

Montessori School of Wooster

A Montessori Based School & Child Care Facility

Parent Handbook

1170 Akron Rd., Wooster, OH 44691

330-264-5222

www.woomontessori.org

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INTRODUCTION

The care for and education of your child is extremely important. Only you can decide which type of childcare or school suits you and your child best – the considerations include everything from convenience and hours of operation to much more difficult decisions such as education approach. The school that you select will be their world for a great part of the day. As such, it should reflect your philosophy and support your parenting. The selection of a facility deserves a great deal of consideration.

The Children’s House believes providing an exciting and extensive education to your children is critical in developing lifelong learners. Children thrive in an environment where they explore, touch and play. They become confident and secure. We believe in fostering the natural curiosity and excitement that children have for learning. Your child needs opportunities to plan, explore, and grow in a creative, happy, and healthy way. Your child should finish each day feeling positive, good about themselves, and having learned about the world around them and their role in it.

We are happy to assist you in making this important choice. We encourage you to visit the school and ask questions. You may also want to contact other parents for their input. Once enrolled, a roster of parents whose children attend our center is available, on request.

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The entire staff of The Montessori School of Wooster looks forward to working with you to create the best experience possible for your child.

PREFACE

The Montessori School of Wooster is licensed by the State of Ohio to provide care for your children. The office that administers the licensing procedure is the Ohio Department of education (ODE); you will find our license in the administrator's office. We have worked very hard to meet and adhere to all the laws governing day care, including rigorous building and fire safety inspections. We meet (and in many cases exceed) all of them and the certifications are available for your review. Requests for compliance for building, fire and health are available for review from the Ohio Department of Job and Family Services. We encourage you to review these matters; we have copies of many of the codes available.

In the unlikely event that you find a condition which you suspect may not meet specifications, the Ohio Department of Education toll free number is available, for persons to use to report a suspected violation by the center of Chapter 5104 of the Revised Code or Chapter 5101:2-12 of the Administrative Code.

LEGAL NOTICE

The governing board of The Montessori School of Wooster is located at 1170 Akron rd., Wooster, OH 44691, has adopted the following racially nondiscriminatory policies:

- The Montessori School of Wooster recruits and admits students of any race, color, gender, religion, sex, sexual orientation, or ethnic/national origin to all its rights, privileges, programs and activities.
- In addition, the school will not discriminate on the basis of race, color, gender, or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to the court or administrative agency ordered, or public school district initiated desegregation.
- The Montessori School of Wooster will not discriminate on the basis of race, color, sex, sexual orientation, gender or ethnic origin in the hiring of its certified or non-certified personnel.

PHILOSOPHY / GOALS

It is our goal to provide your children with a happy, healthy, and stimulating environment in which to learn about themselves, the world around them, and their place in it. We stress activities which foster their curiosity and allow them the greatest latitude to explore, investigate, and experience their environment. At the same time, we will, in a caring and professional way, show them the appropriate limits on behavior as well as demonstrate positive activities that encourage them to develop a sense of respect for others. In this way, they will find that their relationships are fun, positive, and a source of support.

Our daily schedule provides a flexible yet predictable routine that offers the requisite structure that children need in order to place themselves temporarily. Active and quiet periods are smoothly linked. A variety of stimulating activities and experiences generate participation and allow the development of individual skills and self-confidence.

The center is based largely on concepts of early childhood education developed by Dr. Maria Montessori in the early 1900's. Her unique approach has been proven in its effectiveness and ability to stimulate, and its appeal is worldwide. The center can recommend a number of background texts that we encourage you to review in order for you to better understand the Montessori methodology.

Together with the Montessori focus in our methods, we offer a unique exposure to interesting and stimulating facts, concepts, and cultural experiences that will orient your child to the world they live in as well as the cultural forces that have shaped their own country. We strongly feel that the world our children grow up in will be even "smaller" than ours; an understanding of and freedom from the fear of other cultures and traditions will be crucial to their success.

EVALUATION METHODOLOGY

Our site uses standards based assessment for conducting formal assessments on enrolled children. Students in our school-aged programs will be assessed four (4) times per year.

For preschoolers, toddlers, and infants, we will use the standards based assessment tools provided by our Montessori Compass software. This software tracks mastery of academic standards and translates them into Ohio Content Standards. Students in our preschool and younger will be assessed two (2) times per year.

TYPICAL SCHEDULE

The typical preschool/school-aged schedule involves a balanced program of music, art, science, geography, language arts, and math activities in addition to creative play, use of manipulatives, and large muscle development activity. These activities are planned to occupy the entire period that the center is in operation (from 7:00 a.m. until 6:00 p.m. Monday through Friday) and are arranged to optimize the child's ability to concentrate and take advantage of high energy levels at certain times of the day.

The Children's House provides outdoor play in suitable weather for toddlers, preschoolers, and school-agers. Per state requirements, suitable weather is at a minimum 25°F to a maximum of 90°F. During the winter/summer months outdoor time may be limited due to weather conditions. This decision is at the director's discretion.

We allow each child a balance of group activity to develop social skills as well as time to explore independently. Napping, eating, and bathroom times are likewise planned to ensure the best possible use of time without denying each child's needs for some individuality in these regards. The afternoon quiet time to allow children to re-charge. This time is typically between 1:00 p.m. and 2:30 p.m.

Children are expected to rest quietly on their mats. We ask that you provide a small blanket, (pillow or one comfort item are optional), all labeled for use during this time. All nap items will be sent home weekly for laundering, or more frequently if required.

The programs selected are designed to provide age-appropriate materials, equipment, and activities to each child. The range of offerings will ensure that everyone will find an appealing and stimulating activity. The monthly themes will be smoothly integrated with activities to ensure relevant learning and no disruption in your child's world.

