



Of Westmoreland County

ESMS

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2026-2027 School Term

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WELCOME

The Elizabeth Seton Montessori School, ESMS from here on, would like to welcome your family to our Preschool and Kindergarten program. This handbook has been compiled as a source of information and direction for our school families. Please keep this handbook on hand for reference throughout the school year.

As parents, you want to feel certain your child is entering an environment which will provide a safe and nurturing experience. We are dedicated to maintaining a positive relationship with our school families. We believe our families are an integral part of our program. Please feel free to contact the school at any time with your questions or concerns. We look forward to a successful partnership between your family and our school family.

MISSION STATEMENT

ESMS, a private, not-for-profit, non-sectarian Preschool and Kindergarten educational program, was founded in 1970. Its mission is to provide:

- Early childhood educational services to children ages 2 ½ through 6 based upon the Montessori Philosophy of Education.
- An age appropriate curriculum that respects the independence and the individuality of each student while it promotes the development of social skills based on Christian values.
- An environment that fosters a heightened awareness of the physical care of each person and the environment: the sensorial; the academic; the cultural; and artistic dimensions of each child.
- An alternative philosophy of education to families or guardians with young children residing in this particular geographic area.

PHILOSOPHY

What is the Montessori Approach to Education?

Montessori education is based on beliefs about human development and human relationships. It incorporates a constellation of practices, which facilitate teaching and learning. At the core is respect-- a respect for each person, for all life and for the environment. Respect for each child's uniqueness leads to trust and trust is essential for learning and growth.

Montessori views each human as a uniquely endowed individual, living a whole life in a whole world. Teaching and learning are seen as inseparable as are self, family, neighborhood, and global community. Learning and growth are what happens when people work and play together. Learning about oneself is part of learning about others. Learning is not about winning a competition.

Maria Montessori understood the importance of sensitive periods, which are those times when children experience an inner drive, a passion to do and understand – like the functions of writing or the possibilities of paint. During these times, learning is most thorough, concentration is more intense, and enthusiasm most heightened as children pursue, often with endless repetition, activities which they find interesting.

Children are given ample time and space to explore and work at their own pace and in their own learning style. In our prepared environments, consistency and dependability are the norm; each activity has its place and projects are carried out in an orderly, relaxed manner. Classroom activities and experiences are designed to encourage involvement, autonomy and risk taking. Children learn through active engagement with personal, meaningful, multi-sensory materials. As children make appropriate choices and get involved in their work, they acquire a positive attitude toward learning. While learning is hard work, it is also immensely satisfying – and great fun!

HISTORY

ESMS was founded in Greensburg, Pennsylvania in 1970 to provide an alternative philosophy of education to families with young children.

For the first twelve years of its existence, the school was located on Mt. Thor Road, Greensburg, Pennsylvania in a facility owned and operated by a local congregation. In August of 1982, when these facilities no longer suited the school's needs, ESMS relocated to the East High Acre section of Greensburg.

The school's legal status changed in September of 1986. It incorporated as a not for profit corporation and became known as the Elizabeth Seton Montessori School of Westmoreland County, Inc. Its mission: to engage in providing Preschool and Kindergarten educational services to children, ages 2 ½ through 6, based upon the Montessori Philosophy of Education.

When the corporation purchased a track of land and renovated an existing building on Frye Farm Road in Greensburg in July of 1987, the school once again relocated to a new facility.

ESMS is an affiliate of the American Montessori Society and operates in accordance with the Society's "Code of Ethics".

ESMS is non-discriminatory on the basis of race, religion, sex or national origin. It is an equal opportunity employer.

THE ROLE OF THE TEACHER

“I am not a teacher... I
am an awakener...”

Robert Frost

Discover Me, Each Child Asks of Us

Each child brings to this world
A special person to be discovered,
A special potential to be realized,
A special talent to be shared.

No one else
Can ever be this person
Achieve this potential
Or sing this song.

These unique gifts have been
Entrusted to each child
Of the universe –
And all will remain hidden
Treasures until we
encourage their
discovery and
delight in their
offerings.

