



# PARENT HANDBOOK

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## **MONTESSORI CENTER OF SOUTH DAYTON**

The Montessori Center of South Dayton (MCSD) is a non-profit school chartered by the State of Ohio State Board of Education. The curriculum and instruction are approved for Toddler, Pre-Kindergarten, and Kindergarten through Grade 3. The curriculum is in compliance with the provisions of Section 3313.60 of the Ohio Revised Code Standards for Elementary and Secondary Schools. MCSD is a private, nondenominational school and is open to children of all races, creeds, and nationalities.

Certifications and documents are posted and/or available for review and provide details on the laws and rules governing the Center.

### **GENERAL INFORMATION**

#### **Non-Discrimination Policy**

It is unlawful to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin, or disability in violation of the ADA Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et. sq. The Center will not discriminate on the basis of race, color, religion, sex, national origin, or disability in the administration of its admissions policies, educational policies, scholarships/loans/fee waivers, educational programs, and athletics/extracurricular activities.

Federal law prohibits job discrimination on the basis of race, color, religion, sex, national origin, disability, or veteran status, and requires affirmative action to ensure equality of opportunity, employment and advancement of qualified individuals, who, with reasonable accommodation, can perform the essential functions of the job, for any protected classification of employee. The Montessori Center of South Dayton will not discriminate on the basis of race, color, religion, sex, national origin, disability, or veteran status, in hiring of its certified or non-certified personnel.

**Note:** The Center is not intended to be an alternative to court ordered, administrative agency ordered, or public school district-initiated desegregation.

#### **Philosophy**

The Montessori method of education was developed by Dr. Maria Montessori, the first Italian woman to receive degrees in both engineering and medicine. In her medical practice, clinical observations lead her to analyze how children learn. She concluded that they built themselves from what they experienced in their environment. Her desire to help children was so strong that she gave up her medical practice when she was invited to work with a group of young children in a reconstructed area of San Lorenzo in Rome. It was there that she founded the first "Children's House." What ultimately became the Montessori Method of Education developed there based on her scientific observations of the children's ability to absorb knowledge from their surroundings. She saw that the children were strongly attracted to materials designed to aid in their sensory perception. Dr. Montessori went on to develop highly specialized manipulative teaching aids that were used by the children in an environment suited to and respectful of the children's inherent characteristics.

The Montessori Method recognizes the uniqueness of each child and allows the child to develop according to his/her own unique abilities and timetable. The Montessori teachers recognize and respect these differences and structure the classroom and lessons to meet each child's individual needs and goals.

Dr. Montessori believed the goal of early childhood education should be to provide the child with an environment which cultivates each child's natural and instinctive desire to learn; which develops the ability and motivation to work independently and which also provides the tools necessary to acquire the basic skills necessary for a well-rounded education.

The Montessori method is based on the fundamental premises that:

- The child has a true love and need for purposeful work.
- The child possesses unusual sensitivity and mental powers for absorbing and learning from his/her environment that are unlike those of the adult, both in capacity and quality.
- The most important years of growth are the first seven or eight years of life, when the unconscious learning is gradually differentiated on the conscious level.
- Children are to be respected as different from adults and as individuals who differ from one another.

*Through the child's interaction with his environment, through the work with his hands, through the child's spontaneous absorbing of moral, social, cultural, intellectual aspects of the world around him, and through his independence, the child develops his own self, his own individuality.*

*Dr. Maria Montessori*

**Primary Purpose:** The primary purpose and goal of the Montessori Center of South Dayton is to offer a quality Montessori education for preschool and Kindergarten to Grade 3 children. The objectives are to:

- Provide the children with the tools to create, develop, and maintain a positive self-image.
- Develop a respect for other people and their differences.
- Develop an appreciation for his own work and the work of others.
- Develop and establish a ground-level love of learning.
- Provide an environment and a method to encourage self-discipline.
- Provide mixed age groupings which support and encourage children to teach and learn from one another.
- Provide a setting where children can develop and progress at their own learning pace.
- Provide a classroom setting where the teachers have an unobtrusive role and can provide individual instruction.

## **CURRICULUM AND INSTRUCTION**

Curriculum and instruction of the Kindergarten and Elementary Program is consistent with and derived from courses adopted by the Governing Board in compliance with the provisions of Section 3313.60 of the Ohio Revised Code and Minimum Standards for Elementary and Secondary Schools.

A course of study has been adopted for each subject taught and has prescribed areas of instruction with program objectives, scope, sequence, and pupil evaluation criteria. All courses will be reviewed and updated at least once every five years by the MCSD Education Committee and be submitted to the Governing Board of MCSD for adoption.

Teachers complete lesson plans which will give direction for instruction and implementation of the courses of study. Instruction will include individual presentations, and large and small group instruction. The type of presentation will be chosen so the children can function without frustration and to his/her maximum potential.