Any water activities, will be planned during summer months: June – August. Children will take part in water tables, squirt toys, water balloons, splash pads, and sprinklers. Pools, Slip 'N Slides, and any other water activity involving depth greater than 2 feet are not permitted.

A sample of the weekly program for your child's group is available in the administrator's office and will be given to you along with this handbook in the orientation materials.

Throughout the year, your child may encounter living specimens that correspond with different units taught. For example: insect/bug unit, reptile/amphibian unit, animal life cycle unit, animal habitat unit, botany unit, etc. Your child may encounter frogs, ladybugs, caterpillar/butterflies, worms and plants.

Please note: If your child touches a specimen, our hand washing procedure will immediately follow.

ENROLLMENT

Prior to enrolling your child, we highly recommend taking a tour. It is a unique environment which is best understood when it can be seen in action. You may take a tour at any time during business hours; however, we encourage you to visit at least once during the morning hours. This provides the best opportunity for you to see the extraordinary learning environment which is created and fostered at The Montessori School of Wooster. During the visit, we are able to answer any questions that you may have or you may email the director (see page 1). A screening of your child will follow to assist with placement decisions.

Upon your decision to enroll your child, we will review required paperwork, starting date, days of attendance, tuition and fees with you. **We do require a \$300 registration and \$75 application fee to enroll your child.** The fees are non-refundable.

Once you have registered, you will receive all the necessary enrollment and health information forms needed for admission. These forms must be completed and returned to the office prior to your child's first day of school. Special note: For any child to enroll, The Montessori School of Wooster requires parent(s) to grant permission for the center to secure emergency transportation in the event which requires emergency treatment. This can be found on page 3 of the pink form in the packet (screenshot below).

Emergency Transportation Authorization				
Give <u>Permission</u> to Transport		OR Do not sign both	<u>Do Not Give Permission</u> to Transport	
Program or Home Name			Program or Home Name	
has permission to secure emergency transportation for my child in the event of an illness or injury which requires emergency treatment. The emergency transportation service will determine the facility to which my child will be transported.			does not have permission to secure emergency transportation for my child in the event of an illness or injury which requires emergency treatment. I wish for the following action to be taken:	
Parent's Signature	Date		Parent's Signature	Date

Paperwork not kept current is subject to disenrollment. Policies not followed can result in disenrollment as well. We will care for those children that are without immunizations. In Ohio, we will need documentations from parent/legal guardian AND physician (noted on the well-check). Required forms must be presented at time of enrollment.

The Children's House does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin.

SUPERVISION REQUIREMENTS

We are proud that our staff exceeds the Ohio State requirements; because of this, we are better prepared to offer your child a truly unique and very high-quality care program. Our internal training ensures all staff members are current in certification, prepared, and motivated to give your child the best possible environment. You are encouraged to visit at any time. Parents or guardians are permitted access to the center during operating hours to observe their child or to evaluate the care they are receiving. We ask only that you notify us upon arrival. You will be expected to sit in an observation chair and to refrain from interaction with students. Maintaining student focus on work is critical to the work flow of the room.

The number of children in each class is maintained as low as possible in order to provide the greatest individual attention to each. In any case, the ratios will comply completely with guidelines set forth in ODJFS 1286 as follows:

Ohio Schools

Age of Children	Child Care Staff Member/Child Ratio	Maximum Group Size
Young Infants (less than 12months)	1:5 or 2:12 in same room	12
Older Infants (12 to 18 months)	1:6	12
Younger Toddlers (18 to 30 months)	1:7	14
Older Toddlers (2.5 – 3 years)	1:8	16
Young Preschoolers (3-4 years)	1:12	24
Older Preschoolers (at least 4 years and not enrolled in or eligible to be enrolled in kindergarten)	1:14	28
Young Schoolagers (enrolled in or eligible to be enrolled in kindergarten or above and less than 11 years)	1:18	36
Older Schoolagers (at least 11 years and less than 15 years)	1:20	40

DROP-OFF / PICK-UP PROCEDURES

The transfer of supervision of your child from you to us and vice versa is an important event – it marks the beginning or end of the day and provides an opportunity for parents and staff to communicate information. Above all, it is very important for your child to understand that their personal security is adequately addressed. For this reason, we take great care in our drop-off and pick-up procedure.

Parents dropping off before 8:50 will escort their child into the building and sign their child in. After 8:50 preschool and elementary students may take advantage of our staffed pick-up and drop-off areas or walk your child into class. This provides a positive opportunity to communicate clearly any pertinent information, such as changes in eating or sleeping habits, small concerns, or family matters of importance to your child. Events such as grandparents visiting, vacation plans, or a new car are big events in your child's life – they can easily occupy much of your child's thinking all day long, and greatly affect their ability to participate in center activities.

Students are considered tardy if you drop off your child after 9:00 a.m. This ensures that the child is benefiting from our full curriculum and participating in the same routine as his/her classmates.

You may receive feedback describing the day's activities, your child's participation, and any unusual behavior, events, or other concerns. In this way we can best support your parenting goals. This information is relayed through notes, Activity Reports in Montessori Compass, or by speaking with the Administrator/assistant and/or the teachers/aides.

First day drop-off can be a particularly difficult time, but with planning can be done very smoothly and positively. Many parents like to schedule a visit to the school with their child to familiarize you both with the center prior to your child's first day. Our staff members are very experienced in minimizing the adverse impact of the initial parting.

Pick-up is authorized only to parents and guardians specified at the time of admission. In the event that another person will be picking up your child, we will require written authorization and positive photo identification. This is an absolute necessary procedure designed to maximize safety and security.

The Children's House closes promptly at 6:00 p.m. If you are late picking up your child, please notify the office immediately. Any late pick-ups, after normal hours, will be charged a late fee of \$20 and a \$1.00 per minute, beginning at 6:01 p.m. This late fee is given directly to the staff member(s) who have remained with your child. Just as parents have commitments, so do our staff. We appreciate your consideration in this regard.

