

## **A. PROGRAM PHILOSOPHY**

Montessori Community School is a Pre-School, Kindergarten and Childcare center based on the educational philosophy of Italian physician and educator, Dr. Maria Montessori and the Child Development Model of Education. The Montessori philosophy is based on the premise that children develop at different rates and that each child will learn and explore naturally if given the right tools at the right time in their development. Children who are encouraged to choose their own activities and to work at their own pace will gain independence and self-esteem from their accomplishments.

### **GOALS:**

Children will grow in self-esteem, cultural identity, curiosity, independence and individual strengths.  
Children will develop a love of learning.  
Children will gain increasing control of their large and small muscles.  
Children will use written and spoken language in concrete and meaningful ways.  
Children will learn many personalized facts about health, science and safety.  
Children will use mathematical concepts in concrete and meaningful ways.  
Children will engage in interesting, age-appropriate experience that integrates their social, intellectual and physical development including personal history.  
Children will continue to develop control of their behavior through positive guidance.  
Children will become increasingly self-motivated, cooperative and able to resolve problems among themselves with adult direction.  
Children will gain awareness of cultural differences and develop a sense of belonging to different groups.  
Children will have many opportunities daily to develop social skills such as helping, cooperating, negotiating and talking with the person involved to solve problems.  
Children will explore and experiment with various art media and forms of music.  
Children will have daily opportunities to use computers.

### **ROLE OF THE TEACHER:**

The heart of the learning environment is the classroom teacher. The teacher prepares the environment, presents age-appropriate activities, functions as the reference person, acts as a facilitator, guide and mentor and helps move each child along his or her individualized learning path.  
The teacher provides young children with developmentally appropriate learning tools, through which they can discover concepts, acquire new skills and organize experiences symbolically. The teacher encourages questioning and problem solving, highlights basic concepts, makes connections and guides the mastery of basic skills. For example, helping a child to complete a puzzle, cut paper with scissors, remember the name of an animal, pour their own juice, mix their own colors, or catch a ball gives a child opportunities to grow in developmentally appropriate ways.

## **B. PROGRAM DESCRIPTION**

### **CENTER NAME, ADDRESS, AND TELEPHONE:**

Montessori Community School, founded in 1973, is licensed by the Ohio Department of Jobs and Family Services and chartered by the Ohio Department of Education. The center is located at 621 Country Club Dr, Newark, Ohio, 43055. Telephone# 740-344-9411 Fax# 740-344-6060

### **CLASSROOM #'S**

Infant Room	344-9039
Teddy Bear Room	344-5762
Safari Room	344-4243
Rainbow Room	344-7073
Sunshine Room	344-2495
Kindergarten Room	344-3969
Discovery/Elem	344-8386

**AGES SERVED:**

6-weeks - Kindergarten

School-age Children up to the 6<sup>th</sup> grade. Before and after school , and full Time (summer camp) during the summer.

**HOURS AND DAYS OF OPERATION:**

The center is licensed to operate between the hours of 6:30 a.m. and 6:00 p.m., Monday through Friday.

All-Day Sessions: 6:30 a.m. to 6:00 p.m.

AM Pre-School: 9:00 a.m. to 1:00 p.m. (extended time until 3:00)

Latchkey Kindergarten: Hours and days as needed

All-Day Kindergarten: 6:30 a.m. to 6:00 p.m. (Ktg. Session 8:45-3:00)

School-Age Child Care: 6:30 a.m. to 8:15 a.m. and 3:45 p.m. to 6:00 p.m.

**DAYS THE PUBLIC SCHOOLS ARE CLOSED:**

Children who are enrolled in our Kindergarten program or School-Age program may attend Montessori on those days that the Elementary schools are closed for emergencies, snow days, early dismissals, school delays, etc. There is an additional charge. We require advance notice to assure a spot for your child.

**SCHOOL CALENDAR**

Montessori Community School is in session 12 months a year. The eleven week summer session is optional and open to new enrollees including school age. The school closes the last weekday of the summer session and fall session in order to prepare for the upcoming sessions. A school calendar and a listing of holidays or vacations are included in your enrollment packet and handbook or may be obtained in the office.

**TEACHER/CHILD RATIO GROUP SIZE:**

The maximum number of children per child-care staff member and small group sizes maintained for each group are as follows:

6 weeks/12 months:	1:5 or 2:12
12months/24 months:	1:6 or 2:12
2 years :	1:8 or 2:16 or 3:21
3 and 4 year olds:	1:12 or 2:24
4 and 5 year olds:	1: 14 or 2:28
Kindergarten and School-Age:	1: 18 or 2:36

**C. LICENSING INFORMATION****SCHOOL STAFF:**

Montessori Community School has a large and well-trained staff or approximately 35 early childhood professionals, including lead teachers, assistants, aides and office staff. The school is owned by Montessori Community School, Inc., Helen M. Moore, President. Helen holds a masters of Science in Family Relations and Human Development and a Bachelor of Science in Elementary Education. Leslie Wagner is the Executive Director of the school. Leslie holds a Bachelor of Science Degree in Elementary Education from Otterbein College.

**LICENSING AGENCY:**

Montessori Community School is licensed to operate by the Ohio Department of Jobs and Family Services. The license is posted in the hallway in the main building and in the Toddler building. The laws and rules governing child day care are available at the center upon request.

**NON-DISCRIMINATION POLICY:**

The Board of Directors of the Montessori Community School, Inc. has adopted the following non-discrimination policies:

The Montessori Community School recruits and admits students of any race, color or ethnic origin to all the rights, privileges, programs and activities. Montessori Community School will not discriminate on the basis of race, color, religion, sex or national origin in the administration of its educational policies, program and tuition policies. In addition, the school is not intended to be an alternative to court or administration agency ordered or public school district initiated desegregation.

