



MOUNTAIN MONTESSORI

POLICIES and PROCEDURES

Please keep this document as a reference. Sign the last page and return that to Mountain Montessori for your child's file.



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Policies and Procedures

Philosophy and Purpose

In an authentic Montessori environment, we use an educational method that supports and addresses the nature of the child. The nature of the child is not a theoretical construct, but it is based upon Maria Montessori's detailed and lengthy observation of the child.

Maria Montessori believed that all children are born intelligent, they simply learn in different ways and progress at their own pace. The Montessori approach to education is consciously designed to recognize and address different learning styles.

Mission Statement

- To foster and encourage authentic Montessori education
- To help each child reach his/her full human potential socially, emotionally, intellectually and physically
- To offer and apply developmentally appropriate and educationally sound principles of learning
- To serve children and families through humanitarian efforts
- To promote peace through education



Ages

Mountain Montessori is licensed for 40 children per day ages 2.5 years to 6 years. The license allows for 20 children per classroom.

Applying to the Program

Each family interested in applying to Mountain Montessori must fill out an application and pay a \$25 application fee. This can now be done on our website at www.mntmontessori.org. A completed application is the only way to be considered for future openings. We do not offer a wait list per se. As openings arise we review our applications and offer families observations. Observations are by appointment and we suggest **BOTH** parents come into the classroom without their child and watch the classroom in action with the help of our one-way mirror.

We have a rolling admissions policy but most of our openings are for September. If we feel your family is a good fit with our program and we have a spot, you will be contacted to see if you are still interested in our program. At that time, the director will want to meet with you and your child.

Attendance and Hours

Regular attendance is essential to success within our Montessori program. We have 3, 4 and 5-day programs available to meet family's needs and we ask that you recognize the benefit of your child being in

the classroom during their scheduled days of school. Regular school hours are from 8:30-3:30pm. Extended Hours allow for 8am-4: 30 pm. Holidays can be found in the Mountain Montessori Enrollment Agreement.

Absence If your child will be absent we request a phone call by 9am that day.

Tardiness School begins at 8:30am. A teacher will be present from 8:30am to 8:40am to escort the children from the car to the school. After that time it will be necessary for you to park, escort your child to the door of the school and leave them with the teacher. This is disruptive to your child's routine and the children already involved in their academic day. If tardiness becomes an obvious pattern for your family, we will ask you to consider a program that is more suited to your family's needs.

We also have extended hours from 8am-8: 30am. A teacher will be present from 8-8:10am to escort these children to the classroom.

Second Programs We believe it is **not** in the best interest of any child to be enrolled in more than one care situation at a time. We ask that you commit to Mountain Montessori for all care due to the confusion that can occur for a child if they are in two different settings. Our goal is consistency and if a child is with another daycare provider when they are not at Mountain Montessori, the result is two sets of rules, two sets of friends, two sets of expectations. This can cause developmental issues within the Montessori curriculum.

Birthdays

At Mountain Montessori we acknowledge a child's birthday with a Celebration of Life. On or near the child's birthday, we ask parents to schedule this event with the Director. The parent is asked to send in *ONE photo for each year* your child has been alive (newborn, 1, 2, 3 etc.). At the 8:30am line we then light a candle and the child walks around line with their photo. Parents are welcome to attend line time and will be asked questions by the teacher about each year – "was he walking at 1?". Our goal is to keep the focus on the child's life. You are welcome to send in a special snack for that day which we will serve after lunch. It cannot be homemade, as State regulations prevent us from serving items that do not come from an FDA approved kitchen.

Clothing

1. Children should come to school in comfortable play clothes that they can move easily in at all times. We make every effort to use smocks during messy activities but practical play clothes are recommended. Each child must bring a full set of extra **seasonal** clothes in a zip lock bag. The bag and the clothing must all have the child's name in permanent marker. These remain at school or are returned to parents when and if used.
2. Each child must have a pair of slippers to change into at school. These remain at school. We ask you to purchase the slippers at www.montessorimovers.com. For the playground we strongly encourage sneakers or soft souled shoes that are easy to put on and take off by the child. Velcro makes your child's day a lot easier.
3. Weather changes quickly in Colorado and we go outside **EVERY DAY!** Please make sure your child is equipped with waterproof boots, mittens, hats, snowsuits and perhaps an extra sweater. All of these should be labeled and may remain at school in your child's personal cubby. If the weather becomes extremely cold or excessively hot the staff will make a safety decision as to stay inside.

