

Hours of Operation

We follow the Ashland Public School vacation and holiday school closures.

8:30 a.m. - 12:00 p.m. Half Day Program

8:30 a.m. - 3:30 p.m. Full Day Program

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 children 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 child-care or for personal transportation during Children's World business hours.



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

Children's World

A Montessori Toddler Program

Parent Handbook



**175 N. Main
Ashland, OR 97520
(541) 488-3483**

www.childrensworldmontessori.com

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.

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 top of the cubbies in each class. Some items listed on the sign-up sheet will be used for small group cooking projects.

Lunch

Lunch begins at approximately 11:15-11:30 a.m. every day. Please label your child's lunch box with their name. Please pack food in reusable containers and send along reusable silverware, a toddler cup or bottle and a cloth napkin. If your child will be staying for full day program we suggest packing an extra snack in their lunch. It is helpful if this snack is labeled "p.m." snack.

The childcare division has notified us that each child must be served cows milk at lunchtime. You can pack milk in your child's lunch box, however if you do not we are required to serve cows milk. If a family would like to refrain from having their child served cows milk they will need to bring in a note from their physician stating the medical reason their child is unable to drink cows milk. If you have concerns about this policy please contact Anne Russell at the Child Care Division 766-6060 ext. 295.

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 Teachers for details. Completed work assistance hours are entered under your child's name in the Classroom Work Assistance log.

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.

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 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.

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 parents 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.) If evacuation is necessary, the center director or designated staff will take a list of parent/guardian phone numbers with them and contact the parents by phone.

The center staff will take the children to the south west corner of the church parking lot in case of evacuation. If for some reason this area is not available, the staff will take the children to the Oregon Child Development Coalition building across the street. There, all the staff and children will be accounted for and parents will be contacted by phone. The parents will be notified of their child's location at this time.

Fire drills are practiced on a monthly basis. In addition, the center also practices earthquake drills and evacuations every other month. Records of these drills are maintained for parents to review.

Daily Schedule

This schedule is flexible and is used as a guide for the day's activities. Our primary goal is to meet the individual needs of the children.

8:30 am	Arrival and greeting. Indoor or outdoor play
9:15	Circle (songs, puppets, finger play, games, books and music)
9:30-10:45	Free choice inside & snack time Snack will be served between 9:45-10:15 am
10:45-11:30	Outside time
11:30-12:00	Handwashing and lunch followed by free choice or book time
12:00 pm	Half day students depart
12:00-12:30	Lunch clean up, potty time, story time and transition to rest time
12:30-3:00	Rest time, wake up and snack as needed
3:00-3:30	Inside or outside free play
3:30	Full day students depart and school closes

Diapering and toileting are an on-going process and are done at regular intervals throughout the day.

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

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 if it is raining during our scheduled play time. If the weather is rainy, please send your child with a raincoat and rainboots. In colder weather, children will need mittens, hats, warm jackets and winter boots or shoes.

Each child should have two sets of season appropriate clothing to be stored in their classroom.

Please label all clothing and personal items, and replenish your child's extra supply of clothes and diapers as needed.

Dress children in clothing that allows them the highest level of independence they can achieve when dressing and undressing themselves, especially when toilet training. "Onesies" are not recommended or overalls with buckles. We ask the children do not come to school in "crocs" or "flip-flops".

Rest Time

We begin rest time everyday at approximately 12:15-12:30 p.m. Children will sleep for the amount of time needed. This is a time for all the children to rest their minds and bodies. We turn off the lights and put on some relaxing music. You might consider bringing a soft cuddly item. Please bring a labeled 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 the rest time cubbies.

As the children wake they will be diapered or toileted, and wash up for snack or free play. We request that you launder items weekly.



Payments

Children's World Tax I.D. (E.I.N.) 93-1293613

You may choose your tuition payment plan from one of the following:

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.

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 late fee. Please attach a \$15.00 late fee. Checks can be placed in "payment box" located near the bulletin board in each classroom.

On any check written, please write:

- 1. Your child's name**
- 2. The N. Main St. location or Toddler Program**
- 3. Brief description. For example: September tuition, registration fee, material fee or deposit.**
- 4. Drop payment in classroom tuition box or mail to: 320 Beach St., Ashland, OR 97520**

Payments not honored by the bank incur a \$15.00 return fee. Re-occurrence of an unhonored tuition payment requires secured payment (money order or cashier's check) in future payments.

A 30 day withdrawal notice is required. The last month student withdraw requests will be honored is March. There is a \$15 Schedule Change Fee. Accounts past due 30 days or more are subject to disenrollment or collection.

Discipline

Discipline is used when needed to help children develop self-control, self-esteem, and respect 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.

Cubbies

Each child will have a cubby. 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 cubby often and take home items inside.

Lunch boxes will have a special storage space. See teachers for details. Also, each teacher will have specific requests as to how and when to share items from home.

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 sickness (i.e. pink eye, strep throat, etc.), they will need to stay home from school. The Health Dept. requires that contagious sicknesses must be reported to head teachers when noticed. 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.

Make up days are not offered due to scheduling limitations.

We ask you to please call for any reason if your child will not be in school any given day.

Diaper Supplies

- 2 sets of complete clothing
- A full supply of wipes
- 8 diapers

Note: When toilet training send 4 changes of clothing

Please check your child's supplies daily to make sure teachers have the full amount of supplies available.

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.
2. A teacher will supervise independent children by keeping them in sight and sound distance while they are in the bathroom.
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. Before assisting a child the teacher helping them will notify the surrounding teachers.
4. When we are on the playground and a child needs to use the bathroom, a teacher will accompany them inside once they have communicated with their coworker that they will be taking a child inside.
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. Diapering procedures are posted in the toddler bathroom.

Toilet Readiness

In order to transfer your child to our Preschool at 320 Beach Street, your toddler will need to be 36 months old and toilet-ready. Our criteria for toilet readiness is defined as follows:

1. Child must demonstrate at least one month with no potty accidents while in attendance at our Toddler site.
2. Child must be fully capable to pull down and pull up their own pants/underpants.
3. Child must be able to use the toilet independently (i.e. be able to wipe themselves without assistance).
4. Child is able to verbalize the need to go to the bathroom without verbal reminders from teachers.

Transferring to Beach Street

When your toddler is 36 months old and toilet ready (as defined above) you may put in an application for our Beach Street Preschool. Students from the Toddler site will be accepted on space available basis.

Once enrolled, our goal will be to transition your child as smoothly as possible to the toileting arrangement at Beach Street. We will aid your child in the case of occasional potty accidents. Repeated, constant potty accidents could lead to a temporary dismissal from the Beach Street location, possibly to return to the Toddler site until your child is ready to return.

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. Field trips and the use of parent drivers is written in September newsletters. As well, we discuss the use of parent drivers at our Parent Night Meeting in September.
2. Parent drivers must be 18 years of older, have a current driver's license and insurance. They must also complete a Criminal Records check and a Department of Motor Vehicles check.
3. Once parents are cleared to be field trip drivers they may sign up to be a driver for a field trip. Drivers are posted for all to see.