years and eight months through six years old. Children stay in the same class for three to four years, depending on their age when they begin the program. Children are considered in their kindergarten year when they are five years old by the September 1 of that school year.

Within this mixed-age group, children develop at their own best pace. Learning has no ceiling in a community of mixed-age learners where a variety of work partners have a variety of skills. There is a deep sense of caring and respect for one another, and independence is fostered and responsibility for their learning and their classroom environment is developed.

Each Primary classroom includes areas for practical life, sensorial exercises, mathematics, and language development. Lessons are also given in history, geometry, biology, geology, geography, art, music, and literature. Interdisciplinary work is fostered to ensure engagement with all disciplines and to enhance learning outcomes.

Please note: All children enrolled in Full-Day Primary attend class Monday-Friday, until 2:50 pm. In order for your child to receive the full benefit of Full-Day Primary and to ensure continuity for all the children in the classroom community, we ask that you only schedule extracurricular enrichment classes after the school day is completed.

Children are automatically enrolled in Full-Day Primary once they turn five years old. Our full-day program is limited to 24 children in each classroom.

Elementary Level (6 to 12 years old)

At the Primary level, your child built a solid foundation of skills that can now be used to extend to the almost limitless horizons of the Elementary class. Elementary-age children look at the world in a different way. Their focus of interest shifts from the “what” of the younger child to the “how” and “why” of the wonders of the universe. The prime tool for this exploration is the imagination, assisted by reason. These factors, combined with the literacy and numeracy developed in the Primary level, form the springboard for the in-depth research and experimentation that now hold such an interest for the Elementary child.

In our Lower Elementary (6-9-year-olds) and Upper Elementary (9-12-year-olds) classrooms, introductory lessons are cosmic in scope and impressionistic in nature. The avenues of geography, history, mathematics, geometry, biology, and language proceed from the “vision of the whole.” Music, art, and drama are integral elements of the environment. The children are encouraged and guided to creative expression.

The children tend to work in groups where they establish themselves. Collaborative projects are common, with each member contributing within his or her own capabilities. In addition, the

individual continues to build skills in reading, writing, and mathematics with the guidance of the teacher.

Junior High Level (12 to 15 years old)

In this hands-on learning environment, the relevance of a program that is challenging and stimulating emerges. The nature of work on the land provides purposeful occupations as students create and problem-solve in the areas of environmental science, economic sustainability, biology, history, and communication. These activities challenge the adolescent to recognize connections between theory and practice. The learning process becomes more about interpretation, analysis, and synthesis of information (higher-level thinking).

Students balance their days with a blend of academic and practical work. Students work through an anthropological approach to history and science as they explore human survival on the land, the rise of agricultural economies around the world, and the results of the advent of technology. Habitat restoration, organic farming, community building, microeconomics, and ecologically responsible resource development are the project themes of the adolescent curriculum. Through apprenticeship, service, and real work in a community context, MMS students grow in independence and prepare themselves for high school and for life as global citizens.

At each level of MMS's curriculum, the goals of its authentic Montessori education are the same: to aid in the development of a person who is independent, responsible, compassionate, and able to make intelligent decisions based on thoughtful examination of choices.

If you have any questions about Montessori theory or practice, please first be in touch with your child's Guide. If you have additional questions or concerns, please reach out via email to your appropriate Level Director to schedule a meeting.

Key Policies

Equal Educational Opportunity

Marin Montessori School admits students of any race, color, religion, sexual orientation, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, or national ethnic origin in the administration of its educational policies, scholarship programs, athletic and other school-administered programs.

Accommodations for Students with Diverse Learning Needs and Abilities

Marin Montessori School is committed to providing equal educational opportunities to a wide and inclusive group of students with a wide range of abilities. In order for the school to evaluate necessary accommodations and to ensure that our program can meet a child's needs, the family is asked to share all reports and findings with the Director of Learning Support and the appropriate Level Director. Reports may include, and are not limited to, information from a health care provider, developmental pediatrician, or therapist (speech, occupational, or other) concerning any known needs and supportive accommodations. Such information will be kept confidential and shared only with the appropriate parties, including the child's Guide. Each child is an individual, and their

unique strengths and needs will be handled on a case-by-case basis. The school will engage in an interactive process with the family and specialists in order to identify appropriate accommodations and agree on a learning plan that supports the needs of the child in meeting meaningful learning goals on all fronts. While the school aims to accommodate a wide range of students and applicants, the school will only make accommodations that do not impose an undue hardship on the school or fundamentally alter the nature of the school's educational program.

The School aims to provide accommodations for parents or guardians with disabilities to participate in their student's education. Parents or guardians who need accommodations to attend conferences, communicate with the school, or otherwise access the school's services and programs should contact their child's Guide or Level Director.

Learning Support Services

Marin Montessori School is committed to supporting each child's growth as a learner. Our Montessori environments are designed to meet a wide range of learning profiles through hands-on materials, individualized lessons, careful observation, mixed-age communities, and close relationships between students and guides. Children are encouraged to follow their interests and develop passions as they reach academic goals for their age level.

If a child appears to need additional support, our school collaborates with families to understand what is being observed, identify appropriate classroom strategies, and determine whether additional outside support or external evaluations may be necessary. Depending on a child's age and needs, support may include classroom accommodations, reading or writing support, consultation with the Learning Support team, Student Support meetings, or recommendations for outside evaluation or services.

MMS provides limited learning support services, with a particular focus on early literacy. We recognize that some children may need support beyond what our school can provide. In those cases, MMS may recommend that families consult with pediatricians, local school districts, insurance-based providers, or private specialists such as speech and language therapists, occupational therapists, educational therapists, psychologists, or other appropriate professionals. Our goal is to communicate clearly, respond thoughtfully, and partner with families while keeping each child's strengths, development, and potential at the center of our conversations.

To review the level-specific services, click [here](#).

Policy Against Harassment and Discrimination Involving Students

It is Marin Montessori School's policy to provide an academic environment that is free from all forms of discrimination or harassment. The school prohibits sexual harassment as well as discrimination and harassment based on a student's race, religion, national origin, sex, sexual orientation, gender identity, gender expression, or disability. The school will not tolerate harassing or discriminatory treatment of students by other students, their family members, the school's employees, or contractors. Additionally, the school forbids retaliation against any individual who reports an incident of harassment.

Prohibited harassment includes the following behavior:

- Verbal conduct (whether in person or transmitted electronically) such as name-calling, derogatory jokes, slurs, or comments to or about a student;

- Visual displays and written communication, such as derogatory posters, photography, cartoons, drawings, gestures, or email or text messages;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work; and
- Retaliation for reporting or threatening to report harassment.

Because behavior away from school may have a significant impact on the school environment, this policy applies to all interactions involving students, whether or not occurring during school or school functions, or on campus, if

- The conduct has a negative impact on the school performance of the student who is subject to harassment;
- Such conduct adversely affects the educational environment, including creating an educational environment that is intimidating, hostile, or offensive;
- Such conduct affects the services, honors, programs, or activities available to any student at the school.

A student who violates this policy may be subject to discipline, which may include a range of actions, including counseling, verbal warnings, suspension, or expulsion.

Complaints of violations of this policy should be reported to the Head of School and the appropriate Level Director. The School will conduct an appropriate investigation of complaints and take all appropriate steps to remedy any harassment or discrimination in violation of this policy. In some cases, the School may be required by law to report harassing conduct to law enforcement or child protective agencies.

Policy Against Bullying

The development of conflict resolution skills and compassion is central to Marin Montessori's mission, and therefore, bullying is not tolerated.

Bullying is different from typical social disagreements or typical social conflict. Conflict is an inevitable part of life, and we embrace moments of conflict as opportunities to learn valuable life skills and social feedback and to develop resiliency. Conflict can occur when a child perceives another child as being an obstacle to what they want or value.

Given that the children at Marin Montessori are between the ages of 18 months and 15 years, it is important to recognize that our youngest children are in the process of developing their social skills. They may try on different behaviors and use words whose meanings they do not fully understand. If students are in conflict but are not bullying, MMS is committed to helping these students resolve conflicts, learn from them, and move on. It is the responsibility of parents and guardians, too, to guide these children in appropriate ways to interact with others.

Bullying is specific and defined as follows: Bullying is unaddressed behavior that is the systematic, purposeful, and chronic infliction of physical hurt or psychological distress on one or more of our students. MMS is committed to preventing and protecting our students from bullying.

Bullying causes pain and stress to students and is never justified or excusable as "just teasing" or "just playing." When a student stands by doing nothing or laughs or posts comments online when others bully, that student is participating in bullying.

Bullying has no place at MMS or between MMS students at any time. This policy applies to all interactions between MMS students, whether in person or through electronic communications, and whether or not occurring during school or school functions or on campus.

If Marin Montessori concludes that a student engaged in bullying, MMS will respond to the bullying as a serious offense, and serious disciplinary consequences will be assigned.

Conflict Resolution

At Marin Montessori School, the adults' primary aim in disciplinary response is to support the students, families, and MMS community. We view these situations as opportunities for growth and never a time for punishment. The first step in any disciplinary response to a violation of the rules is a conversation between the students involved and their teachers during which all participants have the chance to express what happened, what they need in order to feel better about it, and what they themselves would like to do better in the future. Most of the time, this is a sufficient response. Consequences, if they are to be imposed, are determined collectively by the Level Director and Teacher and, in serious cases, by the Head of School. For more detailed information by level, please see the Behavior Policies listed below.

Behavior Policies

Each program has specific behavior policies:

- [Toddler & Primary](#)
- [Lower Elementary](#)
- [Upper Elementary](#)
- [Junior High](#)

Mandated Reporting of Child Abuse and Neglect

All MMS employees who in their professional capacity, or within the scope of their employment, know of or observe a person under the age of 18 years whom they know or reasonably suspect has been the victim of child abuse or neglect must report the suspected incident to the Marin Children and Family Services Emergency Response or the police department. The identity of the reporter and the reports they make are confidential and are only disclosed as required by law.

SB 848 Student Safety, Volunteer, and Board Member Requirements Policy

The School is committed to maintaining a safe environment for all students. In accordance with California Senate Bill 848 (SB 848) and the School's commitment to child safety, certain volunteers and Board Members are required to complete screening, training, and clearance requirements before participating in designated school activities.

Volunteers Covered by this Policy

This policy applies to volunteers age 18 and older who participate in overnight field trips or other school-sponsored activities where students may be outside the immediate supervision and control of their parent/guardian or school employee.

Required volunteers must complete the following prior to participation:

- Live Scan fingerprinting and criminal background clearance
- Annual Mandated Reporter Training, including child abuse reporting obligations and child abuse prevention training, consistent with California law
- Submission of all required documentation by the deadlines established by the School

Mandated Reporter Training must be completed prior to volunteer service and renewed annually thereafter, as required by law. Proof of completion must be provided to the School. Training includes information regarding recognition and reporting obligations related to suspected child abuse and neglect, abuse prevention, professional boundaries, and student safety requirements.

Failure to complete required clearances and training may result in ineligibility to participate in overnight field trips or other designated volunteer opportunities.

Board Member Requirements

All School Board Members must complete the following requirements:

- Live Scan fingerprinting and criminal background clearance
- Annual Mandated Reporter Training
- Verification of prior employment and volunteer activities involving work with children, when applicable
- Submission of required documentation within the timelines established by the School

Board Members are expected to maintain compliance annually and to cooperate with any School procedures related to student safety, screening, and record verification.

Compliance and Monitoring

The School maintains records of required screenings and training completion and reserves the right to restrict participation for individuals who have not satisfied policy requirements.

Student safety remains a shared responsibility between the School, families, volunteers, and Board Members.

Employee/Student Relations

The school encourages warm, trusting relationships between students and school employees. At the same time, it is important that each employee's conduct is at all times professional. Employees must maintain appropriate boundaries between themselves and students to ensure that they avoid even the perception of inappropriate conduct. Some activities may seem innocent from an employee's perspective, but can be perceived as flirtation or sexual insinuation from the perspective of a student or parent. The objective of this policy is not to restrain positive relationships between employees and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct. Employees must ensure that they do not cross the boundaries of a professional relationship.

Below is a list of examples of conduct that may involve inappropriate crossing of the boundaries of the professional relationship:

- Giving gifts to an individual student that are of a personal or intimate nature;
- Unnecessary physical contact with a student in either a public or private situation;
- Intentionally being alone with a student on campus or away from the school without parent or supervisor permission;
- Making or participating in sexually inappropriate comments;
- Sexual jokes, stories, or jokes/comments with sexual innuendo;
- Seeking emotional involvement with a student for an employee's benefit;
- Discussing an employee's own personal troubles or intimate issues with a student;
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior;
- Inappropriate use of social media with or about students;
- Excessive attention toward a particular student;
- Using personal email, texts, or social media to communicate with students rather than using school email and communication systems;
- Sending communications to students of a personal nature not about school activities; or
- Failing to keep parents informed when a significant issue develops about a student.

Parents and guardians who have concerns about the interaction between an employee and a student should contact the Head of School. The school prohibits retaliation against anyone who reports concerns about compliance with this policy.

Business Endorsements by the School

Although Parents who offer donations to the School based on referrals by the school to their business may have good intentions, these offers potentially present problems in the areas of contract law, entanglement, and excessive involvement by parents and others. And so:

- Marin Montessori School ("MMS") does not endorse the business interests of any current MMS parent or family.
- MMS does not accept advertisements from any current MMS parent or family unless that advertisement is in conjunction with a School event, such as the Auction brochure or Annual Report.

Communication

Our Communications Tools

Marin Montessori communicates frequently with families, faculty, and staff through a variety of channels that serve both programmatic and community needs.

[ParentSquare](#)

- This tool allows teachers and administrators to communicate directly with families in one searchable and secure place. ParentSquare is where families find the dynamic school calendar, photos, announcements from teachers, and more.
- We also use ParentSquare as our emergency broadcast tool.

[Parent Portal](#)

- Families use the Parent Portal to fill out forms, add emergency contacts and authorized pick-ups, pay invoices, update contact information, and more.
- It is essential that families update their contact information through the Parent Portal (see “My Account” tab) so that we can communicate effectively.

Wednesday What-To-Know

- The Wednesday What-To-Know is a quick, midweek reminder of time-sensitive events and action items—like upcoming RSVP deadlines, dress-up days, or early dismissals.
- Based on parent feedback, we’ve revamped our newsletter in 2025 so that it focuses only on logistics: what you need to do or remember this week.
- We send it through ParentSquare where we also archive previous editions.

In the Loop

- A regular message that brings together stories, reflections, and resources that connect us as a community. It includes a letter from Sam, links to Grounded and Soaring episodes, and other content that explores parenting, education, and Montessori in everyday life.

