

*Freedom* TO LEARN



*Power* TO LEAD

---

**MONTESSORI  
SCHOOL**

---

*of Dayton*

# PARENT HANDBOOK

2900 Acosta Street Kettering, OH 45420  
Phone: 937.293.8986 Fax: 937.293.8996  
[www.montessoridayton.com](http://www.montessoridayton.com)

# TABLE OF CONTENTS

<b>GENERAL INFORMATION</b>	
Non-Discrimination Policy	1
Philosophy	1
Primary Purpose	2
<b>CURRICULUM AND INSTRUCTION</b>	3
<b>APPROVED COURSES OF STUDY</b>	3
<b>MONTESSORI IN THE TODDLER ENVIRONMENT</b>	4
<b>SCHOOL HOURS</b>	5
<b>GENERAL POLICIES AND PROCEDURES</b>	
Regulations	6
School Forms	6
Staffing	6
Access to School	6
Arrival and Dismissal	6
Lunch	7
Daily Outdoor Play Period	8
Rosters	8
Emergencies	8
Field Trip Policy	9
Health Policy	9
Management of Communicable Diseases	9
Safety Policy	11
Behavior Management/Discipline Policy	12
Toddler Diapering Policy	13
School Closing Announcements	14
Newsletters	14
Office Paperwork	14
Observations	14
Snacks	14
After School Child Care Snacks	14
Clothing	14
Toys	15
Birthdays	15
Holidays	15
Evaluation & Testing	15
Parent Complaint Procedure	15
<b>PARENT PARTICIPATION</b>	16
<b>FINANCIAL INFORMATION</b>	
Payment Procedures	16
Annual Giving and Development	17
<b>STUDENT CARE</b>	17

## **MONTESSORI SCHOOL OF DAYTON**

The Montessori School of Dayton (MSD) is a private, non-profit school chartered by the State of Ohio Department of Education and is open to children of all races, creeds, and nationalities. The curriculum and instruction are approved for Toddler, Pre-Kindergarten, and Kindergarten through Grade 8. The curriculum is in compliance with the provisions of Section 3313.60 of the Ohio Revised Code Standards for Elementary and Secondary Schools.

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

### **GENERAL INFORMATION**

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

It is unlawful to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, or disability in violation of the ADA Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et. sq. The School 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.

#### **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 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 Mission**

The primary mission of the Montessori School of Dayton is to offer a quality Montessori education for Toddler through 8<sup>th</sup> Grade 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 their work and the work of others.
- Develop and establish a foundation for a love of learning.
- Provide an environment and 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 for 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.

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.

The Montessori School of 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 eight will consist of scheduled classes, supervised activities, or approved educational options for at least six hours exclusive of the lunch period. A minimum of 1,400 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 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.

## APPROVED COURSES OF STUDY

The governing board of the Montessori School of 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 housekeeping 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 HOURS**

For the 2011-2012 school year, classes begin on August 22<sup>nd</sup> for all grades, with the exception of new 3-6 students. They begin on August 31<sup>st</sup>. The last day of school for Toddler and 3-6 classes is May 25<sup>th</sup>. The last day of school for all remaining grades is June 1<sup>st</sup>.

Summer Program will be eleven weeks (June 4 through August 17, 2012).

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 .

### **Classroom Hours of Operation**

Toddler:	8:30 a.m. to 11:30 a.m. <b>or</b> 8:30 a.m. to 3:30 p.m.
3-6 Year Olds:	8:30 a.m.to 11:30 a.m. <b>or</b> 12:30 p.m. to 3:30 p.m. – HALF DAYS 8:30 a.m. to 3:30 p.m. – FULL DAYS
Lower & Upper Elementary and Middle School:	8:30 a.m. to 3:30 p.m.

### **Student Care Hours of Operation**

Student Care is available when school or the summer program is operating. It is closed for Thanksgiving Break, Winter Break, Spring Break and major national holidays.

### **STUDENT 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 to teachers 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.

## GENERAL POLICIES AND PROCEDURES

### Regulations

Our Ohio Department of Education School Charter is posted in the main 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  
Birth Certificate

**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 for children in Toddler through Kindergarten. Once an elementary student has proof of receiving all immunizations (or a signed exemption form), an annual physical is no longer required.

### 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 14 years old
- All children are supervised at all times.

### Access to School

Any parent, custodian, or guardian of a child enrolled in the Montessori School of 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. Toddler through Kindergarten students **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. for half-day toddlers and half-day 3-6 students, and 3:30 p.m. for the remainder of the school.

Any student not picked up within five minutes of dismissal will be taken to student care. **THERE IS NO GRACE PERIOD FOR LATE PICKUPS.** Student care charges begin immediately upon dismissal. These policies and procedures are more fully explained in the “Student Care” 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.