Pupil achievement, placement, and promotion/retention will be monitored and/or determined according to established procedures adopted by the Governing Board. Competency-based education programs will be adopted and implemented for English composition, mathematics, and reading, in compliance with the Minimum Standards for Elementary and Secondary Schools. The participation of disabled students in competency-based education programs will be decided on an individual basis by a placement committee and so indicated on the student's cumulative academic record.

The Montessori Center of South Dayton will be open for instruction and regulated by an annually adopted calendar. This calendar will specify a minimum of 182 school days (with an equivalent of two days included for individualized parent-teacher conferences and up to two days for in-service training) meeting the minimum requirements of the Ohio Revised code. Additional days may be added for staff orientation or staff work days.

Each instructional day will consist of scheduled classes and supervised activities for a three-hour period for kindergarten and six hour period for the Elementary grades. For Kindergarten time will be allocated to readiness activities for Handwriting, Mathematics, and Reading with the balance of time allocated to Art, English, Language Arts, Health, Music, Physical Education, Science, and Social Studies. The school day for pupils in grades one through three will consist of scheduled classes, supervised activities, or approved educational options for at least five hours exclusive of the lunch period. A minimum of eleven hundred minutes per week will be allocated at each grade level for planned instruction in English, Language Arts, Reading, Health, Mathematics, Science, and Social Studies. Foreign language instruction may be included in the eleven hundred minutes. A minimum of two hundred minutes per week will be allocated at each grade level for planned instruction in art, music, and physical education.

## **COURSES OF STUDY APPROVAL**

The governing board of the Montessori Center of South Dayton has reviewed and approved the following courses of study for our curriculum:

Art  
Physical Education  
Health  
Language Arts  
Mathematics  
Music  
Reading  
Science  
Social Studies

## **MONTESSORI IN THE TODDLER CLASSROOM**

Within the “home-like” environment of the toddler classroom you will find furniture, materials and processes that support the toddler’s need to develop independence, concentration, language, order and movement. Many materials in the classroom will create cause and effect situations for the younger toddler, whereas an older toddler will concentrate more on process materials and activities that help the child internalize order and develop trust in the environment. Because toddlers are interested in the process and not the product of their work, the materials you will find in the classroom include activities such as sequencing and sorting, fine and gross motor activities, care of self and house keeping tools. Stacking and nesting materials and process activities that begin with two or three steps then gradually increase in the number of steps over time to create order for the child.

The classroom provides real experiences and wonderful language for toddlers by using wood materials, real dishes and utensils and following the child’s innate desire to experience the natural world around him. Caring for self, peers and the classroom environment is part of the toddler’s daily life. This ranges from setting the table for snack or lunch, cleaning up a spill and watering a plant to toileting independently. These real experiences are further supported through the toileting process as each child is diapered standing up so the child can actively participate in the toilet learning process therefore reinforcing self awareness and care of one’s own body.

Although you may not see the presence of the traditional Montessori materials in the toddler room, you will find an environment that allows the freedom to become independent and develop coordination, concentration and self-awareness. All of the tools are in place to help an emerging sense of self. Toddlers are on a journey of self-discovery, and it is the prepared environment that supports all of their needs. However, the toddler environment is not simply about furniture and materials. The children who make that classroom space their “home-away-from-home” are also very important. Multi-age classrooms further support the child’s development and leave an endless possibility for peer-learning. The trained teacher is also a key component in the environment. A teacher with an awareness of not only the children and their needs, but also an awareness of self completes the Montessori toddler classroom.

## SCHOOL & CHILDCARE HOURS

The school is operated on a nine-month calendar year (September through May)

Summer school is operated for eleven weeks (June through August)

Children attend school on a five day a week basis only - Monday through Friday

Toddlers have the option of attending 3 consecutive days a week

Childcare is operated on a year-round basis and is closed for Spring Break, Winter Break and major national holidays.

### Classroom Hours of Operation

Toddler (Ratio 1:7):	8:30 a.m. to 11:30 a.m.
	8:30 a.m. to 3:30 p.m.
3-6 Year Old (Ratio 1:12):	8:30 a.m. to 11:30 a.m.
	12:30 p.m. to 3:30 p.m.
6-9 Year Old (Ratio 1:18):	8:30 a.m. to 2:30 p.m.

### CHILD CARE HOURS

7:30 a.m. to 8:30 a.m.  
11:30 a.m. to 6:00 p.m.

### SCHOOL OFFICE HOURS

8:00 a.m. to 5:00 p.m.

**NOTE:** All phone calls/messages must be made through the School Office at (937) 293-8986. Teachers are not available during class time. If you need to speak with a teacher, please leave a message in the office and the teacher will return your call at her earliest convenience.

