

# Pathfinder Academy

A Montessori School  
Preparing Children for Life's Journey



## Parent Handbook

59 Sawyer Avenue  
Epsom, NH 03234  
(603) 736-8555  
Fax (603) 736-5888  
[pacademy@metrocast.net](mailto:pacademy@metrocast.net)  
[www.pathfinderacademy.net](http://www.pathfinderacademy.net)

Cover

Table of Contents

A Pathfinder

A Montessori education

Daily Procedures

(cont.)

Student Health & Safety

(cont.)

Academic Policies

(cont.)

Financial Policies

Storm Closing Info

---

About Pathfinder Academy	3
Montessori Highlights	4
Section 1: Daily Procedures	5
Section 2: Student Health and Safety	7
Student 3: Academic Policies	9
Section 4: Financial Policies	11

<b>Cover</b>
<b>Table of Contents</b>
<b>A Pathfinder</b>
<b>A Montessori education</b>
<b>Daily Procedures</b>
<b>(cont.)</b>
<b>Student Health &amp; Safety</b>
<b>(cont.)</b>
<b>Academic Policies</b>
<b>(cont.)</b>
<b>Financial Policies</b>
<b>Storm Closing Info</b>

---

**A Pathfinder:** (Noun) A person who discovers a route, especially through unexplored territory or uncharted areas of knowledge.

---

Maria Montessori was a *pathfinder*. She created a method of education which celebrates the individual child as more than just an empty vessel. She saw that it was in a child’s nature to actively seek knowledge about the world around him/her. The role of the teacher was to effectively set up an environment and guide a child to learn how to think and do for him/herself.

Maria Montessori believed this carefully prepared environment would ultimately lead students to become confident and lifelong learners. In other words, students would become *pathfinders* themselves. She stated that by teaching the whole child we will, “ be witnesses of the unfolding of the human soul and to the raising of a New Man who will not be the victim of events, but will have the clarity of vision to direct and shape the future of human society.”

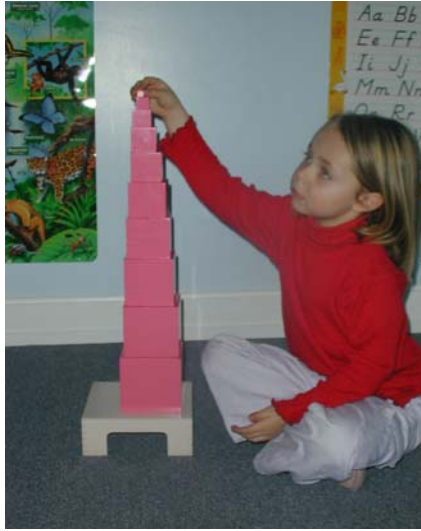
It was in this spirit and with this goal in mind that Pathfinder Academy was founded in the fall of 2001. We take not only Maria Montessori as our inspiration, but also the Ancient Greeks and their idea of the Golden Mean. The Greeks believed that man should strive for a harmony between mind and body. As a result, their culture is famous for producing both great thinkers and great athletes. It was the ideas and discoveries of the Ancient Greeks that ultimately created the foundation for our own country.

At Pathfinder Academy we hope to educate students to be active-minded and lifelong learners...individuals that courageously and confidently shape their own lives.

<b>Cover</b>
<b>Table of Contents</b>
<b>A Pathfinder</b>
<b>A Montessori education</b>
<b>Daily Procedures</b>
<b>(cont.)</b>
<b>Student Health &amp; Safety</b>
<b>(cont.)</b>
<b>Academic Policies</b>
<b>(cont.)</b>
<b>Financial Policies</b>
<b>Storm Closing Info</b>

## A Montessori Education

These are some key components you should find in a Montessori classroom:



**A hands-on approach** — presents knowledge in a concrete manner and moves children towards an abstract understanding.

**Multi-sensory materials**—activate and refine the senses as students interact with them.

**Multiage classrooms**—allow younger children to learn from older students who act as mentors.

**A respectful environment**—nurtures grace, courtesy, and a deep respect for the individuals and materials in the class.

Cover
Table of Contents
A Pathfinder
<b>A Montessori education</b>
Daily Procedures
(cont.)
Student Health & Safety
(cont.)
Academic Policies
(cont.)
Financial Policies
Storm Closing Info

# Daily Procedures



## School Hours

### Preschool (ages 3-6 )

Half Day	8:30—11:30
Traditional Day	8:30– 3:00
Extended hours	7:30– 5:45

### Elementary and Junior High (ages 6-14)

Traditional Day	8:30– 3:00
Extended hours	7:15-5:45

## Arrival

School begins promptly at 8:30 am. Please make every effort to be on time as a late arrival can be both disruptive to others as well as unsettling to a child who arrives late. Many classes begin each morning with a circle during which important information about the day is discussed. When a child misses this information it can affect his/her entire day.