MMS Insights

- MMS Insights is a series of quick, engaging glimpses into life at Marin Montessori, designed to give families a deeper sense of what students are experiencing, creating, and learning each day. Through short videos, photos, quotes, and behind-the-scenes moments, Insights shares the voices of students, graduates, and guides, offering a richer window into the meaningful work happening across campus.

Social Media Channels

- MMS uses [Facebook](#), [Instagram](#), [LinkedIn](#), and [Vimeo](#) based on these principles:
 - We see social media channels as storytelling tools with extraordinary power as well as undeniable downsides.
 - We want to share MMS with the world while also protecting the sanctity of the Montessori experience and the privacy of the children in our care.
 - We will use social media deliberately and more cautiously than other organizations. We do so on purpose and with children, childhood, and the future in mind.

[The MMS Website](#)

- While this website largely helps families in the greater community learn more about MMS, we also use it to house important information for current families.
- We encourage families to bookmark the [Parents section](#) of the site where we often post updates.

[Grounded and Soaring](#)

- This additional website offers parenting advice in unsteady times.
- This site houses insights into high-fidelity Montessori education, along with practical advice for raising healthy kids in a too-often unhealthy world.

WhatsApp

- Every classroom has a group within the [MMS WhatsApp Community](#) moderated by a Room Parent.
- These groups enable MMS parents to connect with each other in an informal way for the purpose of sharing information and organizing parent-led opportunities to connect outside of school.
- Participants must adhere to these [Community Messaging Expectations](#) to ensure a positive and inclusive space for all.

Addressing Programmatic Questions or Concerns

If at any time you have a question or concern about any aspect of your child's educational program, please follow the steps below, in order:

1. **Meet with your Guide:** MMS encourages open and direct communication between faculty and parents. The Guide works closely with your child and is the most qualified person to answer your concerns directly. Please schedule a meeting immediately if you have any questions or concerns. It is important for all concerned that you meet with the Guide right away to work together toward a solution.
2. **Meet with the Guide and the appropriate Level Director:** If you need additional support or have further questions after meeting with your child's Guide, please communicate your concerns to the appropriate Level Director. The Level Director will arrange a meeting with all concerned parties and will work toward an acceptable solution.
3. **Meet with the Guide, the appropriate Level Director, and the Head of School:** If you, the Guide, and the Level Director do not arrive at an acceptable solution, any party may request a meeting with the Head of School. The Head of School will meet with all parties and will attempt to resolve the situation. The decision of the Head of School is final.

Parent-Generated Classroom Communications

We ask that all official classroom communications parents wish to circulate be reviewed first by the Guide, and then by the appropriate level director, and finally by the Director of Communications and Strategic Initiatives, Terry Dubow (tdubow@marinmontessori.org). Please contact him with any questions or requests. Reminders and invitations to previously approved dates don't need another review.

Phone Calls/Messages

If you have an *urgent* need to contact your Guide during the day, please call the Office (415.924.5388). An office Crew member will relay the message, as Guides are giving their full attention to the children in their care. They have access to messages only outside of classroom time.

Please do not call Guides or text Guides on their personal cell phones. This is not an approved channel for communication. Thank you for understanding that their personal phone numbers are for personal use only.

Any *non-urgent* messages are best sent by email. Please use the contact information provided by your Guide regarding the best way to reach them.

It is important that you keep your child's Guide (and the ASC staff if your child attends ASC) informed of any changes in the home situation that might affect your child. This allows them to best meet your child's needs.

In the case of an emergency or crisis in your family, please inform your Guide immediately. It is also important to convey anything that comes up in conversation with your child that causes concern. Please inform us of these matters. Your privacy, and that of your child, will be respected.

Parent Directory

The Parent Directory is accessible in the [Parent Portal](#) to MMS parents, guardians, and staff. Parents should edit or update their contact information online through their Parent Portal ("My Account" tab).

Use of information in the Parent Directory, in whole or in part, for any purpose other than personal, non-business communications is strictly prohibited without specific written approval from the Head of School. Further, MMS strictly prohibits sharing this proprietary information, including any future updates, with anyone outside the MMS community for any reason.

Parent Portal (BigSIS): How-To Instructions for Commonly Asked Questions

How to Update Personal Account Information, Change Your Parent Portal Password:

1. Log in to your [Parent Portal](#).
2. Go to the "My Account" tab.
3. This is where to update your personal information, physical address(es), email address(es), phone number(s), and change your password.

How to Add an Authorized Pick-up and/or Emergency Contact:

1. Log in to your [Parent Portal](#).
2. Go to the "Parents" tab and select the "Children" sub-tab.
3. Click "View" next to your child's name (or double-click on the child's name).
4. Click the "+ New Contact" button.
5. Select whether the new contact can pick up that child only or other children in the same household.
6. Enter information for the new contact and be sure to indicate if this new contact "can pick up" as well as "is/ is not an emergency contact." (Ignore the "Order" box).
7. Click the "Save & Back" button at the top when finished to save your changes.
8. Repeat for each child, if applicable.

How to Edit, Designate, or Undesignate an Existing Contact as an Authorized Pick-up and/or Emergency Contact:

1. Log in to your [Parent Portal](#).
2. Go to the "Parents" tab and select the "Children" sub-tab.
3. Click "View" next to your child's name (or double-click on the child's name).
4. Go to the "Other Contacts" sub-tab.

5. Under "Additional Contacts," double click on the contact name to edit contact / (un)designate as Emergency Contact / (un)designate as Can Pick Up. (Ignore the "Order" box).
6. Click the "Save & Back" button at the top when finished to save your changes.
7. Repeat for each child, if applicable.

How to Remove an Additional Contact:

1. Log in to your [Parent Portal](#).
2. Go to the "Parents" tab and select the "Children" sub-tab.
3. Click "View" next to your child's name (or double-click on the child's name).
4. Go to the "Other Contacts" sub-tab.
5. Under "Additional Contacts," single-click on the contact you wish to remove.
6. Click on the "Remove Contact" button located at the top of the page.

How to Remove a Permanent Contact:

1. Email registrar@marinmontessori.org to remove **Permanent** Contacts only. Please refer to "How to Remove an **Additional** Contact" above for removing Additional Contacts.

How to Sign Up for ASC, BAC, and Camp:

1. Log in to your [Parent Portal](#).
2. Go to the "Extended Care" tab.
3. In the "Participants" sub-tab, select your child's name for the applicable ASC/ BAC/ Camp session and click "View Signups."
4. On the next page, make your ASC/ BAC/ Camp selection(s).

How to Opt Out / Cancel an ASC, BAC, or Camp Sign-up:

1. Log in to your [Parent Portal](#).
2. Go to the "Extended Care" tab.
3. In the "Participants" sub-tab, select your child's name for the applicable ASC/ BAC/ Camp session and click "View Signups."
4. On the next page in the **Session Calendar**, open the day(s) you wish to cancel and select "Opt Out" on the next page.

How to Add or Update Allergies, Health Conditions, and Medications:

1. Email registrar@marinmontessori.org to add or update allergies, health conditions, and/or medications.

How to Access the School Directory:

1. Log in to your [Parent Portal](#).
2. Go to the "Parents" tab.
3. Select the "School Directory" sub-tab.
4. Use the "Filters" button to filter by Program, Cohort/Classroom, Program Group, or Role.

Contacts

The Board of Trustees

Our Board of Trustees offers a wide range of expertise and shares a deep commitment to MMS, its vision, and its mission as a school. The primary function of the Board is to develop and maintain a firm foundation for the advancement of Marin Montessori's mission. Other key charges include:

- Supporting the creation and communication of a school vision that inspires a diverse Montessori community;
- Providing long-term strategic planning and direction;
- Identifying and retaining an outstanding Head of School;
- Approving the annual budget and monitoring financial management;
- Defining governance processes and overseeing compliance;
- Inspiring a culture of philanthropy and actively supporting the school's fundraising efforts;
- Collaborating with the Head of School on major initiatives such as campus expansion and capital campaigns.

For more information about Marin Montessori's Board of Trustees, please visit our [website](#).

Marin Montessori School Board of Trustees 2026-2027

- Kate Cayanni (Chair)
- Maggie Shear (Vice Chair)
- John Harrington (Treasurer)
- Kelly Lauber (Secretary)
- Meenal Balar
- Laila McClay
- Matthew Olhausen
- Amy Soper
- J.C. Torres
- Erin Flynn
- Madison DeRussy
- Charmaine Chow

Parents' Association Executive Committee 2026-2027

The Parents' Association coordinates volunteer work and special events that serve to develop and promote connections within MMS families and the greater community. MMS has an active and supportive Parents' Association, which is run by an executive committee of energetic parents. Membership in the Parents' Association is automatic with the signing of the Enrollment Agreement.

For an updated list of the 2026-27 Executive Committee or to get involved with the PA please refer to [the MMS website](#).

Marin Montessori Faculty, Assistants, and Support Staff 2026-2027

Toddler

Sandpiper

- Gloria Pastor, *Guide* | gpastor@marinmontessori.org
- Kevin Lechner, *Assistant*

Primary

Song Sparrow

- Desiree Dorfman, *Guide* | ddorfman@marinmontessori.org
- Fiona Ben-Ora, *Assistant*

Great Blue Heron

- Cheryl Chretien, *Guide* | cchretien@marinmontessori.org
- Susan Lloyd, *Assistant*

Quail

- Aarti Jesrani, *Guide* | ajesrani@marinmontessori.org
- Rocío Vasquez, *Assistant*

Mourning Dove

- Natasha Garcia, *Guide* | ngarcia@marinmontessori.org
- Rosina Nguyen, *Assistant*

Pelican

- Melissa Lari, *Guide* | mlari@marinmontessori.org
- CayCay Wright, *Assistant*

Additional Toddler/Primary Faculty and Specialists

- Rosa Guzman, *Early Childhood Spanish Specialist and Support*
- Adriana Romo, *Spanish Specialist & Primary Spanish BAC Teacher*
- Kathy Winkler, *Primary Movement Specialist*
- Shellie Occhipinti, *Primary Garden Specialist*
- Melody Bausa, *Primary Support Specialist*
- Nyah Graf, *Primary Support Specialist*
- Theresa Lin, *Primary Additional School Care Specialist*
- Kelsey Neuer, *Primary Additional School Care Assistant*
- Grace Dunn, *Director of Learning Support* | gdunn@marinmontessori.org
- Talia Carter, *Reading Specialist* | tcarter@marinmontessori.org

Lower Elementary

Chickadee

- Ashley Anderson, *Guide* | aanderson@marinmontessori.org
- Melanie Jacobs, *Assistant*

Burrowing Owl

- Anna Mitchell, *Guide* | amitchell@marinmontessori.org
- Bridgette Turner, *Assistant*

Upper Elementary

Great White Egret

- Diego Salinas, *Guide* | dsalinas@marinmontessori.org
- Joley Bove, *Assistant*

Belted Kingfisher

- Christina Carroll, *Guide* | ccarroll@marinmontessori.org
- Genevieve Aubert, *Assistant*

Additional Elementary Faculty and Specialists

- Kate Picanco, *Elementary Support Guide*
- Sunny Zhang, *AMI-Trained Teacher*
- Andrea Beltran, *Elementary Spanish Specialist & Spanish BAC Teacher* | abeltran@marinmontessori.org
- Grace Dunn, *Director of Learning Services* | gdunn@marinmontessori.org
- Talia Carter, *Reading Specialist* | tcarter@marinmontessori.org
- Frida Kolosvari, *Elementary Additional School Care Assistant*
- Matt Stratton, *Elementary Movement and Director of Additional School Programs* | mstratton@marinmontessori.org

Junior High

- Alison Canter, *Faculty* | acanter@marinmontessori.org
- Jessie DeJonghe, *Faculty* | jdejonghe@marinmontessori.org
- Gary Holsten, *Faculty* | gholsten@marinmontessori.org
- Liesbeth Koning, *Faculty* | lkoning@marinmontessori.org
- Seth Kroschel, *Faculty* | skroschel@marinmontessori.org
- Minnie McBride, *Faculty* | mmcbride@marinmontessori.org
- Paula Reyes, *Spanish Resource Specialist* | preyes@marinmontessori.org
- Jeff Gossett, *Farm Manager* | jgossett@marinmontessori.org
- Nicole Schoentag, *Learning Support Specialist* | nschoentag@marinmontessori.org

Marin Montessori Administration

- Head of School | [Sam Shapiro](#) (X 117)
- Director of Education, Toddler and Primary | [Rochelle Dominguez](#) (X 103)
- Site Director, Toddler and Primary & Front Office Coordinator | [Deirdre Thomas](#) (X 321)
- Director of Education, Elementary | [Minnie Wales](#) (X 325)
- Junior High Director | [Tree Sturman](#) (X 323)
- Junior High Operations Manager | [Robin Stallard](#) (X 341)
- Senior Director of Admissions and Enrollment | [Leslie Cohen Kastner](#) (X 104)
- Director of Communications and Strategic Initiatives | [Terry Dubow](#) (X 408)
- Chief Financial Officer | [Karl Reichstetter](#) (X 133)
- Accounting Manager | [Sheila Hunter](#) (X 133)
- Director of Administration and Admissions Associate | [Felicia Ferguson](#) (x 322)
- Community Events, Transportation and Campus Health Manager | [Tabitha Gaffney](#) (X 105)
- Senior Director of Community Engagement and Philanthropy | [Shree Starkman](#) (x 331)
- Director of Development | [Alexxa Gotthardt](#) | (x 120)
- Registrar and Database Manager | [Jeannie Chan](#) (x 119)
- People Services and Campus Operations Manager | [Tara Acree](#) (X 308)
- Facilities Manager | Gabriel Ramirez (X 123)

Classroom Email Policy for Student Logistics

To streamline communication and ensure time-sensitive student logistics are handled efficiently, each Corte Madera classroom has a designated classroom email address for parent use. These email addresses are intended to simplify and centralize parent communication.

Email Format

Each classroom's email address follows this format:

[ClassroomName]@marinmontessori.org

Example: songsparrow@marinmontessori.org

Primary ASC and Elementary programs will also have dedicated emails:

primaryasc@marinmontessori.org and elementaryasc@marinmontessori.org

Messages sent to these addresses are automatically forwarded to the classroom guide, classroom assistant (FYI only), front desk, and health & safety personnel.

Parent Use Guidelines

Parents are asked to use the classroom email address only for the following time-sensitive logistical matters:

- Reporting a child's illness
- Notifying the school of an absence
- Communicating a late drop-off
- Notifying of an early pickup

For all other matters, including questions, concerns, or ongoing communication regarding classroom life, families should continue to contact the classroom guide directly using their individual school email.