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 it is the first time picking up. If there are any doubts, the child will not be released until verbal confirmation can be made with a parent. The School will adhere to the mandates of individual court ordered Custody Agreements. A telephone call will be acceptable **ONLY UNDER EMERGENCY SITUATIONS.**

### **Lunch**

If your child is in a 3-6 class or Toddler class and will be staying for lunch, you need to pack a lunch. Lunches should be simple, nutritious, and easy for your child to open. Please send lunches that are ready to eat and include utensils. Do not send items that are frozen, require assembly or require actual cooking. If items need to be kept cold, please use individual ice packs inside lunch containers. If you are sending an item that requires heating in the microwave, it needs to be in a microwaveable container. Please do not send candy or soda pop.

**Please print your child’s name clearly on the OUTSIDE of the lunch box.**

**If your 3-6 student is attending full-day classes, five days per week, lunchtime student care is included in your tuition.** Half day students or those attending 3 full days must pay for care during the lunch hour.

Toddlers attending the 5 Full-Day or 3 Full-Day programs also have lunch care included. Half-day toddlers needing occasional care after class pay for that time.

Lower Elementary, Upper Elementary and Middle School students have the option of purchasing hot lunches from Christopher’s Restaurant. If your student will purchase any lunches, the days selected and the total amount due must be submitted by each month’s deadline. The deadline for lunch ordering and payments cannot be extended at any time. Christopher’s must have an accurate count in

time to purchase food and prepare the meals. Hot lunches are merely a service and you are not required to buy them. Due to the number of elementary students this year, heating lunches from home is no longer possible. Please consider using insulated containers if you wish to pack a hot item.

**Please do not send medicine, vitamins, cough drops, etc. in lunch boxes.** Administration of any medication must be requested in writing. A specific form prescribed by the State of Ohio is available in the school office.

### **Daily Outdoor Play Period**

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

Students should dress 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 and a gymnasium. **If you feel your child should not go outside to play due to illness, then he/she is too sick to be in school.**

### **Rosters**

Rosters of parents, guardians, or custodians of students attending the school are available to other parents of students 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 School 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 School 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 elementary school families will submit 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 and 57 inches tall. Children under 40 pounds or 4 years of age are required to be in a child safety seat. 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. 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 SCHOOL BEFORE THE STUDENT CAN ATTEND CLASS.** The school is required to provide the statements to the Ohio Department of Education AND the Ohio Department of Health during annual and surprise inspections. The child's Medical Statement is required to be updated on an annual basis for children in Toddler through Kindergarten. Once an elementary student has proof of receiving all immunizations (or a signed exemption form), an annual physical is no longer required.

A completed *Child Enrollment and Health Information* form and *Emergency Medical Authorization* form must also be provided prior to the child starting class.

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 in Toddler through Kindergarten programs.)
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 “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 student who has been ill may be readmitted to school when all symptoms of the illness or disease have disappeared or a physician's note indicates that it is safe for the student to return. **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 School of Dayton has established the following policies:

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. Annual safety drills are also conducted.
5. A plan is posted in each classroom, student care, 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. Material safety data sheets are maintained for all chemicals, cleaning supplies, etc.
7. There is an asbestos abatement plan on file in the office available for review.
8. A monthly offender database report from the Montgomery County Sheriff's Office is sent to us via email to identify offenders living in the general area of the school.

9. 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.
10. 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 Medical and 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 staff member in charge of a student or a group of students shall be responsible for their discipline.

(B) The school shall have a written discipline policy describing the school's philosophy of discipline and the specific methods of discipline used at the school. This written policy shall be on file at the school for review. Constructive, developmentally appropriate student 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 student about the situation, and praise for appropriate behavior.

(C) The school'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 student.

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

(4) No student 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 student 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 student for failure to eat, failure to sleep, or for toileting accidents.

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

(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 student's age and developmental ability, and the student shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.

(10) The school 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 student enrolled in a school shall receive the school's written discipline policy.

(E) All staff members shall receive a copy of the school'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 student "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 student's parents are held at regular intervals. Discipline can be one of the topics discussed. If a student 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 toddler is standing and the toddler 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. Disposal of wet diapers will be in the plastic lined diaper receptacle that is designated for **diapers only**. If the diaper is soiled, the soiled diaper is placed in a plastic bag and sealed off before disposal into the lined trash can.
5. If the clothes and/or underwear are wet or soiled, items are placed without rinsing into a plastic bag for parents and sealed off.
6. Disposable wipes are used to clean and dry the toddler's bottom. Gloves are removed and disposed of in the covered and lined trash can.
7. Clean diapers are put in place and the toddler is dressed with the toddler's assistance.
8. The child will 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 School of Dayton will either be open or closed, **NEVER** delayed. As an individual school serving many different school districts, we do not utilize school buses and therefore have greater flexibility to make our own decision to cancel school. You are always welcome to keep your child home if you are not comfortable driving in the conditions in your area.