The center will abide by court ordered custody arrangements. A certified court document will be kept on file regarding custody agreements.

A Visitor's Log will be kept at the front desk for safety reasons. Visitors are not required to sign in and out of the log for routine pick-up and drop-off, but will need to sign in for extended stays in the building.

ABSENCE POLICY / SCHOOL CLOSING

Absences of children who are scheduled to arrive at the center will be documented in the roll book, whether the child should be dropped off by a parent or from another program/school (for example, a school aged child). Please notify us if your child will not be attending school as soon as possible. Staffing is developed around a very tight schedule and state ratios require particular attention. Please contact the office if your enrollment requirements change so that we can discuss options.

Safety of the children and of our staff is of the utmost importance. If The Children's House would have to close early, close for the day or be delayed, parents will be notified through email or phone. Please make every effort to ensure that your child is picked up as early as possible in the case of an early closing.

The Montessori School of Wooster is closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve, and Christmas Day. In addition, we will be closed at 12:30pm on New Year's Eve. Regular weekly tuition is due for the weeks that include these holidays. When Independence Day, Christmas Day or New Year's Day fall on Saturday, we will observe the holiday on the Friday prior and the school will be closed. When these holidays fall on a Sunday, we will observe the holiday (and close the school) on the following Monday. Closing early for New Year's Eve will only occur when these holidays fall on Monday – Friday.

PARENT PARTICIPATION POLICY / SCHOOL ROSTER

The progress that the children can make is directly related to the level of parental involvement. The Montessori School of Wooster views the parent – teacher – administrator relationship as a critical team. We encourage parents to attend Meet and Greet nights, Parent / Teacher conferences, etc. as often as they are offered. The center will publicize the Calendar of Events and on your Montessori Compass parent bulletin board. Copies are available for parents to take home. Additionally, the director of the center will send out weekly emails to inform parents of upcoming events. Field Trips (School Age only), class guests, special activity days, storytellers, or career/profession information speakers are some of the activities we try to incorporate into our curriculum in order to enhance your child's preschool experience. We feel that this is an excellent opportunity for parents to gain a solid understanding of the program as well as participate directly in their child's development.

We encourage suggestions, requests for assistance or concerns be brought to the administrator's attention without delay. In person is best, and parents may refer to the posted schedule of the administrator. This provides them with the administrator's hours and dates of availability (located near the front desk). The office is staffed from 8:00 a.m. to 5:00 p.m. should immediate assistance be required and the administrator is not available, the on duty office personnel are available to assist.

Short conferences can occur at the parent's convenience. For lengthy discussions (more than a few minutes), it is recommended that arrangements be made in advance to allow the parent – teacher – administrator team to focus properly.

Once a year, the center will hold an annual open house for parents to gain a better understanding of our program. In addition, Kindergarten and Pre-Kindergarten student conferences are held bi-annually to discuss your child's behavior, progress, and development. Children's records will include documentation of all conferences. In all cases, conferences will be available to any parent on request.

We ask that you consider whether you allow your name and phone number to be given out to parent's of your child's classmates or to prospective parents who wish to enroll their child. It can be a great help, as you may well be aware. We do require that your permission be given in writing and cannot include your information without this written policy.

SAFETY POLICY

It is our first and foremost goal to provide a safe and secure environment for your children. Their learning is dependent on their security needs having been met. Our safety plan is updated yearly.

Safety begins with each child signed in on a daily basis. This ensures control of the child and allows any unique instructions or desires to be transmitted to the staff. Safety does not end when the last child leaves the center for the day – the staff reviews, checks and immediately corrects any situation that may impact the safety of your child (from loose toys to improperly stacked books). The following safety policies are in effect throughout the center:

- 1.) Attendance is taken and recorded when children arrive at school. This will also serve as check-out, requiring turnover for the child's safety.
- 2.) Every child will be under close supervision at all times.
- 3.) Each teacher will retain an updated roster and emergency information for children under their care. The roster will allow a complete and accurate accounting of all children. Emergency information includes parent names, address, and contact numbers. Additional copies of roster and medical/emergency treatment, as well as permission to administer first aid and transportation forms are maintained in student files in the office and in the emergency/field trip box. The emergency/field trip box is taken with staff members when students leave the school grounds. Staff have access to an electronic version of these lists on devices provide by the school.
- 4.) In case of general emergency (defined as: any threat to the safety of the children due to environmental situations or threats of violence, natural disasters, loss of power, heat or water,), staff will request immediate assistance from a second staff member; alert an administrator and call 911; neutralize any hazards; organize children and transfer them to an alternative staff member; and evacuate the area. When children are safe, staff will notify parents and follow additional instructions from emergency personnel. Staff will remain and care for the children until parents arrive.
- 5.) In the case of evacuation due to threats of violence, natural disasters, severe thunderstorms, tornadoes, flash flooding, major snowfall, blizzards, ice storms, earthquakes or other, we will evacuate the children to our predetermined "safety location". We have an agreement with GoJo (located across the street from the school) to seek shelter in their facility if the need arises to evacuate.