This system is designed to reduce confusion, minimize redundant emails, and ensure that the appropriate staff are informed promptly while maintaining professional communication boundaries.

General Contact Information

Our Office is staffed Monday through Friday from 7:30 am to 4:30 pm. You may call the School Office to leave a message for any staff member.

- Office Phone | 415.924.5388
- Junior High Campus | 415.462.0566
- Out-of-State Emergency HOTLINE | 503.222.1197
- Voice Mail System | 415.924.5388

Parent Responsibilities

Parent Partnership

A positive, collaborative, constructive working relationship between MMS and a child's family is essential to the fulfillment of MMS's educational purpose. If the Head of School determines that the actions or inactions of a family prevent a positive and constructive working relationship with MMS or determines that the family is not acting in accordance with the mission, philosophy, or policies of MMS, the Head of School will address this with the family and reserves the right to take any actions necessary to resolve the situation, up to and including terminating the current enrollment contract or not offering the family a re-enrollment contract. We expect that all interactions between Crew and families will be professional, kind, and gracious. We hold ourselves to a high standard for social interactions and expect the same in return for our Crew.

Getting Your MMS Bearings: An Orientation for New Families.

This event will be held on **September 29, 2026** and is mandatory **for all new families to MMS**. To accommodate diverse schedules, we offer morning and evening sessions. We ask that at least one parent from each new family attend, and all key care providers (e.g. co-parents, grandparents, etc.) are welcome.

At this event new parents will hear from the school's leadership team to learn what to expect regarding communications throughout the year, especially about children's learning and progress; how to communicate most effectively with the school; best practices for getting challenges solved; opportunities to get connected with the school and other families; core MMS values; and an understanding of key MMS events and traditions. This event is for adults only.

Back-to-School Night

Engaging heartily in parent education is the best way to support your child's experience at MMS. Thus, we strongly encourage all parents to attend this launch of our parent education program for the year. It is an informative event held in the evenings on **September 10, 2026**, for the Corte Madera campus and on **September 24, 2026**, for the Junior High. This is your chance to get an overview of the year and to meet with your child's teacher to discuss the specifics of that particular classroom.

After our Corte Madera campus Back to School Night presentation in the classrooms, our Parent Association (PA) and our Administrative Team host a Parent Welcome on the Big Field.

Parent Education Series

Parent Education events are thoughtfully and carefully planned and prepared to support your child and your journey as a Montessori parent. Your participation in these events will net increased understanding and appreciation for the amazing learning opportunities your child experiences each day. You can find the dates for the upcoming school year in the [Parent section](#) of the MMS website.

The home is the first and very important learning environment for a child. Participation in education events will allow you to tap into valuable resources, techniques, and ways to collaborate with and support your child's learning. When home and school are aligned, learning takes off in all spaces. We all know that children are always learning, so make sure to come out

and find out more so that your child gets the most out of their Montessori education. Parent Education events will be updated on the school calendar and posted on ParentSquare.

Resources for Further Reading

We've seen that families who take the time to learn more and tap into a Montessori approach to supporting their child's natural and healthy development enjoy the experience. We encourage you to start small and see how you can increasingly incorporate elements of the Montessori approach to being with your child.

A few favorite titles include:

Toddler:

- *The Montessori Toddler: A Parent's Guide to Raising a Curious and Responsible Human Being* by Simone Davies
- *Diaper Free Before Three: The Healthier Way to Toilet Train and Help Your Child Out of Diapers Sooner* by Dr. Jill Lekovic

Primary:

- *Montessori Learning in the 21st Century: A Guide for Parents and Teachers* by Shannon Helfrich

Elementary:

- *Montessori: The Science Behind the Genius* by Angeline Stoll Lillard
- *Montessori Today* by Paula Polk Lillard
- *Positive Discipline* by Jane Nelson
- *The Gifts of Imperfection* by Brené Brown
- *Mindset: The New Psychology of Success* by Carol S. Dweck

Junior High:

- *How to Raise an Adult* by Lulie Lythcott-Haims
- *The Emotional Lives of Teenagers* by Lisa Damour
- *The Teenage Brain* by Frances E. Jensen

Observation

A key Montessori technique is observation. As Guides and administrators, we often take in the wonder of our classroom spaces and the beauty of children collaborating with each other by enjoying an informal observation. You are invited to enjoy this opportunity too! You will be seated with a view of the classroom community. You are invited to take notes about what you see. Look for age-appropriate independence, focus, concentration, and engagement with developmentally appropriate learning opportunities. You will see beauty, natural materials, order, and children in various stages of development across social, emotional, and academic areas. We ask that you refrain from using your cell phone or taking any photos or videos during the observation.

After your observation, please reach out with any questions. Your child's Guide is excited to address any questions you may have.

Parents of Toddlers and New Primary

New Toddlers and new Primary children need time to settle in and connect and establish some independence in their classroom prior to your observations. Observations begin in December for Toddler parents and in January for parents of new Primary students.

Parents of Returning Primary and Elementary

Observations begin when the class community has settled into the new school year. For children returning to Primary and Elementary, adult observations begin in October.

Parents are encouraged to observe at least once during the school year. If there are two parents in one household, observations are scheduled on separate occasions to promote the best experience for your child.

Parents will receive an invitation via ParentSquare to sign up on the online calendar early in the fall. If for any reason you need to cancel an observation, please remove your name from the schedule so that another parent can take that slot. Because space is limited at this time, please only sign up for two visits to allow all families access to observation times. One in fall/winter and one in spring is ideal.

Parent-Guide Conferences for Toddler, Primary, and Elementary

Communication between home and school is extremely important and to the benefit of your child. Toddler, Primary, and Elementary conferences take place twice a year.

To attend carefully to each family, we set aside three days for fall conferences and three days for spring conferences. Guides have a demanding schedule, so please do your best to attend conferences on one of these three days. Guides have difficulty scheduling additional conferences outside of the dates and times specified due to other school and family commitments and responsibilities, so be sure to sign up early if you need a specific time or have more than one child.

When the scheduling period begins, we will alert you via ParentSquare. Select the conference day and time that works best for you.

Parent-Teacher-Student Conferences for Junior High

Conferences are student led and take place three times a year, including the Intake Conferences held at the beginning of the school year. Fall conferences are held over two days in December, and Spring conferences are held over two days in March.

Parent Volunteering and Engagement

Each guardian is asked to contribute a modest five hours of service annually, with the flexibility for parents in the same household to share or swap these hours as needed.

We've designed a diverse array of qualifying activities to accommodate various interests, skills, and schedules, ensuring that every family can find meaningful ways to participate. From classroom support and event planning to attending Parent Education events or sharing professional expertise, your involvement directly enhances our school community and your child's educational journey.

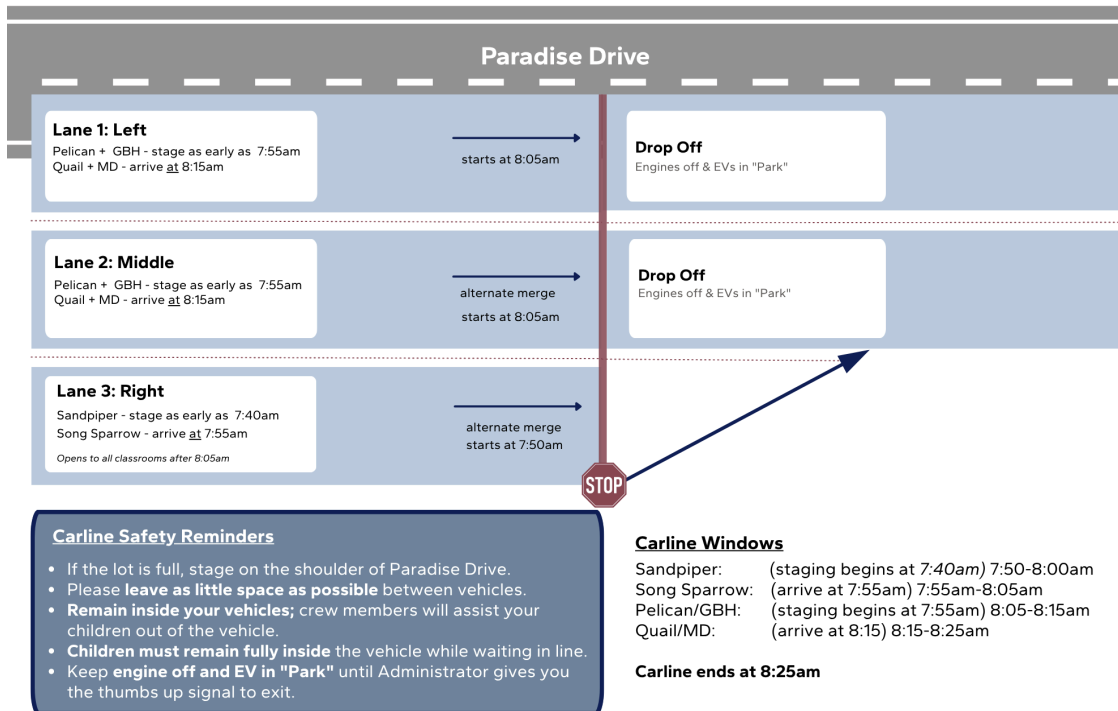
This modest time commitment, when multiplied across our parent body, creates an enormous positive impact on our school, strengthening the bonds between families, educators, and students.

For details, please visit our [website](#).

Arrival and Departure

Toddler, Primary, and Elementary Carline Schedule:

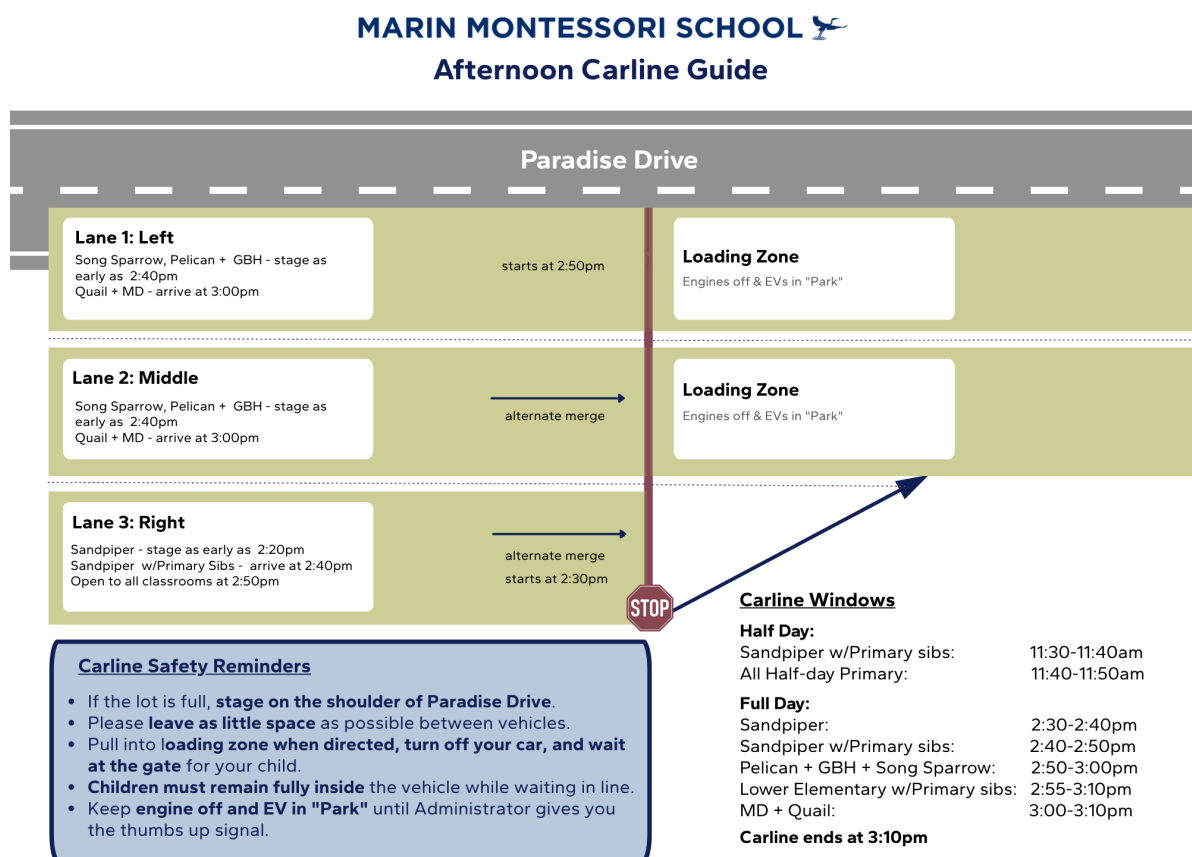
MARIN MONTESSORI SCHOOL Morning Carline Guide



- **7:30-7:40 am:** Primary morning ASC drop off
- **7:50-8:00 am:** Toddler drop off
 - Note that it is better to arrive before 7:50 am and wait. You are welcome to pull in as early as 7:40 am.
 - Only use the third lane (by the fence of the big field)
 - If arriving after 8:00 am, you are likely to get mixed in with Primary families and can experience a delay of ten to twenty minutes.
 - Crew will begin receiving your child/ren at 7:50 am
 - If your Toddler has a Primary sibling, please come during the toddler drop off period to drop off both students.
- **7:30 am:** Elementary morning ASC drop off
- **7:55 -8:05 am:** Morning drop-off for all Lower Elementary and their Upper Elementary siblings
 - Staging starts at 7:45 am. You are encouraged to enter and queue in the Elementary Circle if there is space. Please stage on the shoulder of Paradise Drive while waiting.

- **7:55 - 8:05 am:** Junior High students catching the van and MMS vans. Please use the Third Lane.
- **7:55 - 8:05 am:** Song Sparrow Primary drop off.
 - Use the Third Lane (by the fence of the big field) and the Traffic Controller will pull you into the left lane for staging.
- **8:05 am:** All Primary students with Elementary siblings
 - Please join Lane 1 or 2 at 8:05 am. The lanes closest to Paradise Drive.
- **8:05 am:** Third Lane opens to all Primary families
- **8:05-8:15 am:** Primary children in Pelican and Great Blue Heron. Please use Lane 1 and 2 for staging. Lanes closest to Paradise Drive.
- **8:10-8:20 am:** Upper Elementary drop-off
 - You are encouraged to enter and queue in the circle if there is space. Please stage on the shoulder of Paradise Drive while waiting.
- **8:15-8:25 am:** Primary children in Mourning Dove and Quail.

