



Centennial Montessori
6960 SOUTH HOLLY CIRCLE
CENTENNIAL, CO 80112
720-200-9220

Dear Parents/Guardians,

Welcome to Centennial Montessori! We thank you for the opportunity to work with your child. We consider it a great honor and will do our best to meet your expectations. Our goal is to create a loving environment, rich in authentic Montessori apparatuses. We as Montessori Teachers, who will be referred to as Guides, will prepare the environment, make keen observations of your child, and introduce new material when your child shows that he/she is developmentally ready and interested. We hope that you find the following information beneficial. If you have questions, please call us or feel free to make an appointment.

Sincerely,

CM Administration

Statement of Philosophy

We believe first and foremost that any child and his/her family, regardless of race, creed, national origin, or sex deserve an education which provides for the child's individual growth and development, cultural diversity and awareness. This education encourages the child to become, creative, independent, responsible, fully functioning and self-directed adults who can make decisions for themselves. As the child's second most important caretaker, aside from the child's guardians and family, it is our responsibility to provide appropriate developmental opportunities necessary to achieve these goals, making sure to continue our love for learning by consistently educating ourselves in every way possible.

We believe education should be fun and enjoyable and develop the child's physical, cognitive, social, emotional, and spiritual growth. Learning should be interesting, motivating, and changeable to the needs of each child.

We believe the guide has the responsibility to love and nurture the child, provide for his/her immediate and educational needs. We are scientists who observe and record an experiment's stages of development, providing the necessary environment and elements that may be needed for the experiment to be successful.

We believe the child's role is to attend school with the knowledge and understanding that s/he is safe and secure and will have every opportunity to learn in a challenging, rewarding, culturally accepting, and loving environment.

We believe when a child is given the appropriate environment and guidance, discipline should not be an issue. Rather, the child will face only natural consequences of which he will be able to safely and securely correct and learn from. In turn, this will also provide the child with a sense of freedom and independence that will ultimately produce a happy, conscientious, loving, self-motivated, confident, and productive member of society.

We believe that the school must be the child's; not the Guide's, Director's, Owner's, parent/guardian's, etc. Everything must be done with the child in mind.

We have devoted our future to the education of children. We will uphold this devotion by constantly educating ourselves, being culturally aware and accepting, knowledgeable in the growth and development of children, understanding of parent/guardian's words and wishes, and lastly-- but not least--in constant search and implementation of our statement of philosophy.

Program Goals

Our goals as Guides in this school are to provide the following as part of the Montessori program to parents, children, and staff members:

- * A prepared environment where each child can achieve self-direction, exploration, sense of order and accomplishment.
- * A safe atmosphere where words are used to show respect, expression, and conflict resolution.
- * Communication, support, and education for parent/guardians in an encouraging, tactful, and honest manner.
- * To educate the whole child – physically, cognitively, socially, emotionally, and spiritually.
- * To expose children to the languages.
- * To expose children to visual arts, music, and physical fitness.
- * To provide a desirable work environment to maintain high standards for all staff members.

Children with Special Needs

Centennial Montessori does not discriminate against children with special needs. The school is open to all children regardless of race, sex, religion, or ethnic origin. Our school will try to accommodate children with special needs to the best of our ability. Close communication with the parents/guardians is essential to providing quality care. If the child has already been evaluated by his/her system, we will work with him/her to implement the IEP that has been developed. Parents/guardians are required to submit to us their child's most recent IEP and keep us updated on progress. If we feel a child should be evaluated so that they can receive extra help early on, we will make recommendations to the parents/guardians.

The school will not discriminate against children with special needs. The Centennial Montessori admission team will determine if your child's needs can be met within the school's program. CM is compliant with the Americans with Disabilities Act.

Typical Daily Schedule

7:15-8:30 a.m.	Morning Care
8:15-8:30 a.m.	Morning Carpool
8:30-11:00 a.m.	Free Work Period (Uninterrupted Class Time)
11:00-11:20 a.m.	Line Time (Circle Time)
11:30-12:45 p.m.	Lunch and Outside Play
12:45-1:00 p.m.	Carpool for Half Day
1:00-3:00 p.m.	Nap/Afternoon Class
3:00-3:15 p.m.	Outside play for Nap/Afternoon Class
3:15-3:30 p.m.	Afternoon Carpool
3:15-6:00 p.m.	Full Day – Aftercare/ Ancillary Programming

Extracurricular Activities: We encourage an integrated approach to ancillary programming. Music, Spanish, Yoga, Sports and Art may be offered throughout the week in the Aftercare Program. These topics may change at any time as administration deems necessary. These classes are designed to engulf the children in these subjects at a more in depth and extended manner. They are meant to add to what the children will be receiving throughout the week in the Montessori classroom.