**LICENSE CAPACITY:**

The capacity for Infants is 20. The capacity for Toddlers is 30.. The capacity for Preschoolers is 97 and the capacity for School Age is 71.

**D. CLASSES OFFERED AT MONTESSORI****INFANT and SAFARI Room:**

Today more than ever before in our changing society, infants and toddlers are in need of group day care. The Montessori infant program is designed to promote trust, security and positive self-esteem in a safe and supportive environment. Well-trained teachers provide responsible care that includes emotional, social and cognitive development. To provide maximum high-quality infant care, small group size and low staff child ratios are offered. The program is available 6:30 a.m. to 6:00 p.m., Monday- Friday

\* There is only one weekly tuition rate for Infant care and that rate does not vary based on the hours or days in attendance.

**DISCOVERY ROOM:**

Our Center offers a morning Montessori based Pre-School program for children 3-5 years of age. This class meets 2,3,4 or 5 mornings a week.

\*Several different rates are available.

**TEDDY BEAR ROOM:**

Our Toddler House, located in the rear of the school property, houses an All-Day classroom for children 24 months through 3 years, Monday through Friday. Toddlers do not need to be potty-trained. Parents provide diapers, wipes and tissues as needed.

\* There is only one weekly tuition rate for Toddler care and that rate does not vary based on the hours or days in attendance.

**RAINBOW AND SUNSHINE ROOMS:**

Our Center offers All-Day Pre-Kindergarten classes for children who are 3, 4, 5 years of age. These rooms are in session Monday through Friday.

\* There is only one weekly tuition rate for these rooms and that rate does not vary based on the hours or days in attendance.

**ALL DAY KINDERGARTEN:**

Our Center offers an all-day Kindergarten program that is in session all day, Monday through Friday. The full day Kindergarten program is chartered by the Ohio department of Education. The charter is posted in our office. The Kindergarten teacher is certified by the Ohio Department of Education. Our Kindergarten program has been developed to meet the needs of working parents who need more than a 3-hour Kindergarten program for their children. Our Kindergarten program is chartered by the Ohio Department of Education, which means that we must meet all of the requirements of a public's school Kindergarten curriculum. The chartering designation also provides our school with opportunities to receive top-notch math and science tools, including computers, manipulative and other hands on learning equipment. Our kindergarten program is open during most school vacation weeks, snow days and other typical school closing days. Refer to the school calendar for exact days. A separate brochure is available upon request describing the curriculum, goals, Kindergarten teacher resume, and daily schedule and listing the many

advantages of a full day kindergarten curriculum.

#### **BEFORE AND AFTER SCHOOL CARE FOR SCHOOL-AGED CHILDREN:**

Childcare is available for children who attend Miller Elementary or other elementary schools from 6:30 a.m. to the start of school and after school until 6:00 p.m., Monday through Friday. Children are walked to Miller School in the a.m. and escorted back to Montessori in the p.m. by our staff members. The Montessori School-Age program offers a relaxed, home-like environment where children can unwind after a busy day at school. Children have opportunities to play indoors and outdoors, watch videos, participate in on-going projects, read, do homework, play computer games and have a nourishing snack, much as they would if they were in their homes.

\*There is a weekly rate for these part-time programs and rate does not vary based on hours or days of attendance. There is an additional charge for all day care when there is no school and when there is a delay in the public schools.

#### **DETERMINE WHEREABOUTS OF CHILD WHO IS TO ARRIVE AT CENTER FROM ANOTHER PROGRAM:**

Parents are to notify in writing or by phone to center and the other program that the child will not be arriving at the center as usual that day. A transport list will be taken to the school and if a child on that list does not show up for our program we will check with the school and call the child's parent or Emergency Contacts immediately to locate the child.

#### **PROCEDURE FOR TRANSITION POLICY:**

Transition Agreement

1. One month prior to child's birth date begin discussing transition for the child.
2. Determine what week transition will begin. Make allowance for a 2-week transition if needed.
3. The teachers will write a transition plan including but not limited to: Beginning and proposed ending date, transition schedule, provisions for child to be included on both attendance sheets and parent/guardian signature.

#### **SUMMER CAMP PROGRAM FOR SCHOOL AGE CHILDREN**

Group 1: Children going into 1<sup>st</sup> grade

Group 2: Children going into 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade

Our Center offers a Summer program that helps children maintain those important educational gains made during the academic school year. Our Summer Elementary program helps give children an educational advantage in an ever-changing technological age. Offering a different theme each week, children have the opportunity to get involve in computer use, science, math and children's literature. The unique summer curriculum focuses on violence prevention helps children learn about problem solving, getting along with friends, teamwork and diversity issues. Swimming, tennis, hiking, physical fitness, drug and alcohol prevention, and self-esteem training are weekly scheduled events. All summer children must have up-to-date enrollment information, emergency contacts, health and medical records on file at the center. Child must have a permission slip on file at the center that contains the following information: permission to participate in the swimming program (grades 2-6 only), permission to be transported to and from the swimming pool, swimming ability of the child, permission to walk to and from Miller Land Lab, OSU-Newark Campus tennis courts and to Miller School playground.

#### **TUMBLEBUS GYMNASTICS: (OPTIONAL)**

Tumblebus, a national program, is a gym on wheels filled with fun equipment that brings a gymnastic fitness class to your child at day care. Tumblebus parks outside of the center and Tumblebus employees escort your child to and from the bus for a 30-minute gymnastic class. Enrollment and rate information is available in the office or call Tumblebus direct 366-2898

## **E. TUITION POLICIES**

### **REGISTRATION FEE:**

A \$90.00 non-refundable fee per new child or a \$50.00 non-refundable registration fee for a returning student must accompany Application for enrollment . Upon receipt of the fee, your child's name will be placed on a waiting list and you will be notified by telephone or letter of an enrollment opening. The registration fee is applicable to all new enrollees, including school-age students.