## TODDLER, 3-6 CLASS & 6-9 CLASS SCHEDULES

### Toddler Class

Half-day	8:30am – 11:30am
Full-day	8:30am – 3:30pm
8:30am	Arrival and work time
9:45am	Circle time and music
10:00am	Group snack
10:30am	Work time/toileting
11:00am	Outside/Large motor activities
11:30am	Half-day dismissal
11:30am	Hand-washing, lunch and toileting
12:30pm	Nap/quiet time
2:30pm	Toileting, snack and work time
3:30pm	Full-day dismissal

### 3 to 6 Classes

Half-day AM	8:30 a.m. – 11:30 a.m.
8:30 - 8:45	Attendance, Citizenship
8:45 - 9:00	Small group presentation
9:00 - 10:45	Subject time - Language Arts, Reading, Math, Spelling, Art Science/Health, Geography
10:45 - 10:55	Snack
10:55 - 11:10	Music, Physical Education
11:10 - 11:20	Free Play
11:20 - 11:30	Prepare for Dismissal
11:30	Dismissal
1:00 – 2:30	Children not attending PM class nap at this time

### **3 to 6 Classes**

Half-day PM	12:30 p.m. – 3:30 p.m.
12:30 - 12:45	Attendance, Citizenship
12:45 - 1:00	Small group presentation
1:00 - 2:45	Subject time - Language Arts, Reading, Math, Spelling, Art Science/Health, Geography
2:45 - 2:55	Snack
2:55 - 3:10	Music, Physical Education
3:10 - 3:20	Free Play
3:20 - 3:30	Prepare for Dismissal
3:30	Dismissal

### **6 to 9 Class**

8:30 a.m. – 2:30 p.m.	
8:30 - 8:45	Attendance, Citizenship
8:45 - 9:00	Small group presentation
9:00 - 10:45	Subject time-Language Arts, Reading, Math, Spelling, Art Science/Health, Geography
10:45 - 10:55	Snack
10:55 - 11:10	Music, Physical Education
11:10 - 11:20	Free Play
11:20 - 11:30	Prepare for lunch
11:30 - 12:30	Lunch and Recess
12:30 - 2:15	Subject time – all academic areas
2:15 - 2:30	Prepare for Dismissal
2:30	Dismissal

### **School Aged After Care Schedule**

2:30 – 2:35	Attendance
2:35 – 2:55	Snack
2:55 – 3:00	Clean-Up
3:00 – 4:50	Organized Group Activity
4:50 – 5:00	Clean-Up
5:00 – 6:00	Independent Play until Picked Up

## **GENERAL POLICIES AND PROCEDURES**

### **Regulations**

The Ohio Department of Education charter approval and license are posted in the office area.

### **School Forms**

There are a number of forms which **must** be completed prior to the start of school. They include:

- Application Form
- Health Information Forms:
  - Child's Medical Statement
  - Child Enrollment and Health Information
  - Emergency Medical Authorization
- Child Pick Up & Release Form
- Child Care Identification Codes
- Child's Photo

**These forms must be kept current.** If at any time during the school year there are any changes to the information provided in these forms, please notify the office in writing. The child's Medical Statement is required to be updated on an annual basis.

### **Staffing**

There will be at least one staff member caring for:

- every 7 toddlers who are 18 months to 3 years old
- every 12 preschool children who are 3 to 6 years old
- every 18 elementary school children who are 6 to 9 years old
- All children are supervised at all times.

### **Access to School**

Any parent, custodian, or guardian of a child enrolled in the Montessori Center of South Dayton is permitted unlimited access to the school during normal hours of operation for the purposes of contacting their children, evaluating the care provided by the school or for evaluating the premises. However, please note that upon entering the premises, the parent, guardian, or custodian must notify the office of his/her presence.

Parents who wish to discuss any aspect of the school program may arrange an appointment with the Principal or Business Administrator by calling the office between 8:00 a.m. and 5:00 p.m. We welcome the opportunity to discuss any areas of concern and/or interest with all parents.

### **Arrival and Dismissal**

It is important to closely adhere to the arrival and dismissal times. Children **must be accompanied** by an adult to the classroom door to be sure they arrive safely.

The time before class is vital for the teacher to prepare the classroom and daily activities to ensure a smooth productive day. We ask that you arrive **no earlier** than five (5) minutes before the start of class (8:25 a.m. and 12:25 p.m. respectively). A brief "Hello" to the teacher, a hug and kiss followed by a firm good-bye to your child, will permit a confident separation. Promptness in a child's life is very important.

**Children who arrive late and are picked up late feel awkward and uncomfortable. Tardiness is also disruptive to the teachers and other students.**

Dismissal times are 11:30 a.m. and 3:30 p.m. for the toddler class and 3-6 classes, and 2:30 p.m. for the 6-9 class.