Vacations and School Closures

Centennial Montessori will typically follow the same school year schedule as the Littleton, Douglas County, or Cherry Creek Public School Districts. The following is a predicted list of the school closings and vacations. These are subject to change and exact dates will be given in the yearly calendar as well as your monthly newsletters. Please be advised that there will be four days out of the year that the school will be closed for Staff Education, required by the state. Make note that dates can change depending on how holidays fall within the year.

School Closures:

September – Labor Day
October – Fall Break (2 days)
November – Thanksgiving Break (Wednesday - Friday)
December – Winter Holiday Break
January – Winter Break/New Year's Day
February – President's Day
March – Spring Break
April –
May – Memorial Day
June –
July – Fourth of July (closure depends on where the 4th falls)

August – Four-day closure before start of ‘Traditional Year’

School Visits/Transitioning In

For Primary children who are new or are starting in a new classroom within our school, we will schedule a school visit to occur before the child begins his/her first day. This visit's purpose is to orient your child with the school, Guides, and his/her classroom. This will greatly help your child transition into the school setting and create those relationships necessary for your child to feel safe and secure while attending school. The visit will last no longer than thirty minutes and will also provide opportunities for you to ask any questions that you may have before the school year starts.

For our Infant/Toddler families who are new, Centennial Montessori **requires** a week long slow transition in. This transition allows for your child to adjust to the new environment, Guides, and schedule. Starting in a new environment can be more of a challenge for children at this stage of development, and we've found that a transition week allows time for our staff to bond with not only you but also your child. Details will be discussed upon enrollment.

Things to Bring to School

Your child's Guide will send out a welcome packet prior to his/her first day to go over items that need to be brought specifically to your child's classroom.

* Please make sure that your child always has appropriate clothes for the weather and remember to label all items! We will frequently be outside playing on the playground and going on nature walks. During cold weather periods please provide gloves, boots, heavy coats, snow pants, and hats. **Label Everything!**

****Children will go outside 32 degrees and above unless it is actively precipitating. ****

* If your child is here for nap, please provide a crib-sized sheet and small blanket. Be sure to mark all individual rest items with your child's name in a distinct area. These items will come home at the end of your child's week to be washed at home and then returned on Monday.

****Infants 12 months and under must provide a sleep sack the does not restrict their arms (no swaddling). Only pacifiers will be permitted in the crib. Please see school's Safe Sleep Policy****

Things **not** to Bring to School

* Please do not allow your child to bring any toys from home. Books, however, are great to bring and share with the class at line time. Please limit books to one per week, as we have many things to cover during line time.

* No gum, candy, or money please.

*Pacifiers/Bottles are not allowed outside of the Infant community

*No Crocs – children tend to trip on the toe and can cause injuries – Sandals are also not recommended out on our playgrounds

Communication

We want open lines of communication. We are always available to speak with in regards to your child. We do ask, however, that you do not speak about your child in front of him/her. They absorb everything they hear and we want adult conversations to be heard only by the adults. Please feel free to hand us a note if you have a question or would like a call back or a note of response. Carpool times are not the best time in which to express questions concerning your child. Please direct all questions concerning your child to the Head Guides and the Director. If you are unable to express your concerns or questions through a note, please call the office and either leave a message or schedule a time to visit with your child's Guide or the Director.

Centennial Montessori has several ways in which we will communicate with you and your family. You will receive a monthly newsletter, which will provide you with upcoming events, a lunch menu, updates from your Head Guide and your child's class events for the month, and various other information, which will be beneficial. These newsletters will be emailed to parents/guardians to the email addresses provided on your Directory Permission Forms. *Brightwheel* is the app used for brief communication to and from the classroom, including photos/videos, school/classroom reminders and daily reports for Nido and Toddler communities. Please understand that the children are our first priority. Therefore, messages on *Brightwheel* will be checked periodically throughout the day. Please allow 24 hours for a response from staff. More serious or lengthy matters that need to be addressed should be via email or scheduled for a face-to-face conference. Also, our Director will frequently email parents/guardians with questions, inquiries, reminders, school news, etc. For the safety and transparency of our staff and families, we require that families do not contact personal staff emails or cell phone numbers.