Communication

Office Hours are Monday through Friday from 4:00pm – 4:30 pm. This is a good time to contact the Director by phone with concerns or kudos regarding your child or his/her environment. It is also a good time to schedule appointments to address more in depth questions or concerns regarding your child or the classroom. Your child's teacher's first responsibility is the care and safety of all children. Please set a time for communication during these hours and not when the teachers are actively teaching or "on-duty". Even a "quick" question can distract a teacher enough to endanger the children in their care. Therefore, curbside and entryway conferences are discouraged. These times are not enough time to give you the undivided attention to your concerns that your family deserves.

We also send a daily email every school day utilizing a software program called SchoolCues. You are asked to

register for SchoolCues and download the app on your phone for ease of communication. If you do not receive your email, please let us know. Emails from parents are also encouraged as a means of communication.

Conferences

Parent/teacher conferences are held in the fall to address social/emotional adjustment of the child. A second conference is held in late spring to address academic growth in addition to the social and emotional growth of your child. These conferences are on the school calendar and there are no classroom hours on these days. Conferences are scheduled utilizing the School Cues app.

Discipline

The philosophy of our school encourages “respect for myself, respect for others and respect for the environment”. Staff utilizes ‘Positive Discipline’ by Dr. Jane Nelson, which can be found at www.positivediscipline.com. We also follow a peace curriculum that allows children to resolve conflict with their peers with a teacher as a facilitator. The teacher may also need to address one child’s behavior specifically, at which time the child is given a “time-in” or asked to stay by the teacher. The behavior is then addressed with the child and the teacher. Physical punishment is never an option.

Recurring discipline situations or serious “acting out” that is harmful to the child, another child or disruptive to the class environment will require an immediate conference with parents, the teacher and the Director. The school promotes teamwork with parents on discipline matters. Families are expected to partner with school staff in developing strategies for managing behavior in the classroom and at home. If the problem persists, Mountain Montessori will refer the family to community resources such as an early childhood consultant for additional support. In the Vail Valley we have access to support systems through Early Childhood Partners and private specialists that may be required to support our efforts. If this cannot be done in a manner acceptable to both the school and the parents, it may be necessary to find a program that better fits the needs of the child.

If families are unwilling to participate in the referral process, the child may be dismissed from the program. NOTE: When a child becomes aggressive toward other children or staff members to the point of physical contact injury, parents will be notified for immediate child pickup. Mountain Montessori staff reserve the right to physically separate (carry or pick up) a child from a dangerous situation until pickup has occurred.

Emergencies (other than illness)

Mountain Montessori Staff takes every precaution to ensure a safe environment. Our classroom was designed so we can identify where children are at all times visually. We also take attendance at 8:30 am, 10:30 am, 12:00pm and 2:00pm. The staff is instructed to count continually on the playground to assure the whereabouts of each student. But even with those precautions there may be incidents that fall outside of our control. The following procedures have been established:

Lost Child The Director is notified immediately and staff will conduct an immediate and thorough search of the campus. The parent or emergency contact is alerted to the situation. Police are notified if the parents or emergency contacts cannot be located.

Blizzard In the event of a blizzard, teachers will stay with the students and the Director will be responsible for maintaining a safe environment and food, if needed.

Fire The classroom has a fire evacuation plan, which is enacted when the alarm sounds. One teacher leads the children to the meeting place outside as the Director surveys the entire classroom and checks attendance before and after the alarm. If we are unable to return to the facility, we will notify parents via School Cues mass text messaging to pick up their child at Mountain Self Storage, 910 Nottingham Road, Avon, CO (970) 748-6963.

Building Evacuation If at any time, we are asked to vacate the building; we will escort the children to Mountain Self Storage, 910 Nottingham Road, Avon, CO (970) 748-6963. We will then utilize School Cues to send a mass text to parents to notify them of our whereabouts.

Fee Schedules

One time **Application Fee** due with initial application is \$25. The annual **registration fee** is \$200 for new families and \$100 for returning families. **Tuition** is determined in the spring prior to each academic year. None of these fees are refundable. For 2016 the monthly fees from September to May are as follows:

3 days per week	\$784
4 days per week	\$1045
5 days per week	\$1306

Invoices will be sent electronically each month. Please provide the school with an accurate email. Tuition is due on the first of every month. If tuition is not **received** by the fifteenth of the month there will be a 5% late fee assessed. Auto draft payments are done on the 5th of each month.

Field Trips

At this time Mountain Montessori does not offer “off campus” field trips. As such, we will not be transporting children in a private vehicle for school outings.