Please wait for your child in front of their classroom so that the staff can dismiss the children in an orderly fashion. There are other classes in session during the 11:30 a.m. and 2:30 p.m. dismissal times. Please be considerate. Any child not picked up within five minutes of dismissal will be taken to childcare. **THERE IS NO LONGER A GRACE PERIOD FOR LATE PICKUPS.** Childcare charges begin immediately upon dismissal. These policies and procedures are more fully explained in the "Childcare" portion of this handbook.

If your child is to be released to any person other than his/her own parents, legal guardians, family listed on the authorized pick-up list or pre-arranged car pool group, **written notification** must be given to the teacher or the office before the start of class on that day. The notification must include the date, the name and relationship of the person authorized to transport your child and must be signed by the parent or legal guardian.

All parents or legal guardians are required to complete the "Child Pick-Up Release" form. This form must be kept updated on a regular basis.

The Center's teachers, Child Care and/or Administrative staff **WILL NOT** release a child to anyone other than the person specified in writing. A picture ID will also be required to verify the persons' identity. If there are any doubts, the child will not be released until verbal confirmation can be made with a parent. The Center will adhere to the mandates of individual court ordered Custody Agreements. A telephone call will be acceptable **ONLY UNDER EMERGENCY SITUATIONS.**

## **Lunch**

Children who are at the Center between 11:30 A.M. and 12:30 P.M. are required to bring a lunch from home. Please mark your child's name clearly on his/her lunch container. Be sure to pack a well-balanced, nutritious meal avoiding candy and other foods with a lot of sugar. Easy to open containers are also helpful. **Soft drinks are not allowed.**

Every child must have a meal which contains one-third (1/3) of the child's recommended daily dietary allowance and must include foods from all the basic food groups. It will be the parents' responsibility to prepare lunches that meet these requirements. Specifically, one food from each of the protein, bread, and milk food groups, and two foods from the fruit and vegetable group are necessary to meet one-third (1/3) of the child's dietary allowance. Vitamin D fortified milk or Vitamin C & A fortified drinks are recommended.

Parents who have children involved in the lunch program can be provided information on the criteria necessary for meeting the nutritional requirements.

The Center serves each child a minimum of one snack per day in order to provide nutritional value in addition to calories. A nutritious snack contains one food from at least two of the four food groups. A sample snack would be one-quarter (1/4) of an apple and a cracker with cheese. If a child is at the center for seven to ten hours, two or more snacks will be provided.

## **Daily Outdoor Play Period**

The children have a daily outdoor play period except during inclement weather. Children will not play outside in inclement weather, extreme high or low temperatures, or during ozone alerts. Two adults accompany the children to and from the play area and remain with the children during the play period. The children are allowed to use this time for free play with supervision. Equipment is provided for climbing, hanging, swinging, etc. Basic safety rules are followed.

Please dress your child appropriately for outside play. During winter months, be sure to send your child to school with a coat, hat, and gloves (labeled with their name). In warm weather, shoes should cover feet completely to protect them from mulch and insects. In case of inclement weather, we have indoor play space for large motor activities. **If you feel your child should not go outside due to illness, then he/she is too sick to be in school.**

## **Rosters**

Rosters of parents, guardians, or custodians of children attending the school are available to other parents of children enrolled in the program upon request. The rosters are prepared and distributed in accordance with rule 5101:2-12-32 of the Administration Code. Parents, guardians, or custodians may request to be included or excluded from the roster on the *Child Health and Enrollment* form.

## **Emergencies**

In the event of an accident or sudden onset of illness, the Center staff will immediately seek proper care for the child. The child's individual emergency instructions listed on the *Child Enrollment and Health Information* and the *Emergency Medical Authorization* forms on file in the office will be consulted. The parents will be notified immediately. If necessary, the Center staff will call 911 if it is in the best interest of the child.

**It is IMPERATIVE to keep both the *Child Enrollment and Health Information* and *Emergency Medical Authorization* forms current.**

In case of general emergency, serious accidents, injury or illness, the staff will call 911, notify administration, and notify parents immediately. If additional assistance is needed for supervision of children, all non-teaching staff within the building will be utilized. If children are required to evacuate the building, the fenced area in the rear of the building will be used until the school building is secured, or until pick-up by parents is possible.

### **Field Trip Policy**

1. All families will complete a field trip permission slip at the beginning of the year.
2. Field trips are planned well in advance of the actual date of the trip.
3. Driver request forms are sent home approximately 2-3 weeks in advance of the field trip.
4. Since we depend upon our families as drivers, proof of insurance is required of all drivers.
5. Ohio law requires children to be strapped into a child safety seat or booster seat until they are 8 years old or 57 inches tall. Children under 40 pounds and 3 years of age are required to be in a child safety seat. (This law is effective October, 2009.) We have 8 year olds in our 6-9 class; however, no child will be placed in a front seat without written permission from the parent.

