



Country Montessori School

Visitor Observation Policy

Welcome to Country Montessori School! Our classrooms are a sanctuary for learning and we request our visitors to abide by our Observation Policy to respect and preserve our children's environment. Please review the policy guidelines below, sign and return this form to the school office PRIOR to your tour.

I understand and abide by the following Observation Policy for Country Montessori School:

- Observation and tours are strictly by appointment only on Tuesday and Thursdays and begin sharply at 9:30 am. Please be prompt.
- Observation and tours are for adults only.
- No more than 2 adult members of a family are allowed for a tour and observation at a time. If you have more than this number in your family who wish to tour and observe, then a separate appointment should be made for them.
- All cell phones must be turned off. There is absolutely no talking on a cell phone allowed in class. In addition, it is prohibited to step outside the classroom to use a cell phone and then return to the classroom. If you're expecting a call then please reschedule your tour and observation to a more convenient time.
- Other electronic devices and the use of them such as laptop PC's, Blackberries, digital cameras, video cameras, etc. are strictly forbidden by visitors in the classroom.
- Visitors are to refrain from talking to children, staff, and/or parents while in the classroom.
- Visitors are to refrain from touching any materials in the classroom including directress' notes, binders, folders, etc. In addition, visitors may not open cabinets, drawers, or closets.
- Visitors may quietly and respectfully move about the classroom with one of the Directresses. Take care not to disturb the children as you observe the environment.
- Observations will be limited to 20 minutes in each classroom.

I have read and understand the above guidelines. Failure to adhere to these guidelines may result in my immediate dismissal from the classroom and may impact my child's admission to Country Montessori School.

_____ Visitor Signature _____ Date

_____ Visitor Name (please print)

Thank you for respecting our children's classrooms.