- 6.) Once everyone is safe and settled, phone calls will be made to parents to arrange for the pick-up of their child. In the case that there is no phone or internet service available, we would use local radio announcements. A notice will be posted on the front door as to our location.
- a. Fire evacuation plans are posted in every room. Every staff member will be familiar with both primary and secondary escape routes. Staff will evacuate children out of the building to the parking lot of The Children's House. Emergency personnel will be notified through 911 as soon as children are safe. **Fire drills will be conducted monthly and a record of each drill will be kept by the administrator.**
 - b. Weather emergency plans are posted in each room and severe thunderstorms, tornadoes, flash flooding, major snowfall, blizzards, ice storms or earthquakes notices are communicated as received. Staff will follow plans to shelter children in the on-site safe areas unless evacuation of the building is necessary. In this case, staff will evacuate children out of the building to the parking lot. All staff are trained in tornado emergency procedures and can identify the tornado safety area.
 - c. In the case of an active shooter, hostage situation, bomb threat or act of terrorism, staff will evacuate children out of the building to the respective "safety location". If evacuation is not possible, staff will hide with children out of the attacker's view in the best protected area available. Entrances to a hiding area will be locked and blockaded if at all possible. Staff members will attempt to keep children calm and quiet. Emergency personnel will be notified through 911 if possible. If the staff member cannot speak safely, the phone line will remain open to allow dispatch to listen. If a chance for evacuation arises, staff will evacuate immediately.
 - d. Parents will be notified by phone in the case of an emergency, as soon as all children are safe. Cell phones will be used if needed. Parents will be given information regarding the emergency and will be asked to advise us as to who will pick up their child. Staff members will stay with children until they are picked up by the designated person.
 - e. In the case of a bioterrorism attack, hazardous materials spill or gas leak, the Director will determine the need to activate the School Emergency Operations Plan and designate a School Incident Commander until a qualified HazMat or other emergency Incident Commander arrives at the scene with jurisdiction over the incident. Once an emergency Incident Commander arrives, it is critical to follow the instructions of, and cooperate with, that Incident Commander. The staff will call 911 and notify local law enforcement and maintenance staff to shut off mechanical ventilating systems if appropriate. They will move students away from immediate vicinity of danger. The staff will then determine what procedures should be activated such as evacuation or shelter in place.
 - f. Currently, general cleaning supplies, are all used and stored on school grounds as follows: (custodial closets). The school's maintenance team, custodian or designated staff inspects stored chemicals twice a month. The school intercom (Ext 100) acts as a warning system to notify staff/faculty and students of a hazardous condition. Decontamination equipment and personal protective equipment are not required for the general cleaning supplies that are on school grounds.
- 7.) In case of loss of heat, we would call parents to arrange pick up for their child as well as making a call to fix the problem. In case of loss of power, we have access to cellular

phones to call parents to arrange pick up for their child, as well as making a call to the appropriate service technician or local utility.

- 8.) Minimum of one staff member will be trained in emergency first-aid and CPR procedures by a licensed physician, registered nurse, or certified Red Cross trainer. The center administrator will maintain a record of all trainings.
 - a. In the event of a serious incident, injury, or illness (defined as: any situation occurring while a child is in care at the center, which requires emergency medical treatment or transportation for emergency treatment.), the child will be cared for in the front office, 911 will be called if needed and parent/guardian will be notified of the incident.
 - b. In the case of an outbreak, epidemic or other infectious disease, the Wayne County Health Department are responsible for making us aware and the protocol to follow. We will follow our Communicable Disease plan as well as any information that the Health Department provides to us for the parents.
- 9.) No aerosol sprays will be used in the center, this includes spray sunblock
- 10.) No lead-based paints will be used, and no caustic or toxic substances (to include solvents, polish and cleaning fluids) will be left unattended or unlocked.
- 11.) No pointed objects are in use where children are unsupervised.
- 12.) Hot water temperature will be monitored
- 13.) Accidents will be reported immediately on an approved form and parents will be informed immediately. Serious accidents will be investigated with a report filed by the center administrator on the day of the incident. This report will be signed by the parents, returned and retained by the center. Copies can be made for parents on request.
- 14.) Any staff member suspecting abuse or neglect, or noting signs thereof, will notify the center administration. The staff member will also notify Children's Services. Local telephone: [\(330\) 345-5340](tel:330-345-5340)
- 15.) Telephones are available in the administrative offices and all classrooms.
- 16.) All accidents or incidents will be thoroughly investigated and reported. These include, but are not limited to: incidents involving the administration of first-aid or emergency medical transportation. In the event that a report is required, the report will include: the name and address of the center, the name and birth-date of the child, the date and time of the incident, the name(s) of the staff members responsible for the child at the time of the incident, the circumstances surrounding the incident, the name of any witnesses, the actions taken by the center, and the signature of the person making the report along with the date of preparation. A copy of the report will be given to the parent up request. The original report will be filed and retained for a period of at least one year.
- 17.) Children who are involved and participate in activities in the building, which are organized by outside groups (such as Wayne Center of Arts, Alice Nobel Ice Arena, and etc.) will be required to have written permission from parent/legal guardian.
- 18.) Parents of school-age children who do not return to The Montessori School of Wooster after school must notify us in advance via a written note and/or a telephone call otherwise we will make every attempt to locate the absent child through school and/or parental contact.

MEDICAL AND DENTAL EMERGENCY PLAN

The following are posted throughout the center: medical and dental emergency plans, the locations of the first-aid materials, appropriate telephone numbers, locations of the children's medical records, and other factors required by law. A copy of that plan is available and will be provided upon request.

The most important factor is that the staff of The Children's House has written permission from you for emergency medical transportation (JFS form 01234 – Ohio School Only). This form is filed in the front office; each staff member knows the exact location of these forms in case of emergency. The form is also used on any outing. Should you decline to authorize the emergency transportation of your child, we will suggest alternate care centers. It is our contention that all children be afforded the most expeditious care available in an emergency.