### **Health Policy**

The school is required to have a **Medical Statement** signed by a licensed physician certifying the child is free from communicable diseases, including tuberculosis. Certification is also required showing the child is current on all required immunizations and is approved by the doctor to attend school. These statements **MUST BE ON FILE IN THE CENTER BEFORE THE CHILD CAN ATTEND CLASS.** The school is required to provide the statements to the Ohio Department of Education during annual and surprise inspections.

A completed *Child Enrollment and Health Information* form and *Emergency Medical Authorization* form must also be provided prior to the child starting class. Forms will be provided for your convenience or they can be downloaded from our website.

As indicated above, the following information must be on file before the child can attend class:

1. Medical Statement - signed by a physician (**NOTE:** Medical Statement must be updated annually.)
2. Child Enrollment and Health Information - completed by parents
3. Emergency Medical Authorization - completed by parents

Parents are responsible for keeping the records current at all times during the school year. Please notify the office if your contact phone numbers have changed due to a move or change of employment. Valuable time can be lost when trying to locate parents in an emergency.

### **Management of Communicable Disease**

(A) A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he enters a group. A “person trained to recognize the common signs of communicable disease” means any person trained in prevention, recognition, and management of communicable diseases as required by paragraph (D) of rule 3301-37-07 of the Administrative Code.

(B) The following precautions shall be taken for children suspected of having a communicable disease:

(1) The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.

(2) A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:

(a) Diarrhea (more than one abnormally loose stool within a twenty-four-hour period);

(b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;

(c) Difficult or rapid breathing;

(d) Yellowish skin or eyes;

(e) Conjunctivitis;

(f) Temperature of one hundred degrees fahrenheit taken by the auxiliary method when in combination with other signs of illness;

(g) Untreated infected skin patch(es);

(h) Unusually dark urine and/or grey or white stool; or

(i) Stiff neck

(j) Evidence of lice, scabies, or other parasitic infestation.

(3) A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. the child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph (B)(2) of this rule as well as the following:

(a) Unusual spots or rashes;

(b) Sore throat or difficulty in swallowing;

(c) Elevated temperature; or

(d) Vomiting.

(4) We follow the Ohio department of health "child day care communicable disease chart" for appropriate management of suspected illnesses.

(5) A child isolated due to suspected communicable disease shall be:

(a) Cared for in a room or portion of a room not being used in the preschool program;

- (b) Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;
  - (c) Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomitus or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;
  - (d) Observed carefully for worsening condition; and
  - (e) Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.
- (C) We have a written policy concerning the management of communicable disease. The policy includes, at a minimum:
- (1) The program's means of training all preschool staff in signs and symptoms of illness and in hand-washing and disinfection procedures;
  - (2) Procedures for isolating and discharging an ill child and policy for readmitting such child;
  - (3) Procedures for notifying the parent or guardian immediately when a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease; and
  - (4) Procedures regarding the care of a mildly ill child. "Mildly ill child" means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule or a child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule.
  - (5) Procedures for notifying all parents of enrolled children when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox, or lice.

A child who has been ill may be readmitted to school when all symptoms of the illness or disease have disappeared. **The child's temperature must be normal WITHOUT THE USE OF MEDICATION and all symptoms not reoccurred for a minimum of 24 hours prior to being readmitted to school.** If a disease or illness is severe enough to require the services of a physician or hospitalization, a physician's statement may be necessary for re-admittance.

An *Administration of Medication* form must be filled out before our staff can give your child any medication. This form is necessary for prescription and non-prescription medications, food supplements, modified diets, inhalers, etc. All children using inhalers will have adult supervision. The *Administration of Medication* form is available in the office.

### **Safety Policy**

To ensure the safety of your child, the Montessori Center of South Dayton has established the following policy:

1. No child is left alone or unsupervised.
2. A staff member is at the classroom door during the arrival and dismissal times. A staff member is aware of each child's presence.
3. Each staff member has immediate access to a telephone and 2-way radio within the building.
4. Monthly fire and tornado drills are held.

5. A plan is posted in each classroom, childcare, and the office explaining the action to be taken and the staff's responsibilities in case of a fire, emergency and/or weather alerts.
6. Safety plans are established for all field trips
  - a. First aid supplies are always available.
  - b. At least one person trained in first aid is available on the trip.
  - c. Each child has identification attached to them stating the Center's name, address, and telephone number.
7. The use of spray aerosols is prohibited while children are in attendance.

When children are taken on a field trip or any special outing, the Emergency Transportation Authorization forms are taken along by a staff member. In addition, all health records of each child listing allergies, handicapped conditions or any health conditions that may require special procedures or precautions will also accompany the staff member(s).