You are always welcome to observe your child at any time. Additionally, there will be two scheduled conference times during the year; one in the fall and one in the spring. These conferences are a time to sit with your child's Guide and discuss his/her progress in class, at home, and any concerns that either you or your child's Guide may have. We see these conferences as being a great time to expand on your child's skills and talents.

Communication is the corner stone of all relationships and we hope to build strong relationships with all our families!

Carpool Procedures (Primary ONLY)

- Carpool Times:** 8:15-8:30 a.m. (Arrival)
- 12:45-1:00 p.m. (Departure for half day)
- 3:15-3:30 p.m. (Extended Day)

All children will arrive and depart near the bridge crossing over to the north entrance. Please pull all the way up to the end of the curb area as much as possible and one of our carpool attendants will be waiting to either retrieve your child or return your child. After either dropping off or picking-up your child, please immediately finish pulling away by going around the small circular drive and then back out onto Holly Street.

Tips for a Smooth carpool:

- * Please refrain from getting out of your vehicle. Our attendants are trained to remove and return your children safely and in a timely manner. Preparing your child for carpool before arriving will help aid in the separation. On the way to school, talk about what a great day they will have and possibly discuss some of their favorite activities that they might wish to engage in. Say your good-byes while waiting in the lane. This will make it easier for all to proceed with carpool.
- * Always sign in/out each day on our clipboard. Also, look for any messages that might be available on the clipboard and any information papers that might be on the clipboard for you as well.
- * Please refrain from using cell phones or being engaged in a phone call during carpool times.
- * Please use your parking brake when stopped in the carpool lane for safety.
- * Do not attempt to go around another vehicle in the carpool lane. This will prevent accidental bumper fenders.
- * Please watch for children and attendants at all times before descending forward in the lane.
- * Please refrain from asking questions of your child's progress or major concerns to our Head Guides and Assistants during carpool. If you have a message to get to our Head Guides, this can be done by pre-writing a note, coming in after carpool to leave a message with our office, or calling and leaving a message with the office. Your child's Head Guide will be sure to return your message in a timely fashion when she is not scheduled to teach in class.
- * If you arrive early you may wait at the front of the carpool lane and our attendants will be there at their scheduled time. If you arrive late please park in the parking lot and walk your child in to his/her classroom.
- **Carpool can be cancelled if weather does not permit or too dangerous for those involved. Notifications will be sent out prior to.

Arrivals/In-School Drop-Offs

If your morning has been a rough one, let us know. Also, if there has been a traumatic occurrence in your child's life, please let us know. This will help us with your child in understanding his/her demeanor and being able to give them a little extra love in getting through his/her day.

Please, don't be late to school. Classes start @ 8:30 across the building. Maria Montessori was a strong advocate for an uninterrupted work period. Help us create the best environment for all our students by being on time. If your child is always late he/she will not reap the full benefit of the environment and having people arrive late can disrupt the other students.

If your child has been walked in or is being picked-up from inside the classroom, please allow him/her to put away or retrieve his/her own belongings. Allow him/her to hang up his/her coat and belongings and put on slippers. Part of Montessori's philosophy and goals is to instill independence. Your child is learning this daily and will take internal pride in being able to do this on his/her own.

You must notify your child's guide and/or front office by 9:00AM if your child is going to be absent for the day or will be late. Please make note that if you plan to be here after 11:00AM, your child must stay home for the day. Arriving after 11:00AM can create your child to be off schedule resulting in an unsuccessful day along with disrupting our school day. Should your child need to be picked up during the morning for a scheduled appointment, s/he must return to school no later than 1:00 pm. We must have accurate numbers for staff to child ratio while honoring the individual child's routine. If your appointment goes beyond the 1:00 pm time, s/he will not be admitted into the classroom environment but may return the following school day.

Unauthorized pick-up Procedure

The school will absolutely not release any child to an unauthorized person. In the event that a person attempts to pick-up one of our students and has not been authorized by either parent/guardian, the school will inform this person that the child will not be released until authorization is given, in written form by the Parent/Guardian. The said person will be asked to leave the premises. If the said person does not cooperate with our staff, then the appropriate authorities will be called. A call will be made to the Parent/Guardian of the child to inform them of the incident.