### **PAYMENT OF TUITION:**

Tuition is due and payable in advance. Unless tuition is prepaid, your child will not be admitted to class. Tuition may be paid in advance weekly, bi-weekly or monthly. Tuition received after 6:00 p.m. on Tuesday of that week will have a \$5.00 late fee added to tuition. Your child will not be permitted to his/her class once your account has reached 30 days past due and will result in a 1.5% interest charge compounded monthly, not to exceed 18%.

### **WEEKLY RATES:**

Tuition is based on a weekly rate only. If there are 4 Mondays in a month, you will be billed for four weeks. If there are 5 Mondays in a month, you will be billed for 5 weeks. Current tuition rates are available in the registration package. The Tax Id number is available upon request.

### **HOLIDAYS, VACATIONS AND ILLNESS:**

Weekly rates do not change in the weeks that holidays occur. Tuition will not be refunded for days missed due to illness or vacations. **Two Week notice Policy:** Parent's are financially responsible for giving Montessori Community School a two week notice prior to the end of their child's enrollment. If a two week notice is not given, you be charged for the two weeks tuition.

### **SNOW DAYS & OTHER SCHOOL CLOSING DAYS AND SCHOOL DELAYS:**

Tuition will not be refunded for days missed due to snow days, weather related emergencies or special situations regarding health or safety issues. It is our long-standing tradition to stay open on snow days, if at all possible. Please check the local radio stations when there is a severe weather emergency. If the Public schools have a delay, the children will remain with our latchkey program, and then will be transported to school after the delay.

### **LATE PICK-UP FINE:**

A fine will be charged for picking up children past 6:00 p.m. If you arrive past 6:00 p.m. for any reason, you must pay the late day teacher in charge of your child \$5.00 at the time of your child's departure. After 6:15 p.m. there is an additional charge of \$5.00 every 15 minutes thereafter, payable to the teacher in charge of your child at the time of pick-up.

### **TUITION ASSISTANCE:**

Tuition assistance for income eligible recipients is available through Licking County Department of Jobs and Family Services Daycare office. Call 349-6372 between 1:00 p.m. and 3:00 p.m. for eligibility requirements.

### **MEDICAL & ENROLLMENT RECORDS:**

All children, except those attending Miller or other elementary schools, shall have verification of a medical exam on the prescribed form. All children shall have an enrollment record, which includes health record, emergency transportation and parent/guardian roster permission, and permission to be photographed. All children shall also have a permission pick up form, Miller/Routine walk permission slip, registration agreement and a signed statement acknowledging receipt of parent handbook. The pre school students need a background information sheet. Infants need the information sheet for feeding and sleeping schedules.

## **F. PLANNING AHEAD**

### **DROP OFF AND PICK UP ROUTES:**

When you are dropping off or picking up your child, please use the far entrance on Frasure Drive and exit onto Country Club Drive. A blocked driveway is detrimental to the safety of all children. To help keep the flow of traffic running smoothly, please be patient, do not block the path of another vehicle and do not block the outside lane in front of the school. We need to keep the outside lane for emergency vehicles and forward moving vehicles exiting the school. Please do not leave your car motor running in an unattended vehicle, even in the cold or inclement weather. This is a safety rule that must be enforced.

### **VALET DROP OFF SERVICE IN THE A.M.**

Early morning staff will open car doors and assist children (except Toddlers and Safari) from 6:30 a.m. to 9:00 a.m. only. Children (except Toddlers and Safari) will go directly to the Kindergarten room until 7:00 a.m., and then they will go to their room for the day. Parents arriving after 9:00 a.m. will need to help their child into school. Toddler and Safari parents will need to drop off their children at the toddler house in their rooms. Cars should enter the Frasure Drive entrance and stay in the lane closest to the building. Parents may remain in their cars until their child is assisted into the car and exit onto Country Club Drive.

### **DRESS CODE:**

Please dress your child in comfortable clothing for both indoor and outdoor play. Dress according to the weather. Shorts, sweatshirts, jeans and other casual clothes are considered appropriate attire. Avoid sending your children to school in their best outfits. Playtime can be messy at school and sometimes paint; magic markers, grass stains, sand, juice and other good things can ruin clothes. Teachers will make special effort to protect clothing by encouraging children to wear paint smocks and by adding detergent to certain paints but parents must be prepared for spots and stains from time to time in preschool life.

### **EXTRA CLOTHES:**

Please send an extra set of clothing to school for your child clearly marked with your child's name. Check the extra clothes box from time to time to make sure that all needed items are there and they still fit. Remember to alternate summer and winter clothing as the seasons change. If a child needs a change of clothing and there are no clothes available, the parents will be called to bring in the needed clothing items.

### **OUT DOOR RECESS POLICY:**

All children are expected to participate in outdoor play program. We believe that children derive many health benefits from regular exercise in most kinds of weather. Decision to participate in outside play is based on factors including but not limited to: wind chill factor, extreme hot or cold temperatures, muddy puddles on the playground, rain, high winds, wet and unsafe equipment and other unpredictable problems. Children will participate in recess activities if the temperatures are between 27 and 89 degrees. On some days going for neighborhood walks is a good alternative. Children may NOT stay inside during recess periods. In order to maintain safe teacher/child ratios, all classroom teachers participate in playground supervision. Teachers are not available to stay inside with mildly ill children. Children who are too sick for limited outdoor play in appropriate weather must be kept at home until they feel better. In the event of inclement weather, children participate in indoor gross motor play.

### **NAPTIME:**

Each all-day child is assigned a cot clearly marked with the child's name for naptime. Classroom teachers will clean the cots on a regular basis. Please send in a personal blanket and pillow for your child to use during naptime. Please launder these items over the weekend and bring them back each Monday morning. Our teachers may darken the rooms, play soft music or rub backs to help the children get to sleep.

