

Children's World Montessori

Preschool & Kindergarten

Parent Handbook



320 Beach St.
Ashland, OR 97520
(541) 482-1314 (Office)

www.childrensworldmontessori.com

General Schedule

8:00 a.m.	Facility Open
8:00-9:00	Before School Care
9:00	Arrival*
9:15	Circle Time
9:35-11:45	Free choice inside, snack, cooking, and outside play
11:45	Closing Circle
12:00	Morning Program Ends
12:00-12:30	Lunch for afternoon students
12:30-1:30	Outdoor Play
1:30-2:00	Rest Time**
2:00-4:30	Organized Activity, Free Choice Outside and Inside Play
4:30 p.m.	Facility closes

* Please arrive on time. Late arrivals can be distracting during circle time. Families will be asked to wait outside the classroom until circle is complete.

**Time for children that sleep will be provided until 3:00.

Philosophy

1. Aid in the process of developing a positive self-image.
2. Build on child's natural curiosity, wonder and exploration.
3. Be concerned with the process, not just the product.
4. Nurture child's intellectual, social, emotional and creative capabilities to their fullest.
5. Develop a sense of responsibility and sensitivity.
6. Help the child to appreciate their own abilities.

Arrival & Departure

Parents please remain with your children until your child has been greeted and received by a staff member. Remember to sign in and out daily on the classroom attendance sheets. Please note: departure time is recorded when parent/guardian and child leave school or playground. You will be billed up to the point of departure from the building.

- Children's World is responsible for children while they are on the premises.
- When departing with your child please be sure that they do not exit the gates or doors unless they are in your immediate company. If you have someone else drop off and pick up your child please let them know of this responsibility.
- Only the persons listed on your child's authorization sheet, with proper I.D., will be able to pick up your child from the school.
- Please notify the school by phone or in writing when the authorized pick-up person is new to our staff.
- We ask that parents/caregivers please be prompt in picking up their child. There is a \$1.00/minute late fee that will be charged when parents/caregivers pick up their child 5 minutes past the child's scheduled pick-up time.
- It is a school-wide policy that parents cannot solicit or attempt to hire Children's World teachers for private childcare or for personal transportation during Children's World business hours.

Assistance Hours

All parents are required to contribute 10 hours of assistance during the school year. Your assistance is greatly appreciated. Work assistance time is valued at \$10.00 per hour. Some people choose to buy supplies or materials rather than assist with their time. There are a variety of ways to contribute. Please see classroom teachers for details.

Goals for the Children

1. Enthusiasm for learning
2. Cooperation
3. Self evaluation
4. Ability to lead and follow
5. Development of social perspectives
6. Self direction
7. Confidence in resolving conflicts
8. Self regulation

Cubbies

Each child will have a cubbie inside the classroom. This will be their storage place for personal items, notes from teachers and completed works. This is a limited storage space. Please check your child's cubbie often and take home items inside.

Lunch boxes will have a special storage space in the hallway above or below your child's coat hook or in your child's classroom. See teachers for details. Please do not bring toys from home. Each teacher will have specific requests as to how and when to share items from home.

Clothing

It is important that the children come to school in clothing that is comfortable, easy to clean and suitable for outside play. We play outside every day, even when it is raining during our scheduled play time. Please provide your child with a rain jacket and rain boots for inclement weather.

Each child should have an extra set of labeled season appropriate clothing to be stored in the **main bathroom** on a designated shelf. Please put your child's extra clothes in the clean storage box provided in the bathroom with their name on it. If your child comes home in different clothes, this indicates that you will need to replenish his or her supply of extra clothing. A reminder note will be posted near your child's hook as well. Soiled or wet clothing will be found in a plastic bag on your child's hallway hook.

Please label all clothing and personal items, rest time blankets and lunch boxes.

Snack

A morning snack will be provided each day. Parents bring in the morning snack on a rotating basis. Please sign up to bring in a snack each month. Snack sign up sheets are located on the bulletin board near the front door of each class.

Lunch

If your child will be staying after 12:00, please bring a lunch to school with them. Our goal is to become a zero-waste facility. Label the lunch box and the following items with your child's name: reusable containers, silverware, water bottle, ice pack, thermos and cloth napkin.

We ask the children to eat at least half of their lunch. Lunch lasts for about 20 minutes, but children are welcome to take more time to eat if needed. Keep sugary items to a minimum. Due to our limited refrigerator space, we ask that you place a cold pack in your child's lunch if needed. Use a thermos when needed. Microwave warm-ups are not available.