A.P. Whitman 1988

ACCREDITATION, ADMINISTRATION & STAFF

Early childhood programs have no mandated curriculum in the state of Pennsylvania, however, there are standards recommended by the Pennsylvania Department of Development. We feel ESMS exceeds these standards in every respect.

ESMS maintains a yearly certification with the American Montessori Society. The American Montessori Society holds ESMS to the following 5 core components essential in a Montessori School: properly trained Montessori teachers, multi-age classrooms, use of Montessori materials, child-directed work, and uninterrupted work periods.

ESMS maintains stringent criteria in areas of health, physical environment, teaching, curriculum and staff.

Mrs. Linda Fidazzo – 1982, Director, Head Teacher, Administrator

BA Seton Hill College
MA Masters in Early Childhood Ed-Carlow College
AMS Montessori Certification – Carlow College

Mrs. Kelley Householder – 1989-1992 & Returned in 2017, Assistant Teacher

AA Associates in Child Development -WCCC
Multiple Learning Support Certifications

Mrs. Samantha Fidazzo – 2022, Assistant Teacher and Office Assistant

BA St. Vincent College
MS Occupational Therapy Certification- University of Pittsburgh

Each staff member is required to maintain his/her professional development by attending seminars or workshops pertinent to early childhood education and the Montessori Philosophy.

ESMS serves as a training site for either Montessori interns from the American Montessori Society's Teacher Preparation Programs or students from local colleges.

TUITION, FEE INFORMATION

2026-2027 School Term

Payments for Half Day and Full Day Sessions

*Tuition is based on Mon - Fri sessions. Mon - Thurs sessions are available for Afternoon students.

	Cash/Check	Credit Cards
Half Day Students		
Registration Fee	\$100	\$105
Tuition (Morning Session)	\$6078	\$6382
Tuition (Afternoon Session)	\$4863	\$5107
Pre-Kindergarten Students		
Registration Fee	\$100	\$105
Tuition	\$8133	\$8540
Kindergarten Students		
Registration Fee	\$100	\$105
Tuition	\$8564	\$8992

The Registration fee, which accompanies the Application for Admission is non-refundable and is not part of the tuition for the academic year.

ESMS accepts cash, checks, Visa, MasterCard & American Express. Tuition payments may be made in full, or broken down into three installments or nine monthly payments. Prices above reflect a discount if paying by cash or check and a 5% surcharge applies to any credit payment. Please refer to our Tuition Policy.

Refund Policy for the Academic School Year – If a child withdraws from ESMS during the academic year prior to December 1st, fifty (50) percent of the tuition will be refunded to those families who have paid full tuition for the academic school year. If the tuition is paid in installments or monthly payments, no portion of the tuition will be refunded. Registration and learning fees are non-refundable. Tuition refunds do not apply to absenteeism, doctor visits, vacation, snow days, disciplinary action or childhood maladies and days missed will not be rescheduled.

ESMS is a non-profit organization and all operating expenses are paid with tuition monies. Payments are expected to be prompt. Any tuition payment made 5 days after the due date is considered overdue and is to be accompanied by a \$10.00 late fee. Checks are made payable to The Elizabeth Seton Montessori School of Westmoreland County, Inc. or ESMS. Non-sufficient Fund checks (NSF) will be charged a \$35.00 fee. Accounts with continual NSF fees will be placed on a cash only basis. The school reserves the right to dismiss children of families with delinquent accounts and pursue legal action.

ESMS offers extended care for children who need additional care before or after the designated school schedule. The charge for this program is \$15.00 per hour with one hour being a minimal charge. Extended care must be pre-arranged with school staff.

ADMISSIONS

Parents who wish to enroll their child may schedule an appointment to observe a class session at ESMS. During this period, they will meet with school staff to discuss the school's philosophy, freedom, independence and disciplines. The prospective child should be present for introduction to the school and to determine their readiness for the Montessori Environment.

Parents will be given an Application for Admission along with the Tuition Policy. When an application is submitted it must be accompanied with the Registration Fee.