### **TRANSITIONAL TOYS:**

If your child has a special toy, stuffed animal or blanket that helps him feel comfortable or ease naptime stress, please feel free to bring it to school. We welcome anything that helps a child feel more at home and comfortable in his or her new environment. Transitions can be difficult and oftentimes a blanket or a teddy

bear can help a little one adjust.

**DIAPERS:**

Parents of toddlers and Infants are asked to provide diapers and wipes for their children. Their staff will keep you informed of supplies as needed. Please label the diaper bag and the wipe container with your child's name.

**TISSUES:**

Please send in box of tissues from time to time especially during the cold and flu season.

**SNACKS:**

Parents are asked to donate a healthy snack once a month to their child's classroom. Many children enjoy helping with the preparation of snack and passing it out to their friends and classmates at snack time. Interesting, new foods from home are much appreciated by all of the children.

**BRINGING TOYS TO SCHOOL:**

Please discourage your child from bringing toys to school whenever possible. Toys can be misplaced, lost or broken. Toys can also be the source for sharing difficulties. Check with your child's classroom teacher about the best time to share toys. As a general rule, children will be asked to keep their personal toys in their cubbies until free playtime. Children are not allowed to bring toy guns or other weapons to school. We prefer toys that can be used in socially constructive ways. Toys, videos, computer games and books that portray violence are usually inappropriate in the classroom. Videos from home must be G-rated.

**SHARE DAY:**

Science and nature items, objects or art, C.D.s, tapes, computer games, favorite books, hobbies and collections are excellent things to share at school. Children may also enjoy sharing news about vacations, family events or special activities.

**G. PARENT PARTICIPATION POLICY**

Building the circular bridge of trust from home to school

A good relationship between the early childhood center and parents is vital to the well being of children. Parents often feel worried about their child's safety and well being. "How can I be sure my child is happy?" or "Why aren't they teaching him more?" are examples of the kinds of questions that worry parents of children from time to time. The key to building relationships of trust between home and school is frequent communication. Both teachers and parents must move halfway to meet the other in open two-way communication. Parents are encouraged to ask questions, make observations of classrooms and carefully read printed brochures and policy statements written about the program. Parents need to be in touch with the center before problems develop and they need to learn how to communicate effectively with school personnel.

**TALKING TO TEACHERS:**

Keep the teacher informed about any issues that may be upsetting to your child such as new marriages, new siblings, new step-children, moves to new homes and out-of-town trips. Talk to teachers about goals for children and how to work together to achieve these goals. Talk to teachers about discipline issues and limit setting. Avoid discussing upsetting issues in front of children. If at all possible, set up appointments to discuss problems or plans. Start with the classroom lead teacher first. Give her a chance to solve the problem with your assistance before talking to her supervisor. If the problem cannot be resolved to your satisfaction, you are invited to set up an appointment with the school director to work on solutions together.

**WRITTEN COMMUNICATION:**

Keep an eye on school bulletin boards, message centers and read individual notes sent home by teachers. Please put all-important communications in writing so that all staff members who work with your child will be informed. The school staff will try to avoid surprises by providing explicit parent handbooks, positive

notes, hall and door signs, conferences, phone calls, accurate record keeping, posted schedules, newsletters and school and classroom calendars. Be sure to check lunch boxes and cubbies for notes each day.

**PARENT ACCESS:**

Any custodial parent, or guardian of a child enrolled at Montessori is permitted unlimited access to the center during the hours of 6:30 a.m. to 6:00 p.m. for the purposes of contacting their children, evaluating the care provided by the center or evaluating the premises.

**PARENTS ARE INVITED TO OBSERVE:**

Parents are invited to visit their child's classroom at anytime during the day. Observers, other than parents, must observe by appointment only.

**PARENTS MEETINGS AND CONFERENCES:**

A Parent Orientation Meeting is scheduled for each classroom in the Fall to meet the teachers and to get acquainted with other parents. This first meeting of the school year gives teachers an opportunity to present their goals and objectives for the year, to discuss the daily schedule for children, to present the mechanisms of the daily program and set the foundation for a successful parent-teacher partnership. Parent-teacher conferences are held twice a year, mid-year and in the spring for an informal discussion of the growth and progress of the child. Other conferences will be scheduled from time-to-time throughout the year on an as-needed basis. A conference record, signed by the parents or guardians, it will be kept on file to verify that conference meetings were held.

**PARENT ROSTER:**

The rosters of the name and telephone numbers of the families enrolled in the center are available upon request. The roster will not include the name or telephone number of any parent who requests that their name or telephone number not be included.

**SOME GOOD IDEAS FOR HELPING AT SCHOOL:**

Help with fundraiser.

Attend parent meetings and Open Houses.

Read the newsletters sent home from classroom teachers.

Drive or help supervise field trips.

Help with a cooking project in the classroom.

Donate a healthy snack for your child's classroom once a month.

Share a special talent of yours with the children such as singing, cooking, playing a musical instrument, a fun craft or story-telling.

Visit a classroom and tell about your occupation.

Observe anytime!

Provide information about your child that will help us meet their needs.

Share appropriate books, videos (G-rate), musical instruments or tapes, paintings or software.

Donate items to your child's classroom such as books, toys, and craft items for projects.

**EMPLOYEE CONCERNS:**

If an employee has a concern, they are instructed to talk to the Head Teacher in their room, and if need be, go to the Director.

**GRIEVANCE POLICY:**

It is the responsibility of all staff to maintain the high quality program set forth by Montessori Community School. Therefore it is also the responsibility of all staff to conduct themselves in a professional and mature manner at all times. If a staff member should find him/herself in conflict or disagreement with another staff member, it is acceptable only to engage in a problem solving discussion between staff members involved. Such discussion must take place at only an appropriate time and place away from the children and parents.

If those involved are not able to resolve the matter between themselves in a calm, professional mature manner the grievance is to be brought to the attention of the director will determine whether or not further intervention is necessary. This is the only acceptable manner in which to deal with grievances, any other approach will lead to a written and verbal warning in staff members permanent file and determination

to be made by the director regarding termination of employment.

