



# MONTESSORI GLOBAL

## FAMILY HANDBOOK

### 2026 – 2027

*"Free the child's potential, and you will transform him into the world."*

— Dr. Maria Montessori

Main Campus: 53 N Old Kings Rd, Ormond Beach, FL 32174  
Nest Campus: 55 N Old Kings Rd, Ste F, Ormond Beach, FL 32174  
(386) 492-7165 | [admissions@montessoriglobalri.com](mailto:admissions@montessoriglobalri.com)  
[www.montessoriglobalri.com](http://www.montessoriglobalri.com)



## Dear Families,

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Welcome to Montessori Global. We are honored that you have chosen our school to be part of your child's educational journey.

At Montessori Global, we believe that every child possesses unique gifts, talents, and potential. Our mission is to cultivate a nurturing environment where children are inspired to become independent thinkers, compassionate citizens, and lifelong learners. Through authentic Montessori practices, hands-on experiences, and meaningful relationships, we strive to support the development of the whole child, academically, socially, emotionally, and ethically.

This Family Handbook serves as a guide to help foster a successful partnership between home and school. Within these pages, you will find important information regarding our programs, policies, procedures, and expectations. We encourage you to review this handbook carefully and refer to it throughout the school year.

A strong school community is built upon collaboration, communication, and mutual respect. We value the trust you place in us each day and recognize that families are an essential part of a child's educational experience. Together, we can create an environment where children feel safe, supported, challenged, and inspired to reach their fullest potential.

We are grateful to have your family as part of our Montessori community and look forward to sharing many meaningful experiences and accomplishments throughout the year.

Thank you for entrusting us with your child's education.

With gratitude,

*Dr. Ambar J. Saleh-Cipolloni*

**Dr. Ambar Cipolloni**

Head of School  
Montessori Global



## Your Digital Resource Guide

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Montessori Global uses several digital platforms to keep your family informed, connected, and engaged. Here is where to find everything:

### School Website

**Website:** <https://www.montessoriglobalri.com> — *Programs, admissions, news, resources & more*

### Transparent Classroom

**Portal:** <https://www.transparentclassroom.com> — *Your child's lesson records, progress, and curriculum updates*

Log in to your parent account to view lessons presented, practiced, and mastered by your child. Contact the office if you need help accessing your account.

### OneSpot App

OneSpot is our school management and communication app. Use it for daily check-in/check-out records, school announcements, billing, and direct messaging with administration. Download it from the App Store or Google Play and use the login credentials provided at enrollment.

### Private Facebook Community Groups

Each program level has a private Facebook group exclusively for enrolled families. These groups are used to share classroom updates, photos, events, and community news. You will receive an invitation link upon enrollment. Please use the placeholder links below until your group invitation arrives:

- Nest (Infant/Toddler, 0–3) Facebook Group:  
<https://www.facebook.com/groups/270312950626831>
- Children's House (Primary, 3–6) Facebook Group:  
<https://www.facebook.com/groups/212688273170785>
- Elementary I (6–9) Facebook Group: <https://www.facebook.com/groups/2501180376812554>
- Elementary II (9–12) Facebook Group:  
<https://www.facebook.com/groups/2501180376812554>
- Secondary (12–15) Facebook Group: <https://www.facebook.com/groups/2501180376812554>

### Social Media

**Facebook:** <https://www.facebook.com/MGRIOrmond> — *School news and community updates*

**Instagram:** [https://www.instagram.com/montessori\\_global\\_ri/](https://www.instagram.com/montessori_global_ri/) — *Classroom life and school highlights*

Note: The posting of photos of any Montessori Global student on personal social media accounts without that family's explicit written permission is prohibited.



## Who We Are

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### **Purpose**

To provide a comprehensive educational experience guided by the philosophy and pedagogy of Dr. Maria Montessori, preparing every child for lifelong success.

### **Vision**

We imagine a community of higher education and child development specialization that promotes optimal outcomes for a peaceful, productive, and harmonious world.

### **Core Values**

- Respect
- Integrity
- Diversity
- Inclusiveness
- Appreciation

### **Accreditations & Memberships**

Montessori Global is proud to hold the following recognitions:

- Accredited by the American Montessori Society (AMS)
- Accredited by the National Accreditation Commission (NAC)
- Accredited by the North Central Private Schools Association (NCPSA)
- Member of the International Montessori Council (IMC)
- Florida Gold Seal School
- Licensed by the Florida Department of Children & Families (DCF)
- Registered with the Florida Department of Education
- MG Teacher Education Institute: MACTE-accredited (Infant & Toddler level, Early Childhood, and Elementary I & II)

### **Non-Discrimination Policy**

Montessori Global provides an environment free from discrimination of any type, including based on ethnicity, religion, sex, national origin, age, ability, or any other characteristic protected by law. We welcome children and families of all backgrounds. Religious or denominational instruction is not provided.