Subsequent to the child's evaluation, receipt of the Application for Admission and Registration Fee, a decision will be made regarding the child's readiness for admission. If the child is to be accepted, the parents will receive the necessary forms to be completed and submitted to the school.

ENROLLMENT

Children are enrolled according to the following priority:

- Children entering their second, third or fourth year
- Siblings of children currently enrolled or of school alumni
- New children

The Application for Admission and Tuition Policy are sent in February to each family whose child is already enrolled. They are asked to complete the application and return it with the appropriately designated registration fee by the date requested. The registration fee is refundable only if the school cannot accept the enrollment of the child.

When the re-enrollment deadline has been reached, new applications are considered for remaining positions. The school's director reserves the right to select new applicants for the sake of maintaining an equal balance within the classroom.

Guidelines for parents involved in custody agreements are as follows:

- The custodial/primary parent must file a copy of the affidavit or court order, including any limitations of the non-custodial parent, with the director of the center.
- The custodial parent/primary parent will receive all information from ESMS. It is the responsibility of the custodial/primary parent to share school information with the non-custodial parent.
- Parents who share joint custody must decide which parent will receive school information.
- Children will not be released to the non-custodial parent without written permission of the custodial/primary parent.
- It will be assumed both parents have access unless a copy of the affidavit or court order is on file.

CLASS SCHEDULE, DAILY ROUTINE

Class Schedule

Morning Class	8:30 am – 11:00 am Monday through Friday
Afternoon Class	12:30 pm – 3:00 pm Monday through Thursday
Pre-Kindergarten	8:30 am – 3:00 pm Monday through Thursday 8:30 am – 11:00 am Friday
Kindergarten	8:30 am – 3:00 pm Monday through Thursday 8:30 am – 11:00 am Friday

Daily Routine

8:30 – 8:50 12:30 – 12:45	Arrival and time to socialize
8:50 – 9:30 12:45 – 1:20	Gathering Space / Lesson Time
9:30 – 10:45 1:20 – 2:30	Structured work time
10:30 – 11:00 2:30 – 3:00	Outside Play / Rainy Day Activities
11:00 – 11:15 3:00 – 3:15	Dismissal

COMMUNICATION, SCHOOL CANCELLATIONS

ESMS will communicate with our school families in one or more the following ways:

- Parent Orientation Meeting
- Parent Teacher Conferences
- Email or Phone Call
- Emergency Text Notifications or Phone Call
- Notes sent home
- Remind App

In addition, communication may take place through individual phone calls, emails and special conferences.

If the school schedule changes or is cancelled due to weather or other emergency, ESMS will send out a Remind message and post on social media sites.

STUDENT RECORDS

Collection of school records is done primarily at the beginning of each school year. The school records collected consist of:

- Application
- Emergency Form
- Emergency Card
- Physical Examination Form
- Dental Examination Form
- Media Release Form
- Prescription/Non-Prescription Form
- Any correspondence throughout the school year

Student files are kept in a locked file cabinet.

All student files are destroyed one year after the child leaves ESMS. Medical information may be transferred to the child's next school upon that school's request.

A family roster will be provided at the beginning of year. Please do not use the information provided for any type of solicitation. The roster is strictly for communication between families with regard to school business.

MEDIA POLICY

ESMS compiles pictures of the children throughout the year to be used in the annual show slide show presentation, the graduation slide show presentation, the school's brochure, webpage, Facebook or other form of social media. Each family will complete a form with the allowable permissions with regard to each form of media listed above.

MEDICAL REQUIREMENTS, FIRST AID POLICY

If your child has a known medical illness or condition please provide the school with written records as well as discussing the child's condition with the school's Director. This will allow the school to provide the best possible environment for the child to thrive. Also, please keep the school updated as the child's illness or condition changes.

The Secretary of Health of the Commonwealth of Pennsylvania, together with the authority provided by legislative acts and regulations for school immunizations has mandated children be immunized against well-known childhood diseases before their entry into school. An enrolled child shall have an appropriate health report on file at the school before their entrance into ESMS. Students entering the school must provide up to date immunizations or a signed physician's statement or a signed statement of religious beliefs if immunizations are not current with Pennsylvania requirements.