We are contracted with a calling service that will automatically notify you of school closings on your home or cell phone. Please be sure the office has your most current phone number for this service. You will receive an individual phone call. School closings will also be listed on television stations WHIO and WDTN. **Please do not call the office inquiring if we are open.**

### 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 always welcome to visit their student'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 student to adjust to his/her new classroom environment, classmates and teachers.

### Classroom Snacks

Snack guidelines are provided prior to your snack week. Each family takes turns providing a simple nutritious snack for their student'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. Please do not send food containing a lot of salt, food coloring, sugar, icing, chemicals, or preservatives.

### After School Student Care Snacks

Students 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, student care stocks healthy snack items for those days that have no excess classroom snacks.

### Clothing

The student'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, toddler through lower elementary students need a complete change of clothes (shirt, pants, underwear, socks, shoes) in a large "Zip-Loc" bag with your student'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 student'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 lower elementary class.

### **Toys**

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

### **Birthdays**

Students enjoy having a special birthday snack at school. Parents may provide a special snack for their student'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 ongoing process. Each student is observed at work in the classroom. Detailed records are maintained and used to measure the student's progress. When a student masters given tasks or materials they are presented new materials.

All students will be tested using either the Iowa Standard Achievement Test or TerraNova.

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, student 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! We have a parent organization whose members rise to the occasion and make things happen. 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 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 payments to be kept current to remain fiscally viable. 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.

Student care charges that are incurred during the month are billed at the end of each month and **must be paid upon receipt of the invoice**. Payments may be made by personal check, money order, Visa, Mastercard or Discover and *Tuition Express*. We cannot accept cash for any payment.

1. When your child is accepted at our school, they are enrolled for a school year and **you are responsible for the entire tuition for the full school year**. You are also responsible for all student care expenses and all other charges that might be incurred.
2. In the event of a permanent family relocation out of the area during a school year, an exception to the above tuition payment policy will be considered.
3. We do not send monthly tuition invoices in order to keep our operational costs down.
4. Year-end statements for tax purposes or cafeteria plans are provided.
5. 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 School of Dayton is a non-profit organization. It receives revenues from tuition and student care fees, fund raisers, and donations. Fund raising is a very important part of our school, 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, equipment, student care materials, as well as to aid the teachers and staff in meeting their goals and objectives for the school and the students.

## Before and After School Student Care

### Hours

- 7:30 a.m. – 8:30 a.m.
- 11:30 a.m. – 6:00 p.m.

### Fees

- \$4.00 per hour (\$ .067 per minute)
- \$6.00 per hour (\$ .10 per minute) for Toddlers

### **STUDENT CARE CLOSES AT 6:00 PM**

- Our staff have families and commitments after their work day ends. Pick-ups after 6:00 p.m. will result in a charge of \$1.00 per minute. After five (5) pick-ups after 6:00 p.m., the charge increases to \$5.00 per minute per child.

### Lunch

- 3-6 Classes: Lunch is 11:30 a.m. – 12:30 p.m. and is student care billable, unless your child is attending AM & PM classes 5 days per week.

### Billing

- If you are not in the building during the hours of 7:30 a.m. – 8:30 a.m., and/or 11:30 a.m. – 6:00 p.m., and/or 3:30 p.m. – 6:00 p.m., your child must be logged into student care. (**Excludes** lunchtime for full-day students 5 days per week.)
- The dance studio in our building is not affiliated with our school; therefore, you must pick up your child and take them to dance classes. (NOTE: You may make arrangements with the dance studio teachers to pick up your child for class and add the teachers' names to your *Pick-up/Release* form, but once your child is removed from student care for the day, they may not return. You would then pick up your child from the dance studio.)

### Spare Clothing (Toddler, 3-6 Classes, Lower Elementary)

- Send a complete change of clothes (**including socks and underwear**) in a large zip-lock bag. Write your child's name in large print on the zip-lock bag and label all clothing.

### Afternoon Nap

- Rest time is approximately 1:00 p.m. – 2:30 p.m.
- Cots and sheets are furnished by student care.
- Family should send a small blanket, **travel size** pillow and pillowcase (all labeled) for your child. You may also send a small “sleepy item” if your child sleeps with one at home.

### Pick-Up

- Complete the “Child Pick-up/ Release” form and the “ID Code” form for anyone authorized to pick up your children. ID Codes need to be submitted before the first day of school.
- Pick up person must show a picture ID to staff on an initial pick-up before a child will be released. Once staff is familiar with the pick up person, no ID is necessary.
- Everyone needs an ID Code to log out and pick up a student.

### Carpools

- List all parents in your carpool on the Pick-up/ Release form.
- Carpools are private arrangements made between individual families.
- MCSD is not responsible for communication (or relaying changes in plans) between families.

### Family Identification Codes

Families using the student 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. 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. If you are picking up students from another family, you will need an ID code for that family as well. Your ID Code only identifies your children.

### Extra-Curricular Classes

Students who stay for any extracurricular classes (Creative Development, Foreign Language, Piano, Band, Orchestra) are considered to be in student care unless the parent is in the building during the entire time of the class.

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