Filing a Complaint

If you would like to file a complaint about childcare, the Division of Child Care at the Colorado Department of Human Services can be reached at (303) 866-5958. The address is 1575 Sherman Street, Denver, CO 80203-1714.

Group Parent Meetings - PARENT NETWORK

Parent meetings are held the third Thursday of every month from 6-7pm. These meetings are held to familiarize parents with the Montessori philosophy and environment and create a sense of community. They can also be used to discuss parenting issues. These meetings are important in our efforts to get to know each other and support one another in raising children.

Illness/Accidents

Young children frequently become mildly ill. Preschoolers experience a yearly average of six respiratory infections and can expect one to two gastrointestinal infections each year. Deciding whether to keep your child home can be difficult. It is important that you take into consideration the well being of your child, the other families enrolled in our program and the staff’s health. If your child is not 100%, sending them to school can often mean they are more vulnerable to more serious illness. Their immune system is lowered and they become sicker. **Rest is the best means of recovery for a child.** Please refer to the chart below for guidelines and recommendations from the State of Colorado Health and Human Services:

Disease	Exclusion from school is necessary
Diarrhea (stools are watery and frequency is twice what is usual)	Yes
Chicken Pox	Yes -children with uncomplicated chicken pox may return on the sixth day after the start of rash or until blisters are crusted
Conjunctivitis (Pink Eye)	Yes – until 24 hrs. after treatment. If your health provider decides not to treat your child, a note is needed to be re-admitted.
Coxsackie Virus (Hand, Foot, Mouth disease)	No – but make sure they are able to fully participate in school activities.
Fifth’s Disease	No – child no longer contagious once rash
Strep Throat	Yes – until 24 hours after treatment, child must be fever free for 24 hours.
Head lice	Yes – until the day after treatment

If your child becomes ill or injured at school, we will first contact the parents and then emergency contacts if that is unsuccessful. A staff member will stay with an un-well child in an office until you arrive. We request that you respond immediately so that staff member may return to their duties. Help us keep our environment healthy by keeping children home free of fever, vomiting, and discomfort for 24 hours. Your child must be well enough to resume a regular Montessori day - including outdoor play. Our staff does reserve the right to call parents and ask them to collect their child if in our opinion they arrived sick.

All health problems must be noted on the child’s information sheet. The school is required by Colorado law to keep an updated **State of Colorado Immunization Certificate** on every student. Please ask the staff if you require a blank Immunization Certificate. This must be in the child’s file before the child may start school. It must also be kept current. A child may be asked to be withheld from school until their health records are completed. There is no “break” on tuition when the child is not able to attend for this reason. Children who

attend Mountain Montessori may or may not be fully immunized, however records must be kept up to date anytime there is a change. We require a minimum of an annual update to immunizations.

Mountain Montessori is required to alert the Eagle County Department of Health to all reportable communicable illnesses pursuant to regulations of the State Department of Public Health and Environment.

MEDICATION - staff shall dispense Prescription medication ONLY with a medication form filled out by the parent and signed by a physician with the physician's phone number. These forms are available from staff. Medication must be in the original container bearing the original pharmacy label with the RX number, name of medication, date filled, physician's name, child's name and dosage instructions. NEVER send the medication in the child's lunch box or backpack. Hand the medication directly to staff. All medications are kept in the office and are dispensed by personnel trained in first aid and the administration of medicine.

Lunch and Snacks

Children are to bring their own **lunches** with a drink to school every day. The lunches remain in their cubbies prior to lunchtime. If refrigeration is required, please pack the lunch with a cold pack. We cannot accommodate 20 lunches a day in our refrigerator. We will heat lunches with a microwave. Lunch must provide 1/3 of the child's daily food needs. Please do not send candy or soda to school. **Parents provide an individual snack each day.** Please place the snack in a separate bag marked with an "S". This is helpful to your child.

Personal Belongings

Children are required to leave jewelry, money, candy, soda, costumes, and toys at home. Items are lost and are also a distraction during our time in the classroom. We do have three letters a month that are posted. Children may bring items that start with those 3 letters all month. We will then share them on line. Only during that time are children allowed to bring items from home.