Afternoon Carline Schedule:



- **11:30 am:** Toddler & Half-day Primary sibling of Half-day Toddler pick up.
- **11:40 am:** Half-day Primary pick up.
- **2:30 pm:** Toddler Full-day pick up. (Please use Third Lane, the lane closest to the Bay.)
- **2:40 pm:** Full-day Primary with Full-day Toddler sibling pick up at the Primary gate. (Please use Third Lane.)

- Primary starts staging in Lane 1 and Lane 2 at 2:40 pm. Two lanes closest to Paradise Drive.
- **2:50 pm:** Full-day Pelican, Great Blue Heron, and Song Sparrow pick up.
 - Third Lane opens for Primary at 2:50 pm.
- **2:55 pm:** Lower Elementary pick up at the Elementary end.
- **2:55 pm:** Lower Elementary with Primary siblings at Primary Gate.*
- **3:00 pm:** Full-day Mourning Dove and Quail pick up.
- **3:10 pm:** Upper Elementary pickup and Lower Elementary children with Upper Elementary siblings.

* Lower Elementary with Primary siblings should be picked up at 2:55 pm and onward. Please do not pick up before 2:55 pm.

Junior High Drop Off

- Students may not be dropped off prior to 7:30 am as the schoolhouse is locked and no adults are present.
- Regular drop-off is between 8:00– 8:25 am. Students should arrive by 8:25 am to be on time for the morning meeting, which begins promptly at 8:30 am. Please note: students will be marked tardy if they arrive after attendance is taken at 8:30 am.
- Before School Care is offered from 7:30 – 8:00 am for an annual fee. Please reach out to the Junior High Operations Manager if you would like to coordinate this.
- Students should be dropped off and picked up at the steps of the St. Vincent's Church.

Junior High Pick Up

- Pick-up is from 3:15-4:00 pm
- Students riding the MMS vans will depart the St. Vincent's campus between 3:15-3:20 pm. Arrival at drop-off locations will vary. Please reach out to Tabitha Gaffney, Community Events, Transportation and Campus Health Manager with questions about shuttle routes.
- In an effort to offer more flexibility to families, students may be picked up as late as 4:00 pm at no charge. However, after 3:30 pm, we will return to the schoolhouse, and parents must come to the schoolhouse to retrieve their child.
- Due to faculty scheduling needs and commutes, families will be charged \$10 for every five minutes after 4:00 pm.

Corte Madera Car Line Procedures

We are asking for your promptness, patience, and understanding during carline, especially in the beginning of the school year when students are adjusting to their new schedules and classrooms.

Always follow the procedures listed below. Please communicate this information to nannies, grandparents, or other caregivers or services that are dropping off/picking up your child.

- If you see long car lines in the parking lot as you approach the school, check to see if there are cars waiting on the shoulder of Paradise Drive.
- If cars are queued on the shoulder of Paradise Drive, please line up behind them, even if there appears to be room in the car lines; it is frustrating to parents who have been patiently waiting to have cars pull into the parking lot in front of them.
- Form a single line on Paradise Drive on the shoulder of the road so that non-MMS cars may safely pass. Do not pull around a car in front of you.

- For the safety of all children and adults, always enter the parking lot where it is marked with an enter arrow.
- Please enter slowly into the Main Lot.
- Keep the striped area at the entrance to the parking lot clear at all times to avoid blocking cars from entering or exiting the Elementary circle.
- If the car lines are full, please wait on the shoulder of Paradise Drive until there is room to pull into the parking lot without blocking the striped entrance area. Please wait until your designated time to enter the lot.
- Once you are in a lane in the car line, we ask that you do NOT change lanes unless directed to do so by the car line administrator.
- Do not move into the loading/unloading zone until you are specifically directed to do so by the car line administrator. The loading/unloading zone is the area beyond the stop signs.
- For safety reasons please insist that children remain seated, with their seatbelt on, until the car is stopped in the loading and unloading area. Please ensure that your child does not lean out of the car window, stand up through the sunroof, or sit on your lap to “drive” the car. This is important.
- Please turn off your engine whenever you are stopped in the loading/unloading zone in the Toddler and Primary carline.
- Use your car card at morning drop-off to help the Crew identify your children. It helps to make the line move faster. If you are in need of another car card or clip to mount your car card, please email frontdesk@marinmontessori.org.
- Please spend time saying goodbye to your children and organizing their items for school before it is your turn to unload. Be sure your child is fully dressed, and put away any food before pulling into the unloading zone.
- Children are encouraged to learn to fasten and unfasten their own seat belts. We will support our youngest students.
- The loading and unloading area is a “no cell phone zone.” Please do not talk on your cell phone while your car is in motion or while your children are being loaded or unloaded from the car; for safety’s sake and in order to properly greet or send off your child, your full attention is required at that time.
- We have found that parents often access their phones after their children have exited, delaying their departure. We believe that the timing of carline could be whittled down without use of phones.
- To keep the car line moving as quickly as possible, we ask you to keep in mind that pick-up and drop-off are not the times to communicate with Crew members.
- A Crew member will come by with a iPad to collect your signature with an individualized pin assigned and mark your child’s attendance in Transparent Classroom.
- If you need extra time to load or unload, an administrator will direct you to a designated parking spot in the carline to allow room for cars to go by.
- When picking up your toddler or primary children at the gate, please be sure they are physically under your control as you are walking to your car. As this is a busy parking lot with moving vehicles, it is essential that children are not allowed to run or walk independently to cars and that anyone picking up your children follows these guidelines.
- After dropping off or picking up your child, do not turn on your engine or move your car to leave until the car line administrator has told you that it is safe to do so, even if it appears safe to you. Children you cannot see will often pass behind or on the side of your vehicle.
- The signal to turn your car on and depart is a thumbs up and as much eye contact as possible
- Children should be dropped off and picked up at the gate only when your car is in the loading/unloading zone. Do not exit your car if you are behind the stop signs.
- Parking Prohibited on Paradise Drive: To ensure student safety and maintain compliance with Town ordinances, please do not park on Paradise Drive and walk across the street. Please use the designated carline for all drop-offs and pick-ups.

- During morning drop off and afternoon pick up, please do not park or enter the MCDS parking lot. We have a strong working relationship with MCDS and we want to honor their space during their carlines.

Toddler -Specific Carline Protocols

- Toddler cars turn to the left upon entering the parking lot and continue up the driveway to form one parallel line in the Third Lane. This is the lane closest to the big field or the Bay side.
- Three cars will be unloaded at a time. We will potentially stage cars in both lanes past the stop signs. Please stay behind the white line and stop sign until waved forward.
- Once in the unloading zone, remain in your car, and a classroom assistant will come to receive your child(ren).
- Sometimes you will be asked to pull up within the loading/unloading zone. Please follow the directions of the carline administrator.

Primary-Specific Carline Protocols

- Primary cars turn to the left upon entering the parking lot and continue up the driveway to form two parallel lines. The lane closest to Paradise Drive is called Lane 1. The center lane is called Lane 2.
- Many cars will be unloaded at a time, four from the lane closest to the gate and three from the other lane, so please stay behind the white line and stop signs until waved forward.
- Once in the unloading zone, remain in your car, and a classroom assistant will come to receive your child(ren).
- Sometimes you will be asked to pull up within the loading/unloading zone. Please follow the directions of the carline administrator.

Elementary-Specific Carline Protocols

- Elementary cars should turn to the right and pull around to the white line to drop off children in the circle.
- It is the Elementary child's responsibility to go directly to class.
- Do not drop off your Elementary child if the parking lot gates are closed.
- Do not leave your car unattended unless you are parked in a designated parking space.
- All Elementary cars must stop at the stop sign before exiting the circle.
- Watch for cross-traffic of entering vehicles!

Late Arrivals

The importance of prompt arrival cannot be overemphasized. Children enjoy the opportunity to greet their Guide and peers before lessons begin. Late arrivals negatively impact your child as it impacts essential class time. Late arrivals also distract children who are already working on their lessons. Please work on being as punctual as possible and reach out to your child's Guide or Level Director for advice on a smooth morning routine.

Please try your best to be on time and guide your child in developing the healthy habit of punctuality.

If for any reason you are late arriving at school, please adhere to the following procedure:

- **Toddler and Primary** late arrivals, please park, escort your child to the Primary gate, and ring the doorbell or call the office to notify them of your arrival. Please wait at the Primary Gate with your child until an Administrator comes down with an iPad for signing in your child. At this time, the Administrator will welcome your child and walk them to their classroom.
- **Elementary:** Please park in the Administrative lot and walk with your child into the Administrative office to check in at the Front Desk. **Please do NOT drop your child off at the office and have them walk upstairs independently.** If you are dropping off a toddler and primary child at the gate, and also have an elementary student, you can bring them all to the Primary Gate.
 - The Front Desk will check your child in, give them a pink slip, and then ensure your child walks down the garden path and through the athletic field to get to their classroom.
 - Please feel free to call the Front Desk with any questions.
- **Junior High:** Please email the Junior High Operations Manager (rstallard@marinmontessori.org) and cc your child's advisor to notify of any planned or unexpected late arrivals. Upon arrival, students must check in with the Junior High Operations Manager or Junior High Director in the front office.

Children who are late are unaccounted for unless they have been checked in at the Office. We must maintain proper roll call for safety reasons including in the case of an emergency. If parents or guardians fail to properly sign in their children the school cannot be held responsible if this procedure is not followed.

Sign-In/Sign-Out Procedure for Toddlers and Primary Due to Appointments

If possible, please schedule appointments outside of school hours. If this is not an option, please notify your child's teacher and the Front Office (frontdesk@marinmontessori.org) via email in advance.

Pick-Up Procedure

At the Corte Madera campus:

- For the safety of all children and adults, always enter the parking lot where it is marked with an enter arrow. Enter slowly.
- Elementary cars arriving to pick up ONLY elementary students should turn to the right and pull around to the white line to pick up children in the circle.
- Remain in the car, and your student(s) will be brought to your car by the Elementary Crew member. All Elementary cars must stop at the stop sign before exiting the circle.
- Watch for cross-traffic of entering vehicles! If the Elementary traffic circle is full, please queue on the shoulder of Paradise Drive until there is room in the circle.
- Those who are picking up both Elementary and students from another level (Primary or Toddler) turn to the left upon entering the parking lot and continue up the driveway to form three parallel lines.
- If the car lines are full, please queue on the shoulder of Paradise Drive until there is room in the car line.
- Toddler cars turn to the left upon entering the parking lot and continue up the driveway to form one parallel line in the Third Lane. This is the lane closest to the Bay or big field. Enter slowly.
- Primary cars turn to the left upon entering the parking lot and continue up the driveway to form two parallel lines. Enter slowly. The lane closest to Paradise Drive is called Lane 1. The center lane is called Lane 2.

- Once in the loading zone, a carline director will bring an iPad to your window so that you can sign your child/ren out in Transparent Classroom. Or you will sign them out at the gate.

Early Pick Up

In order to preserve the continuity and benefits of your child's experience in the Montessori classroom environment, all appointments and after-school classes (e.g., music, ballet, swimming, karate, etc.) must be scheduled *after* school hours. It interrupts the learning of ALL students when children are dismissed early. It is an additional task for the very busy office team to dismiss children early. It takes them away from their pressing daily tasks. Please be mindful of this and work to minimize this as much as possible.

Please consult with your child's Guide if there is a need to schedule ongoing support services such as speech and language therapy, tutoring, occupational therapy, etc. Please request times outside of instructional hours so that you get the most out of your child's Montessori educational experience.

In the event of an occasional unavoidable early departure, we ask that you email your classroom in the morning.

When you arrive to pick up your child, please follow these procedures:

- Toddler/Primary: Please park and ring the Primary gate doorbell to notify the Front Office who will escort your child to meet you at the Primary gate.
- Elementary: Please park in front of the Elementary circle gate and call the Front Office (415) 924-5388 x 0, and we will alert the classroom to escort your child to meet you at your car.
- Junior High: Email the Junior High Operations Manager to notify and arrange.

Late Pick Up

- Please note that late pick-up is a significant burden on teachers and staff, so we ask that you make every effort to pick up your children promptly.
- Toddler: Toddler children who are not picked up on time will be invited to wait in the classroom with classroom staff. Please call the Front Office (415.924.5388) to arrange for the safe release of your child.
- Primary: Primary children who are not picked up on time will be escorted to the front office to wait for you to arrive.
- Elementary: Elementary children who are not picked up on time will be escorted to Elementary ASC. Please sign out your child with the ASC staff before leaving.
- Junior High: For late pick-ups (after 3:45 pm), parents must come to the front office to retrieve their Junior High student.

Minimum Days

On Minimum Days, drop-off times are unchanged. Unless otherwise noted on the school calendar, pick-up times are as follows:

- 11:15 am: Sandpiper
- 11:30 am: Pelican, Great Blue Heron and Song Sparrow
- 11:35 am: Lower Elementary
- 11:40 am: Primary with Elementary Siblings

- 11:45 am: Mourning Dove and Quail, and Junior High
- 11:55 am: Upper Elementary

Sign-In/Sign-Out Procedure for Toddler and Primary

If your child is in the Toddler or Primary level, using your designated PIN, please sign your child in and out using your full legal signature (for our California State licensing regulations). You will be asked to sign in/sign out in the car lines during the established drop-off and pick-up times during the day. In the case of a late drop-off or early pick-up, please park and ring the Primary gate doorbell or call the front office to notify our office team who will bring an iPad for you to sign in/out.

If your Primary child attends a Bayside Afternoon Class (BAC), you must sign out your child with the BAC teacher. Students attending ASC must be signed out in the ASC classroom. If your student is to be picked up by someone other than a person regularly scheduled, you must add them as an authorized contact using the Parent Portal, no later than 12:00 pm. Instructions on how to add contacts are located in the "Parent Portal: How To Instructions for Commonly Asked Questions" section of this Handbook. Please make sure to give them your PIN.

Release of Your Child

If someone other than your child's parent or guardian is picking up your child, that person's name **MUST** be listed in the *Emergency Contacts and/or Authorized Pick-Up* section of your child's online registration form.

Please update the list of people authorized to pick up your child in the Parent Portal whenever a change occurs. Instructions on how to add contacts can be found in the "Parent Portal: How To Instructions for Commonly Asked Questions" section of this Handbook.

THE SCHOOL WILL NOT RELEASE YOUR CHILD TO ANYONE EXCEPT YOU OR THOSE NAMED AS EMERGENCY CONTACTS AND/OR AUTHORIZED PICK UPS ON YOUR CHILD'S REGISTRATION FORM even though they may be known to our faculty and staff.