## Our Programs

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A defining feature of Montessori education is the multi-age environment organized around three-year developmental cycles rather than single grade levels. This structure creates rich opportunities for peer mentoring, collaboration, and individualized pacing. When considering enrollment, please think of your child's three-year journey within their program rather than a single academic year.

NEST (Infant/Toddler) | Ages 6 weeks – 3 years | 55 N Old Kings Rd, Ste F  
CHILDREN'S HOUSE (Primary) | Ages 3–6 years  
ELEMENTARY I | Ages 6–9 years (Grades K–3)  
ELEMENTARY II | Ages 9–12 years (Grades 4–6)  
SECONDARY | Ages 12–15 years (NEW 2026–2027)

### **Nest — Infant & Toddler (0–3 Years)**

Located at our Nest campus (55 N Old Kings Rd, Ste F), the Nest environment is designed to honor the natural curiosity and emerging independence of our youngest learners. Infants and toddlers are treated as the intelligent, aware individuals they are. The environment promotes movement, language-rich interaction, sensory exploration, and secure attachments. We follow American Academy of Pediatrics guidelines and do not use restrictive furniture such as high chairs, walkers, playpens, or cribs.

### **Children's House — Primary (3–6 Years)**

The Children's House offers a rich, three-hour uninterrupted morning work cycle built around five curriculum areas: Practical Life, Sensorial, Mathematics, Language, and Cultural Arts & Sciences. Children work individually and in small groups, freely choosing materials that match their developmental readiness. This stage is foundational for developing concentration, independence, and intrinsic motivation.

### **Elementary I (6–9 Years)**

The elementary child's imagination and social awareness ignite during these years. Great Lessons introduce the interdependence of all things — from the origin of the universe to the story of life on Earth. Language and mathematics deepen through integrated, project-based exploration. Children develop a strong sense of community, justice, and curiosity about the world.

### **Elementary II (9–12 Years)**

Building on Elementary I, students at this level engage with greater abstraction, complexity, and peer collaboration. Timeline studies of civilizations, beginning chemistry, advanced mathematics, and research projects expand the child's understanding of their role in the world. Career exploration and Going Out experiences connect classroom learning to the broader community.

### **Secondary (12–15 Years) — NEW 2026–2027**

Montessori Global is proud to launch its Secondary program this year, welcoming students ages 12–15 in the tradition of Montessori's Third Plane of Development. This program honors the adolescent's need for meaningful work, real-world experience, and community connection. The curriculum is integrated across Language Arts, Mathematics, Sciences, Social Studies, Foreign Language, and the



Arts, with a strong emphasis on self-direction, academic integrity, and career readiness. The Secondary student handbook contains additional information specific to this program.



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## Curriculum & Daily Life

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### Bilingual Environment

Montessori Global is a bilingual (English/Spanish) school. All children are immersed in both languages naturally throughout the day. Children's home languages are respected as a foundation for second language acquisition; no child is forced or pressured to perform in a second language.

### Daily Schedule Overview

Nest/Preprimary:	Uninterrupted work cycle 1.5 hours		Rest, meals, and outdoor time individualized
Primary (3–6):	Uninterrupted work cycle 3 hours		Community meeting, outdoor time, lunch
Elementary I & II:	Uninterrupted work cycle 3 hours		Community meeting, outdoor time, lunch
Secondary:	Morning work cycle + seminar sessions, community projects, and independent study		

### Assessments & Progress Reporting

Letter grades are not used at Montessori Global. Instead, student progress is monitored through several complementary systems:

- **Transparent Classroom:** Ongoing record of lessons presented, practiced, and mastered (accessible to parents via parent portal)
- **STAT 10 Assessments:** Four mandatory individual assessments per semester for students in grades 3–12, meeting all Florida DOE standards
- **Quarterly Progress Reports:** Issued in October, January, March, and May, covering participation, work habits, learning style, and academic performance
- **Parent-Teacher Conferences:** Scheduled quarterly; additional conferences available upon request



## Enrollment

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### Application & Placement

Applications are accepted online at [www.montessoriglobalri.com/applications](http://www.montessoriglobalri.com/applications). Placement is determined by your child's developmental characteristics, not solely by chronological age. An enrollment interview with administration will be arranged after your application is reviewed.

### Required Documentation

Before your child's first day, please provide:

- Copy of birth certificate
- Record of physical examination completed within the past year
- Up-to-date, age-appropriate immunization records
- Any relevant health, developmental, or educational records
- Medical documentation for allergies, dietary restrictions, or special conditions

It is the family's responsibility to keep immunizations and physical examinations current throughout the year.