Prescription and non-prescription medication will be dispersed by ESMS for emergencies or chronic conditions. If your child attends a half day session please try to adjust medication schedules accordingly.

Prescription Medications – Written orders from the physician should detail the full name of the student, the name of the licensed health care provider, the medication, dosage, date prescription was filled, proper storage, medication schedule and the expiration date or period of dosage. Written consent must be provided by the parent or guardians. The medication must be supplied in the original container and cannot be shared between home and school. Medication will be handed to the school's director with all appropriate documentation. All medications will be stored in a container inaccessible to the children.

Non-Prescription Medications – Written verification must be provided by the physician, parent or guardian. The medication must be supplied in the original container and cannot be shared between home and school. Medication will be handed to the school's director with all appropriate documentation.

ESMS maintains a fully equipped first aid kit. The kit is checked periodically and restocked as needed. Minor accidents occurring during school hours receive prompt and careful attention from the staff members. In the case of an emergency beyond the staff's capabilities, parents will be notified and the child will be taken to the emergency room at Westmoreland Regional Hospital or Latrobe Area Hospital.

ILLNESSES

Parents will be notified promptly in the event of a contagious disease in the school and we would hope our families would notify the school in the event your child(ren) were diagnosed with an infection or communicable disease. Parents are encouraged to follow the school's Illness Policy .

The school reserves the right to send a child home if they are exhibiting the following symptoms:

- Temperature above 100 degrees F
- Diarrhea or vomiting

- Untreated infectious skin patches
- Sore throat or difficulty swallowing
- Evidence of lice, scabies or other parasitic infection
- Communicable or contagious diseases
- Persistent cough, Stuffy or Runny Nose
- Pain
- Redness or discharge to the eyes outside of seasonal allergies

In the event we have a child or adult presenting with flu like symptoms in school, we will isolate the person immediately and parents will be notified to pick up their child.

Forms are available in the office if your child needs prescription / non-prescription medication administered while in school.

ESMS Montessori Illness Guidelines

Regular attendance is important, but keeping our environment healthy is key. Please use the “golden rule” – would you want to see another child at school with the same symptoms or in the same condition?

Please do not bring your child to school if any of the following occur:

- Temperature of 100 F or higher. You must keep your child home until 24 hours after your child’s temperature is normal without fever-reducing medication
- Rash not diagnosed by physician
- Vomiting or Diarrhea
- Severe cold with drainage
- Any other condition that prevents your child from learning

Please follow the chart on the next pages for other illnesses.

DISEASE . INCUBATION PERIODS	FIRST SIGNS	LENGTH OF CONTAGION	TIME EXCLUDED FROM SCHOOL
Bronchitis 1-3 weeks	Cough, Shortness of breath, swollen lymph nodes, fatigue, fever, chills.	While child has cold symptoms.	After cold symptoms disappear.
Chicken Pox, 12-21 Days	Slight fever, loss of appetite followed by small raised pimples which become filled with clear fluid, rash, itchy.	From 1 day before onset to 6 days after appearance of rash.	Minimum of 7 days, until all crusts are dried. Average 10 days.
Coxsackie Virus (Hand, Foot & Mouth Disease), 4-7 Days	Low grade fever, malaise, sore throat, oral lesions, rash o hands and feet.	3-7 days	Highly contagious, 5-7 days, may be shed in stool for months
Croup, 3-5 days	Barking cough, upper respiratory congestion, sore throat, fever, hoarseness, wheeze, respiratory distress.	3-5 days	3-5 days
Fifths Disease (Parvovirus), 1 week	Early cold like symptoms, headache, muscle aches, rash on face, "slapped" cheeks, followed by lacy red rash on extremities.	Approximately 1 week prior to rash, no longer contagious when rash appears.	May attend school with rash
Gastroenteritus (Stomach Virus), 2-3 days	Nausea, vomiting, diarrhea, fever.	As long as vomiting and diarrhea persist, 2-5 days.	Until all symptoms resolve for 24 hours.
German Measles, 14-25 days	Mild cold, slight fever, sore throat, possible swollen glands, followed by fine pinkish rash on face, arms and hands.	From onset of first symptoms until rash disappears.	Usually 4-7 days after onset. Must have physician approval to return.