Please also ensure that you have the proper car seat needed for your young child. Children will not be allowed to go into a car without a carseat if they are eight and under. Other pick-up arrangements will be required.

Absence and Tardy Policy

Regular attendance is essential if children are to receive the full benefit of their Montessori education. Therefore, absence from school can be detrimental to the community and the individual. If you are struggling to bring your child to school on time, please reach out to your Level Director. We are happy to provide support.

Absences and tardies will be communicated to families on progress reports, which are a part of the student's permanent record. Schools to which students are interested in matriculating are likely to question a student's readiness or commitment to their education if they see excessive absences and/or tardies. A student who misses more than 10 percent of classes is classified as "chronically absent" according to the [California Department of Education](#). This metric is important because it is closely correlated with academic and personal growth across grade levels.

Children who are absent from school because of illness need to be cleared by health and safety before returning. Absences due to illness when Health and Safety is informed will be excused.

Children learn together in community and need to be present to do so. The group learns from interaction with each other and relies on the timely and consistent attendance of peers for the best results. Unexcused absences should be avoided. Examples of unexcused absences include absences for discretionary travel and family events.

Arriving at school on time helps students set their day up for success by giving them the time to transition from home life to school life. Late arrivals can negatively impact a student's ability to orient themselves to the activities of the day.

For certain aspects of the curriculum in the Elementary and Junior High, including trips, attendance is mandatory. If students are unable to participate in PE or farm work, we require a written note from a parent or physician.

Absence Due to Illness

In order to attend school, your child must be well. Please ensure they are well rested, well fed, and without fever, vomiting, or diarrhea.

Please note that you must keep your child home an additional 24 hours after the end of a fever, vomiting, or diarrhea.

Please do not give your student fever-reducing medication and send them to school. They must pass the fever and return 24 hours later. Your cooperation with this policy allows other children and crew to stay well.

If your Toddler, Primary, or Elementary child is absent for any reason, please email your child's classroom email accordingly. You may also call the Office before 7:45 am. Messages may be left by calling 415.924.5388 X 5.

Please provide the following information:

- Child's name
- Teacher
- Daytime phone number where you can be reached
- Date of absence
- Reason for absence

For the Junior High, please call the office or email the Junior High Operations Manager (rstallard@marinmontessori.org) with the same information.

Note: If your child is diagnosed with a communicable disease, it is essential that you notify the Office right away and email Health & Safety (healthandsafety@marinmontessori.org). Please see the section on *Notifications of Communicable Diseases* for details.

Planned Absences During School Time

We strongly discourage parents from scheduling vacations and discretionary travel when school is in session. It is important that students attend all school days including the first and last weeks of school.

For young children, extended or frequent absences are confusing and re-entry can be upsetting. Children miss out on valuable lessons and have to reorient themselves to the classroom. Being absent more than 10 percent of the school year is shown to negatively affect [academic success across grade levels](#).

MMS Transportation

The MMS fleet of passenger vehicles provides our school community with regular daily campus shuttles and transportation for activities during the school day.

- MMS provides daily transportation to and from school for Junior High students, from set locations throughout Marin County. We also offer a San Francisco line for Junior High, Elementary, and Primary students who are at least five years old. This is a fee-based service, and space is limited.
- Students are assigned to a select route at the start of the year. To make any changes later in the year, please contact Transportation Manager, [Tabitha Gaffney](#). Requested changes are not guaranteed.

The Transportation Manager, Tabitha Gaffney is responsible for day-to-day transportation logistics, van scheduling, and vehicle maintenance. Please email Tabitha and our Junior High Operations Manager, Robin Stallard also supports Junior High transportation comings and goings.

MMS drivers are employees of the school and undergo vehicle safety and CPR training administered by MMS and outside contractors. Each driver must have a clean driving record and undergo Live Scan fingerprinting and background review as required by the California Department of Justice.

Security Cameras On the Corte Madera Campus & In School Vehicles

To support the safety and security of students, employees, families, visitors, and School property, the School uses security cameras in School vehicles and selected public and common areas of campus. Cameras are not placed in restrooms, changing areas, or other locations where individuals would reasonably expect privacy. School vehicle cameras may also record audio; on-campus security cameras do not. Security cameras are intended to support campus safety. They do not replace direct adult supervision or other school safety practices.

To protect the privacy of our students and School community, video footage and audio recordings are confidential. Only employees whom the Head of School designates may access these. Footage and recordings are not available for viewing or listening by parents, guardians, students, or other unauthorized members of the School community.

Outside of authorized School personnel, footage and recordings will be disclosed only when required by subpoena or court order, or when the School determines that an urgent law-enforcement or public-safety need warrants doing so.

Carpools

MMS strongly encourages all families to consider carpooling in an effort to reduce neighborhood traffic and protect the environment, shorten the time it takes to drop off and pick up your child, and have all the children and staff in class on time. This is the best way to shorten our morning car line!

To make organizing a carpool easier to coordinate, you may access the Parent Directory in the Parent Portal.

If you arrange a carpool with other parents, they must be listed in the *Authorized Pickups* section of your child's registration form and in the [Parent Portal](#).

Please keep us informed of any additions or changes. Anyone picking up your child who is not familiar to the staff will be asked to show identification. Your child will not be released to anyone whose name is not listed in the *Emergency Contacts and/or Authorized Pickups* section.

Please let your carpool driver know if there is a change in your child's regular schedule so the driver knows he/she is not responsible for your child that day.

Health and Safety

Our goal is to have healthy students on campus who are able to participate in normal day-to-day activities.

Illness

Please DO NOT bring your child to school if they are sick or newly sick. This includes a continually runny nose, fever, unusual rash, vomit, diarrhea, and/or sore throat.

We request that you keep your child home an additional 24 hours after treatment has begun for pink eye, some communicable diseases, and after the end of a fever, vomiting, or diarrhea. Once the fever breaks and/or the vomiting and diarrhea has stopped, please note the time. The clock starts, and it is 24 hours before the student (or Crew member) can return to campus.

In order to prevent the spread of illnesses and ensure appropriate care for ill children, we will contact you and ask you to pick up your child as soon as possible if your child exhibits any symptoms of the above conditions. If we are unable to contact you or you are not able to pick up your child on short notice, we will contact the person(s) listed in the *Authorized Emergency Contacts and Authorized Pickups* section of the registration form to pick up a child who is ill.

Because children tend to spread germs easily, we ask all parents to cooperate with the illness policy in order to minimize illness at MMS for both children and adults.

Return to School After Injury or Hospitalization

If a student has been injured and received treatment or been hospitalized as a result of the injury, the school must be notified to ensure that we can participate in all aspects of follow up care to ensure a swift and safe recovery. If your child is recovering and requires modifications to their school day (e.g., limited mobility, medication, activity restrictions), families must submit documentation from the student's healthcare provider outlining any necessary accommodations to healthandsafety@marinmontessori.org, your child's class email, and your child's level director to ensure that all team members are informed of your child's care needs.

- Please note that we may require up to 24 hours to prepare for your child's return. After receiving the paperwork we will prepare our team and ensure that they receive any necessary training to care for your child.
- This allows the school team time to review the medical information, coordinate necessary accommodations, prepare the environment, communicate with relevant staff and secure extra staff, if needed.

Your child's safe return to school is our priority and concern. We are eager to have our students present and safe at school and we appreciate your attention to our need for time to do so.

Notifications of Communicable Illnesses

Please call the Front Office to be connected to Health and Safety, or email healthandsafety@marinmontessori.org if your child or a sibling has contracted a communicable illness so we can work with you to minimize the spread of the illness and inform other families of possible exposure.

- This includes, Strep Throat, Impetigo, Pink Eye, Influenza A. If notification of other families is appropriate, the Office will distribute a school-wide notice listing date of exposure, classroom in which the initial exposure occurred, signs and symptoms of the disease, incubation period, period of communicability, and method of transmission.

Covid Protocols

The MMS administration and teachers are committed to providing a quality program to our students that is safe, child-friendly, and in-person. Please refer to the most recent version of the 2026-27 Covid Policies in the Parents' section of the [MMS website](#).

Allergies

Food allergies affect approximately 5-8 percent of students. Eight foods cause 90 percent of all food allergic reactions. These foods include peanuts, tree nuts, milk, eggs, wheat, soy, fish, and shellfish. Exposure to a particular food the student is allergic to may cause anaphylaxis, a medical emergency. Avoidance of food allergens is our most effective tool for the prevention of severe allergic reactions.

Due to the significant number of students at all levels of our program who have severe peanut allergies, we ask that you refrain from sending peanuts, peanut butter, and other peanut products to school in your child's lunch and snacks. In addition, please do not provide classroom snacks that contain peanut products.

Please note: To ensure student safety, your child's class may be required to restrict additional food allergens. These exclusions are determined on a student-by-student basis. Additionally, we do not serve severe allergens during Primary and Elementary After School Care.

If your child has allergies, be sure to note them in the Medical Information section of the registration form in the annual online Registration Packet.

Use of Epinephrine Auto-Injectors for Allergic Reactions

The MMS faculty and staff have been trained in identifying a child or adult experiencing an anaphylactic reaction and how to administer an Epinephrine Auto-Injector.

We carry Epinephrine Auto-Injectors and Naloxone (Narcan) on each campus for community members.

The procedure is as follows:

- Based on the determination of the MMS staff, when signs of anaphylactic reaction are present, an Epinephrine Auto-Injector will be administered and a 911 call will be made.
- The child's parents will be contacted.
- The child will be transported via ambulance to the hospital.
- The family will inform the school of the child's progress, and the child will return to school when the medical officials deem it safe to do so.

Medical Examination

Children may not be admitted to the school unless all medical forms, including the [Report of Health Examination for School Entry](#) (Kindergarten through Ninth Grade) and the [State of California Physician's Report](#) (Toddler/Primary), are complete and on file in the School Office prior to the child's attendance.

These forms are provided to new families at the time they register at MMS and are due along with all other registration materials. If this is not possible, please notify the [Registrar](#) in writing of the date of your child's health exam appointment and when you will be able to submit the form(s) to the school.

Students are subject to exclusion from school if all medical and/or registration forms are not submitted by the due date.

For the health and well-being of your child and the classroom community, these forms must be completed and turned in to the Registrar by the due date provided.

Immunizations

In accordance with state law, MMS requires that all students provide current proof of immunization status prior to the start of school or when requested by MMS. Students will not be allowed to attend school without this documentation on file.

Children overdue for one or more required immunizations are subject to exclusion from school until the overdue requirements have been met.

Medical Exemptions

Medical exemptions to required immunization: Starting January 1, 2021, Senate Bills SB 276 and SB 714 have required that all new medical exemptions for school and child care entry be issued through CAIR-ME (<https://cair.cdph.ca.gov/exemptions>), an electronic, statewide database. Medical exemptions can only be issued by physicians and surgeons licensed with the Medical Board or Osteopathic Medical Board of California and must meet criteria for appropriate exemptions from the Centers for Disease Control and Prevention, Advisory Committee on Immunization Practices, and American Academy of Pediatrics.

Personal beliefs exemptions (PBEs): PBEs have not been permitted since 2016 per SB 277.

For more information, please visit the Shots for Schools website (www.shotsforschools.org).
[California Immunization Requirements for Pre-Kindergarten](#)
[California Immunization Requirements for K-12th Grade \(including transitional kindergarten\)](#)

Administering Medication

If your child requires medication administered at school, all medication provided must be in the original prescription container with an unexpired date and your child's name on the original prescription.

For your child's safety, any prescribed emergency medication needed for a life-threatening condition must be provided to the school office before your child attends school. Please contact the office before your child's first day to arrange delivery of the medication and any required instructions or forms.

A separate [Medication Administration Authorization and Release](#) must be on file for each medication and submitted to registrar@marinmontessori.org. All medications will be kept and distributed by MMS staff.

Please note that MMS requires two (2) sets of each medication - one set stays in the classroom and one set is stored in the emergency medical bag kept in the administration building. All medications must be delivered directly to the Front Office. Please do not put medications in your child's backpack.

For Epinephrine Auto-Injectors, the [Medication FARE Form](#) must be signed, dated, and stamped by a physician's office.

For inhalers, the [Medication Administration Form for Inhalers](#) must be signed, dated, and stamped by a physician's office.

For Toddler through Elementary:

- No medication of any kind, including aspirin, will be administered without a prior written directive from a doctor and a signed parental consent.
- Therefore, a [Medication Administration Authorization and Release](#) must be completed before we can give medication to your child, including sunscreen.
- Licensing considers sunscreen to be a medication, therefore, a Medication Authorization is required for sunscreen to be applied on campus for any Toddler or Primary students.

For the Junior High:

- ONLY the over-the-counter medications parents permit for in the yearly online registration packet will be administered at school without parent directive if asked for by your adolescent.
- No other medication will be administered without a prior written directive from a doctor and a signed parental consent.
- Therefore, a [Medication Administration Authorization and Release](#) must be completed before we can give medication to your child.
- If your child is regularly taking medicine for an ongoing health problem, even if the medication is only taken at home, please notify the school and identify the medicine being taken, the current amount taken, and the name of the doctor who prescribed it.

Accidents

Minor accidents occurring during school hours receive the prompt and careful attention of our Crew members. A *Child Injury Report* is completed and a copy is given to the parents. In the event of a more serious accident, the family is notified at once and arrangements are made for the child to be taken home or to their physician. Parents are strongly urged to inform the school of any change of parent or physician telephone number during the year. Please be alert to phone calls from school and promptly return a call from school to ensure the best possible care for your child.

Emergencies

In the case of an emergency, paramedics will be called, and if appropriate, the child will be taken to the nearest emergency room and accompanied by a Crew member.

Dogs on Campus

Please be aware that dogs or any other pets are not permitted on the school campus when children are present. Dogs should not be walked to school to drop off or pick up students, including all campus interior and exterior waiting areas. You are welcome to keep your pets in your car while on campus.

Certified service animals, emotional support animals, and dogs used for law enforcement activities are the only animals permitted on campus. Service and emotional support animals must obtain clearance from the school administration before entering campus.

We appreciate your support and understanding as we work to ensure the safety and security of Corte Madera students and their families (and our pets).

Clothing and Supplies

Clothing Guidelines for the Toddler and Primary Levels

Children work and play actively and need to feel comfortable at school; therefore, we ask that all children come to school dressed for the day and ready for all types of activities.

Choose clothing that fosters independence and that they can manage entirely by themselves; this is especially important for our youngest children as they learn to use the bathroom

Dress in comfortable, washable, nonrestrictive casual clothing.

Dressing in layers is helpful due to the changing weather patterns by the Bay.

For rainy days, children wear rain boots, raincoats, and rain hats because we go outside nearly every day regardless of the weather.