When an accident or injury occurs, or when emergency transportation of a child is required, the school will prepare an incident report and provide a written copy to the parents. The original copy will be retained in the administrative office files.

### **Behavior Management/Discipline Policy**

(A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

(B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.

(C) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

(1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.

(2) No discipline shall be delegated to any other child.

(3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.

(4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.

(5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.

(6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.

(7) Techniques of discipline shall not humiliate, shame, or frighten a child.

(8) Discipline shall not include withholding food, rest, or toilet use.

(9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.

(10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

(D) The parent of a child enrolled in a center shall receive the center's written discipline policy.

(E) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

It should be noted that the administrator will notify the children's services agency and/or the police department in any suspected case of child abuse or neglect.

The Montessori philosophy involves "inner discipline." Good behavior is not equated with silence and/or immobility. The children are free to walk, talk, and move around as they engage in their daily activities. However, all activities are guided by a respect for others, a respect for the work of others, and a respect for the materials being used. Self-discipline is acquired gradually through meaningful work.

If a child "misbehaves" -

1. They are given or shown alternatives for expressing their emotions.
2. They are guided to select work which will more fully absorb their attention.
3. They are removed from the situation.

Conferences with the child's parents are held at regular intervals. Discipline can be one of the topics discussed. If a child has a particular problem in this area, close contact with the parents is maintained so we can all positively assist the child. Occasionally, outside professional help is recommended or required.

### **Toddler Diapering/Toileting Procedure**

1. All diapering will be done in the bathroom facility located within the toddler classroom.
2. Diapering will be done while the child is standing and the child will assist in as much of the toileting process as he/she is developmentally ready for including undressing and dressing.
3. Each teacher needs to wear a new pair of gloves for each child.
4. Dispose of the wet diaper in the plastic lined diaper receptacle that is designated for **diapers only**. If the diaper is soiled, place the soiled diaper into a plastic bag and seal off before disposing of the diaper into the lined trash can.
5. If the clothes and/or underwear are wet or soiled, place without rinsing into a plastic bag for parents and seal off.
6. Use disposable wipes to clean and dry the child's bottom. Remove and dispose of the gloves into the covered and lined trash can.
7. Put on a clean diaper and dress the child with the child's assistance.
8. Have the child wash his/her hands.
9. The teacher then washes her hands thoroughly following the posted hand-washing procedures.

\*\*Each child will have a designated box for disposable wipes and disposable diapers that will be stored in the bathroom facility.

### **School Closings**

The Montessori Center of South Dayton will either be open or closed, NEVER delayed. We have contracted a calling service that will automatically notify you of school closings on your home telephone. Please be sure the office has your most current home telephone number for this service.

School closings will be listed on television stations WHIO and WDTN. You will receive an individual phone call. Please do not call the office. We serve many different school districts, so you are always welcome to keep your child home if you are not comfortable driving in the conditions in your area.

### **Newsletters**

The school publishes a weekly newsletter informing parents of forthcoming events and schedules.

### **Office Paperwork**

Paperwork from the office will be sent home in large envelopes every Friday. Please be certain to read the information enclosed and return the envelope to school on Monday. Boxes labeled "OFFICE PAPERS" are located outside of all classrooms.

### **Observations**

Parents are welcome to visit their children's classroom for observation. Appointments must be scheduled ahead of time with the office so a mutually convenient time can be established. Please note that observations will not be scheduled until after mid-October of the school year. The purpose is to allow time for the child to adjust to his/her new classroom environment, classmates and teachers.

### **Classroom Snacks**

Snack guidelines are provided. Each family takes turns providing a simple nutritious snack for their child's class for two weeks each school year. Each teacher will inform you of her method for signing up and displaying your week to bring the snack. **We encourage sugar-free snacks.** Please do not send food containing a lot of salt, food coloring, sugar, chemicals, or preservatives. Avoid foods easily choked on.

### **After School Child Care Snacks**

Children who attend the after school child care program will be provided an afternoon snack. The daily excess of classroom snacks are used in the after care program. Additionally, child care stocks healthy snack items for those days that have no excess classroom snacks.

### **Clothing**

The children's clothing should be simple, washable, sturdy, and easy-to-manage. Sneakers or rubber-soled shoes are highly recommended.

At the beginning of the school year, please send a complete change of clothes (shirt, pants, underwear, socks, shoes) in a large "Zip-Loc" bag with your child's name clearly marked on one end of the bag. Accidents do happen. It is very reassuring to the child to put on dry clothes that are his/her own. If your child's clothes should require changing, the soiled clothes will be sent home that day in a plastic bag. Please bring a new change of clothes the following day to put back into your child's box. A last name on the clothes would be very helpful in avoiding mix-ups. Please note this pertains to all children - toddlers through the 6-9 class.