### Enrollment Commitment

Upon acceptance, families commit to the full 10-month academic year. Tuition is owed for the full year regardless of voluntary withdrawal. Tuition obligation is waived only if expulsion or program termination is initiated by Montessori Global, with any prepaid tuition beyond that month refunded.

### Re-Registration

Re-registration for the following school year opens in March. Returning families must complete the online re-registration form on the Montessori Global website. Enrollment spaces are not guaranteed until re-registration is complete.

### First 20 Days

All newly enrolled and returning students are expected to attend every day for the first 20 school days. A student who does not attend within the first three days of their agreed start date will be automatically unenrolled and their space offered to the next family on the waitlist.



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## Hours of Operation & Daily Arrival

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Center Hours: 7:30 AM – 5:30 PM, Monday through Friday  
Primary Academic Hours: 8:30 AM – 3:30 PM (Wednesdays: 8:30 AM – 2:30 PM)  
Elementary I & II Academic Hours: 8:00 AM – 2:55 PM (Wednesdays: 8:00 AM – 1:55 PM)  
Secondary Academic Hours: 8:00 AM – 2:55 PM (Wednesdays: 8:00 AM – 1:55 PM)  
Extended Care: 7:30 AM – 8:30 AM (Before Care) and 3:30 PM – 5:30 PM (After Care)

### Carpool Procedures

The safety of your child is our priority in the carpool line. Please follow these procedures every day:

- Follow all signs and arrows in the parking lot
- Do NOT use your cell phone in the carpool line
- Do NOT exit your vehicle while in the line
- Allow children to enter/exit only on the side of the car facing the building
- Pull forward to the end of the front office building if you are leading the line
- You must have a carpool tag to pick up in the carpool line — show it to staff every day
- Adults without a tag must go to the Main Office before picking up any student

### Sign In & Out

Signing in and out is mandatory for all nest and primary families, it is required to document your child's daily attendance. You must indicate the time of arrival and departure with your signature.

### Late Arrivals

**Unexcused arrivals after 8:45 AM (Primary) or 8:15 AM (Elementary) will not be accepted without documentation from a doctor or other authorized reason. If a child must arrive late, they will not be accepted prior to 11:00 AM (Elementary & Secondary) or 11:30 AM (Primary) in order to respect the morning work cycle.**

### Early Dismissal

Montessori Global will **not** release children within 15 minutes of gate opening. If your child needs early pickup, please ensure you arrive before the early window begins. All early pickups require a sign-out in the main office.



## Attendance

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Consistent daily attendance is one of the most important factors in your child's educational and social development. The Montessori work cycle depends on uninterrupted, predictable daily participation.

### Student Attendance Rules

- 5 or more absences (excused or unexcused): The office will notify the parent
- 10 absences: Administration will schedule a parent-principal meeting; a doctor's note is required for any further absences
- 10 unexcused absences: Student will be unenrolled; re-enrollment requires Board approval
- 1+ hours late in a day = 1 absence; 5 tardiness notices = 1 absence
- 20 or more absences in a school year: Student must attend summer school to receive full credit (additional fees apply)

### Excused Absences

The following are considered excused:

- Personal illness (physician's note may be required for extended illness)
- Death in the immediate family (documentation required)
- Observation or celebration of a religious holiday
- Family emergency
- Documented medical or legal appointment
- Approved school-related activities or public performances

### Returning After Illness

A signed and dated physician's note stating your child is healthy and cleared to return is required after any absence due to illness. **Your child must also be fever-free** (below 100°F) for 24 hours before returning. A minimum of 24 hours is required after the first dose of a prescribed antibiotic.

### When Your Child Is Absent

- Call the school by 9:00 AM on the day of the absence
- Submit a signed parent note upon the child's return
- Notify the office at least one week in advance for planned vacations or withdrawals



## Tuition & Fees

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### 2026–2027 Tuition Rates

Tuition is determined by your child's program, enrollment type, and agreed schedule. All rates below are annual. For a full schedule of rates, please refer to the separate 2026–2027 Tuition and Fees document provided at enrollment or available from the school office.

- Nest — Infant (0–17 months): \$12,300/year (Full Day) | \$15,300/year (Extended Day)
- Nest — Pre-primary (18–35 months): \$11,400/year (Full Day) | \$14,400/year (Extended Day)
- Children's House/Primary (3–6 yrs) — 12-month: \$10,800/year (Full Day) | \$13,800/year (Extended Day)
- Children's House/Primary (3–6 yrs) — 10-month: \$9,100/year (Full Day) | \$11,600/year (Extended Day)
- Elementary I & II (6–12 yrs) — 10-month: \$9,750/year (Full Day) | \$12,200/year (Extended Day)
- Secondary I (12–14 yrs) — 10-month: \$10,600/year (Full Day only)
- VPK (Voluntary Prekindergarten): Free instruction 8:30–11:30 AM for eligible families. Wrap-around: \$610/month (Full Day) | \$860/month (Extended Day)

VPK eligibility information is available at <http://www.floridaearlylearning.com/vpk/floridas-vpk-program>.