Always keep your emergency information up-to-date with the administration. This will help to ensure who is and isn't authorized to drop off or pick up your child.

Discipline Policy

Throughout the school year, the students are taught and given guidance to respect their environment, friends, and adults. We offer to the students and emphasize the use of good decision-making skills and manners (through Grace and Courtesy lessons) so that they may have the confidence to solve problems more effectively, respectfully, and independently. In the classroom, the children first learn to listen to and follow directions the first time before they can move on to anything. Though the classroom is their own and they have the freedom to choose their work, the children are given boundaries and guidelines that must be respected. When the children do not respect the boundaries, they often have natural consequences that are directly related to their actions. We do not regularly communicate these occurrences with parents because it is part of the child's natural development and is often best handled in the classroom.

When a student chooses to behave inappropriately in the classroom, we will:

1. Make them aware of their actions
2. Warn them of consequences if the actions continue
3. Take action (i.e. removal from the activity, redirection, reflection time, discussion with the Director and Head Guide, etc.)

Typically, the children do not need more than a warning or two before they understand their expectations. In some situations, we may schedule a conference with the parents and Head Guide to better understand and communicate challenges a child is having. If problems revolving around behavior persist, the Director will schedule a meeting with the parents and Head Guide to come up with a Positive Behavior Guidance Plan. This plan will be very detailed and outline desired outcomes, actions in the classroom and at home, and a timeline. It is rare, but important to understand, that reoccurring behavior challenges and disruptions beyond this plan can result in the school decision to disenroll a child. This would only occur after all efforts have been exhausted to help the child within the school and home environment.

Again, consistency is going to be the key to your child's success. It is very important that expectations/discipline at school and home are similar so the child is not confused. Please speak to the Head Guide if you have any questions or concerns.

Positive Guidance

We take a preventative and proactive approach to child guidance, reinforcing appropriate behavior rather than focusing on inappropriate behavior. Our teachers are trained to use redirection, distraction, and developmentally appropriate techniques that promote self-regulatory skills in young children. Children will not be put in a time out, and they will only be allowed "space" from the group in extreme instances. Physical restraint is not used or

permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation. We welcome any parental input that is in accordance with our positive guidance philosophy.

Behavior Management and Developmental Concerns

Challenging behavior is a part of the preschool experience. Children are learning about themselves and the world around them including boundaries and rules. As a school, we are dedicated to supporting children's social-emotional development and working with families to ensure that the children are safe and comfortable. With any incident, we will notify the parents of the children involved and documentation will be written for families and the school records. We will work together with the families to keep them informed and to develop strategies for change.

When there is a repetitive challenging behavior with a child, there are steps that we take as Guides and staff to ensure the child is getting all the support that is needed to be successful and progressing in the classroom.

Stage 1: The Guide will conduct classroom observation and documentation with attempts to curb the behavior using teacher strategies

Stage 2: Meeting with parents about new strategies, talk about the need for referrals to outside resources (therapists, etc.) that may or may not be necessary, and writing a formal behavior plan around positive behavior strategy

Stage 3: If your child requires more care than our ratios can provide, we will require you to find alternative care. This could be temporary if the behavior subsides.

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once. When biting happens, our response will be to care for and help the child who was bitten and to help the child who bit to learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

There are times when biting or other behaviors are more severe and need to be addressed in a different way. Centennial Montessori takes these behaviors seriously and has a protocol in these situations. These stages can go quickly and sometimes can take time; we may see the situation get worse before it gets better; however, as teachers we look at the child and want to do what is best for him/her. Partnering with parents and utilizing outside resources can help us to get to the root of the behavior and how best to support the child. Please see the above stages for managing this behavior.

Transitions

Transitions are an exciting time at Centennial Montessori. While children are often eager to move into the classroom, the actual move can be a little intimidating whether from home or from a previous classroom. Our teachers are well versed in making transitions a pleasurable experience. Children will have opportunities to visit their new classrooms for short periods before moving full time. You can also set up a meeting with the guides to ask questions and learn the classroom culture. When the transition time is close, we email families to inform the change is coming, info about the new classroom and the guides bios. The child visits the new classroom for at least 1-2 weeks before the actual date of transition and parents can set up meetings with the new teachers to ask questions and learn about the new classroom. This allows the child to get to know the guides and the guides to get to know the child. If we find that the child is not ready to transition, we will revisit the situation and see if we can find a better fit and time.