- 1.) First-Aid Kit location: Front Office and either (i) Diner- on top of the refrigerator or (ii) or gym/PE.
- 2.) Emergency telephone numbers:

Ohio	
Emergency squad	911
Police	911 / 330-287-5720
Fire / Life Squad Dispatch	911 / 220-263-5266
Poison Control	800-222-1222
Wooster Hospital	330-263-8100
Children's Protective Services	330-345-5340
Counseling Center / Crisis Team	330-264-9029
Wayne County Health Department	330-264-9590

- 3.) Children's medical records are located in the front administrative office in the child's personal file.
- 4.) Emergency instructions (general):
 - a. Request immediate assistance from a second staff member.
 - b. Administer first-aid if required. Evaluate necessity to call 911. The second staff member will call 911 if required.
 - c. Neutralize any hazards that may remain.
 - d. Organize all other children and transfer them to the care OF AN ALTERNATIVE TEACHER OR STAFF MEMBER.
 - e. Ensure all children are calm and under supervision.
 - f. Alert administrator; notify parents and record pertinent information.
 - g. Administrator will obtain the injured child's personal file, instruct staff members to escort the child if required. The staff member will remain with the child until the parent(s) arrive.
- 5.) Management of Illness:
 - a. Notify administrator; remove ill child to sick room; report circumstances.
 - b. Ensure facilities and equipment are cleaned and treated with disinfectant.
 - c. Parent will be notified to pick up their child according to the Communicable Disease Policy (reference page 14)
 - d. Return Policy will be followed (reference page 15)
- 6.) The Ohio department of Health Dental First-Aid Chart is located in the front administrator's office for review.

- 7.) Dental emergency procedures: Follow outline as directed on ODH chart located in the front administrator's office for review. Location of child restraint system: provided by ambulance service (Ohio Schools Only).

COMMUNICABLE DISEASE POLICY

Teachers are trained how to recognize the common signs of communicable disease and to observe each child as they enter the group to begin the day's activities.

In the event that a child is suspected of having a communicable disease, they are separated from the other children and the parents are notified to arrange pick up and can return following the return policy found on page 15. The following constitute cause for immediate action to be taken:

- 1.) Diarrhea
- 2.) Severe coughing, causing the child to become red or blue in the face or make a whooping sound.
- 3.) Difficult or rapid breathing
- 4.) Yellow skin or eyes
- 5.) Conjunctivitis (Pink Eye) – redness of the eye or eyelid, thick or purulent (pus) discharge, matted eyelashes, burning, itching, or eye pain
- 6.) Temperature of 100.5 degrees Fahrenheit when in combination with any sign of illness
- 7.) Untreated infected skin patches, unusual spots, or rashes
- 8.) Unusually dark urine and/or grey or white stool
- 9.) Stiff neck
- 10.) Sore throat or difficulty swallowing
- 11.) Vomiting
- 12.) Evidence of lice (nit, egg, or live bug), scabies, or other parasitic infestation

Ohio centers will follow the Ohio Department of Health "Communicable Disease Chart" which is located near First Aid boxes and office areas, for appropriate management of suspected illnesses. Concerns will be shared with parents to be taken to a medical professional for follow-up.

A child isolated due to suspected communicable disease shall be:

- 1.) Cared for in the front administrator's office and under supervision at all times. Close observation is necessary to assist in determining the nature of the malady and to ensure appropriate action is taken should the condition worsen.
- 2.) Provided with a cot. All linens and blankets used by the ill child will be sent home and disinfected with an appropriate germicidal agent, or if soiled with blood, feces, vomit, or other bodily fluids, will be cleaned with soap and water and disinfected.
- 3.) Discharged to a parent or guardian as soon as possible within 1 hour of notification.

All staff members will be trained in recognizing the signs and symptoms of communicable diseases, as well as proper hand washing and disinfecting procedures. No staff member with a communicable disease will remain on duty; the administrator will replace that staff member with another from the list of qualified substitutes.

Parents will be notified as soon as a child identified as having suspicious symptoms as noted above. **Should the child be discharged, readmission can occur upon presentation of a physician's report or a complete cessation of symptoms for 24 hours or more and free of fever for at least 24 hours without medication.**

Specifically, children sent home for the following conditions may return to school when:

- 1.) Diarrhea – may return when symptoms cease.
- 2.) Severe coughing – may return when symptoms cease.
- 3.) Conjunctivitis – 24 hours of antibiotic treatment, or a doctor's note specifying the condition is not contagious
- 4.) Fever – 24 hours free of fever without treatment of a fever reducing medication
- 5.) Rash / Skin infection – 24 hours of antibiotic treatment or a doctor's note specifying the condition is not contagious.
- 6.) Lice – Child must be nit-free, egg-free and live bug free in order to attend school. Your child will be checked upon arrival and may be sent home if any of the above are found.

In case of mildly ill children, the center will comfort the child and pay special attention in order to note any change. Mildly ill children will be permitted to stay at the center provided that the parents are notified and concur, and provided that the demands on the staff are not such that an adverse impact on our ability to provide proper supervision for other children does not occur.

Any outbreak of a communicable disease will be shared with families through the Alert Now system.

POLICY FOR THE ADMINISTRATION OF MEDICATION

The Children's House will not administer any medication unless:

- 1.) Written instructions from a physician are available.
- 2.) Written concurrence and instruction from parents are available, signed and dated daily.
- 3.) A parent provides a written note from a physician regarding a child's modified diet, and then accommodations will be made by the center in regard to that child.

Medication will not be administered for any period longer than prescribed or for twelve (12) months. The medication will be properly labeled and include the child's name, date, dosage, frequency and means of administration. The label must be affixed to the medication. Any medication prescribed to be given on an as-needed basis must be accompanied by written instructions from parents.

Non-prescription, fever-reducing medication that do not contain aspirin or non-prescription cough or cold medications that do not contain codeine may be administered by the center without written instructions from a physician if administered in accordance with the following:

- 1.) There shall be written instructions from the parent/guardian on a form provided. The form shall include the name of the medication, name of the child, the birth date of the child, and the date of the parent's instruction and signature.
- 2.) The medication is in its original container with its original label attached.
- 3.) The label must specify the appropriate dosage based on the child's age or weight.
- 4.) The written instructions of the parent, notwithstanding dosages administered by the center, shall not exceed the recommended dosage by the manufacturer.
- 5.) The medication is to be administered by the center for no longer than three (3) days at any one time.