### Academic Enrichment Program (Extended Care)

Our Academic Enrichment Program extends learning beyond the regular school day through individualized, hands-on Montessori activities, creative enrichment (dance, art, music, theater), and social interaction. It is offered five days per week and must be enrolled on a regular schedule basis.

- Morning (7:30–8:30 AM): \$125/month (prorated as needed)
- Afternoon (3:30–5:30 PM): \$300/month | \$85/week | \$25/day

### Additional Fees

- Application Fee: \$25 per family (non-refundable)
- New Student Enrollment Fee: \$500 per student (\$350 for additional siblings enrolling at the same time) (non-refundable)
- Early Drop-off Fee: \$25 for any student dropped off prior to their scheduled arrival time
- Late Pick-up Fee: \$35 for any pick-up occurring more than 5 minutes after scheduled dismissal time

### Re-Enrollment Deposit

A non-refundable re-enrollment deposit of \$500 per student is required to secure placement for the upcoming academic year. Deposits are due by May 15th and will be applied toward the student's annual tuition balance. Failure to submit the deposit by the deadline may result in forfeiture of the student's placement.

### Payment Plans & Methods

Tuition is billed and collected through electronic invoicing. Payments are processed automatically via ACH (bank draft) or credit/debit card using the payment method on file. Changes to payment information must be submitted to [accounting@montessoriglobalri.com](mailto:accounting@montessoriglobalri.com) at least three (3) business days before the scheduled payment date.



- Payment in Full: Total balance due by July 1st — 5% discount applied
- Semi-Annual: Two equal payments due August 1st and January 1st — 2% discount applied
- Monthly Payments: 10 or 12 equal payments due on the 1st of each month (August–May for 10-month; August–July for 12-month) — no additional discount

### **Late Payments & Non-Payment**

- Late payment fee: \$50 applied to any invoice not processed by the due date
- Accounts unpaid for 60+ days without an approved arrangement may be referred to a third-party collection agency
- Montessori Global reserves the right to suspend a student’s attendance until a past-due account is brought current

### **Sibling Discounts**

- 10% discount on the oldest sibling’s tuition
- 5% discount on each additional sibling’s tuition
- Discounts apply to out-of-pocket tuition costs only (not scholarship-funded portions)

### **Step Up for Students Scholarships**

Scholarship award information must be submitted to Montessori Global by July 1st. Families are financially responsible for all tuition not covered by their scholarship award. If the total scholarship award exceeds annual tuition and fees, families may request reimbursement from Step Up. This termination procedure applies to all enrollment contracts, regardless of scholarship or Early Learning Coalition funding.

### **Tuition Obligations & Contract Termination**

Once an enrollment contract is executed and required fees are paid, families are enrolled for the full 10- or 12-month academic year. Tuition is owed for the full contracted period regardless of withdrawal, absence, change of residence, health circumstances, or involuntary separation — unless the termination procedure below is followed. There will be no refund or reduction of tuition already paid.

**Termination Procedure:** To terminate an enrollment contract, families must (1) pay a \$950 contract termination fee in full prior to the termination date, and (2) submit a written Termination Notice to administration at least 30 days before the student’s last day of attendance. The notice must include the date, the student’s name, the intended last day, and the reason for termination. If both requirements are met, families are relieved of all tuition due after the termination date. Tuition already paid will not be refunded or prorated.

Montessori Global reserves the right to change tuition, fees, and program hours. Tuition payments may be eligible for the Federal Child and Dependent Care Tax Credit (CDCTC). Federal Tax ID: 45-4920620.

### **What Tuition Includes**

Tuition covers the curriculum environment and includes enrichment experiences such as food activities, gardening, yoga, movement, art, and music. Materials fees cover maintenance of the curriculum environment and regular consumables. All fees are non-refundable.



## Dress & Grooming

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Uniforms build a sense of community, reduce distraction, and minimize socioeconomic competition. School uniforms are required every day. A student not in compliance must change immediately or will be asked to wait in the office until a parent brings appropriate clothing. Please label all items with your child's name.

### Where to Purchase Uniforms

Uniforms are purchased through our official vendor, **Ibiley Uniforms** (<https://www.ibiley.com>). Ibiley carries the full selection of daily uniforms, PE uniforms, and accessories. All items worn must include the school logo and match exactly the styles available on Ibiley's website.