Primary children that are graduating to a new school are supported by the guide talking about the new school, what that change might be like, and encouraging the child to be excited about the change. We will partner with families to get to know the new school the best we can so that we can best provide this support.

Discharge Policy

Centennial Montessori reserves the right to cancel enrollment of a child for the following reasons:

- Non-payment or excessive late payment of fees.
- Not observing the rules of the center as outlined in the Parent Handbook.
- Child has special needs, which cannot adequately meet our current staffing patterns.
- Physical and/or verbal abuse of staff or children by parent/guardians or child.

Health/Illness Policy

You are the best judge of your child's health and we trust you will not bring a sick child to school. However, if in the opinion of the teaching staff, your child is assessed to be sick, we will call you to come and pick-up your child. Occasionally, staff can tell if your child seems to be coming down with something during the day and will give you a heads up that an illness may be headed in our direction to allow you time to wrap up your day. **If your child was sent home due to illness, he/she may return to school on the next school day, following**

24 hours of being symptom free and without the aid of medication. The 24 hours does not start until all symptoms have stopped! This is to allow your child ample time to recover and stop the spread of illness to the other children. Medical and emergency contact information must be complete and on file before your child can enter school.

The following criteria will be considered in determining if your child must go home:

- * A fever of 100 degrees or more
- * Inflammation of the eyes
- * Vomiting
- * More than one incident of diarrhea within an hour of each other
- * Communicable disease
- * Unknown rash
- * Not participating in activities as your child normally does
- * Uncontrollable cough/mucus

It is your responsibility to notify the school if your child has an infectious/communicable disease such as: pertussis, measles, mumps, chicken pox, head lice, etc. A child may be re-admitted without a statement from a physician only if the child has been absent for a period of time equal to the longest incubation of the disease as specified by the Department of Health and Social Services. When a child has been diagnosed with a communicable illness such as pertussis, hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia or shigella, the center will immediately notify the local health department or the State Department of Public Health and Environment, all staff members, and all parent(s) or Guardian(s) of the children in care. Children's confidentiality will be maintained.

We are always concerned about the health of every child in our program. To keep all children as healthy as possible we ask you to keep children home if there are any signs of the following:

- * Fever
- * Pain
- * Frequent coughing
- * Signs of conjunctivitis
- * Vomiting
- * Diarrhea
- * Excessive nasal discharge

If antibiotics have been prescribed they must have been started for a full 24 hours, before your child may come back to school.

Frequent hand washing with soap and running water is necessary to prevent the spread of disease. Children and adults need to wash their hands before preparing or eating snack, lunch, after handling animals, toileting, coughing, and wiping noses. If washing hands during these times is habitual, illness and disease will have less of a chance at spreading, and we can keep your children's environment a healthy one for all.

ILLNESS POLICY - HOW SICK IS TOO SICK? WHEN TO KEEP YOUR CHILD AT HOME FROM SCHOOL OR CHILD CARE

There are three main reasons to keep sick children at home:

1. The child doesn't feel well enough to take part in normal activities, (such as; overly tired, fussy or won't stop crying).
2. The child needs more care than teachers and staff can give, and still care for the other children.
3. The illness is on this list and staying home is recommended.

CM may use its discretion on any illness! While these are the most common illnesses, it does not contain all. If a parent has been notified to pick up due to illness, the parent/approved pick up must be here within an hour.

