

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 or a school day closure, please use the following contact resources:

1. Our website: childrensworldmontessori.com
2. The Ashland School District transportation department at 482-3174 or 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

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.	Open Facility
8:00-9:00	Before School Care
9:00	School Begins
9:15	Circle Time
9:35-11:45	Free choice, snack, Spanish, cooking, and outside play
11:45	Closing Circle
12:00	School Ends - morning students depart
12:00-12:30	Lunch for After School Care Students
12:30-1:30	Free 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 do your best to arrive here on time for the school hours. Late arrivals can be distracting during circle time.

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. 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 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 will be able to pick up your child from the school.

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 programs scheduled closing 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 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 at the Beach St. Site to the upper playground. If for some reason that is not available the staff will take children to Ashland High School. 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.

Safety Drills

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.

Payments

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 January 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 \$15.00 late payment charge. In addition we will post aftercare tuition bills. Please attach a \$15.00 late charge if you make a payment after the 10th of the month. Checks can be placed in “payment box” located near the bulletin board in each classroom. A 30 day withdrawal notice is required. The last month student withdraw requests will be honored is March. There is a \$15.00 change of schedule fee.

Before school and after school hours are in addition to the tuition payment made for school hours. Extended care use will be billed at the end of each month and can be paid with the following month’s tuition. It is very important that every parent sign their child in when they drop their child off and sign them out when they **leave the premises** with their child. This allows us to have an accurate record of your child’s extended care use for billing purposes. Please do not try to estimate the hours and pay in advance.

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 programs scheduled closing time.

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 bulletin board near the front door of each class.

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 Lead teacher for details.

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. Also, each teacher will have specific requests as to how and when to share items from home.

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, unless it is raining during our scheduled play time.

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 a bag with their name on it. Gallon zip lock bags work well, but any clearly labeled bag will do. If your child comes home in different clothes this indicates that you will need to replenish his or her supply of extra clothing. 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.

Health

If your child is running a fever of 101 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 concerns.

Tuition & Fees

\$50.00 application fee

\$125.00 materials fee per year

Beach Street Kindergarten

\$350.00/month, \$3,500/year

Beach Street Preschool

5 days/week \$340.00/month \$3,400.00/year

3 days/week \$240.00/month \$2,400.00/year

2 days/week \$190.00/month \$1,900.00/year

Extended Care Fee \$3.85 per hour

On any check written, please write:

1. Your child's name

2. The location they attend:

K = Kindergarten

**P = Preschool, room #5, room #6
or room #7**

3. Brief description. For example: September tuition, materials' fee or October tuition and September extended care

Enrollment is not extended past the month for which payment is not received.

Payments not honored by the bank incur a \$25.00 return fee. Re-occurrence of an unhonored tuition payment requires secured payment (money order or cashier's check) in future payments.

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.

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.

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



Lunch

Lunch begins at approximately 12:00 p.m. every day. If your child will be staying after 12:00, please bring a lunch to school with them. Please label their lunch box with their name. Please pack food in reusable containers and send along reusable silverware, labeled cup or water bottle and a 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. We ask that you use reusable packaging whenever possible and to 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.

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 cow's milk. If a family would like to refrain from having their child served cow's milk they will need to bring in a note from their physician stating the medical reason their child is unable to drink cow's milk. If you have concerns about this policy please contact Anne Russell to the Child Care Division at 766-6060 ext 295.

If your child will be staying for after care we suggest packing an extra snack in their lunch. It is helpful if this snack is labeled "p.m." snack.

Rest Time

If your child is staying past 1:30 p.m. please sign up for the afternoon program in the aftercare sign-up sheet located on the bulletin board, in front of your child's classroom.

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 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. Before assisting a child the teacher helping them will notify the surrounding teachers.
4. When we are outside on the playground and a child needs to use the bathroom, they must ask permission to enter the school. If a teacher is working inside, the inside teacher is notified of the incoming child and assists as needed. If no teacher is inside then the teacher needing to assist the child will notify the other teachers on the yard that she will be entering the school to help someone use the potty. If the child is independent, then the 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.

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 the September newsletter. 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 will sign up for each field trip. Drivers are posted for all to see.

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.