Pick-up at the end of the day

1. Children are to be picked up at the west side of the school at 3:30pm each school day ***if they are not*** enrolled in the afterschool extended hours program. We ask you to be patient as we escort your child to your car. Please remain in your car as the teacher safely walks your child to your automobile. We believe this is the safest way to protect the children in the parking lot. ***Cell Phones are restricted from being used at this time of the day on campus!*** If your child ***is not*** enrolled in the extended hours program from 3:30-4:30pm, pick up after 3:40pm will result in a substantial late fee placed on your tuition bill the following month. The cost is \$15 after 3:40pm and \$15 for each 5 minutes thereafter. There is no maximum fee per occurrence. The Director will remain with that child until a parent or emergency contact arrives. If tardiness becomes an obvious pattern for your family, we will ask you to consider a program that is more suited to your family's needs.
2. If your ***child is enrolled*** in the extended hours program, your child will be picked up at the west side of the school at 4:30pm each school day. We ask you to also be patient as we escort your child to your car. Please remain in your car as the teacher safely walks your child to your automobile. ***PLEASE REFRAIN FROM CELL PHONE USE*** at this time. Pick up after 4:40pm will result in a substantial late fee placed on your tuition bill the following month. The cost is \$15 after 4:40pm and \$15 for each 5 minutes thereafter. There is no maximum fee per occurrence. The Director will remain with that child until a parent or emergency contact arrives. If tardiness becomes an obvious pattern for your family, we will ask you to consider a program that is more suited to your family's needs.
3. Mountain Montessori will not release a child to anyone without ***written authorization*** from the child's legal guardian. Staff will also require identification from the person picking up your child if we do not recognize that person. A registration form will be submitted by the parents to the school to identify those people who are allowed to pick up their child. Staff will still require identification and the family code word from that person if they are not easily recognized. The pick up person must be 18 yrs old.
4. If your child is not picked up at the scheduled time and we cannot reach you or your emergency contacts, then the Director will remain with your child until 5pm. After 5pm, if we have not heard from you or an authorized contact we will be forced to contact Child Protective Services of Eagle County at 970-328-8840. Child services will then take over care of the child.
5. If there is a reasonable belief that the authorized individual is under the influence of drugs or alcohol, and the authorized individual leaves with the child and is operating a motor vehicle, then the program must immediately report such to police or social services. If the individual leaves with the child and is not operating a motor vehicle, the school must still call law enforcement and or social services.

Sign In/Sign Out

Staff will have a clipboard in their possession during car pool pick up and drop off that carries the Sign In/Out sheet. It is required for security purposes that each child be signed in each morning and signed out when they are picked up. Director or staff is required to use that list each afternoon to make sure each child has been picked up. The classroom and playground are then given a security sweep to make sure every child has been picked up for the day.

Special Needs Children

Mountain Montessori welcomes the opportunity to work with children having special needs provided this is in the best interest of the child. Accommodations in compliance with the American Disability Act will be made.

Suspected Child Abuse

Staff is required by law to report any reasonable suspicion of child abuse to the county Department of Social Services or the local law enforcement agency. And if parents feel the need to report suspected child abuse, they can do so by calling Child Welfare at (970) 328-7720.

Toilet Training

All children enrolled at Mountain Montessori need to be fully potty trained. We understand that all children have accidents and we will provide safe and dignified assistance to each child that may need help. However, children that consistently have accidents and are not fully toilet trained will not be able to continue attending Mountain Montessori. Please do not send pull ups with your child, as we will not use them, even for naptime.

Visitors

Visitors must check in with a staff member and sign a posted sheet indicating when they visited, what the purpose of their visit was and what form of identification is used. All spontaneous visits are discouraged but observation by appointment is encouraged.

Video Viewing

Mountain Montessori does not use television or videos within the classroom.

Withdrawal/Termination from the Program

Mountain Montessori requires one-month advance written notification from parents or guardian that a child will be leaving the program.

If for any reason, Mountain Montessori must withdraw care, parents will be given a one-month advance notification. If the school determines the child has social, emotional or behavioral issues, then every effort will be made to work with the family and a team of specialists to support the growth of the child. If the school feels this program is not a good match for the family and their child, every effort will be made to help them find the appropriate program to meet the child's needs.

Reasons for dismissal from the program include but are not limited to:

- Failure to provide health/immunization and other records within 30 days of enrollment or on annual basis, or
- Failure to pay tuition or other charges (with no payment plan established), or
- Failure of the program to meet the needs of the child, or
- Your child constitutes a safety or legal hazard to themselves, other children, or staff (see "Discipline Policy").



Policies and Procedures Acknowledgment 2016

I certify that I have read all of the Policies and Procedures for Mountain Montessori. I understand that these rules apply to all students and their families and will abide by these policies and procedures.

PRINT NAME

Date

PARENT SIGNATURE