DISEASE . INCUBATION PERIODS	FIRST SIGNS	LENGTH OF CONTAGION	TIME EXCLUDED FROM SCHOOL
Impetigo, 4-10 days	Purulent skin lesions develop orange tinted crust.	As long as lesions are present.	After 24 hours of medical treatment. Must have physician verification of treatment and approval to return.
Lice, Hatch in 2 Weeks	Infestation of the scalp, extreme itching, nits are small, silvery, teardrop shaped eggs attach to individual hairs.	Until lice and eggs are destroyed.	Until treatment confirmed. All nits removed from hair.
Measles, 7-14 days	Slight fever, red watery puffy eyes, dry cough. Small red spots with white centers in mouth, 3-4 days after first symptoms. Rash of large itchy red blotches start at hairline and spread.	From 4 days before rash appears until at least 4 days after.	Minimum of 7 days, longer if child is still ill. Must have physician approval to return.
Mumps, 11-26 days	Moderate fever, upper respiratory congestion, headache and vomiting followed by painful swelling of glands under jaw near ear.	1-2 days before onset until all swelling disappears.	Usually 7-10 days or until all swelling disappears. Must have physician approval to return.
Pinkeye (Conjunctivitis), 24-48 hours	Irritation, redness, discharge, itching of eye. Edema of lids, sensitive to light.	During active infection.	After 24 hours of medical treatment.
Ringworm, 10-14 days	Flat spreading ring shaped lesions, reddish dry and scaly or moist and crusted.	As long as lesions are present.	After 24-48 hours of medical treatment. Must keep lesions covered.

DISEASE . INCUBATION PERIODS	FIRST SIGNS	LENGTH OF CONTAGION	TIME EXCLUDED FROM SCHOOL
Scabies, Days to weeks	Lesions or rash prominent between fingers and spreads to rest of body, extremely itchy especially at night. Secondary infections from scratching.	Until treated.	Must have physician verification of treatment and approval to return.
Strep Throat / Scarlet Fever, 1-7 days	Fatigue, restlessness, and sometimes vomiting, followed by fever and sore throat, fine rash indicates scarlet fever.	Uncertain, usually from first symptom to complete recovery, 14 days.	After 24 hours of treatment with prescribed medication.
Whooping Cough, 5-21 days	Low fever, dry cough, cold symptoms, later spells of coughing which end with a noisy gasp.	From first symptoms of cold to 3 weeks after onset of cough.	Minimum of 5 days on prescribed medication. Must have physician approval to return.

COVID: If your child has confirmed COVID-19 or symptoms similar to COVID-19, we ask that you follow the same above recommendations. Please keep your child at home for at least 24 hours *after* symptoms have resolved. If an immediate family member has confirmed COVID, please keep staff aware so we can closely monitor your child for any symptoms or changes in condition.

IS My Child Too Sick for School?

Which symptoms call for your kid to stay at home
and which give him the all-clear

By: Suzanne Schlosberg – www.parenting.com

Last night your toddler was running a slight temperature and actually asked to go to bed—not her usual MO. By morning she's fever-free, scarfing down her scrambled eggs and chasing the dog around the backyard. You're conflicted: Should you keep her home from daycare—upending your finely tuned schedule—or send her off as usual?

Sometimes a child's symptoms (say, Technicolor vomit or a cough like a barking seal) make the decision a no-brainer. Other times, not so much. To alleviate that early-A.M. angst, we consulted several top pediatricians to help you figure out when your child (and you!) should get the green light to carry on as usual.

Fever

good to go:

Your child is good to go if he's over 4 months old, has a temperature below 100.4°F, is receptive to drinking fluids and doesn't appear to have had a personality transplant.

too sick:

If your baby is 4 months old or younger, call the doctor at the slightest indication of fever (anything above 98.6°F) or a sudden change in behavior; daycare is out. Older children should stay home if their temps rise above 100.4°F. A feverish child is not only considered contagious, but he's also probably not feeling well enough to learn or participate. Keep him home until he's been fever-free for 24 hours and is feeling like his usual self.