As an alternative, families may purchase matching items (solid navy, orange, or yellow polos and navy or khaki bottoms) from other retailers and have the school logo added at one of our partner embroidery shops:

- **Tshirt Madness** — 2335 S Ridgewood Ave, South Daytona, FL 32119 | (386) 265-1987
- **Lidia's Embroidery (Palm Coast)** — 29 Old Kings Rd N #1A, Palm Coast, FL 32137 | (386) 447-2293
- **Beach Embroidery (Edgewater)** — 600 N Ridgewood Ave Ste B, Edgewater, FL 32132 | (386) 478-3931
- **Ormond Beach T-Shirt Company** — 1362 U.S. Rte 1 Suite #302c, Ormond Beach, FL 32174 | (386) 400-3864

We suggest a clear backpack or the backpack available on Ibiley's website — sturdy and environmentally friendly. Please label your child's backpack with a travel tag.

### Daily Uniform Guidelines

#### Tops

- Solid navy, orange, or yellow sleeved polo shirts with the school logo (must be tucked in)
- Long-sleeve undershirts must be solid navy, white, or gray
- White blouses or button-downs must have the school logo embroidered (neck/cross tie optional)

#### Bottoms

- Khaki or navy pants, shorts, skorts, or jumpers (plaid options must match styles on Ibiley's website)
- Shorts must be no more than 2 inches above the knee
- Sweatpants, athletic wear, or visible leggings are not permitted except on designated school event days

#### Shoes

- Solid black, closed-toe shoes or sneakers, securely fastened
- No high heels, flip-flops, sandals, light-up, or wheeled shoes
- Croc-style water shoes are permitted only during water days or special outdoor events

#### Socks

- Solid black, white, or navy in color
- Girls may also wear navy knee-highs

#### Outerwear



- Jackets or sweaters worn inside the classroom must be navy, gray, or white with the school logo. No brand logos or media images. No hoods worn indoors.
- Hats (navy with logo) may be worn outdoors only

### **PE / Yoga Days**

- Students may wear the school PE/Yoga t-shirt with appropriate black gym bottoms on designated days
- Leggings are not permitted to be worn as pants

### **Grooming & Hygiene**

- Hair should be clean, neat, and away from the eyes. No distracting styles or unnatural colors.
- Makeup and nail polish are reserved for special school events (concerts, dances, Picture Day, etc.) only
- Good hygiene is expected. Students are encouraged to bring a toothbrush to practice healthy habits. Fingernails should be trimmed and clean.

### **Jewelry**

- Only small stud earrings are permitted. No dangling jewelry.
- Religious jewelry should be non-distracting or worn under clothing. Necklaces must be worn inside the shirt.
- No visible tattoos

### **Extra-Curricular Uniform Items**

The following additional items support your child's comfort and safety during outdoor and activity time. Samples are available on the Ibiley website; items should match the colors noted.

- Sun Hat — navy or khaki
- Rain Coat — navy
- Rain Boots — navy
- Umbrella — navy
- Yoga Mat — Folded and in bag

### **No Uniform Days**

On designated No Uniform Days, students are welcome to dress comfortably. We ask that all choices still reflect our Montessori values of simplicity, respect, and age-appropriateness:

- Clothing should be modest and allow for safe movement and play
- No media characters, brands, or distracting slogans on any item
- Tops must cover shoulders and midriff (no spaghetti straps or crop tops)
- Bottoms should be mid-thigh or longer (no ripped jeans or pajama pants)
- Closed-toe shoes only — no flip-flops, Crocs, or sandals
- Accessories and hairstyles should remain simple and distraction-free
- All grooming expectations remain the same on No Uniform Days

Distracting media messages, commercial brands, cartoon characters, or slogans are not permitted on any clothing, shoes, or accessories on any school day. Please label all items with your child's name.



## Health & Safety

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### Daily Health Check

Each child's health is assessed daily upon arrival. Montessori Global cannot admit a child who is sick or contagious. Signs that require keeping your child home include fever (100°F or higher), vomiting, diarrhea, runny eyes or nose with discharge, open or infected sores, or rashes of unknown origin.

### Returning After Illness

A signed physician's note is required before returning. Your child must be fever-free for 24 hours and at least 24 hours must have passed since the first dose of any prescribed antibiotic.

### Communicable Diseases

Please notify the school immediately if your child is diagnosed with a communicable disease (including but not limited to chickenpox, strep, pinkeye, ringworm, lice, or influenza) so that other families can be alerted. Children must remain home while contagious.

### Lice

According to the CDC, lice do not spread disease and are not a reflection of hygiene. If lice are identified, parents will be notified and asked to begin treatment. The child may return to school the day after the first treatment.