Steps to resolve conflict:

1. Identify what is the problem.
2. What will it take to solve the problem?
3. Who needs to be involved?
4. What steps need to be taken?
5. What needs to be communicated

### **FUNDRAISERS:**

Several times a year, MCS organizes a fundraiser and asks parents to help by selling different items. Although we are a private, for-profit corporation, we struggle to meet the expenses of providing high quality care at an affordable price. We are not alone with this situation. Day care all over the country is under funded, and teachers and staff end up subsidizing the care by working for low wages. This is all more ironic because of the great importance of our work and the high level of professional behavior required.

Certainly love of work and a personal commitment to the well being of children is the primary reason for being here. I've found it very frustrating recently after interviewing some great candidates, having them turn down the job because of money. Such hard and important work deserves the best reimbursement we can manage. A real answer to this problem must lie in the larger community because parents alone cannot afford tuition that funds worthy wages.

Our fundraisers do not raise wages but they do make a qualitative difference in the classroom. We use the funds raised to buy more educational materials or improve the classroom environment. This raises staff morale as well as making the place a better environment for your children to be. We understand that the children won't really be selling items and that the work is yours. We appreciate your effort and will use the proceeds in ways we think you would approve.

## **H. Guidance and Management Policy**

**Our classroom curriculum is designed to enhance children's self-esteem and to help children build the skills they will need to live in socially appropriate ways:**

Children will be given explicit and clearly defined rules of behavior.

Children will be given encouragement that focuses on improvement of process and on the child's efforts as well as sincere, personal praise.

Children will be given examples of appropriate behavior from courteous adults.

Children will be redirected to other activities, other playmates and other areas of the room when problems arise.

Children will be encouraged to use their words rather than fists or teeth to express their feelings.

**Effective classroom management is about helping each child develop self-control within clearly rules of social living:**

Teachers will be responsive to individual differences.

Teachers will set limits in a positive manner.

Teachers will stop inappropriate behavior and keep children safe.

Teachers will help children with transitions.

Teachers will limit over-exposure to stimulation.

Teachers will guide individualized children to see alternatives, options, improvements and solutions.

Teachers will support children as they struggle to acquire new social skills.

Teachers will remove children from difficult situations and remain with the child during the time away period.

It is against our policy to use any kind of physical punishment regardless of the situation:

Children will not be humiliated, embarrassed, threatened, shamed or verbally abused.

Children will not be isolated or confined for punishment.

Discipline will not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.

Discipline will not include withholding food, rest or outdoor exercise.

Time out chairs or high chairs will not be used for restraint or punishment.

**SAFE CHILD, CENTER EXCLUSION POLICY:**

Montessori believes in, promotes and uses positive reinforcement as discipline as a form of teaching and learning. Occasionally, a situation arises when such positive techniques are not effective. In instances that staff members are not able to control physically or verbally out of control children without physical intervention, a child will need to be excluded from the center.

**I. SCHOOL GUIDANCE POLICY**

A variety of guidance and counseling approaches will be provided for families such as parent conferences, dissemination of educational information, referral to community resources, referral to appropriate counseling services and assistance in special placement.

**GUIDANCE PROCEDURES:**

A cooperative program that involves the director, teachers, parents and community agencies will be provided to encourage a healthy, functional lifestyle to every child. Child psychology specialists will be contacted from Moundbuilder's Guidance Center to help teachers develop appropriate behavior management procedures when needed. In-service training activities will be offered to staff members to develop guidance techniques for the classroom and in working with the students with special needs.

**STEPS TO FOLLOW IF YOU HAVE QUESTIONS ABOUT YOUR CHILD'S DEVELOPMENT:**

1. Set up an appointment with your classroom teacher to discuss your concerns.
  2. Ask the Director to observe your child.
  3. Review observations and anecdotal records regarding child with teacher/director.
  4. Ask for appropriate referrals for further intervention. Oftentimes, community professionals will come to the school to observe and perform certain evaluations regarding need for special services.
- All Montessori employees are required to comply with specifications of rule 5105:2-12-22.

(A) **Staff Responsibility:** Childcare staff members assigned to supervise a child or group of children shall be responsible for their guidance and management.

B) **Guiding and Managing:** In guiding and managing children the childcare staff members shall:

- (1) Recognize, encourage and praise children's acceptable behavior
- (2) Be positive and constructive
- (3) Use fair and consistent rules
- (4) Supervise with an attitude of understanding
- (5) Communicate clear directions and expectations
- (6) Assist children with problem solving
- (7) Encourage children to control their own behavior and cooperate with others
- (8) Help children feel successful at tasks and give options for other tasks if those chosen prove to be difficult
- (9) Notify children of a change of activity several minutes prior, and allow for comfortable transition
- (10) Protect children from abuse and neglect

C) **Managing behavior:** When children's behavior is unacceptable, the childcare staff member shall:

- (1) Use a developmentally appropriate technique suitable to the children's ages  
And the circumstances.
- (2) Redirect children, talk with children about the situation and state alternatives.
- (3) Use appropriate separation from the situation only when necessary.
- (4) Speak to children so they understand it is their behavior that is unacceptable
- (5) Communicate and consult with parents or guardians in implementing a  
Specific behavior management plan if needed.