Vomiting

good to go:

She's heaved only once in 24 hours. It's not likely she has an infection, nor is she at risk for dehydration. Sometimes kids throw up because mucus left over from a cold has drained, in which case it's also not worthy of a sick day.

too sick:

If your child has vomited two or more times in 24 hours, she's benched. Watch for signs of dehydration as well: She's peeing less than usual and her urine is dark yellow; she doesn't produce tears when she cries; or there are no bubbles between her lips and her gums. To ward off dehydration, offer small amounts of fluid frequently, increasing the amount as tolerated. One more thing: Don't automatically send your child back once the vomiting stops. If she's not markedly better after a few days, call the doctor.

Red eyes**good to go:**

When the white part of the child's eye is only slightly pink and the discharge is clear and watery, he's likely got a school-safe allergy.

too sick:

His eye is stuck shut, bright red, and/or oozing yellow or green discharge. These symptoms all indicate the highly contagious bacterial form of pinkeye (conjunctivitis), and the kiddo should stay put until he's been on antibiotics for 24 hours or until the goopiness dries up.

Diarrhea**good to go:**

Your child's stools are only slightly loose and she's acting normally. Some kids develop "toddler's diarrhea," triggered by a juice OD; as long as the poop isn't excessive, the child has the all-clear.

too sick:

Kids who have the runs more than three times a day and/or have poop so watery it leaks out of the diaper need to stay put. They likely have an infection that can spread. If you see blood or mucus in the stool, call the doctor; she may want to do a culture. As with vomiting, watch for signs of dehydration and follow the same prevention advice.

Sore throat**good to go:**

A sore throat accompanied by a runny nose is often just due to simple irritation from the draining mucus; send him off as long as he's fever-free.

too sick:

If the achy throat is accompanied by swollen glands, a fever, headache or stomachache, bring him to the doctor for a strep test, especially if he's 3 or older (the bacterial infection is unusual in younger kids). Children with strep should be on antibiotics for at least a full day before mixing in with the class.

Stomachache**good to go:**

If this is your child's only symptom and she's active, send her off. It could signal constipation or even a case of nerves (in which case, a hug will go far).

too sick:

Any stomachache associated with vomiting, diarrhea, fever or no interest in play warrants a trip to the M.D. Sharp stomach pain and a rigid belly can be signs of severe constipation, appendicitis, or a bowel obstruction.

Colds**good to go:**

If your child is fever-free and isn't hacking up a storm, he's a go. After all, if children with snotty noses were excluded, schools would be empty!

too sick:

Junior is staying home if he has a persistent, phlegmy cough and seems cranky or lethargic. He's also couch-bound if his cold symptoms are accompanied by a fever or wheezing.

All the above info is pediatrician-approved by: Tanya Remer Altmann, M.D., author of Mommy Calls; Laura Jana, M.D., a spokesperson for the American Academy of Pediatrics and owner of the Primrose School of Legacy, an educational childcare center in Omaha, NE; and Lorry Glenn Rubin, M.D., chief of pediatric infectious diseases at Schneider Children's Hospital in New Hyde Park, NY.

DRESS

Children should wear comfortable every day clothes so they can concentrate on their activities and not their attire. Clothing should be suitable for outdoor play, working on the floor, painting, etc. All loose items such as mittens, hats and sweaters should be labeled. To foster independence, parents are asked to purchase the type of clothing children can manage themselves. Please check for difficult buttons and zippers. Shoes and boots should be large enough to enable children to put them on by themselves with relative ease.

All children are required to bring a pair of slippers to school. Children will change into their slippers before gathering space. Slippers will be kept in school. They will be sent home over winter recess to be washed or replaced. Slippers should not be distracting to other children. They should not be too big, light up or slip off your child's foot easily.

Parents are asked to provide a complete change of clothes in the child's backpack. Extra clothes will be kept in the child's backpack and soiled clothes will be sent home in the backpack. Parents are asked to launder the clothes and return them to the backpack as soon as possible. Please remember to change the clothes as the seasons change.