When parking to drop off your child we ask that you pull to the outer edge of the circle to allow traffic to flow. **Please note: preschool children must be accompanied by an adult at all times in our parking lot.**

Cover
Table of Contents
A Pathfinder
A Montessori education
<b>Daily Procedures</b>
(cont.)
Student Health & Safety
(cont.)
Academic Policies
(cont.)
Financial Policies
Storm Closing Info

---

# Daily Procedures (cont'd)

## Dismissal

The school day ends at 3:00 pm. At this time all children will be brought outside to the playground areas (weather permitting). We ask that when you pick up your child **please make sure you speak directly to the staff member on duty in the playground.** At the beginning of the year we will all be trying to remember many new names and faces, please understand if we need to ask you to introduce yourself again.

Please be sure to keep your emergency form updated so that we have permission to release your child to all of the people on your carpool list. Persons unknown to us may be asked to show a photo ID.

## Extended Care

Extended Care is available from 7:15 am until 8:00 am and then from 3:30 until 5:45 pm. There are two possible ways to pay for this care. Families may pay a one time fee for the entire year which would cover any Extended Care usage or they can be billed hourly for occasional use.

Free Extended Care is offered to all students from 8:00-8:30 am and 3:00-3:30 pm.

All children must be picked up by 5:45 pm promptly. There is a substantial late fee of \$1.00 per minute assessed after this time.

Cover
Table of Contents
A Pathfinder
A Montessori education
Daily Procedures
(cont.)
Student Health & Safety
(cont.)
Academic Policies
(cont.)
Financial Policies
Storm Closing Info

---

# Student Health and Safety

If your child becomes sick while at school we will usually have him/her rest in a quiet place for awhile. If after some time your child is too ill to return to class, we will contact you to arrange for him/her to be picked up.

## Medication

As a general rule we prefer not to administer medications at school. Please try to schedule antibiotics and other medication so that the doses are during hours when your child is at home. If an exception to this is unavoidable, you must fill out a medication form and give the medicine **in its original container** to the head teacher of your child's classroom.

## Emergency Care

All of our full-time staff are trained in first aid and CPR. However, in the event of a situation that requires immediate medical attention, we will want your child to see a doctor right away. Again, it is imperative that you keep your emergency information up-to-date. We must be able to reach you at any time during the school day.

**If your child does require immediate medical attention, and you cannot be reached, your emergency form authorizes us to seek medical care in your name. We will have the local emergency squad transport your child to the emergency room at Concord Hospital and we will continue our efforts to contact you.**

Cover
Table of Contents
A Pathfinder
A Montessori education
Daily Procedures
(cont.)
<b>Student Health &amp; Safety</b>
(cont.)
Academic Policies
(cont.)
Financial Policies
Storm Closing Info

---

# Student Health and Safety

## Playground Safety Rules

The playground can best be enjoyed by all if we follow some basic ground rules. These rules are to be followed at any time a child uses the Pathfinder Academy playground regardless of who is supervising.

- ◆ In general, all equipment should be used in the manner it was intended to be used.
- ◆ The swings are to be used by one child at a time.
- ◆ Throwing of objects such as stick, sand, or snowballs is not allowed. (Please note: teachers sometimes allow for a short snowball fight under close supervision and in a limited area when snow conditions are just right).
- ◆ There is no “rough” play allowed.
- ◆ Students of all ages must speak to the teacher in charge before leaving the playground for any reason.
- ◆ Upon returning to the playground, students will inform the staff member of their return.



<b>Cover</b>
<b>Table of Contents</b>
<b>A Pathfinder</b>
<b>A Montessori education</b>
<b>Daily Procedures</b>
<b>(cont.)</b>
<b>Student Health &amp; Safety</b>
<b>(cont.)</b>
<b>Academic Policies</b>
<b>(cont.)</b>
<b>Financial Policies</b>
<b>Storm Closing Info</b>

---

# Academic Policies

## Conferences

Parent/Teacher conferences are scheduled for the late fall. At this time you will be given information about your child's work, work habits, as well as social and academic development. Please make every effort to mark your calendars and be available on the scheduled conference day. Having to reschedule conference takes away from valuable planning time for teachers.

Either party may request additional conferences should this be deemed necessary.