**D. When children's behavior is unacceptable, the childcare staff member shall not**

- (1) Abuse or neglect children
- (2) Utilize cruel, harsh, unusual, or extreme measures
- (3) Utilize any form of corporal punishment
- (4) Delegate children to manage or discipline other children
- (5) Use physical restraints on a child
- (6) Restrain a child by any other means other than holding children for a short period of time so that the children can regain control
- (7) Place children in a locked room or confine children in any enclosed area
- (8) Confine children to equipment such as cribs or high chairs
- (9) Humiliate, threaten or frighten children
- (10) Subject children to profane language or verbal abuse
- (11) Make derogatory or sarcastic remarks about children or their families
- (12) Punish children for failure to eat or sleep or for toileting accidents
- (13) Withhold any food (including snacks and treats), rest or toilet use
- (14) Punish an entire group of children due to the unacceptable behavior of a few.
- (15) Restrict children from activities for an extended period of time

**(E) The center's compliance with this rule applies to all persons on the center premises, and to all persons responsible for children on trips away from the center.**

**J. SAFETY POLICY**

An important goal of the Montessori program is to maintain a supportive and comfortable place where children feel safe and cared for in the context of a productive learning environment. The physical environment of the Montessori school is well planned, organized and safe. Materials are kept clean and in working order. Work and play spaces are well designed and carefully equipped. Children are never left alone and are supervised at all times. Caring adults make sure that the child's world is a safe and predictable place where basic needs are consistently met. The following procedures and policies help keep our children safe.

**ABUSE REPORTING REQUIREMENT:**

The administrator and each employee of the child day care center are required under section 2151.421 of the revised codes to report their suspicions of child abuse and or child neglect. Montessori Community School has on the center premises and readily available at all times, at least one employee who has completed a course in Child Abuse Recognition and Prevention, which is approved by the Ohio Department of Jobs and Family Services. The child abuse and neglect reporting telephone number is 670-8860.

**ARRIVAL AND DEPARTURE OF CHILDREN:**

A designated staff person greets each child as he or she arrives at the center. Parents or guardians must notify the classroom teacher or group playground supervisor of their child's departure. Staff members must be aware of each child's departure from the school. Parents and guardians are requested to sign in and out their child each day on the sign-out log available by each classroom door. Parents should not allow their children to play unsupervised in the hallway during arrival and departure times. Children should remain in their classrooms while parents talk to teachers or are otherwise engaged in the office or classroom.

**CHILD CUSTODY POLICY:**

All court documents related to custody must be on file in the office of the center. Montessori Community School does not undertake the responsibility to decide who has legitimate custody of the child should a dispute arise. Our center will rely on the information provided by the enrolling parent, until a court

document indicated otherwise. A child will be released only to the designated persons named on the enrollment forms. Any other person will be cleared by the authorized person before the release of the child. Non-custodial parent must come to the office prior to picking up the child if they are picking up the child at hours other than those of the visitation schedule. At the time the office will secure telephone verification with the custodial parent. If the custodial parent refuses permission to release the child, and the non-custodial parent refuses to leave the premises, the police will be notified.

#### **EMERGENCY SCHOOL CLOSINGS:**

If at all possible, we will be open on days that are designated by the public schools as snow days. We are very aware of the inconvenience endured by our working parents during these emergency closings. Our school will be open as long as our teacher's ratios are within the legal limits required by the Ohio Department of Jobs and Family Services. However, if roads are impassible and the staff is unable to reach the school safely, an announcement about school closing will be made on WNKO, WCLT, WHTH and 610. In the event of a blizzard, severe ice storm or declared state of emergency, please plan for alternate childcare arrangements. Tuition will not be refunded for days missed due to snow days, weather related emergencies or special situations regarding health or safety of children and staff members.

#### **EMERGENCY TRANSPORTATION:**

Children will be transported to the source of emergency medical or dental care by the emergency squad. In the event of an emergency, the director or classroom teacher will remain with the child until the parent/guardian assumes responsibility. Emergency transportation authorization forms must be completed and on file prior to attendance in the center. Children whose parents refuse to give consent for emergency transportation to the nearest hospital will not be enrolled in the school. If an accident occurs in this county, children will be taken to Licking Memorial Hospital for emergency treatment.

#### **FIELD TRIP SAFETY MEASURES:**

For routine trips and field trips, the parent or guardian must supply written and signed permission before transporting the child. The written permission slip will include the following information: the child's name, the destination, the signature of the parent or guardian, the date the permission slip was signed and the date of the destination and the approximate time frame of the field trip. First aid bags are taken on all field trips. Parents provide transportation for some field trips, and public busses are used for others. Parents must have up-to-date automobile insurance. Emergency transportation authorization is available for each child. Health records of any child with special needs such as allergies or other handicapping conditions are available. Teachers take copies of all children's enrollment information. Each child wears an identifying nametag and is in the presence of an adult trained in first aid. Whenever 7 or more children are transported in one vehicle, a second adult is in the vehicle. For every seven children present on a walk, an adult is present when walking. Safety laws regarding seat belts and child restraint seats are observed at all times. Children less than 4 years of age and less than 40 pounds are transported in a child restraint seat. Children walk for routine trips. Children are transported to field trips by contracted vehicles, parent drivers or Highway Patrol inspected Staff vehicles.

#### **SUPERVISION PLAN:**

Teachers take attendance sheets on all field trips and routine trips. Attendance is taken before leaving and upon arrival of the destination. Staff will take attendance before beginning return trip and again upon returning from trip. All vehicles will be checked upon arrival at each destination so that all children will be accounted for at all times. Children not accompanied by own parent will be supervised at all times by Montessori Community School Staff.