### Allergies

If your child has a food or seasonal allergy requiring accommodation, a medical confirmation statement must be on file. The statement must specify the allergen and suggest appropriate alternatives. Montessori Global will apply all necessary restrictions to snacks and food experiences.

### Administration of Medication

Montessori Global staff cannot administer any medication — prescription or over-the-counter — without a signed Authorization for Medication form and valid physician's note. The first dose of any medication must be given by the parent or physician. Medication must be provided in its original labeled container and stored in the office. Sunscreen and insect repellent require signed authorization and must be spray form.

### Accidents & Injuries

All accidents and injuries are documented on an Accident/Incident Report and communicated to parents in writing with a signature required. Any incident involving the head requires a phone call to parents. In a medical emergency, 911 will be called and parents notified immediately. If parents cannot be reached, emergency contacts will be called. All Montessori Global faculty are trained in CPR and First Aid.

### Concussions

Per Florida Statute (Return-to-Learn After Concussion), 911 will be called immediately for any head injury resulting in loss of consciousness, severe headache, uncontrolled bleeding, or changes in mental state. Parents are always called for any head incident. If your child has experienced a concussion outside of school, please notify us and share any doctor's documentation about their return-to-learn plan.



## Authorization for Pick-Up & Release

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Montessori Global will only release your child to individuals you have specifically authorized. Authorized pick-up persons must be at least 18 years old and may be asked to show identification. Please notify the office promptly whenever you need to add or remove an authorized person.

A student may not be released before scheduled dismissal without the principal's approval and proper sign-out through the office. Any adult other than a parent picking up a child during the school day must be authorized in writing by the parent and present a valid photo ID to the front office.

Custody situations: Both parents have the right to access their child's school records unless a court order specifies otherwise. A copy of any court order terminating parental rights must be on file with the school office.



## Communication

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Clear, respectful communication between school and family is essential to your child's success. We ask that all school-related concerns be directed to administration via email or in-person conference. Texting is not an approved formal communication method.

### Response Time

Montessori Global faculty and staff aim to respond to digital communication within 2 business days. For urgent matters, please call the main office at (386) 492-7165.

### Drop-Off & Pick-Up

These transitions are not the appropriate time for conferences, as they interfere with child safety and smooth classroom transitions. Please schedule a conference if you have concerns to discuss.

### After 4:00 PM

The main office closes at 4:00 PM. For after-care emergencies, call (386) 492-7165, ext. 108.

### Weekly Communications

Montessori Global sends weekly updates by email and through OneSpot. Emergency alerts are sent by text and email. Please ensure your contact information is always current in your OneSpot profile and on file with the office.

### Contact Information Changes

Please notify the office within two weeks of any change in your address, phone number, workplace, or emergency contacts. Email updates to [admissions@montessoriglobalri.com](mailto:admissions@montessoriglobalri.com).



## Family Involvement

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Your partnership is irreplaceable. The Montessori approach recognizes that the most powerful learning happens when school and home are aligned. We warmly encourage you to:

- Attend Parent-Teacher Conferences and school events
- Read with your child daily and provide a quiet time for homework or self-directed work
- Visit the parent portal on Transparent Classroom to follow your child's lessons
- Engage with your program-level Facebook group for classroom updates and community news
- Attend Parent Education sessions offered throughout the year (see the school calendar and website)
- Volunteer in the classroom or for school events — see the office for the volunteer packet

Any volunteer spending 10 or more hours per month on campus must complete a DCF background screening. Volunteers are always supervised by employed faculty and are never counted in teacher-to-child ratios.

### Parent Education Resources

Montessori Global hosts parent education events throughout the year and maintains a library of recorded sessions at [www.montessoriglobalri.com/copy-of-parent-education](http://www.montessoriglobalri.com/copy-of-parent-education). We encourage all families to explore these resources to deepen your understanding of Montessori philosophy at home.



## Guidance & Classroom Management

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Montessori Global is committed to an environment of trust, safety, and dignity for every child. Guidance at Montessori Global is not punitive — it is an ongoing invitation for children to develop self-regulation, empathy, and social competence.

### Our Approach

True discipline comes from creating a joyful learning environment the child wants to participate in. Our faculty:

- Model respectful behavior and peaceful conflict resolution at all times
- Redirect children to appropriate activities and help them find acceptable solutions
- Discuss expectations regularly as a community
- Offer children a break from a situation when needed to regain composure

Florida State law prohibits physically striking, frightening, humiliating, or threatening a child. Spanking or any form of corporal punishment is strictly prohibited.