Non-prescription topical ointments, creams, or lotions may be administered by the center without written instruction from a licensed physician if administered in accordance with the following guidelines:

- 1.) There shall be written instructions from the parent or guardian on a form provided. The form shall include the name of the ointment, cream or lotion, the name of the child, the birth-date of the child, the date of the parent or guardian's instruction and signature, and the date.
- 2.) Written instructions can only be valid for twelve (12) months.
- 3.) Authorization for administration of ointment, cream, or lotion may be canceled by written request of the parent or guardian at any time.
- 4.) When used for skin irritations or manifestations of skin irritation, the ointment, cream or lotion shall be administered by the center for no longer than fourteen consecutive days at any one time.
- 5.) School-age children needing inhaler or medication for emergency will follow Administration of Medication. Rule 5101:2-12-25 (Ohio Schools). The procedure is as follows: The parent/guardian will fill out the medication form allowing the staff to administer medication if needed. The inhaler prescribed to the schooler will be held in the administrator's office and be administered by staff only.

Medication, fluoride supplements, and food supplements shall be kept in a safe location where children will not have access. Any medication requiring refrigeration will be placed in the staff refrigerator immediately and stored apart from other materials.

The staff member administering the medication or other material as described above will complete documentation required at the time of administration.

All written instructions, from parents, physicians, or dentists will be maintained in the center's files for a minimum of one (1) year.

DISCIPLINE POLICY

One of our goals at The Montessori School of Wooster is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parent. A caring, respectful and positive approach will be taken regarding behavior management and discipline. Teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. They will work to use intrinsic motivators as much as possible, rather than extrinsic (such as candy, stickers and prizes). Our goal is to help the children develop self-control and responsibility for their actions, without expecting rewards for doing so.

The child is a complex and wonderful person, subject to the same needs, desires, and fears as adults. However, with limited experience, and with an even more limited vocabulary, the communication of these needs, desires, or fears is difficult. It is one of the challenges to the staff to understand your child's requirements through their behavioral clues. Often, these are easy: tired children become cranky and unable to focus. Worried, insecure children may lash out at classmates. Sometimes though, the clues are very subtle.

Our discipline policy is built around the idea that misbehavior often arises from a poorly communicated need. It is therefore incumbent on the staff to be particularly sensitive to those communications. Our methods to correct lack of communication revolve around the maintenance and enhancement of the child's self-image, self-confidence, and communication ability. We will never criticize the child. However, misbehavior is not ignored, particularly if a safety issue is related. These acts, such as hitting, throwing objects, or other aggressive behavior, must be addressed. Our staff uses a system of developmentally appropriate expectations and interventions when addressing these challenges. Such as:

- 1.) Modeling: Staff will model and reinforce appropriate, safe, respectful behavior.
- 2.) Positive reinforcement:
 - a. A smile, wink, nod or thumbs up
 - b. A high five, pat on the back or shoulder
 - c. A sincere verbal praise or recognition ("I like the way...", "Thank you for ...", "I am proud of the way..." etc.)
 - d. Assisting the teacher with a special job
 - e. A special note to the student or parents about a positive behavior
- 3.) Redirection: Staff will replace an unsafe or negative activity with a safe, positive one.
- 4.) Natural and Logical Consequences: Staff will give a logical consequence for the misbehavior.

- 5.) Time Out/Separation from the group: In some cases, when other behavior techniques do not work, a child may need to be removed (one minute away for each year of age) from the event and/or cause of their behavior. This defuses the situation and allows time for reflection. This may occur in the classroom, or in more serious cases, in the office. An adult will be present at all times with the child. The child is permitted to rejoin the group when ready.
- 6.) Problem Solving: Staff will help children solve their problems with misbehavior by discussing the problem with them and more positive ways to solve their problems.

Disrupting behavior distracts from the full benefit of our program and will result in consequences. The following behaviors are considered disruptive:

- 1.) Requires constant/inordinate amount of attention from the staff.
- 2.) Inflicts physical or emotional harm on other children, adults and/or self.
- 3.) Disrespects people or materials.
- 4.) Consistently disobeys the rules of the classroom.
- 5.) Verbally threatens other students and/or staff.
- 6.) Consistently uses verbal or physical activity that diverts attention away from the group of children.

Disruptive behavior will be addressed in a Montessori Compass Tracker and the Observation Log. This will be completed to document any inappropriate behaviors that directly impact other children, staff members, or the group as a whole. This form will be shared with the parent and will explain the behavior and how the behavior has affected others. It will also explain how the situation was resolved. The Daily Observation Log Entry will be sent electronically with the daily reports.

If a child has a difficulty managing his/her behavior on a recurring basis, parents will be asked to discuss the situation with the Administrator.

If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined or removed from The Montessori School of Wooster altogether. Incidents involving intentional physical harm (e.g. biting more than two times for ages 3 and up) will result in immediate dismissal.

Children cannot become self-disciplined unless adults teach them right from wrong. At The Montessori School of Wooster, children will be taught the expectations for correct behavior and encouraged to meet those expectations. When children know something is wrong, and choose to do it anyway, consequences will follow to communicate that the behavior is not acceptable and will not be tolerated in our school.

Under no circumstances will any child be subjected to cruel or harsh punishments such as punching, pinching, or shaking. No physical restraints will be used at any time, and no child will ever be confined. Failure to eat, failure to sleep, or toileting accidents are not considered behavior/discipline problems and therefore no disciplinary action will be imposed. These factors will be noted, however, for the benefit of the parents. No child will ever be humiliated, subjected to harsh language, threats or derogatory remarks about themselves or their family. No discipline techniques will ever humiliate, shame or frightened a child.