#### **GENERAL EMERGENCY PLAN: SERIOUS INCIDENT, INJURY OR ILLNESS POLICY**

**In the event of a serious incident or injury:**

- a. Summon office staff immediately
- b. Staff members to meet ratios will move rest of children to a separate area
- c. Office will call squad if serious incident and call parents immediately
- d. Keep child calm and do not remove child until squad arrives
- e. Refer to communicable disease chart if necessary
- f. Record symptoms on child observation form for illness
- g. Staff remains with child until parents arrive

**General Emergency Plan:**

In the event of a threat to the safety of children due to environmental situations or threats of violence:

- a. Office staff will alert each class by phone of the threat.
- b. Teachers will maintain entire class in each individual classroom checking Attendance with the attendance sheet and doors closed and locked .
- c. Proper agency (i.e. police department, fire department, health department) notified by office staff once safety of children is verified.
- d. Office staff will implement any and all possible means for containing Individuals posing any type of threat.
- e. Parents will be notified as soon as is safely possible
- f. Teachers are to remain with children in closed classroom until the threat is .over.
- g. No one will be admitted in the building until the incident is over

**In the event of threat to the safety of children such as a bomb threat children will follow fire drill procedures and evacuate to Miller Elementary gymnasium**

**In the event of a natural disaster the fire drill procedures will be followed:**

- a. Children line up
- b. Teachers take the attendance sheets and children's files and exit with children to designated area on the playground.
- c. Attendance is taken at designated spot on the playground

**Tornado Drill Procedures:**

- a. Children line up
- b. Teachers take attendance sheets and children's files
- c. Teachers and children exit the room to designated spot in the main building Hallway.
- d. Teachers take attendance once at their designated spot

**In the event of loss of power, water or heat, parents will be notified to pick children up.**

**PROCEDURE TO FILL OUT INCIDENT/INJURY REPORT:**

An incident/injury report shall be completed by the child care staff member in charge of the child when the following occur: an illness, accident, or injury which requires first aid treatment; or a bump or blow to the head; or the administration or syrup of ipecac; or emergency transporting; or an unusual or unexpected event which jeopardizes the safety of children or staff such as, a child leaving the center unattended. The incident report will be completed on date of incident and will be signed by parent, teacher and administrator.

**FIRE AND EMERGENCY WEATHER SAFETY:**

Monthly fire and emergency weather drills are held at varying times during each month. A record of fire drills is maintained in the office and is available for review. A fire emergency and weather emergency plan, including exit routes, is posted in each classroom to explain action taken and staff responsibilities in case of fire emergency or weather alerts. Teachers instruct children in basic rules for fire and emergency weather safety. Exit doors are kept clear and accessible at all times. Fire extinguishers are available in the

utility room, kitchen and on the north and south sides of the central hallway.

**MATERIALS AND EQUIPMENT SAFETY POLICIES:**

Staff maintains appropriate storage of unsafe materials such as medicine, cleaning products, and other hazardous materials. The use of spray aerosols is prohibited when the children are in attendance. Staff provides continuous monitoring of furniture, equipment and toys that are careful in the selection of age-appropriate equipment. Food is not stored in the classrooms.

**OUTDOOR AND INDOOR PLAY:**

Teachers provide careful supervision of children at all times with strict enforcement of safety rules indoor and outside. The maximum number of children per childcare staff member requirements is met at all times during the recess period. A person trained in first aid is in attendance during outdoor time. Staff members teach outdoor rules to the children.

**PREPARING FOR EMERGENCIES:**

Montessori staff members are trained in first aid and emergency procedures. Up-to-date emergency information and medical records are required for each child. A person trained in first aid is available in the center during every hour that the school is open. Emergency plans are posted in each classroom and in the office areas including all emergency telephone numbers and the staff members who have first aid and CPR training. Telephones are available for immediate access at all times in the front office for use by parents and staff members in case of an emergency, A fully stocked first aid bag is available for walks, field trips and other outings. When an accident or injury occurs or any other incident necessities administration of syrup of ipecac, or emergency transportation of a child is necessary, the teacher will first fill out an incident report. This report contains the following information: the name and address of the school; the name and birth date of the child; the date and time of accident; the names of the child care staff workers involved; a summary of circumstances surrounding the incident; the name of witness to the incident; actions taken by the center; and the signature of the person who completed the form.

**RELEASE OF CHILDREN:**

Parents or guardians must list on the student's application form names, addresses and telephone numbers of those persons who have permission to remove the child from the center other than the parent or guardian. No child will be released to an unauthorized person. If there are custody papers please submit a copy to the office to be placed in the child's file.

**SWIMMING POLICY:**

Summer camp program June-August will go swimming twice a week at a local pool. Montessori will provide staff to meet ratio plus at least one. Parental permission with a statement indicating whether child is a swimmer or a non-swimmer must be on file before any child may participate.

Preschool children, toddlers and infants may participate in water activities such as wading pools, sprinklers and water tables, weather permitting. Parental permission must be obtained before infants or toddlers may participate.

**SPECIFIC SUPERVISION PLAN FOR SWIMMING AND WATER ACTIVITIES:**

Water safety rules are to be reviewed and documented before each activity. Adults actively supervise children at all times with a clear view of all parts of pool, including bottom.

We follow lifeguard safety checks and times children are allowed to be in the pool and check attendance at those times. All Montessori school age students must wear a color-coded wristband the entire time participating in swimming activities away from the school. Montessori Staff activity supervises all children at all times during water activities.

**K. HEALTH POLICY**

**SENDING SICK CHILDREN HOME:**

A child with any of the following signs or symptoms of illness will be separated from the other children in a designated area in each classroom and discharged to their parents:

1. Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness;
2. Diarrhea (three or more abnormally loose stools within a twenty-four hour period);
3. Severe coughing, causing child to become red or blue in the face or to make a whooping sound;
4. Difficult or rapid breathing;
5. Yellowish skin or eyes;
6. Redness of the eye, obvious discharge, matted eyelashes, burning, itching
7. Untreated infected skin patches unusual spots or rashes
8. Unusually dark urine and/or gray or white stool;
9. Stiff neck with an elevated temperature;
10. Evidence of untreated lice, scabies, or other parasitic infections. (Montessori has a “Nit Free Policy”
11. Sore throat or difficulty in swallowing;
12. Vomiting more than one time or when accompanied by other sign or symptom of illness.