### Pyramid of Intervention

Behavioral concerns are addressed through a tiered intervention model:

- Tier I (Classroom Level): Approximately 80–90% of behaviors. Addressed by the lead teacher through natural consequences, redirections, parent communication, and classroom interventions.
- Tier II (Administrative Level I): Chronic or escalating behaviors. Involves school administration, parent conference, and possible suspension.
- Tier III (Administrative Levels II & III): Serious or ongoing behaviors including physical assault, weapons, or threats. May result in suspension, long-term suspension, or exclusion. Outside resources (counselor, psychologist) may be involved.

### Peace Education

Beginning in the Nest and continuing through Secondary, Montessori Global explicitly teaches the skills of peaceful community living: caring and courtesy, emotional processing, self-advocacy, respect for diversity, responsible decision-making, and nonviolent conflict resolution. These are not add-on lessons — they are woven into every interaction throughout the school day.



## Academic Integrity & Anti-Bullying

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### Academic Integrity

Cheating, plagiarism, and unauthorized collaboration are violations of the trust and authenticity at the heart of Montessori learning. All submitted work is assumed to be the student's own. Proper citation and attribution are taught explicitly. Violations may result in discussion with the child, written improvement plan, loss of assignment credit, suspension, or dismissal depending on severity. All incidents are documented and communicated to parents.

### Anti-Bullying

Montessori Global believes every member of our community deserves to feel safe, respected, and welcomed. Bullying — defined as repeated and pervasive written, verbal, physical, or electronic behavior intended to hurt, threaten, or embarrass another person — will not be tolerated. Faculty will intervene, facilitate restoration, and involve parents when needed. Students who engage in bullying are supported in developing self-regulation and compassion, while the safety and dignity of all students is protected.



## Technology & Digital Citizenship

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The use or possession of cell phones, iPads, smart watches, or any other personal electronic device is not permitted on campus without specific permission from the teacher or administration. Devices must be turned in at arrival and will be returned at dismissal.

Internet access is a privilege. Students must follow Montessori Global's Acceptable Use Policy and may only access the internet through the school's filtered connection. Misuse, including accessing non-academic content or cheating, may result in loss of privileges, suspension, or expulsion.

Using devices to bully, harass, or intimidate another student — whether on or off campus — is subject to school discipline.

Parents may audio or visually record their own child on campus. Recording of any other child or of faculty without prior written permission is prohibited.

### Artificial Intelligence (AI) Policy

Montessori Global's AI policy reflects our core educational philosophy: children learn best through real-world interaction, sensory experience, and independent thinking. Generative AI tools have no place in student learning at Montessori Global. The following policy applies to all programs.

#### Student Use of AI — Prohibited

Students are not permitted to use generative AI systems for any school-related work, research, or creative project. This prohibition protects the development of foundational skills — critical thinking, original authorship, and independent problem-solving — that are the heart of a Montessori education.

- Generative AI platforms and tools are blocked on the student-facing Wi-Fi network. Students are prohibited from bypassing these filters by any means.
- Any student work found to be generated by AI will be treated as a violation of the academic integrity policy, equivalent to plagiarism.
- For Early Childhood and Primary students, the environment is minimal-to-zero technology by design, to support motor, language, and social development. The exception is the 4-year-old VPK program, where tablets are used solely for Florida state-mandated assessments three times per year.
- For Elementary and Secondary students, technology serves only as a supplementary, teacher-led tool where appropriate. Independent student use of generative AI remains prohibited at all levels.

#### Faculty Use of AI — Permitted for Administrative Tasks Only

Faculty operate on a separate professional network and are authorized to use AI tools strictly for administrative efficiency — to reduce administrative burden and free more time for direct student engagement. Approved uses include drafting communications, organizing lesson plan outlines, summarizing research, and generating organizational templates. All AI-generated content must be thoroughly reviewed by the staff member before use.

Faculty may not use AI to create instructional lessons, generate student-facing content, assign grades, provide unsupervised academic feedback, or make high-stakes decisions about a student's progress or placement. Teachers remain the ultimate authority over all instructional decisions.

#### Data Privacy & Transparency

- Staff must never input personally identifiable information (PII) — including student names, addresses, medical records, or any sensitive data — into any generative AI system.



- Montessori Global remains transparent with families about any operational use of AI, ensuring the community understands that AI is a tool for administrative efficiency only — never a replacement for human judgment or human-led instruction.



## Safety & Emergency Procedures

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### Accident Prevention

Student safety is a top priority at Montessori Global. Students are expected to follow behavioral standards, remain alert to safety hazards, and immediately follow the instructions of faculty. Weapons of any kind — including toys, replicas, or facsimiles — are not permitted on campus and will result in parent notification and possible law enforcement involvement.

### Fire Drills & Emergency Drills

Unannounced fire drills are conducted monthly. Additional emergency drills (shelter-in-place, evacuation) are practiced periodically throughout the year.