If a child is in a situation endangering themselves or another child, the child will be physically removed from the situation, if necessary, in order to prevent further trauma. Behavior disruptive enough to require that the

child be removed from the regular classroom setting and brought to the director or administrator shall warrant an immediate parent consultation with a warning being given to the parents. The second such offense shall mean immediate dismissal of the child. These offenses may include:

- 1.) Hitting a teacher
- 2.) Cursing, offensive or obscene language
- 3.) Throwing chairs or other objects
- 4.) Endangering self, other children, or teachers with misbehavior
- 5.) Any unchecked aggression

Parents will be informed daily of their child's development behaviorally, and in particular if there are emergent problems. Effective communication is the key.

This center reserves the right to immediately dismiss any student that displays unmanageable behavior in order to protect the other children and staff members.

All staff members are aware of the center's policy and support it thoroughly. Violation of the center discipline policy constitutes grounds for dismissal.

BITING POLICY

Infants and Toddlers will bite each other. When it happens, the staff will work with the child who bit to encourage them to use words, but some are just too small for that.

If biting becomes a recurring issue with a child, the staff will discuss the matter with the parents. We will work with children to help them overcome this tendency, but out of respect for the other children in the room we may ask for a child to be picked up by a parent for the day if it becomes a habit. Also, we reserve the right to ask a family to find another childcare solution if progress has not been made after repeated efforts.

MEALS AND SNACKS

Snacks will be served over any four-hour period between meals and will consist of foods from at least two (two) of the following groups: meat, grain, dairy, and fruit/vegetable. For children with food allergies, families will provide lunch and snacks. These snacks need to be brought in a large container labeled with the child's name. Special seating arrangements will be provided for those children with any food allergies.

The center will not provide any lunch items. We are food service exempt and meals are provided by parents.

CLOTHING / PERSONAL BELONGINGS

Children are active and we encourage them to be active both in the classroom and outside. Therefore, it is helpful to dress your child in comfortable, durable and washable clothes. Children often get dirty as they paint, eat and play outside! Your child should be able to easily manage their own clothing (button pants, zip sweatshirts, etc.) We will certainly help children with these tasks if they are difficult, but we are striving for independence for the child.

Children also spend time outside on the playground for structured and unstructured play time. Therefore, gym shoes are usually the best choice for school to keep them safe while running, jumping and skipping. We highly discourage children wearing flip flops to school. Be sure that your child is dressed for the weather. A warm coat, hat and mittens are necessary during the colder months. These items should be labeled with your child's name so that we can be sure that a misplaced mitten makes it back to its owner.

It is advisable that an extra set of clothing (labeled with your child's name) be left at school in case of a spill or accident. This extra set of clothing should be concurrent with the current season.

Rest times often require additional items brought from home. To keep your child comfortable at nap time, you may choose to send in a small pillow and blanket. If your child needs a small soft toy to sleep with, you may send that to school as well. As items can be misplaced, we highly recommend that you keep those dearly treasured stuffed animals and blankets at home! Please label all items brought from home.

Please do not send toys to school. We have many different activities for children to work with in the classrooms, so toys are not necessary. These often pose problems with other children, so it is best to leave them at home. Any toy brought into the classroom will be stored in a safe place until your child goes home.

We make every attempt to return items that have been lost. However, we cannot be responsible for every item brought home, especially those that are not labeled. If you are missing an item please check the lost and found box, located outside of the office. When this box becomes full, we will put up a notice for parents to look through it. After one (1) week, we will donate any unclaimed items to charity.

INFANT SUPPLY LIST

Parents with infants enrolled at The Children's House must provide the following:

- Sheets – must be pack and play sheets
- Swaddle Cloths – must fasten shut: Velcro, snap, or zip closure (per State Regulations). No blankets

- Pacifiers (if needed) with nothing attached (per State Regulations)
- Prepared bottles and extra formula (for emergency use only)
- Baby food and cereal when age appropriate
- Diapers
 - It is the program's policy to check diapers every two (2) hours.
- Wipes
- Diaper ointment (with form filled out)
- Extra clothes
- Diaper bag – large enough to store empty bottles and clothes that need to be sent home

Please remember:

- Please label all items with child's first and last name
- All creams and sunscreens to be applied require a completed medical authorization form and must be kept in their original containers with your child's full name on it.
- All prescriptions must be in the original containers with patient's name, dosage, and prescribed time to be given.

TODDLER SUPPLY LIST

Parents with toddlers enrolled at The Children's House must provide the following:

- Diapers
 - It is the program's policy to check diapers every three (3) hours.
- Wipes
- Diaper ointment (with form filled out)
- Extra clothes
- Lunch Box and Cup
- Indoor Shoes

Please remember:

- Please label all items with child's first and last name
- All creams and sunscreens to be applied require a completed medical authorization form and must be kept in their original containers with your child's full name on it.
- All prescriptions must be in the original containers with patient's name, dosage, and prescribed time to be given.

FEES

Upon registration at The Montessori School of Wooster, an application fee of \$75.00 and deposit of \$300 are due. These fees are non-refundable. Tuition fees are collected according to the selected plan. There will be a \$40.00 fee for all returned checks, regardless of the situation, and a late fee of 10% if tuition payments are not received on time. Contact the office for current late fee rates. If tuition falls more than 30 days behind, the child will not be allowed to return to school until tuition is paid in full.

Special activities are an integral part of our program. Charges for these extracurricular activities, will be billed on an activity basis.

Because we incur and pay expenditures based on our registration and the prospective attendance of those students, there will be no refund of tuition or fees.

Credits for missed days or vacations are not provided. Parents are obligated to make payments when a child is absent. Tuition and fees are non-refundable for withdrawal, snow days, holidays, or sick days.

CLASS CHANGES / WITHDRAWAL

As children grow, they need new challenges. When your child is ready, he/she will move to the next age group. We do not transition children into a new class without notifying the parent(s). When transitioning a child to another group, a written agreement will be made.