### **HEAD LICE:**

#### **What is a “nit free” policy anyway?**

When a child is initially discovered with head lice the child will not be readmitted until the child has been treated with a commercial brand head lice treatment kit. For re-admittance a child must be “nit free”. This means the actual lice bugs have been killed and the remaining nits have been MANUALLY removed. Typically the nit removal combs that come with the kits do not remove the nits. Each nit needs to be picked out and discarded. Outside is the best place in the bright sunshine to see the nits. If not outside then in a very well lit uncarpeted room, the child’s hair needs to be checked and each nit removed. Before a child can be re-admitted a Montessori staff member needs to check for nits and give the ok that the child can stay. This process needs to continue for a minimum of 2 weeks. If nits are found by a Montessori staff member, the parent /guardian may take the child back home and remove the nits or remove them here until all parties are satisfied that there are no more nits. If a parent/guardian does not accompany the child in and nits are found the parent/guardian will be called and the child sent home.

The whole process is tedious and time consuming, we understand the burden this puts on families. We want to work together to help take care of the situation in as quick and efficient manners as possible. We appreciate your adherence to this policy. If you have any questions at all please ASK!!!! Thanks.

### **REDUCING ILLNESS AT THE CENTER:**

The communicable disease chart is posted in the front hallway for use by parents and staff members.

Staff members receive on- going training in prevention, recognition and management of communicable disease according to the guidelines established by the Ohio Department of Jobs and Family Services.

At least one employee fully trained in prevention, recognition and management of communicable disease is available at all hours of the day. Parents are notified immediately when a child has been observed with signs of symptoms of illness.

Parents receive printed notification regarding the occurrence or communicable disease in the center such as chicken pox or strep throat, on the classroom doors.

Immunization policies are strickly enforced.

Children sleep on cots at least 3 inches off the floor. Cots are regularly and thoroughly cleaned with soap and water.

Teachers and children wash hands when entering the school, before and after food preparation activities, snack and lunch program activities, toileting, diapering and outdoor play.

Staff members teach the proper way for covering coughs, blowing noses, the sanitary use of the drinking fountain, drinking cups, eating utensils and combs; dressing appropriately for the weather; the need for good nutrition, rest and exercise.

**ADMINISTRATION OF MEDICINE, VITAMINS OR SPECIAL DIETS:**

If your child needs medication, vitamins or special diets, please make sure that we have instructions to administer such items that are written, signed and dated by the licensed physician and are prescribed for a specific child. For the administration of medication, food supplement, modified diet or fluoride supplement, written, signed and dated instructions from the parent of guardian on the appropriate form provided by the office. A prescription label may be used instead of written instructions. The label must contain for each medication or food supplement at a minimum, the child's name, a current date (within 12 months), and exact dosage to be given, the specific number or dosages to be given daily, and the route of administration.

**NON-PRESCRIPTION TOPICAL OINTMENTS, SUNSCREEN, CREAMS OR LOTIONS:**

Parents or guardians must fill out a "Request for the administration of medicine form" provided by the center, which includes the name of the ointment, cream or lotion, name of the child, birth date of the child, date of the parent's or guardian's instructions and signature. The written instructions are valid no longer than 12 months; authorization for administration of the ointment, cream or lotion may be canceled by written request of the parent at any time.

When used for skin irritations or manifestations of the skin irritation, ointments can be administered no longer than 14 consecutive days at one time. All non-prescription medications must be labeled with the child's first and last name.

NOTE: Please hand deliver all medications directly to the classroom teacher for proper storage. Do not send medications in lunch boxes with children,

School-aged children are permitted to keep an inhaler in their own possession. Any other medication must be hand delivered to the child's teacher. All required paperwork must be signed and on file.

**RE-ADMITTANCE TO SCHOOL:**

Children who have been absent from school due to illness may return to the center when the child has been symptom free for 24 hours (i.e. vomiting, fever, other) per illness dismissal form or with the approval of child's physician.

**EMPLOYEE ILLNESS:**

If an employee becomes sick or is unable to work, a substitute will be called to replace that teacher.

**L. NUTRITION POLICY****SNACK TIME:**

A nutritious snack is served twice a day in the morning and afternoon sessions. The snack contains food from two of the four basic food groups. Apple juice or milk is served each day to help meet recommended dietary allowance of vitamins. As an important supplement to our snack program, parents are invited to donate one healthy snack a month to their child's classroom. Each classroom door posts a snack sign-up sheet for this purpose. Children are invited to pass out their special snack to their classmates at snack time. This is a good way for your child to share their favorite food with their friends and introduce new and nutritious foods to other children. A snack menu for each day of the week is posted.

**IDEAS FOR SNACK:**

Here is a few ideas to help you get started thinking about snacks that give a nutritional boost as well as satisfy hunger:

*Oatmeal or granola cookies, raw vegetables and dip, cheese and crackers, trail mix, low fat ice cream or yogurt, applesauce, banana or pumpkin bread, deviled or hard boiled eggs, fruit and dip, zucchini or blueberry muffins*

**SACK LUNCH PROGRAM:**

Children bring their own lunches. Please send your child's lunch in a lunch box or clean paper bag. Please clearly mark the outside of your child's lunch box and thermos. Frequently there are several identical boxes in each room. Children must be served a noon meal that constitutes at least one third of the child's recommended daily dietary allowances, that includes food from all four basic food groups and which reflects the developmental stage of the child. The four basic food groups are: Vegetables, fruit group, grain group, milk group and meat group. The lunch must include 2 vegetables or 2 fruits or 1 fruit and 1 vegetable. When packing your child's lunch, please include milk as the primary source beverage at their lunchtime. Children must receive a food source for Vitamin C daily and Vitamin A at least 2 or 3 times a week. Teachers are asked to check lunches each day to make sure that all food groups are represented and to offer food from a supplemental food tray when a particular food source is lacking.

**NO SODA POP AT SCHOOL PLEASE:**

Soda pop will not meet the nutritional requirement for a well-balanced lunch unless the daily requirement is met in another food source. Soda pop will not be served to children for lunch. Children who do not have milk in their lunches will be provided milk by our center unless allergies or other reasons have been noted.