TOYS FROM HOME

Please keep toys from home at home. If your child needs to bring something from home we request it remain in their school provided totebag. Toys are a distraction and feelings get hurt when they cannot be shared, get lost or are broken.

PARENT PARTICIPATION, PENNSYLVANIA CLEARANCES

The parents of ESMS work together and function as a group to raise money through various activities and events. Monies generated through fundraisers are

either added to the annual operating budget of the school or for specific school projects, such as the recent addition of the outdoor classroom.

A Parent Participation Form is distributed in the beginning of the school year. It contains information on the various events and fundraisers ESMS will sponsor throughout the school year.

Once the form is completed and returned to school, a list will be compiled and various responsibilities will be delegate to each family/individual throughout the year. The school could not operate without the help of our families!!

As per Pennsylvania requirements all ESMS employees and volunteers must have up to date clearances on file, physically, in the school's office to participate in school volunteer opportunities. Clearances should be obtained and submitted before the start of school. It is our policy that clearances need to be submitted each year for new families/volunteers and for any previously submitted clearances that have expired. Obtaining volunteer clearances is free.

ESMS would like to thank you for your cooperation and time. We love our parent volunteers and couldn't do what we do without you. We expect our volunteers to respect the privacy of our students and their families and to hold in confidence all information obtained in the course of their service. Only life-threatening information should be immediately divulged, and then only with the school's director.

ARRIVALS & DISMISSALS

As parents bring their child to school, they enter the school's west parking entrance and exit on the east side as noted by the signs.

Upon arrival parents are encouraged to allow their child to separate once they are safely on the school's sidewalk and at dismissal teachers will walk each child to their carpool and meet the parent / guardian on the sidewalk. Please do stand or gather in the school or in the school parking lot. It creates distractions for the children.

Untimeliness creates a disruption to the work cycle of the school and the children. Please do your best to be on time. Please see the class schedule for arrival and dismissal times. Any child consistently not picked up at the designated dismissal time (11:15 Mornings and 3:15 Afternoons) will be charged \$10 for the first fifteen minutes and an additional \$10.00 for each fifteen (15) minute interval until the child is picked up. Late fees will be billed monthly as part of our Extended Care service.

If a child is to be picked up by a person other than a parent, permission in writing or a phone call to the school by the child's parent or guardian must precede the time of dismissal. The school will require the following information if the child is picked up by someone different:

- Name
- Relationship to child
- Make, Model and Color of their car

If there is any question the school may ask for their driver's license or call the parent / guardian

Always enter the parking lot with caution, children may be entering or exiting their vehicle or playing outside. Under no circumstance may a parent leave a car unattended with the engine running while he/she is waiting for their child to be dismissed.

The school does not provide a bus service. Some families form carpools to facilitate the transportation of their children. A roster of all families in the school is distributed at the beginning of the school year to assist parents in forming carpools. The school staff is not responsible for organizing, setting up or maintaining carpools.

ESMS requires families to abide by Pennsylvania's Seat Belt Law:

Under Pennsylvania's primary child passenger safety law, children under the age of 4 must be properly restrained in an approved child safety seat anywhere in the vehicle. Children under 2 must be secured in a rear-facing car seat until the child outgrows the maximum weight and height limits

designated by the car seat manufacturer. Children from age 4 up to age 8 must be restrained in an appropriate booster seat. Children from age 8 up to age 18 must be in a seat belt.

BIRTHDAYS, TREAT BAGS, PARTY INVITATIONS

ESMS welcomes the opportunity to celebrate a child's birthday in school. If the child wishes to bring a special birthday item it will be sent home with the children that day following class sessions.

Some families choose to prepare treat bags for their child's birthday or celebrations throughout the year. Please note sending in treats or treat bags is voluntary. All treats / treat bags sent in will be sent home. Please do not individually label the treats with each student's name, but generally label the treat / treat bag with only your family's name, i.e. from Johnny.

An in-school wall calendar is used for parents to reserve birthday celebrations. Parents are welcome to join their child at the end of the session for the celebration. Please make arrangements in the school's office.