Rubber-soled closed-toe shoes allow for safe, active participation in gross motor activities. Please save shoes that light up or make noise for home as well as Crocs, party shoes, cowboy boots, clogs, flip flops, or other backless shoes as well as dress shoes as they are unsafe for use on our play areas for young children.

To keep our young classroom communities commercial-free, we ask that all trademarked character wear be kept at home. Please send your child to school in plain clothing (shoes, slippers, jackets, shirts, hats, etc.), and select commercial-free lunch boxes and daypacks too. All commercial characters, for example, Dora, Barbie, Skulls, Pirates, Spiderman, Batman, etc. are to be kept at home. This requirement is out of respect for your child's class as a reality-based space and allows families to decide if they want their child exposed to these characters or not. We appreciate your understanding.

Please keep animal headbands at home too.

Napping Supplies for Primary Level

Children who require an afternoon nap will bring in:

- One king-size pillow case (to store their nap items);
- One standard crib sheet (fits snugly on our sleeping mats);
- One small blanket (polar fleece);
- One crib-sized pillow if your child is age 3 and above.

All children must have their own bedding that is stored separately in a king-size pillowcase. Please make sure all nap items are clearly marked with your child's name and that you take all bedding home at the end of the week to be laundered. Please return the clean bedding each Monday.

Clothing Guidelines for the Elementary Level

Elementary children should wear comfortable clothing that will allow for active work and play without restricting their movements. Students are expected to dress appropriately for school and school activities. Clothing should fit and be functional for both the classroom environment and for outdoors.

Clothing Guidelines for the Junior High

Students are expected to dress appropriately for school and school activities; clothing should fit, be clean, and be functional for the various aspects of MMS community life, community work, and all school functions. All students are encouraged to keep a set of work clothes in their lockers. These clothes can be used if ever a student wants to change into a set of clothes that can dirty during outside activities. All students must have a pair of boots/outdoor shoes (close-toed) to wear outside during all outdoor work and activities. Close-toed shoes are required during work on the farm. Long pants are highly encouraged for work on the farm.

Change of Clothing

Any Primary or Toddler child whose clothing becomes wet or soiled for any reason will be offered clean, dry clothes to change into from their personal extra clothing supply. In order to keep their personal clothing supply adequately stocked, we ask that their clothes be laundered and a new set returned. Please make sure that your child has enough spare sets of clothing at school. If your child's personal set is exhausted and not replenished we will use our MMS set of extra clothing. Please be sure to return it to school in a timely manner.

Labeling

- Please mark all clothing with your child's name, especially outer garments (e.g., jackets, sweaters, hats, boots, slippers, gloves, etc.).
- Label lunch boxes and day packs.
- Car seats being left for a trip must be clearly marked on the bottom with your child's full name.

Lost and Found

All items left at school at the Corte Madera campus are put in the Lost and Found located just inside the front gates on the Primary and Elementary sides of campus. Items left at the Junior High campus are placed in the Lost and Found at the Junior High. Please check the Lost and Found if you are missing any articles of clothing as we periodically donate all unclaimed items to a charitable organization.

Personal Belongings

Children enjoy bringing things to share (e.g., books, shells, an interesting leaf, rock, picture, or insect). Items of special interest and educational value are always welcomed. If your child has something to share, please label the item or its container so that it can be safely returned to you.

PLEASE DO NOT ALLOW YOUR CHILD TO BRING TOYS, MONEY, OR JEWELRY TO SCHOOL. Key chains, whistles, and other toys attached to a backpack are often distracting. Please let your child know that if they leave their special toy in the car, it will be safe until they return from school.

Children attending school on the Corte Madera campus are not allowed to bring cell phones or internet-connected "wearables" on campus except under special circumstances when requested in writing by the parent and approved by the teacher.

For Junior High students, the campus is a phone-free learning environment. It is strongly recommended that students leave their cell phones at home. In the event that a student needs to bring their cell phone to school, they will be required to turn their phone in to the office/advisor. It is our expectation that families will partner with faculty to support the healthy use of technology and thus inform their advisors and administrators if their child has a phone. Junior High students are NOT ALLOWED to use their cell phones while on campus, shuttles, or class trips.

MMS Spirit Wear

Our Parents' Association has created high-quality and attractive family-friendly MMS Spirit Wear. We will continue to sell it at events and from the Front Office in Corte Madera.

Nutrition

The information below pertains mainly to the Corte Madera campus. Junior High families should refer to the Junior High Community Handbook for specifics about nutrition, snacks, and community-prepared lunches.

Breakfast

Breakfast is your child's most important meal. Please ensure that your child has an adequate morning meal so that they can be at their best. It is ideal for this to be enjoyed at home so that your child makes the most of their school time. Please note that because of allergies we ask that children arrive at school with their meals completed and hands clean.

Snack

A healthy snack is available for Toddler and Primary children each morning. We offer balanced nutritious snacks that include fruits, vegetables, protein, and carbohydrates. Each class tailors their snack to meet the preferences and needs of the group. Allergens are always avoided so please let us know what your child's needs are and stay alert to updates from your child's guide.

Primary and Elementary ASC also provide a balanced nutrition snack in the afternoon.

Elementary children may pack a snack along with their lunch.

If you have extra fruit or vegetables from your garden, please think of us. It is always a special treat to have a snack fresh from someone's garden. Please contact the Guide before sending a snack for the whole class.

Lunch

A well-balanced healthy lunch is encouraged. We strongly discourage sending foods to school with "empty calories" – foods with refined sugars/starches such as cookies, cakes, and potato chips for example.

Parents are encouraged to provide a healthy, well-balanced lunch for their child in resealable containers that are easy to open and close. So that you know how your child is eating, we will send back all uneaten food. Keep in mind that even small containers of yogurt are often too much for younger children to eat and have to be put into the garbage. A very small amount in a reusable container that can be returned home creates less waste.

Please invite and involve your child in preparing lunch for school, and later, in cleaning out the lunch container at home. This extends the Montessori classroom experience by allowing your child

to make choices, assume responsibility, and develop independence.

Please avoid sending in:

- Lunchables
- Go-GURT, drinkable yogurts
- Juice boxes
- Candy
- Gum
- Carbonated beverages
- Desserts
- Pop-top or snack-pack cans are discouraged due to the sharp-edged lids.

During the day and at lunch the children will drink water from their own cups.

In keeping with the MMS recycling policy, we ask that you assist us in protecting our environment by consciously choosing packaging that is recyclable. Wax paper bags for sandwiches are ideal rather than plastic bags, food can be put in reusable containers, and metal cans may be recycled. All packaging should be manageable for your child.

Due to the significant number of children at all levels of our program who have severe peanut allergies, we ask that you refrain from sending peanuts, peanut butter, and other peanut products to school in your child's lunch and snacks. In addition, please do not provide classroom snacks that contain peanut products. Your child's classroom may have other allergen exclusions, and you will be notified at the beginning of the year if that is the case.

Celebrations and Excursions

Birthday Celebrations

Children like to share this special day with their classmates. Birthday celebrations allow each child the joy of sharing some of life's more exciting and meaningful moments. Please consult with your child's Guide regarding scheduling and details of this special event.

Children often choose to bring a special gift to the class; a special book, a beautiful small vase, or a carefully chosen plant.

Toddlers: In the Toddler class, we ask that you prepare a timeline with your child, including a brief biography and a photograph of the child as a newborn, at six months, at one year, at eighteen months, and at two years. This is an introduction to the concept of time and history.

You may also include a special snack for the birthday celebration. PLEASE AVOID CAKES, CUPCAKES, and FOODS WITH HIGH SUGAR CONTENT. Some suggestions for healthy, nutritious birthday snacks are seasonal fruit, cheese and crackers, cheese and fruit, fruit kabobs, fruit breads (banana bread, cranberry bread, panettone), and muffins. Portions should be small. Please check with your child's teacher to find out the number of portions needed or if there are any ingredient restrictions due to allergies.

Primary: In the Primary classes, we ask that you prepare a timeline with your child, including a brief biography and one photograph for each year of the child's life. This is an introduction to the concept of time and history. The Primary child will also ceremonially carry our globe of the earth

around the sun (a candle) once for each year of the child's life.

You may also include a special snack for the birthday celebration. PLEASE AVOID CAKES, CUPCAKES, and FOODS WITH HIGH SUGAR CONTENT. Some suggestions for healthy, nutritious birthday snacks are seasonal fruit, cheese and crackers, cheese and fruit, fruit kabobs, fruit breads (banana bread, cranberry bread, panettone), muffins, and carrot cake. Portions should be small. Please check with your child's Guide to find out the number of portions needed or if there are any ingredient restrictions due to allergies. Store bought items are ideal due to allergies.

Elementary: The birthday celebration procedure is structured to accommodate the number of children and the summer birthdays. The children plan one group birthday celebration each month.

Junior High: Sometimes a family will provide a snack for lunch or break. Many of our students like to keep their birthdays private while others like to have their birthdays acknowledged. In the event a birthday falls on one of our trips, we partner with the student's family to find an appropriate way to acknowledge their birthday.

Holiday Celebrations

The children plan holiday celebrations with the guidance of their guide. Discussion and preparations for the celebration often begin two to three weeks before the actual celebration. First, a plan is made with the guide, and then the guide helps the children implement the plan. Holiday celebrations may include the following: history of the holiday, art activities, plays, songs, poems, cooking projects, and games. Parents are notified ahead of time if there are any preparations that may need their assistance.

Celebrations may differ among the classrooms. Celebrations may also differ from year to year within a particular class. All children are invited to participate in their classroom celebration. Not all children may choose to be involved in the preparations and/or celebrations because of different cultural backgrounds, family experiences, interests, developmental needs, and skills.

Parents are encouraged to contact their child's guide to plan a way to share any of their family's traditions or holiday celebrations.

Halloween

We save our celebrating and costumes for our annual fall fest for toddler and primary age children.

If your child is attending Fall Fest or a classroom celebration in costume, please note: In keeping with the Montessori philosophy, only select costumes for Primary that are reality-based. Please avoid costumes with masks and weapons as these may be scary for some children and potentially unsafe in our community setting.

Parent Hosted Parties

We encourage parents to embrace a culture of inclusivity when hosting students/families off-campus. Please be mindful of the effect of excluding specific students or families from a birthday or graduation celebration.

Gifting Guidelines

We ask that there be no classroom-wide or school-wide collections of money for the purchasing of gifts for guides and Crew. Gift-giving is left to individuals as they desire. Please note that the total monetary value of a gift cannot exceed \$100. The best gifts are thoughtful cards of appreciation.

Ring Mountain Hikes (Primary)

The older children in the Primary level periodically go for a hike on Ring Mountain. A faculty member always leads these walks. A *Ring Mountain Hike Permission* form (included in the annual online Registration Packet) signed by the parent must be on file in the Registrar's Office in order for your child to participate in this local hike.

Going Out Excursions (Elementary) and Field Studies (Junior High)

Going Out excursions and Field Studies are, respectively, an important part of the Elementary and Junior High curriculum and are a natural part of the student's day.

In the Elementary, these can be spontaneous outings, which may include a trip to the library or to shop for items necessary to complete a project, or they can be outings planned in advance by students, such as a trip to a museum to study a subject in depth. A staff member drives students for Going Out excursions, and the Front Office is notified prior to the outing.

Junior High Field Studies are planned or spontaneous outings typically connected to and designed to enrich the content of a course. These might include a trip to a museum, a historical site, or a site for PE. Students are usually driven by a Junior High faculty member or MMS van driver, and the Junior High Office is notified prior to the outing.

In the event that a staff member is not accompanying the students, parents will be notified of the date, the destination of the trip, and which adults will be responsible for the children. In the registration process, all Elementary and Junior High parents are asked to sign a *Going Out* or *Field Study Permission* form. Primary parents are asked to sign a *Ring Mountain permission form*.

Field Trips (Primary, Elementary, and Junior High)

The oldest children in the Primary level, who are at least five years old, and the Elementary and Junior High students periodically go on field trips related to an area of interest. A field trip differs from a going out excursion or a field study in that it is planned in advance by the adult in the classroom. A crew member always leads these field trips.

The MMS fleet of vehicles provides Primary, Elementary, and Junior High transportation for daytime field trips, as well as select overnight and multiple-day class trips. School-issued safety vests or child safety seats are required for Primary and Lower Elementary children who are between 5 and 8 years of age or under 4 feet 9 inches tall. Children must be at least 5 years old to participate in Primary field trips.

On the day of the field trip, if you are choosing not to use our school-issued safety vests, a child safety seat clearly labeled on the bottom with your child's full name must be left at the entry gate

at morning drop off. MMS drivers will install the child safety seats into the vans before departure. Parents can retrieve their child's car seat at afternoon pick-up.

Class Trips (Elementary and Junior High)

Class trips are overnight trips for Elementary and Junior High students. Trips are organized by faculty and usually require hired transportation and overnight accommodations. Trips vary in length from one night to ten days. Billing for all Elementary class trips is included on the enrollment agreement and the single fee covers all class trips taken throughout the year as well as field trips. Billing for Junior High class trips is done through the Parent Portal, and the single fee covers all class trips taken throughout the year as well as field trips. There is no separate billing for the Junior High Odyssey Trip. Students who decide to attend MMUN will be billed separately through the Parent Portal. The annual registration packet details class trip costs by grade/program.

Any parent invited to be a chaperone must submit to a Live Scan fingerprint for a background check, submit a SB 848 authorization to verify past employment and volunteer opportunities working with children, and complete mandated reporter training prior to participating in the trip.

Alcohol and School Events

In general, alcohol should not be served at MMS events at which students are invited, too.

Student Accident Insurance

The school carries a Student Accident insurance policy, which provides coverage for your child during school hours and on all class trips, field trips, and Going Out excursions. This insurance policy is secondary to any coverage you may already carry. If you do not have medical insurance for your child, Student Accident insurance will be primary.

Additional School Care and Bayside Afternoon Classes

Additional School Care (ASC) follows basic Montessori principles in terms of encouraging children to help and teach one another, to follow projects through to completion, to create their own activities, and to care for their environment.

With some restrictions, parents can choose to have their children participate in ASC through the Full-Year ASC Package (selected during enrollment) or Single-Day ASC (sign up through your [Parent Portal](#)).

To ensure that other children have the opportunity to attend ASC, we ask that families with scheduled ASC (whether through Package or Single-Day) opt out via their [Parent Portal](#) as soon as possible when their child is absent or planning to be absent from ASC. This will free up space for other children to attend, as well as ensure that your child will be escorted to the benches providing a more peaceful transition for your child.