### Emergency School Closure

In the event of emergency closure (severe weather, power failure, etc.), families will be notified via OneSpot, email, and text message. Information will also be posted on the school website and local media outlets. When closure is decided before the school day begins, Montessori Global follows Volusia County public school closure announcements.

### Law Enforcement

When law enforcement officers request to speak with a student, the principal will make reasonable efforts to notify parents first unless there is a valid law enforcement objection. Montessori Global cooperates fully with law enforcement and child protection authorities.



## Program-Specific Information

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### **Nest — Infant & Toddler (0–3): Additional Information**

**Feeding:** Montessori Global does not supply formula or food. Nursing mothers are warmly supported. Breastmilk handling follows strict safety procedures. A breastmilk-fed infant cannot receive formula without written parental authorization. A microwave is never used to warm bottles or food.

**Pacifiers:** Montessori Global does not promote or permit pacifier use. Research indicates that pacifier use interferes with immune system development, dentition, language acquisition, and the bonding process.

**Toileting:** Diapering and toileting are individualized, respectful learning experiences. Families are asked to provide cotton underwear and adequate clothing changes. No child is ever punished, threatened, or humiliated in the process of learning toileting skills.

**Clothing:** Please label all items. Provide enough clothing changes for the child to keep at the Nest. Montessori Global is not responsible for washing clothing.

### **Children's House Primary (3–6): Additional Information**

**Toilet readiness:** Consistent toileting ability is required for placement in the Primary program.

**Rest:** Primary children rest according to individual need within the daily schedule.

**Snacks:** Morning and afternoon snacks are available. Please avoid processed meats, added sugars, artificial sweeteners, and choking hazards (hot dogs, whole nuts, popcorn, whole grapes). Slice firm fruits and vegetables lengthwise into 1-inch pieces.

### **Elementary I & II (6–12): Additional Information**

**Going Out:** Going Out is a meaningful component of Cosmic Education at the Elementary level. Small student groups independently plan and carry out visits to local destinations or experts. All Going Out participants must have written parental consent and meet classroom prerequisites. Chaperones must complete a background check.

**Field Trips:** All curriculum-related field trips require parent permission. Chaperones are selected on a first-come, first-served basis among qualified, background-checked volunteers.

**Homework:** Purposeful assignments may be given to support skill development. Parents should support — not complete — homework. Providing answers or doing homework for a child undermines their development and academic integrity.

**Florida Attendance Law:** Students ages 5–15 are mandated by Florida law to attend school. Full-time students must meet at least 920 hours of attendance per academic year. Students between 14–18 who accumulate 15 unexcused absences in any 90-day period may have their driver's permit or license suspended.

### **Secondary (12–15): Additional Information**

The Secondary program is new this year and designed around the Montessori Third Plane of Development. Students in this program are expected to demonstrate increasing ownership of their learning, community, and character. The separate Secondary Student Handbook provides full details on curriculum, expectations, and routines specific to this age group.

**Families with Secondary students:** Please look for your program-level Facebook group invitation and refer to the Secondary Student Handbook for program-specific guidance.



## Special Occasions & Lost Items

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Birthdays, holidays, and special events are recognized in developmentally appropriate ways within each classroom. Please communicate with your child's teachers in advance before bringing anything to school for a celebration.

Party invitations may be distributed at school only if the entire class is invited.

Please label all items brought to school. Found items are kept in the Lost and Found. Items not claimed before school breaks will be donated to a local charity.



## School Materials & Searches

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Montessori curriculum materials are highly specialized and expensive. Students are responsible for the care of all materials. Parents will be billed for replacement costs if materials are lost or damaged. Faculty or administration may search a student's belongings, storage areas, or personal property at any time there is reasonable cause to believe prohibited items are present. This is conducted without a warrant, as permitted by Florida law.

The school may use drug-detection dogs upon request of law enforcement or private individuals.



## Forms & Appendices

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The following forms are referenced in this handbook. Copies are available from the school office or will be provided at enrollment:

- Accident/Incident Report
- Child Health Referral
- Authorization for Medication
- Authorization for Emergency Medical Treatment
- Authorization for Filming/Photographing/Web Sharing
- Internet Access Conduct Agreement
- Handbook Acknowledgement Form
- AMS Code of Ethics
- Volunteer Application
- Education Assistance Agreement (if applicable)

## Handbook Acknowledgement

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By signing below, I/we acknowledge that I/we have received and read the Montessori Global Family Handbook for the 2026–2027 school year, understand the policies and expectations described, and agree to abide by them. I/we understand that Montessori Global reserves the right to update policies and that official communications from Montessori Global (email, newsletters, written memoranda) constitute updates to this handbook.

Parent/Guardian Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name(s): \_\_\_\_\_

Program(s): \_\_\_\_\_