If school friends are invited to a special party, it should be done outside of school so the feelings of other children, who are not invited, may be considered. Please do not send invitations, gifts or thank you notes to school to be distributed unless it is inclusive of all of the children in all of the school's sessions.

SNACKS, ALLERGIES

A light, wholesome, no sugar snack is provided on a daily basis. Parents will receive a snack note three to five times throughout the school year, requesting an item to be sent to school for our daily snack.

Our snacks will be tailored around food allergies. Food allergies change each year so the snacks we request are based on the allergies present in the children for the school year. Dependent on the child's allergy, we may request the family provide the snack for their child and that individual snack will be made available

for that child. All snacks are placed in the environment and are available to the children to serve themselves whenever they feel the need for nourishment.

ESMS protects children with food allergies in the following ways:

- Parent's will educate staff on approved food items
- The school lists all individual allergies in the kitchen area
- School staff will check posted allergy information when preparing the snack.
- Parents may need to provide a safe snack for the child.
- Food for parties, cooking projects, and other special events will be discussed with parents in advance.
- Parents will update the school on changes to their child's food allergy.

OUTDOOR PLAY

Weather permitting and acceptable play area conditions, children will play either on the playground, outdoor classroom or parking lot area. Therefore, children should wear clothing which allows comfortable play and sunscreen should be applied if needed before children arrive at school.

HARASSMENT POLICY

ESMS is committed to providing a caring, safe, and civil environment for all students, employees, volunteers and visitors. A safe, relaxed and secure educational environment will be provided for all students. All children are expected to follow reasonable rules and guidelines. They will be asked to listen, cooperate with the routine of the school and follow directions.

Children will be redirected when they become aggressive or act out according to Montessori methods. Children are never permitted to intentionally injure other children or destroy property. Bullying of any kind is unacceptable at the school. Teachers will work with the children and their parents to help develop self-control and impulse control, but reserve the right to dismiss any child who is endangering the safety of other children and/or compromising the educational environment.

ESMS SCHOOL 2026-2027 CALENDAR (Abbreviated)

Sep	8	Meeting for all 1 st year parents
	9 - 15	Orientation classes for 1 st year students
	16, 17	All students return ½ day
	18	Friday Schedule- No Afternoon Classes
	20	All School Welcome Picnic-- Bob Evancho Pavillion-Unity Twp
	21	Pre-Kindergarten / Kindergarten full day begins
Oct	9	Staff Day – No Classes
	12	Columbus Day – No Classes/Staff Day
	16	Annual Walk-a-thon – Bob Evancho Pavillion – Unity Twp
	30	Halloween Celebration (All Classes Combined)
	TBD	School Picture Day
Nov	6	2 nd Year Conferences – No Classes
	10	Veteran’s Day Celebration – Regular Schedule
	11	Veteran’s Day – No Classes
	24	Thanksgiving Celebration (All Classes Combined)
	25,26,27,30	Thanksgiving Break – No Classes
Dec	1	Classes Resume
	4	St. Nicholas Day – Regular Schedule
	10	Children’s Christmas Gift Shop – Regular Schedule
	18	Christmas Celebration (All Classes Combined)
	12/21-1/3	Winter Break – No Classes
Jan	1-3	Winter Break Continues
	4	Classes Resume
	15	1 st Year Conferences – No Classes
	18	Martin Luther King Day – No Classes
Feb	5	Staff Day – No Classes
	12	Valentine’s Day Celebration (All Classes Combined)
	15	President’s Day – No Classes
Mar	5	3 rd Year Conferences – No Classes
	11 & 12	Montessori Annual Conference – No Classes
	18	Staff Day – No Classes
	19	Annual Show Rehearsal & Show @ WCCC
	22-30	Spring Break – No Classes
	31	Classes Resume
Apr	17	ESMS Celebration at DeNunzio’s Latrobe (Optional adult only fundraiser)
	19-23	Earth Week (Regular Schedule)
May	5	Cinco De Mayo (Regular Schedule)
	20	Graduation Ceremony
	21	Last Day of School (All Classes Combined)
Jun	7	Summer Programs Begin (Optional)