To cancel ASC, log on to your [Parent Portal](#) and opt out of any date you do not need. See sign-up, no-show, and cancellation policies below. If you have any Parent Portal questions, please contact our Registrar at registrar@marinmontessori.org.

On a regularly scheduled school day, children will not be accepted into ASC if they did not attend class.

Full-Year ASC Package

If you need daily childcare before school (Primary) and/or after school until 6:00 pm (Full-Day Primary and Elementary) for the entire school year, you will benefit from electing the Full-Year ASC Package when you sign your Enrollment Agreement. The annual fee for Before School Care is \$2,250 for Primary. There is no fee for Elementary Before School Care. After School Care is \$7,100 per student for Full-Day Primary and Elementary.

Single-Day ASC

The Single-Day ASC option through the [Parent Portal](#) allows families to sign up for Afternoon ASC for the day(s) that care is needed.

Primary: Full-Day Primary students must be signed up by 1:30 pm on the day that care is needed.

Elementary: Students can be signed up at any time.

Note:

- Single-Day ASC is for afternoon Full-Day Primary and Elementary care only.
- Elementary students who need morning care can be dropped off at the Elementary circle and go to the Big Field. There is no signing up or fee for Elementary morning care.
- Single-Day ASC in the mornings is not available for Toddler and Primary students.
- Primary children who would like to attend ASC in the morning must select the Full-Year Morning ASC Package on the Enrollment Agreement.

Sign-Up:

Primary: If you need Afternoon ASC for your Full-Day Primary child, you can sign up by 1:30 pm on the day that care is needed by going to the Extended Care tab of the [Parent Portal](#). Your child must be signed up for Afternoon ASC via the Parent Portal in order to attend. The Front Desk and Registrar are unable to sign up students.

Elementary: Elementary children can be signed up at any time.

Billing: Afternoon care is billed in ½ hour increments based on the check-out time. The fee is \$25 an hour. There is a \$75 no-show fee. Pick-ups after 6:00 pm will incur a \$2 per minute charge.

Cancellation Policy: Use the [Parent Portal](#) to cancel your ASC sign-up. You must cancel **by 12:00 pm the day before** care is needed or there will be a \$75 cancellation or no-show fee. Please note that the Front Office and Registrar are unable to handle cancellations.

If you know that your child will not be in ASC, whether due to illness or a planned absence, please opt out of ASC as soon as possible through your Parent Portal to give waitlisted students the opportunity to attend. This practice also applies to families who have elected the Full-Year ASC Package.

Please note that per school policy, we do not issue refunds for ASC absences.

Primary ASC

ASC is available for Primary students before school from 7:30 am to the start of class and after school from 3:00–6:00 pm. This is a long day for the children, so please pick them up on time. For Morning ASC, children go to their classrooms. They may help the classroom assistant and guide prepare the classroom environment, or they may become engaged in an activity of their choice.

Primary students who need care prior to school must be registered in advance via a Full-Year ASC Package program. *We are not able to accommodate Morning Drop-In for Primary students.*

The afternoon ASC program for Full-Day Primary children is in Hummingbird . Our Primary ASC program echoes the Montessori day, while allowing for different kinds of activities that families would typically do at home together after a long day at school.

Children find a variety of art and interesting projects awaiting them and will often work on activities together. Additionally, they engage in various construction activities, cooperative board games, and outdoor free play on a daily basis.

Drop Off:

Please park in the loading/unloading zone and escort your child/ren to the Primary gate where a crew member will have you sign in and escort your student(s) to class.

Pick Up:

When you arrive, please enter through the Primary Gate using the parent code.

If you need to reach Primary ASC Staff between 3:00 and 4:30 pm, please call the front office at 415-924-5388. After 4:30 pm, you can reach the ASC staff directly by selecting extension 336.

Elementary ASC

ASC is available for Elementary students before school from 7:30 am to the start of class and after school from 3:00–6:00 pm.

For Morning ASC, Elementary students go to the Big Field. Elementary students who need care prior to school may drop in on the morning that care is needed. (There is no charge and no pre-registration).

The home base for the afternoon ASC program for Elementary children is the Great White Egret classroom. The students are offered a variety of games, arts and crafts, cooking projects, and other activities (both indoor and out).

Drop Off:

Pull into the Elementary Circle and drop off your student. They will walk over to the Big Field and be greeted by the Crew Member running Morning Care.

Pick Up:

Park in the Elementary Circle or Main Lot and then sign children out inside the Great White Egret classroom. At around 5:00 pm each day when the numbers in ASC are low, the Elementary ASC group walks down to combine with Primary ASC on the Primary end of campus in the Hummingbird Classroom. If picking up your child during this window, you will find a sign posted on the closed gate to the Elementary Circle directing you to pick up at the Primary Side of Campus through the Primary Gate.

For Elementary students who wait in ASC until the Junior High van arrives in order to be picked up with their Junior High siblings, ASC will be free for the first 30 minutes or until the Junior High van arrives.

If you need to reach Elementary ASC Staff between 3:00 and 4:30 pm, please call the front office at 415-924-5388. After 4:30 pm, you can reach the ASC staff directly by selecting extension 338.

Junior High Morning ASC

Morning ASC is available for Junior High students from 7:30 – 8:00 am at an annual fee of \$1,000. Guardians should reach out to the Chief Finance Officer to make arrangements. Students are expected to read a book or work quietly on their homework while remaining downstairs in the dining hall area. We also offer Drop-In ASC for Junior High students at \$24/hour. Space may be limited.

In an effort to offer more flexibility to families, students may be picked up as late as 4:00 pm at no charge. However, if late pick-ups become excessive, MMS may charge families \$10 for every five minutes after 4:00 pm. For any pick-up after 3:30 pm, guardians should collect their Junior High students from the schoolhouse.

Parent Conference Day ASC

For families who have chosen the **Full-Year Afternoon ASC Package**:

If your child is signed up for the Full-Year Afternoon ASC Package, you have prepaid for ASC on conference days. There is no additional charge. You are automatically signed up for All-Day ASC from 8:00 am-6:00 pm.

However, please email registrar@marinmontessori.org if you prefer 'Morning ASC from 8:00-11:30 am'. This will ensure that staff is adequately prepared on conference days.

- Morning ASC from 8:00-11:30 am (Package) – Morning ASC ends before lunch.
- All-Day ASC from 8:00 am-6:00 pm (Package) – Please pack a lunch for your child.

Duration of Conference ASC: Your child may attend ASC during the time of your scheduled conference at no charge. If your family has multiple conferences to attend, your children may stay in ASC for the duration of each conference at no charge.

For **Primary** children, please sign up for "Duration of Conference ASC" at the same time when you sign up for your child's conference. Please take your child to the garden if your conference is taking place between 8:00 am and 3:00 pm. If your conference is after 3:00 pm, please go to Hummingbird.

For **Elementary** children, please take your child to the Elementary end of campus. Check in with ASC staff, who will be stationed on the Small or Big Fields.. There are no sign-ups for "Duration of Conference ASC" in Elementary.

If you will not need ASC on conference days, please follow the Opt-Out Instructions down below.

For all other families, you must sign up through your [Parent Portal](#). Please choose from the two options listed below. Instructions for how to sign up can be found further below.

For **Primary**, please note that sign-ups are fulfilled via a lottery system to ensure a fair and random selection process. Half-Day Primary children are eligible only for Morning ASC.

1. Morning ASC from 8:00-11:30 am – Morning ASC ends before lunch. The cost for Morning ASC is \$40 per day. If not canceled at least one week in advance, there will be a \$40 cancellation fee. There is a \$40 no-show fee. Pick-ups after 11:30 am will incur a \$2 per minute charge.
2. All-Day ASC from 8:00 am-6:00 pm – Please pack a lunch for your child. The cost for All-Day ASC is \$100 per day. If not canceled at least one week in advance, there will be a \$100 cancellation fee. There is a \$100 no-show fee. Pick-ups after 6 pm will incur a \$2 per minute charge. Half-Day Primary students are not eligible for All-Day ASC.

Duration of Conference ASC: Your child may attend ASC during the time of your scheduled conference at no charge. If your family has multiple conferences to attend, your children may stay in ASC for the duration of each conference at no charge.

For **Primary** children, please sign up for "Duration of Conference ASC" at the same time when you sign up for your child's conference. Please take your child to the garden if your conference is taking place between 8:00 am and 3:00 pm. If your conference is after 3:00 pm, please go to Hummingbird.

For **Elementary** children, please take your child to the Elementary end of campus. Check in with ASC staff, who will be stationed on the Small or Big Fields. There are no sign-ups needed for "Duration of Conference ASC" in Elementary.

How to Sign Up for ASC:

1. Log in to your [Parent Portal](#).
2. Go to the "Extended Care" tab.
3. In the "Participants" sub-tab, select your child's name for the applicable ASC conference session
4. Click "View Signups."
5. On the next page, make your ASC selection(s).

How to Opt Out / Cancel an ASC Signup:

1. Log in to your [Parent Portal](#).
2. Go to the "Extended Care" tab.
3. In the "Participants" sub-tab, select your child's name for the applicable ASC conference session
4. Click "View Signups".

5. On the next page in the Session Calendar, **open** the day(s) you wish to cancel and select "Opt Out" on the next page.

Please reach out to registrar@marinmontessori.org with any questions.

In-Service Day ASC

For families who have chosen the Full-Year Afternoon ASC Package:

If your child is signed up for the Full-Year Afternoon ASC Package, you have prepaid for ASC on In-Service days. There is no additional charge. You are automatically signed up for All-Day ASC from 8:00 am-6:00 pm.

However, please email registrar@marinmontessori.org if you prefer 'Morning ASC from 8:00-11:30 am'. This will ensure that staff is adequately prepared on in-service days.

1. Morning ASC from 8:00-11:30 am (Package) – Morning ASC ends before lunch.
2. All-Day ASC from 8:00 am-6:00 pm (Package) – Please pack a lunch for your child.

If you will not need ASC on in-service days, please opt out in your [Parent Portal](#).

For all other families, you must sign up through your [Parent Portal](#). Please choose from the two options listed below.

For Primary, please note that sign-ups are conducted through a lottery system to ensure a fair and random selection process. Half-Day Primary children are eligible only for Morning ASC.

1. Morning ASC from 8:00-11:30 am – Morning ASC ends before lunch. The cost for Morning ASC is \$40 per day. If not canceled at least one week in advance, there will be a \$40 cancellation fee. There is a \$40 no-show fee. Pick-ups after 11:30 am will incur a \$2 per minute charge.
2. All-Day ASC from 8:00 am-6:00 pm – Please pack a lunch for your child. The cost for All Day ASC is \$100 per day. If not canceled at least one week in advance, there will be a \$100 cancellation fee. There is a \$100 no-show fee. Pick-ups after 6 pm will incur a \$2 per minute charge. Half-Day Primary students are not eligible for All Day ASC.

Minimum Days

For families who have chosen the Full-Year Afternoon ASC Package, you have prepaid for ASC on Minimum days. ASC coverage on Minimum Days begins when the school day ends until 6:00 pm.

For all other families, the Single-Day ASC option is available. Please refer to the Single-Day ASC description above.

Late Pick-Ups

When students are picked up late from ASC, our hard-working ASC staff members are late getting home to their families. In fairness to them, please pick them up by the appointed time.

All Primary and Elementary children must be picked up no later than 6:00 pm. Pick-ups after 6:00 pm will incur a charge of \$2 per minute, and MMS may exclude a child from the ASC program for excessive late pick-ups. If you anticipate being late, please call the ASC line by dialing (415) 300-5671.

Junior high students must be picked up no later than 4:00 pm. If late pick-ups become excessive, MMS may charge families \$10 for every five minutes after 4:00 pm.

ASC for Children Not Attending School

On a regularly scheduled school day, children will not be accepted into ASC if they did not attend class.

The Front Desk and Registrar do not manage ASC opt-outs due to class absences. If your child will not be in ASC, whether due to illness or a planned absence, please opt out of ASC as soon as possible through your Parent Portal to give waitlisted students the opportunity to attend. This practice also applies to families who have elected the Full-Year ASC Package.

Please note that per school policy, we do not issue refunds for ASC absences.

Bayside Afternoon Classes (BAC)

Optional after-school classes are available to Full-Day Primary (four years and older by the time of the first session) and Elementary students. Offered by outside professionals and MMS faculty/staff and paid for by parents, after-school classes may include Spanish, soccer, music, science, etc. Classes are tailored to particular ages and numbers of children. Due to space restrictions, we can only offer a limited number of after-school classes each semester.

You will receive a ParentSquare notification prior to registration letting you know what day registration will open. Registration for BAC is done in the [Parent Portal](#). Because of demand, sign-ups are conducted through a lottery system to ensure a fair and random selection process. In the lottery, priorities will be given to siblings enrolled in the same class. Classes can fill up quickly, so we cannot guarantee space. If a particular class fills up, a waitlist will be started for that class, and parents will be notified if a space becomes available.

Once you have registered and your child has been selected through the lottery, your enrollment is considered final. By completing registration, you are committing to full payment for the class. If the BAC teacher and Level Director determine the class is not a good fit for your child, you will be contacted after the first class to determine if it makes sense for your child to continue. If it is best for your child to withdraw, a prorated refund for the remaining classes will be given.

In order to respect the hours and schedules of the BAC teachers we ask that you please pick up your child on time. Please remember to wait in the pick-up area to sign out your Primary child with the BAC teacher. If your child attends ASC after BAC, please sign out with the ASC teacher.

Children who are not picked up on time will be escorted to the office where they will wait for you to arrive.

[Matt Stratton](#) oversees the BAC program. Parents are encouraged to contact him with feedback, observations, and/or concerns. If there are questions regarding schedule, age, content, and/or registration, please email the [School Registrar](#).

On a regularly scheduled school day, children will not be accepted into BAC if they did not attend class.

Summer Camps

Due to limited availability, MMS Summer Camp enrollment is for current students who are returning the following school year. Because of demand, sign-ups are through a lottery system to ensure a fair and random selection process.

Cancellation Policy

Once you have registered and your child has been selected through the lottery, your enrollment is considered final. By completing registration, you are committing to full payment for summer camp, and invoices will be sent out immediately.

Refunds will not be issued once registration is confirmed.

Payments and Enrollment Matters

The Enrollment Agreement is a legally binding contract between the school and the family for matriculation at Marin Montessori School. The obligation is fixed and irrevocable. Cancellation of the agreement after the date specified in your Enrollment Agreement carries the full obligation to pay the entire school year's tuition. The MMS Financial Policies are included with the Enrollment Agreement and should be read carefully for financial details.