## Reports

The elementary and junior high students will receive reports in November and late April/early May. These reports will be a combination of an anecdotal and checklist style. Preschool parents will receive reports in late spring.

## Homework

Our primary reason for assigning homework is to encourage a sense of personal responsibility which we believe is a practical life skill. Our secondary goal is to either reinforce or expand upon skills introduced at school. We do ask for parental support through ensuring your child has an environment and schedule conducive to doing homework. We also ask that you see it is complete and that your child has placed it in his/her backpack.

<b>Cover</b>
<b>Table of Contents</b>
<b>A Pathfinder</b>
<b>A Montessori education</b>
<b>Daily Procedures</b>
<b>(cont.)</b>
<b>Student Health &amp; Safety</b>
<b>(cont.)</b>
<b>Academic Policies</b>
<b>(cont.)</b>
<b>Financial Policies</b>
<b>Storm Closing Info</b>

---

# Academic Policies

## Testing

In general, we do not give many tests at Pathfinder Academy. Individual classrooms may have weekly spelling tests, tests for mastery of math facts, and/or occasional quizzes on other subjects.

We believe there are many means to assess a student's understanding of concepts. Our primary means as Montessori teachers is through close observation of each student's daily work.

At the end of each school year the 2nd –8th graders will take part in standardized testing. These exams are compared with national norms and are yet another tool in assessing students' mastery of material.

## Promotion

The Montessori method places great emphasis on respecting individual children's rate of development. The teacher is trained to meet a wide range of academic needs. This allows him/her to work at levels requiring either advanced or remedial work.

In general, we find it is preferable that students stay with their social peers. Though infrequent, in some instances it is beneficial to keep a child in a given level for an extra year or advance them to the next level early. The primary determining factors are social development and whether or not a child can follow through with the work at the next level independently. If such a need is determined, the teachers will work with the parents to do what is agreed upon as in the best interest of the individual child.

<b>Cover</b>
<b>Table of Contents</b>
<b>A Pathfinder</b>
<b>A Montessori education</b>
<b>Daily Procedures</b>
<b>(cont.)</b>
<b>Student Health &amp; Safety</b>
<b>(cont.)</b>
<b>Academic Policies</b>
<b>(cont.)</b>
<b>Financial Policies</b>
<b>Storm Closing Info</b>

---

# Financial Policies

## Tuition

As a school, we are completely dependent on tuition as our principal source of income. As a result, prompt payment of tuition is important to smooth daily operations of the school.

Payments should be made out to Pathfinder Academy and may either be mailed or placed in the wall file marked "Office." If you have used Extended Care are not signed up for the prepay option, then you will receive a bill. Please note that these bills may not be assessed each month.

## Late Payments

As noted in the tuition contracts, payments not received by the fifth of the month will be assessed with a ten dollar late fee. A finance charge of 1.5% per month will apply to accounts 30 days past due.

## Student Withdrawal

Should you wish to withdraw your child during the school year, we require a two week notification in order for you to receive a prorated refund of any prepaid tuition.

## Non-discriminatory Policy

Pathfinder Academy does not discriminate on the basis of race, color, religion or national and ethnic origin in its admissions policies.

<b>Cover</b>
<b>Table of Contents</b>
<b>A Pathfinder</b>
<b>A Montessori education</b>
<b>Daily Procedures</b>
<b>(cont.)</b>
<b>Student Health &amp; Safety</b>
<b>(cont.)</b>
<b>Academic Policies</b>
<b>(cont.)</b>
<b>Financial Policies</b>
<b>Storm Closing Info</b>

## Storm Closing Information

School cancellations are announced over the radio stations WJYY (105.5) WZID (95.7) and WMUR (Channel 9). Another good resource is [www.wmur.com](http://www.wmur.com). We have no snow days built into our calendar, so if we have any, we will need to add days on to the end of the school year.

<b>Cover</b>
<b>Table of Contents</b>
<b>A Pathfinder</b>
<b>A Montessori education</b>
<b>Daily Procedures</b>
<b>(cont.)</b>
<b>Student Health &amp; Safety</b>
<b>(cont.)</b>
<b>Academic Policies</b>
<b>(cont.)</b>
<b>Financial Policies</b>
<b>Storm Closing Info</b>

---

### Pathfinder Academy

59 Sawyer Avenue  
Concord, NH 03301

Phone: 603-736-8555

Fax: 603-736-5888

Email: [pacademy@metrocast.net](mailto:pacademy@metrocast.net)

[www.pathfinderacademy.net](http://www.pathfinderacademy.net)