Children with the following symptoms or illness should be kept home (excluded) from school:

Symptoms	Child Must Be at Home?
<p>DIARRHEA Frequent, loose or watery stools compared to child's normal ones. Note: Discretion will be used in regards to other factors such as medication, teething, unsettled food, illness around the building.</p>	<p>Yes – if child looks or acts sick; if child has diarrhea with fever and isn't acting normally; if child has diarrhea with vomiting; if child has diarrhea that overflows the diaper or the toilet</p>
<p>FEVER with behavior change or other illness <u>Children will be sent home at 100.4 and over.</u> Staff will notify parents if below and child is showing signs of an onset as a precautionary step</p>	<p>Yes, when the child also has a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc. <u>Child must be fever free for 24 hours before returning to school and without the aid of medication.</u></p>
<p>INFLUENZA Fever over 100 F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, vomiting and diarrhea</p>	<p>Yes, doctor's note is required for return to school to ensure period of contagion has passed.</p>
<p>COUGHING Note: Children with asthma may go to school with a written health care plan and the school is allowed to give them medicine and treatment</p>	<p>Yes, if severe, uncontrolled coughing or wheezing, rapid or difficulty breathing and medical attention is necessary</p>
<p>MILD RESPIRATORY OR COLD SYMPTOMS Stuffy nose with clear drainage, sneezing, mild cough. Note: If symptoms are not manageable child will be asked to stay home for 24 hours or until symptoms are better under control</p>	<p>No – may attend if able to take part in school activities. <i>Keep home if symptoms are severe. This includes fever and the child is not acting normally and/or has trouble breathing.</i></p>
<p>RASH WITH FEVER Note: Body rash without fever or behavior changes usually does not need to stay home from school, call the doctor</p>	<p>Yes – call the doctor. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated</p>
<p>VOMITING Throwing up one or more times in the past 24 hours – Staff will take discretion</p>	<p>Yes - child must be symptom free for 24 hours from the time the vomiting stopped</p>
<p>CHICKEN POX</p>	<p>Yes - until blisters have dried and crusted (usually 6 days)</p>
<p>CONJUNCTIVITIS (PINK EYE) Pink color of eye and thick yellow/green discharge</p>	<p>Yes - (bacterial) – child must be on antibiotic drops for 24 hours before returning to school. (Viral) – a doctor's note is required. Symptoms must be manageable before return.</p>

CROUP (SEE COUGHING) Note: May not need to stay home unless child is not well enough to take	Seek medical advice
FIFTH'S DISEASE	Yes - if fever is present. Once child has been fever free for 24 hours child may return to school. When rash appears, child is no longer contagious.
HAND FOOT AND MOUTH DISEASE (Coxsackie virus) *Child is most contagious the first week of illness. Contagious period can last several days or weeks after.	Yes - if child has mouth sores and/or hand sores. Sores must have dried and crusted. Mouth sores may not be present due to drooling or placing hands/materials into mouth. <u>Doctor's note required for return.</u>
HEAD LICE OR SCABIES	Yes - from end of school day until after first treatment. Check for several days after treatment to be sure it has been cleared.
HEPATITIS A	Yes - until 1 week after the start of the illness and when able to take part in usual activities
HERPES	No - unless the child has open sores that cannot be covered or is drooling uncontrollably
IMPETIGO	Yes - for 24 hours after starting antibiotics
RINGWORM	Yes - from end of school until after starting treatment Keep area covered for the first 2 day
ROSEOLA	Yes - if the child has a fever and rash, call the doctor
RSV (Respiratory Syncytial Virus)	Yes - if child has fever or uncontrollable coughing/wheezing as well as not participating in activities
STREP THROAT	Yes - for 24 hours after starting antibiotics and the child is able to take part in usual activities
VACCINE PREVENTABLE DISEASES Measles, Mumps, Rubella, Pertussis (Whooping Cough)	Yes – doctors note required before returning to school
YEAST INFECTIONS Including thrush or Candida diaper rash	No – child must have medication admin form to apply any creams/ointments. Follow good hand washing and hygiene practices

These guidelines are adopted from Children's Hospital Colorado with Centennial Montessori's revisions:

References

- American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education. 2011. Caring for our children: National health and safety performance standards; Guidelines for early care and education programs. 3rd edition. Elk Grove Village, IL.
- American Academy of Pediatrics, Managing Infectious Diseases in Child Care and Schools, 3rd Edition, Elk Grove Village, IL 2013.
- Colorado Department of Public Health and Environment, Communicable Disease Epidemiology Program, Infectious Disease in Child Care Settings: Guidelines for Schools and Child Care Providers, Denver, CO, October 2013.

Immunizations

All immunizations must be kept up-to-date. Most recent immunizations and general health appraisals must be turned into administration within 30 days of enrollment. The school may permit the enrollment of children who have not been or are only partially immunized if the statement of exemption has been signed by the physician and/or parents and guardians. **If you have chosen to place your child on a delayed schedule – a plan must be put in place within 14 days of enrollment.** All forms must be updated at each well child visit.