Re-Enrollment

January marks the beginning of the re-enrollment process for the following school year. Current students receive priority, so it is important for families interested in continuing their child's education at Marin Montessori School to complete the re-enrollment process according to the following schedule:

Mid-January: A customized Enrollment Agreement is available online for each current MMS family.
End of January: Complete and submit the Enrollment Agreement with a non-refundable registration deposit of 10 percent of the agreement total.

After January 31, we will begin admitting new families for the 2027-2028 school year and cannot guarantee your child's place unless you have signed the Enrollment Agreement and remitted your tuition deposit. MMS reserves the right to withhold a re-enrollment agreement if the family's account is past due. Please contact the [Senior Director of Admission and Enrollment](#) if you have

further questions about your child's spot. If you have technical questions about the [Parent Portal](#) and the enrollment procedures, please contact the [School Registrar](#).

Tuition

Marin Montessori School offers two tuition payment plans:

Lump Sum Payment Plan A: Full payment for the 2026-27 academic year is due and payable on April 16, 2026.

Monthly Installments Payment Plan B: Payments begin April 16, 2026, and continue through December 16, 2026.

Families who choose Plan B will be required to sign up for automatic withdrawal of payments (ACH) from their bank account.

If you need to change your payment schedule or automatic withdrawal amount at any time during the school year, a written request must be submitted to the [Business Office](#).

The individuals signing the Enrollment Agreement are solely responsible for payment of tuition, fees, and all incidental charges.

If your account becomes past due as a result of failing to remit payment on time, MMS will take the following actions:

- 30 days past due: family will not be permitted to utilize the ASC program
- 60 days past due: the tuition collection process will begin, starting with the school's attorney

If a family is contacted by the business office about a past-due account, it is the school's expectation that the family stays in contact with the business office until the account is in good standing.

Ancillary Fees and Charges

Fees for BAC, hourly ASC, elective trips, summer camp, and other ancillary charges are billed through the BigSIS Parent Portal. Payment due dates are listed on each invoice, and payment is generally due within seven days. Any questions regarding your account should be directed to the [Business Office](#).

Insufficient Funds

There will be a \$50.00 service charge for all returned checks or debit failures.

Tuition Refund Plan

MMS utilizes a Tuition Refund Plan through Dewar Insurance Agency. This insurance helps to protect your child's annual tuition commitment against unforeseen withdrawals or dismissals from MMS. Coverage is required for all families except for families who enrolled with Payment Plan A (lump sum). Coverage for Payment Plan A is optional though families must opt out by clicking the

box on their Enrollment Agreement. This coverage is available at the time of enrollment. The plan is described fully in the brochure that is enclosed with the Enrollment Agreement. Contact the [Business Office](#) for more information.

Tuition Assistance

The MMS Tuition Assistance (TA) Program is a partnership between the school and current and incoming families. It is a mutual commitment to stretch resources to make an MMS education possible for dedicated families.

All applicants are encouraged to read the [MMS Tuition Assistance Policies and Procedures](#).

Tuition Assistance is not meant to subsidize families so their lifestyles do not have to change in order to afford an MMS education. TA is not meant to support other education, such as a parent's graduate work, a student's future college tuition, etc. The school has a Tuition Assistance Committee which reviews all applications and makes award decisions based on these policies.

From MMS, you can expect the following:

- Confidentiality and courtesy;
- Clarity about how award decisions are reached;
- Dedication to current families to help as we can make MMS affordable if your financial picture changes.

From TA-receiving families, MMS expects the following:

- Lifestyle sacrifices (e.g., consider vacations, remodels, vehicle purchase, entertainment expenses, etc.) that demonstrate a sincere prioritization for an MMS education;
- Confidentiality about your tuition assistance award;
- Filing your Federal Tax return earlier than you might normally do.

For current families, the Tuition Assistance application process opens on November 1, 2026, and ends on December 1, 2026.

For the most up-to-date information, please refer to the [MMS website](#). Any questions regarding Tuition Assistance should be directed to the [Chief Finance Officer](#).

Completion of the Full Primary Cycle

The Primary program can be three to four years in duration depending on the development of the child and includes what is generally considered the kindergarten year.

The integrity of the program depends on the continuity and consistency of the classroom community throughout that period. Each and every child's completion of the final year of the Primary program is beneficial to all the children in the class, not simply to the eldest children, as they provide an important leadership role. At the end of the school year, children who have completed the Primary Cycle step up into the first year of our Lower Elementary program. In celebration of completing the Full Primary Cycle they enjoy a special Full Cycle field trip.

Anticipating Three or Four Years in Primary

While these decisions are ultimately determined by the child's Guide and the Level Director, what follows is what is typical:

- Children who are not five by September 1 typically are still in pre-kindergarten, regardless of the number of years in Primary; this is not yet their final Primary year.
- Children who are five years old by September 1 are in their final Primary year (equivalent to their kindergarten year).
- Children who enter the Primary program younger than three years old in September of their matriculating year (and/or step up midyear from Toddler) typically spend four years in the Primary program.

Change of Enrollment: Primary Half Day to Full Day

We try our best to meet the call for full-day education and care in our Primary communities.

- All children who are five years old and in their final year in Primary must attend full-day.
- Younger Primary children are invited to extend their day based on parent preference, child readiness, and classroom composition, which includes age, gender, and balance across the three to four years. To maintain a balanced classroom, safety, and appropriate staffing, we have limited full-day spots.
- In each classroom, there is a maximum of 24 full-day children, although we cannot always accommodate that number for various reasons. To maintain balance in our classrooms, we aim to enroll a minimum of 3 to 4 half-day children in our primary classes. It's important to note that we can only accommodate 6 to 10 nappers depending on classroom space/square footage.

To request a **mid-year change** of enrollment from half-day to full-day, parents should first speak with their child's Guide about readiness. If the Guide approves that the child is ready for a full-day, parents may complete the [Request for Full Day Form](#).

To request a **next-year change** of enrollment from half-day to full-day, parents should first speak with their child's Guide about readiness. If the Guide approves that the child is ready for a full-day, parents may complete the [Request for Full Day Form](#).

Every child is placed on a waitlist for a full-day spot. After a careful review of class composition and all factors listed above, if a spot is available and appropriate for your child, an amended enrollment agreement will be sent.

Admissions Decisions & Siblings

Multiple factors go into admission decisions. As part of our decisions regarding younger siblings of current and former students, MMS does place significant weight on an older sibling's completion of their Full Primary Cycle, their Kindergarten year when they are five by September 1, and the likelihood that the children will complete their MMS education through the Junior High.

Sibling Application

Families intending to apply for admission to MMS for a child who is a sibling of a current MMS student are asked to create an [inquiry](#) in Ravenna, our admissions database, as soon as possible

to ensure that we properly plan for your family. If you have had experience in the program already, you are not required to attend a tour; the step will be waived. However, if you are applying to a program for the first time, a tour is mandatory. Please submit all required documents in the Ravenna portal, including the online application and any additional supporting documents, by **January 8, 2027**.

Class Selection for New Students

New students are placed in a classroom collaboratively determined by the guides, admissions director and level director to be optimal for both the child and the group. Students remain in the same class until they complete that program level.

- Because the social, emotional and learning dynamics of each classroom change from year to year, placement decisions consider several factors:
- Classroom capacity and overall student retention
- Peer relationships and the need for balanced work partners
- Demographic balance, including a mix of age, gender, development and temperament

Sibling Placement

At the Primary level, siblings are typically placed in different classrooms, though final placement depends on classroom availability.

Class Placement for Current Students Transitioning to the Next Level

When students move from one program level to another, their current Guide and the level directors collaborate to determine the optimal classroom placement. The faculty spends significant time evaluating individual student needs and classroom dynamics to create balanced learning communities.

Placement Criteria and Policy

Placements are based on individual student development, current classroom composition and age and gender balance.

- **Finality:** Once a student has been placed, decisions are final and changes are not made.
- **Teacher Requests:** The school does not accept requests for specific teachers. However, parents may submit a note to the level director to share new, relevant information about their child that could assist in the placement process.

Transition Steps for Families

Parents of transitioning students or incoming siblings are asked to attend tours for the upcoming program level if they are unfamiliar with it.

To gain deeper insight into how the next level meets a child's developmental needs, families are also encouraged to:

- Observe classrooms in session
- Attend parent education events
- Consult directly with their child's current Guide

Dismissal of a Student from School

Marin Montessori School reserves the right to dismiss a student from the school when the Head of School, Level Director, and faculty deem it to be in the best interest of the child and/or the school. If dismissal is seriously contemplated, the teacher, the appropriate Level Director, and the Head of School will meet with the parents of the child to discuss the situation. The child may be required to enter into an "adjustment period" wherein the child, teacher, and parents agree to certain goals over a stipulated period of time, and a student action plan is created and signed by all. During this period, the parents are informed regularly of the child's progress and are asked to support the child in reaching the goals. If the adjustment period is not effective, the child will be dismissed. Marin Montessori School also reserves the right to dismiss a student from the school without first attempting an adjustment period.

Withdrawal of a Child from School

Parents who have decided to withdraw their child from MMS must contact the Head of School who will advise them of the withdrawal procedure.

Emergency Procedures

The MMS Emergency Plan provides a framework for the protection of students, staff, and school facilities, as well as an appropriate response by school staff to a range of emergency and disaster situations at both campuses. In the event of a widespread disaster, it is understood that available government resources will be overtaxed and may be unable to respond to all requests for assistance. Marin Montessori School, therefore, endeavors to be self-sufficient for more than 24 hours.

Communications

The school telephone will be used only to report emergency conditions or to request emergency assistance. **Please do not call the school.** Information will be disseminated through the ParentSquare emergency rapid notification system (see below) and/or the out-of-state HOTLINE: 503.222.1197.

Student Release and School Closure

The authorized adult will need a valid ID to sign out a student during an emergency.

Release of students may be advised by the local police or fire department or authorized by the Head of School whenever the conditions exist that warrant such action (e.g., severe storms, earthquakes). Students must be picked up and signed out by a parent or an authorized representative of the parent listed in the *Emergency Contact* section of the registration form in the online registration packet.

When the decision has been made to release students, parents will be notified via ParentSquare.

A few important notes:

- The delivery of the message is only as successful as the contact information we have for you, so please make certain that you provide us with the most current and up-to-date information, including home, work, and cell phone numbers, and primary email addresses, for both parents. If this information changes during the year, please update your information immediately through the [Parent Portal](#) under the “My Account” tab.
- The Director of Administration will report school closure and re-opening to the Marin County Schools Emergency Update website. The address for this site is www.marinschools.org.
- Students who are not picked up will be kept at school or at a school-designated alternative shelter. Information as to the location of the shelter will be posted at the school on the parking lot information boards or may be obtained by calling the out-of-state HOTLINE number: 503. 222.1197.

Comfort Kits for Toddler and Primary Students

Prior to the start of each school year, MMS requests that families of Toddler and Primary children provide MMS with a comfort kit. The purpose of this comfort kit is to provide both physical and psychological comfort, as well as a sense of connection to your family in the event of an emergency until you can be reached and can come to safely retrieve your child. This comfort kit is stored with our disaster supplies and will be given to your child in the event of an emergency.

In the event of an emergency, we will meet all essential needs first and then we will provide your child with their comfort kit. Each Toddler and Primary child should have a labeled Ziploc-like storage bag on campus filled with items supplied by you.

Your Toddler or Primary child should have a Comfort Kit on campus by the first day of school. Comfort kits should be given to the Front Desk or dropped into the white mailbox in the administrative building parking lot.

Emergency Supplies

Both campuses have fully stocked emergency sheds. These sheds are equipped to provide food, water, first aid supplies, and other comfort equipment that will last for a minimum of 24 hours. Staff has been trained on how to respond to many disasters, with the most important factor being the safety of students and staff.

Questions regarding the MMS Emergency Plan or any features of the emergency sheds should be directed to the Director of Administration.

All Crew across all levels participate in all the drills listed below.

Fire Drills

Fire drills are held monthly on our Corte Madera campus and quarterly at the Junior High. We practice throughout the school year to ensure a calm, well-rehearsed response to an emergency. Fire department personnel occasionally monitor these drills and make recommendations. The fire

drill begins when the fire alarm sounds. All classes execute the "leave building" procedure. Classes gather at their specified assembly point, roll is taken, and all students are accounted for.

Earthquake Drills

Classes have earthquake drills throughout the school year. The standard "Drop, Cover, and Hold On" response is practiced. All students and Crew also evacuate the buildings.

MMS will participate in The Great California ShakeOut: Annual Statewide Earthquake Drill on Thursday, October 15, 2026 at 10:15 am.

Lockdown and Shelter-in-Place Drills

Throughout the year, our Crew trains and reviews procedures on how to protect students during an emergency; annually, we conduct a lockdown drill with our Crew on both campuses. Our Crew is trained by Marin leaders in emergency management. MMS works closely with Central Marin Police and Fire Department. Our Director of Operations participates in active shooter trainings with Marin County Office of Education and Marin County First responders and other school administrators. We train and drill so we are prepared for all scenarios. MMS has adopted the U.S. Department of Justice Federal Bureau of Investigations active shooter procedures of Run. Hide. Fight. These are practiced with our Crew.

Reunification Procedure During An Emergency or After An Emergency

- If we are able to communicate via ParentSquare, we will.
- If we are unable to communicate, please come to school safely.
- Please bring your ID, as we will be checking upon release.
- Observe if we are doing a regular pick up/drop off, or if you will need to park.
- We will be on the ground instructing families how to safely pick up students. Please be patient.
- Fill out our reunification form to go through the process of reunification with your student/students.
- Our goal is to reunite every family safely.
- We will only send students home with authorized adults. Please keep your authorized pick-up lists up to date in your [Parent Portal](#).
- If our Corte Madera campus is unsafe, we will walk over to Marin Country Day School (MCDS) at 5221 Paradise Drive, Corte Madera, CA 94925 for reunification. Signs will be posted with our location.
- Our backup location is Hillside Church of Marin at 5461 Paradise Drive, Corte Madera, CA 94925.

Air Quality Index and Fire Season

We work closely with Marin Health and Human Services and our first responders to navigate the air quality during the California fire season.

Please see the guidance Marin Health and Human Services published for schools [here](#).

Please note we will have Toddler and Primary students stay indoors once the AQI hits 100. We follow the guidance above for the Elementary and Junior High. We will stay indoors when needed, offer masks, and run high quality air purifiers.

Here are some other resources and sites we use for data collection:

- <https://www.marinhhs.org/wildfire-air-quality>
- <https://www.airnow.gov/aqi/aqi-basics/>
- <https://www2.purpleair.com/search?q=5200+Paradise+Drive%2C+Corte+Madera%2C+C>
[A](#)