



Students Handbook

To all the students of Geiniwood Montessori

A very warm welcome to my lovely beautiful elegant children of Geiniwood Montessori. You have come to a dream destination, where all your dreams comes true and you are going to shine like a star and glow like a moon. We teachers of Geiniwood Montessori will be like a second mother taking care of you throughout your school timing. Your school timing will be 9.30am to 12.30pm. You will create a love for learning once you enter Geiniwood Montessori. We assure you the learning will happen in the way you like and enjoy the process of learning throughout life.

Mission of Geiniwood Montessori

We strive hard to create a personalized care for every child to succeed in their life

Vission of Geiniwood Montessori

Creating a strong base for every child by teaching them all the required life skills(age appropriate) and creating best citizens for our country.

ADMISSION AND IMMUNIZATION REQUIREMENTS

Students entering Geiniwood Montessori for the first time must present proof of age, residency address, aadhar card, vaccination card. Children entering our Montessori must have the required immunizations or the appropriately documented exemption. Parents must submit a clear document with the information of allergic food and the sensitivity of the skin.

NON-DISCRIMINATION POLICY

Geiniwood Montessori School does not discriminate on the basis of race, sex, color, religion, national origin, age or handicap in the provision of educational programs, activities, or opportunities.

SEXUAL HARASSMENT

Any type of harassment will not be tolerated. Students should report any incident of harassment to his/her teacher.



@Geiniwoodmontessori



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NEGLECT/ABUSE POLICY

Students should tell their teacher, guidance counselor, or other school employee if they feel they are being neglected, hurt, or abused by someone or if they know a friend who is neglected or abused.

Geiniwood Montessori is 8400040064.

CHILD NEGLECT AND ABUSE POLICY

According to The Indian Child Protection and Family Violence Prevention Act of 1990 anyone having suspicion or information suggesting child abuse/neglect is required to report it to the teacher. Students should tell their teacher, guidance counselor, nurse, or other school employee if they feel they are being neglected, hurt, or abused by someone or if they know a friend who is neglected or abused.

VISITORS

When visiting the school please park in a designated parking spot. All visitors are required to report to the office when entering the school, sign a logbook, and receive a visitor's badge. The faculty and administration welcomes the opportunity to meet with you and discuss your concerns. Please schedule a time to meet with your child's teacher after class so this does not interrupt instructional time. If a parent needs to give his/her child a message, they must go to the office and the child will be called.

SCHOOL DELIVERIES

Our school opens for students at 8:00 and students should NOT arrive before this time. School begins at 8:45 a.m. Students should enter through the front of the building. Parents are asked to report to the office and make arrangements to visit classrooms. Safety is our primary concern. Please use caution and do not exceed the speed limit while on school campus. Cell phones usage while driving is prohibited by a new state law while on campus. Violations are subject to citation by law enforcement officers. (The school day is over at 2:45 p.m. Students who walk home or ride with parents may leave at this time.

Students must be picked up by 3:10)



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SIGN – OUT

When it becomes necessary for a student to leave during the course of the school day, he/she must be signed out in the school office by the parent, guardian, or parent designee. No student is to leave campus for any reason at any time unless he/she has been properly signed out. The individual signing the student out is to report to the office. The office will then contact the student. Authorization cards (yellow cards) are to be filled out when a student registers. Only persons whose name appears on the student's card will be allowed to sign the student out. **STUDENTS SIGNED OUT EARLY OR REPORTING LATE WILL ACCUMULATE TIME COUNTING TOWARDS A DAY'S ABSENCE.** Students going home with other students must have a note signed from the parents stating who the student will be leaving with and on which bus the student will be riding. This note must be brought to the office and initialed by the secretary and then given back to the student to give to the bus driver. This gives the student permission to ride the bus for that day. All arrangements must be made in advance or the student will follow their regular routine. Students will not be permitted to call home to make arrangements. **DUE TO RECENT SAFETY CONCERNS, PHONE CALLS CHANGING A CHILD'S PICK-UP PLAN WILL NO LONGER BE ACCEPTED.** Parents must report to school to change a child's pick-up plan. For the safety of our students, there will be no sign-outs in the office after 2:30. Proof of identity will be required if school personnel are not acquainted with you. Please have a photo ID.



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