If your child will be staying until 3:00 p.m. or later we suggest packing an extra snack in their lunch. It is helpful if this snack is labeled "pm" snack.

Rest Time

If your child is staying past 12:00 noon you will need to fill out an extended care application. Extended care applications may be found on our website or at the front desk. We have a rest time everyday at approximately 1:30 p.m. This is a time for all the children to rest their minds and bodies. After a short circle time we turn off the lights and put on some relaxing music or books on tape. Rest time lasts about 20 minutes. Children who fall asleep will be allowed to sleep while other children have quiet time. You might consider bringing a labeled soft cuddly item and blanket for rest time. However, please keep rest time items small and simple due to limited storage space. All rest time items should be able to fit inside your child's the rest time cubbie. We request that you launder items weekly.

Supervision of Children in Bathrooms

1. Children who are able to completely tend to their potty needs independently are allowed and encouraged to do so. Children do need to tell a teacher when they need to use the bathroom.
2. A teacher will supervise independent children by keeping them in sight and sound distance while they are in the bathroom. We ask that one child at a time in each bathroom stall when tending to potty needs. The main door to the bathroom remains open when children are washing hands or using the potty.
3. Children that are not yet independent with their potty skills are accompanied by an adult. A teacher will help them as needed and allow for as much independence as possible.
4. When we are outside on the playground and a child needs to use the bathroom, they must ask a teacher for permission to enter the school. The teacher outside uses a walkie talkie to notify the hallway teacher inside that the child is coming in from outside to use the potty. The hallway teacher verifies the child is coming in. If the child is independent, the hallway teacher inside will supervise from the door. If the child is not independent the teacher will assist as needed.
5. When we are on a field trip a teacher will always accompany children to the bathroom and remain with them until they are finished.
6. We do not have diapering facilities. All children must be potty trained before enrollment. Please do not send your child to school in pull-ups. Children need to be able to wipe themselves and to be able to pull up and down their own pants.



Field Trip Procedure

1. Upcoming field trips are written in the newsletter at the beginning of each month. We announce the date, time, destination and any other pertinent information.
2. Following the distribution of the newsletter a sign up sheet is posted. This sign up sheet announces the date, time, destination, and any other pertinent information to the parents again.

Parents are asked to sign next to their child's name. This signature gives the school permission to take the child on a field trip.
3. A final reminder is posted on the front door and the front gate the day before and the day of the field trip.

Transportation of Children

1. Parent drivers must be 18 years or older, have a current driver's license and insurance. They must also complete a Criminal Records check and a Department of Motor Vehicles check.
2. Once parents are cleared to be field trip drivers they will sign up for each field trip. Drivers are posted for all to see.
3. A final reminder is posted on the front door and the front gate the day before and the day of the field trip.
4. It is against school policy for teachers to drive children during school hours for purposes other than a field trip.

Volunteer Policy

1. If any of the classrooms in the school will be using a volunteer (other than parents of students) in the classroom, this information will be posted in the current month's newsletter.
2. All volunteers must have a Criminal Records check and will always be supervised by a staff member.

Health

If your child is running a fever of 100 or more, vomiting, has diarrhea, has excessive green or yellow mucus, or has a contagious illness (i.e. pink eye, strep throat, etc.), they will need to stay home from school. Children can return to school when they are fever and symptom free without medication for 24 hours. In some cases a doctor's note may be required. The Health Dept. requires that contagious illnesses must be reported to your child's teachers or school office. This information will be posted (without child's name) to help alleviate the spread of the sickness to children or staff. If any of these symptoms arise during the school day, we will contact you to pick up your child. We stress the importance of hand washing and healthy hygiene habits. We like to keep the school a clean and healthy environment for children and staff.

We ask that if you send medications, chap stick, cough drops, sunscreen or vitamins to school with your child that they be given directly to your child's teacher.

Make up days are not offered due to scheduling limitations.

Lice

1. When lice or nits are found children must be treated with Rid or Nix before returning to school.
**** Please bring treatment box to school upon return.**
2. Children must be lice and nit free before returning to school.
3. Upon returning to school, the child will have their head checked daily for a minimum of one week or until child is lice and nit free for one week.
****Please arrive by 8:45 a.m. to allow time for child to be thoroughly checked.**
4. Parents will need to remain at school until child's head is checked and cleared to be at school.
5. If no improvement in lice and nit removal is found after **two weeks**, we will ask that child not attend school until clear of lice and nits for at least one week.