## **Toys**

Children **MAY NOT** bring toys into the classroom. Encourage your children to leave toys at home or in the car. Experience has demonstrated it is more difficult to get children to leave toys behind when other children are admiring them.

## **Birthdays**

Children enjoy having a special birthday snack at school. Parents may provide a special snack for their child's celebration. Snacks like cookies, or frozen yogurt are appreciated. Baked goods with icing are not preferred. We also request parents provide birthday snacks that are easy to eat. You will need to let the teacher know in advance if you wish to provide a special birthday snack so she can rearrange the scheduled snack and plan the day to include the time needed to celebrate the birthday.

If you plan on having a birthday party for your child at a different time and location, please do not hand out invitations at the school. Mailing them would be more appropriate so that children who are not invited will not have their feelings hurt.

## **Holidays**

A school calendar will be made available at the start of the school year in September. It will include dates of the scheduled holidays. We normally observe the standard holidays recognized by the local school systems.

## **Evaluation and Testing**

Evaluation of all children is an on going process. Each child is observed at work in the classroom. Detailed records are maintained and used to measure the child's progress. When a child masters given tasks or materials they are presented new materials.

All students who are in the 6-9 class will be tested using the Iowa Standard Achievement Test.

Parent conferences are scheduled twice during the school year so information can be shared with parents. If parents have concerns, a special conference can be arranged by calling the school office.

Parent participation is encouraged in the design and evaluation of our school age after care program. If you have suggestions or ideas for activities during the after care program, feel free to share them with the after care staff. We welcome donations of craft items and games to occupy the children.

## **Complaint Procedure**

Even in the best of schools, conflicting opinions can arise. If you find that you need to discuss a concern or have a complaint, please observe the following procedure:

1. Discuss your concern directly with the individual teacher, child care or office worker involved.
2. If after an appropriate amount of time, depending upon the severity of the issue, you do not see resolution, return to the same individual and let them know you are not satisfied. At that time, you may advise the individual that you would like to meet with the principal or business administrator.
3. Then contact the office to schedule an appointment. All three parties will meet to discuss

the concern. It is our hope that the issue will be resolved at that level.

4. If your issue has not been resolved after meeting with the principal, you may schedule placement on the agenda of a meeting with the Board of Trustees.
5. Finally, if the Board of Trustees decision is not satisfactory, a resource in the community, such as the Ombudsman's Office may be contacted.

Please do not go directly to principal with an initial concern. Our staff of professionals strives to provide the best education, service and care, and they need the opportunity to rectify a situation before escalating it to the next level.

### **Parent Participation**

Parents are the heart of our school! While we do not have a specific parent organization, we have found that when a need exists, our parents rise to the occasion. Functions are scheduled throughout the school year for social, educational and fund raising purposes. Please check the school calendar and/or notes sent home with your child with updates regarding these special events.

## **FINANCIAL INFORMATION**

### **Payment Procedures**

**ALL TUITION AND SCHEDULED CHILD CARE PAYMENTS ARE DUE ON THE FIRST OF EACH MONTH. See *Current Fee Schedule* attached to the back of the Handbook.**

We are a non-profit institution and need tuition and child care payments to be kept current to remain fiscally responsible. A \$25 late fee will be assessed on tuition payments not received by the tenth (10<sup>th</sup>) of the month. A service charge of \$25.00 will be assessed for all checks returned from the bank. Child care payments are due before the first of the month to guarantee availability for your child. We staff based upon child care calendars submitted.

Charges that are incurred during the month (additional child care hours) **must be paid upon receipt of the invoice**. Payments may be made by personal check, money order, Visa or Mastercard (with convenience fee) and *Tuition Express*.

1. Please note that all Application and Annual Materials Fee payments are non-refundable.
2. When your child is accepted, they are enrolled for the nine month period and **you are responsible for the entire tuition for the full school year**. You are also responsible for all child care expenses and all other charges that might be incurred.
3. In the event of a prolonged illness or a permanent family relocation, an exception to the above tuition payment policy may be considered.
4. We do not send monthly invoices in order to keep our operational costs down.
5. Year-end statements for tax purposes or cafeteria plans are provided.
6. To remove a child from school permanently, please submit your intentions in writing as far in advance as possible, so that we may plan accordingly and fill the vacancy from our waiting list.

## **Annual Giving and Development**

The Montessori Center of South Dayton is a non-profit organization. It receives revenues from tuition and child care fees, fund raisers, and donations. Fund raising is a very important part of the Montessori Center, as it is with all non-profit schools.

The goal of fund raising activities is to help with the purchase of new materials for the classroom, playground equipment, child care materials, as well as to aid the teachers and staff in meeting their goals and objectives for the school and the children.