Withdrawal does not release a family from their contractual obligation to pay for annual tuition. Contracts can be released if a family moves or once the vacancy is sold to a new child.

THE CHILDREN'S HOUSE KINDERGARTEN PROGRAM

The Children's House offers a full day kindergarten program. It is the culmination of a three-year cycle in a Montessori environment and it is where all the pieces come together. Students in our kindergarten program experience an exciting year of growth and are well prepared for what lies ahead of them, both academically and socially. Detailed information regarding this program is given out to parents who are interested in enrolling in kindergarten. In addition to the policies included in this handbook, there are some special requirements and notes regarding students enrolled in our kindergarten program.

In addition to the paperwork required for preschool, kindergarten students must have on file an updated/current medical form, dental form, and copy of birth certificate.

A school calendar is made available to parents prior to the beginning of school. This outlines days off due to the holidays, teacher in-service days, and breaks. It also provides information regarding days for parent teacher conferences and first and last days of attendance. The calendar is created in accordance to requirements set forth by the State Department of Education.

Kindergarten begins promptly at 9:00 a.m. Dismissal is at 2:30 p.m. If your child arrives after 9:00 a.m., a tardy slip from the office is required.

In regards to attendance, no more than twenty (20) unexcused absences or tardiness may occur during the school year. All absences and tardiness are unexcused unless they have documentation (written parent note, physician's note, or other) on file for the following reasons:

- 1.) Illness/injury. If more than 3 days are missed, a physician's note is required.
- 2.) Family illness. If more than 3 days are missed, a physician's note is required.
- 3.) Quarantine of the home. A health official's note is required.
- 4.) Death of a relative. If more than 3 days are missed, Ohio EdChoice students need permission from the Chief Officer.
- 5.) Physician or Dentist appointment. A physician's or dentist's note is recommended.
- 6.) Religious holidays. Parent note needs to explain holiday and list the dates.
- 7.) Emergency. If more than 3 days are missed, Ohio EdChoice students need permission from the Chief Officer.

Vacation time, traffic, car problems, failure of ride to appear or oversleeping is considered to be an unexcused tardy or absence. Excessive absences and tardiness may be reported to the appropriate authorities.

The student-teacher ratio for kindergarten is 25:1, lower depending on local fire or state regulations. In most cases, a teacher's aid is assigned to the kindergarten class in addition to the teacher. Most of our classes are significantly lower. Typically 1:12 in the morning and 1:5 in the afternoon.

In addition to the policy set forth in the handbook regarding whole school closings, the school-aged program also follows the local school districts. If the local school district is closed for the day due to inclement weather, then there will be no kindergarten. However, The Montessori School of Wooster will typically NOT close due to cold weather. Should kindergarten be canceled for more than the allotted number of days/hours required in the academic year, there will be make-up days added prior to the end of the school year.

The Montessori School of Wooster does not always follow local school district for delays, as children are usually in attendance due to parent transportation instead of bus transportation. Safety is of utmost importance to us and parents need to make their own judgments regarding driving conditions in their neighborhoods and local roads.

Parent-teacher conferences are typically held in November. The exact dates can be found on the school calendar. In addition, we encourage conferences through the year, if deemed necessary by the parent or teacher. Report cards are sent home four times per year.

Your child's records are forwarded to the next school upon receipt of request form. You are encouraged to register your child for first grade at the school of your choice early. This allows time to forward requested documents to the new school prior to the beginning of the school year.

CENTER PARENT INFORMATION

Our respective state license is posted in the front office. The licensing rules governing child care are available for review at the center. We seek to exceed requirements across the board. We are proud of our complete compliance with health, building, and fire codes. Evaluation forms from those departments that have inspected us are available upon request.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

OHIO LICENSE

Our Child Care License is granted by the State of Ohio's Department of Education. The local address of this office is:

Ohio Department of Education
25 South Front Street
Columbus, Ohio 43215-4183

If you have any questions and/or concerns
you can reach the child care help desk at
(877) 644-6388.

INFANT, TODDLER & SCHOOL AGE SAMPLE SCHEDULE

Actual Schedules will vary from classroom to classroom. Teachers will provide a detailed schedule with orientation materials. These are provided as a sample only.

Before School School Age Schedule

7:00 Morning activities, free choice
8:45 Enter Classrooms

After School School Age Schedule

3:00 Afternoon snack
3:30 Afternoon activities, homework, small group
and individual activities
4:00 Recess
5:45 Preparation for closing

All-Day School Age Schedule

6:30 Morning activities, free choice
8:00 Morning snack
8:30 Whole group activities
9:30 Recess
10:00 Late morning crafts & activities, small group
and individual activities
12:30 Lunch
1:00 Recess
1:30 Quiet time, individual activities
3:00 Afternoon snack
3:30 Afternoon activities, small group and individual
activities
4:00 Recess
5:45 Preparation for closing

Sample Infant Schedule

7:00 Morning activities, free choice
8:00 Morning snack
8:30 Language
9:00 Morning nap, as needed
9:30 Recess/gross motor time
10:00 Art
10:30 Music
11:00 Lunch
11:30 Story time
12:00 Nap
2:00 Afternoon snack
2:30 Recess/gross motor time
3:00 Storytime
4:00 Afternoon activities, free choice
5:00 Recess
5:45 Preparation for Closing

Sample Toddler Schedule

7:00 Morning activities, free choice
8:00 Morning snack
8:30 Language Arts & Math
9:30 Recess/gross motor time
10:00 Art
10:30 Music
11:00 Lunch
11:30 Geography & Science
12:00 Nap
2:00 Afternoon snack
2:30 Recess
3:00 Storytime
4:00 Afternoon activities, free choice
5:00 Recess
5:45 Preparation for closing