Discipline

Discipline is used when needed to help children develop self-control, self-esteem, respect and safety for themselves and for others. We provide positive guidance, verbal redirection and clear limits and expectations.

The following forms of punishment are prohibited: any form of corporal punishment, mental or emotional punishment, chemical or physical restraints, confinement, and withholding or rewarding with food.

Cause for Disenrollment

1. Repeated physical aggression.
2. Repeated disruption of school activities
3. Child's behavior prevents the staff's ability to care for the safety & well being of the individual child or group.
4. Parents who are non-compliant with school policies.

Steps taken to remedy the above occurrences prior to disenrollment.

1. Verbal notice to parents.
2. Written notice to parents.
3. Parent & Staff conference.
4. Parents agree to work with a specialist for an agreed upon amount of time and authorize a release of information form.
5. Possible reduction in child's scheduled school hours.

Lack of parental involvement in the above mentioned steps is also cause for disenrollment.

Tuition & Fees

To obtain current tuition rates, please refer to:

- Our Website: www.childrensworldmontessori.com
- Current Year Application
- Fee Schedule

Payments

Tuition has been adjusted to account for inservice, holidays, teacher set up and clean up times. For your convenience we have averaged yearly tuition over the ten month school year so that your monthly tuition payments are predictable. You may choose your tuition payment plan from one of the following options:

1. One full year payment, paid September 1st.
 2. Two equal payments. One paid September 1st, one February 1st.
 3. Ten **equal** installments paid on the first of each month, September through June.
- Payments can be mailed to 320 Beach St., or placed in the box in front of your child's class or in the payment box on the front hallway desk.
 - Tuition installment payments are not adjusted due to illness, vacation, or other absences from school.
 - Payments are due by the first of each month. Payments received after the 10th of the month will incur a \$15.00 late payment charge.
 - Tuition installment payments are not adjusted due to illness, vacation, or other absences from school.
 - A one month withdrawal notice is required. If you withdraw you child without giving a month's notice you shall be obligated to pay for that month's tuition and forfeit your deposit. The last month student withdraw requests will be honored is April .
 - We ask that parents/caregivers please be prompt in picking up their child. There is a \$1.00/minute late fee that will be charged when parents/caregivers pick up their child 5 minutes past the child's scheduled pick-up time.

Emergency Plan

In the event of a child's injury, first aid will be administered at the center. If the injury is such that a medical professional will need to look at the injury, all attempts to contact the parent or guardian of a child will be made prior to obtaining medical attention. If the parents or guardian cannot be reached, the child will be taken to a facility where s/he can get medical attention (per authorization on the enrollment form). The procedure is the same for acute illness.

In the event of an illness of a non-emergency nature, the child will be made comfortable and separated from the other children (under sight and sound supervision of staff) and parents/guardians will be notified to come and pick up their child.

At the time of enrollment, parents/guardians will provide the center with a phone number where they can be reached in person in the event of an emergency (illness, injury, natural disaster i.e. earthquake, flood, etc.) Parents will also provide a **local** emergency contact number in the event they cannot be reached. If evacuation is necessary, the center director or a designated teacher will phone the parents or a local emergency contact person listed on the child's authorization form.

In the event of an evacuation, the center staff will take the children at the Beach St. Site to the designated staging area (posted outside each child's classroom). If for some reason that area is not accessible or safe the staff will take children to the Ashland High School administration parking lot. Parent/emergency contacts will be phoned and notified of their child's exact location.

Safety Drills

Fire drills are practiced on a monthly basis. In addition, the center also practices earthquake drills and evacuations every other month. Parents may speak to a director if they wish to review the safety drill records.

Hours of Operation

8:00 a.m. - 4:30 p.m.

8:00 a.m. - 9:00 a.m. is before school care

9:00 a.m. - 12:00 p.m. are the school hours

12:00 p.m. - 4:30 p.m. is after school care

Holidays & Snow Days

Children's World Montessori follows the holidays and snow day school closure schedule determined by the Ashland School District. Please do not call our school when trying to determine if there is a school closure. To ascertain if we are having a delayed start (10:00 a.m.) or a school day closure, please use the following contact resources:

1. Our website: childrensworldmontessori.com
2. ASD website: www.ashland.k12.or.us
3. Local news channels.



We have a wonderful website for each family to use as a convenience to communicate with staff and a resource to confirm upcoming events.

Please visit us at www.childrensworldmontessori.com