## **Before and After School Childcare**

### **Hours of Operation**

Childcare opens at 7:30 a.m. and closes at 8:30 a.m. when classes begin. Childcare reopens at 11:30 a.m. and remains open until 6:00 p.m. On days when school is not in session but childcare is open, the hours are 7:30 a.m. until 6:00 p.m. The school calendar lists these special days. You must schedule your time on those days, and drop-ins cannot be accepted.

### **Family Identification Codes**

Families using the child care services **are required** to establish “**Identification Codes**” for use in our automated computer attendance system. All authorized persons (Mom, Dad, grandmother, grandfather, babysitter, etc.) responsible for dropping off or picking up your child(ren) will be required to have a four digit ID code. **The code will consist of the last 4 digits of their social security number.** A random selection of numbers, e.g. 1111, 1234, etc. will not be acceptable. This individual code number will specifically identify the individual that dropped off or picked up your child(ren) and the exact time. The system allows us to track the attendance of the child(ren) for staff/student ratio compliance and billing purposes.

### **Calendars:**

Calendars are required from all families using childcare. The calendars are sent home in the Friday envelope before the first of each month. Calendars are due **BEFORE** the first day of the month. If you are not a *Tuition Express* participant, cash or a check for the childcare payment is required and must be submitted with the calendar. Credit card payments are also accepted (with a \$10.00 convenience fee). Return calendars and payment (or *Tuition Express* noted) in the Friday envelope, or in the payment mailbox inside the office.

**Do not** put calendars in lunch boxes, book bags, or on the childcare desk.

### **LUNCH AND EXTRACURRICULAR CLASSES:**

Lunch is from 11:30 a.m. to 12:30 p.m. and is considered one hour of childcare for 3-6 class students. **If your child is attending both AM and PM classes, five days per week, there is no charge for lunch, however include the time on your child care calendar for staffing purposes.**

Children in 3-6 classes who stay for any extracurricular classes (Creative Development, Foreign Language, or Piano) are considered to be in childcare unless the parent is in the building during the entire time of the class. **If your child is attending both AM and PM classes, five days per week,**

**there is no childcare charge for lunchtime extracurricular classes.** The cost of the extracurricular program still applies.

**AFTERNOON NAP:**

Children in childcare during afternoon naptime are required to rest. Rest time begins between at approximately 1:00 p.m. and ends at 2:30 p.m. Please bring in a travel-sized pillow (no full-sized pillows) and one small blanket. The school provides sheets and cots.

**FEES**

When you fill out your childcare calendar, please enter for each day the **actual time of day needed, in half-hour increments ONLY** (for example: 3:30 p.m. – 5:00 p.m.). Calculate the total number of hours needed and multiply by \$4.00 (billable on a half hour basis). Be as accurate and detailed as possible when filling out your calendar times because childcare is staffed based on the number of children scheduled. Please honor the pick-up time written on the calendar or call the office if you are running late. **THERE IS NO LONGER A GRACE PERIOD FOR LATE PICK-UPS FROM CHILD CARE.** You are billed for all time used.

Additional hours may be easily added throughout the month by contacting the office. Please remember you may only add time to your calendar. You may not switch days or delete times already committed.

**CHILD CARE CLOSES AT 6:00 PM**

**Our staff have families and commitments after their work day ends. Therefore, a late fee of \$1.00 per minute, per child will be charged for pick-ups after 6:00 p.m. After five (5) late pick-ups in a school year, the late fee is increased to \$5.00 per minute per child.**

**MISCELLANEOUS:**

Credit cannot be given for illness, unused hours, or pick-up earlier than scheduled. We pay for staffing based upon your calendar requirements. Days may not be switched on the calendar after the first of the month.

If you are late picking up your child from class, they will automatically be checked into childcare for supervision until you arrive. If possible, we appreciate a courtesy call notifying us of your delay; however, do not request that your child be held by a classroom teacher or not checked into childcare.

**AUTHORIZATION**

**PICK-UP/RELEASE FORM:**

You must complete the “Child Pick-up/ Release” form and the “ID Code” form for any individuals you authorize to pick up your children. These individuals must show a picture ID to the staff before children will be released to them.

When a parent or legal guardian cannot pick up his/her child, a written note must be sent to the office with the name of the individual designated to pick up the child. This person must provide a picture ID

to the staff before the child will be released. In an emergency situation, a telephone call to the school may authorize a pick-up person, who still must provide picture ID.

**CARPOOLS:**

If your child is in a carpool, please list the names and phone numbers of all parents in your carpool on the “Child Pick-up/ Release” form. The pick-up person will sign out his/her own child on the computer and then write the names of the other children being picked up that day on the clipboard next to the computer.

**Carpool note:** Carpools are private arrangements made between individual families. The school is not responsible for communication (relaying changes in plans) between families. If your carpool family is late picking up from school, and your child is placed in childcare, you will be billed for that time.