Diapering and Toilet Learning

Children requiring diapers will be checked for wetness or feces at least every two hours, or whenever the child indicates discomfort or exhibits behavior that suggests a soiled or wet diaper. The child will be changed when found to be wet or soiled. A diaper changing station or changing area is provided in each classroom and is located separate from any food preparation, storage or serving area and will comply with Colorado Department of Health and Environment Rules and Regulations Governing the Health and Sanitation of Child Care Facilities

Toileting time is a very collaborative process between teachers, parents/guardians and children. Children best learn toilet skills through consistent, positive encouragement from all the adults who care for them on a daily basis. We are committed to working with your family to make toilet learning a developmentally appropriate process with as little stress as possible. Parents are responsible for providing diapers, wipes and diapering cream. Please fill out an ointment/lotion consent form if you would like teachers to apply diapering cream as a **preventative** measure. Staff is not allowed to apply ointment as a treatment to diaper rash! Children in diapers and those transitioning to the toilet must have a minimum of two complete changes of clothing at the school at all times, including socks. An additional pair of closed toed shoes kept at the center is also recommended.

Medications

We prefer not to administer any medications at school. If a medication must be administered at school a "Release to Give Medication" form must be completed and signed by your physician and the school nurse before administering. Sometimes it can take 1-2 days for doctors' offices to get proper forms to us, so if your child needs medication the day of drop off and all forms are not in and signed by the physician and school nurse, you will need to come administer the medication. If your child suffers from allergies or asthma and requires a constant or frequent administer of medication, the appropriate forms must be completed and kept up to date. If your child has severe allergic reactions to nuts, bees, etc. and requires an EPI PEN to be on hand, it is your responsibility to purchase one to be kept at the school. Our school nurse, required by the Division of Child Care and Licensing will be visiting monthly and checks all medications to be sure that all information is correct and up to date.

All medication must be kept in its original container bearing the original pharmacy label showing the prescription number, name of the medication, date filled, date expired, physician's name, child's name, and directions for dosage. PLEASE DO NOT PLACE MEDICATION IN CHILD'S BACKPACK. PLEASE DO NOT GIVE THE MEDICATION TO OUR GUIDES OR ASSISTANTS. Take the medication and completed release form to the office and give it to the administration.

Over the counter medications will typically not be acceptable for the school to administer. These medications are ordinarily for the **temporary** relief of symptoms, which indicate that the child will be better off staying home to rest and recuperate. Homeopathic medications are not allowed (teething tablets, gas drops, essential oils, etc.)

Pursuit to the Rules Regulating Child Care Centers – the school’s licensed health consultant must observe and document the competency of each staff member involved in medication administration and must delegate to one or more of the child care staff the task of medication administration, to include routine medications only. For medications not covered in the medication training, the health consultant must provide additional training, delegate on a one-to-one (1:1) basis and provide ongoing supervision.

Minor and Serious Injuries

All minor injuries, such as cuts and scrapes, will be treated with soap, water, ice, and/or Band-Aids.

If warranted 911 will be called immediately, if not, parents or other persons listed on emergency cards will be contacted. If no one can be reached, we will call the primary physician you have listed. PLEASE KEEP YOUR CHILD'S EMERGENCY CARDS UP TO DATE.

All injuries are to be documented on an accident report. The parent(s) or guardian(s) and staff members on duty must sign this report. A copy will be kept in your child's file, which is reviewed monthly by our nurse.

Inclement Weather and Excessively Hot Weather

Your child will be going outside on a daily basis. The only times in which the children will not be going outside are when the temperature is 32 degrees or below, 95 degrees or above, or when it is raining, snowing, hailing, etc. Please take this into consideration and always have the appropriate clothing for your child to be comfortable and enjoy his/her time outside. Keep track of the extra clothes that are kept for your child in his/her cubby. Check each season to change out the clothes so that if your child does need to change, he/she can do so in appropriate clothing.

Identifying Where Children are at all Times

Centennial Montessori staff continuously does face to face ratio checks, attendance, and head counts throughout operating hours.

Videos at School

Videos are not regularly used in our school, but exceptions are made for short films related directly to a topic being studied with the children or occasionally “books on tape”. Parents/guardians are welcome to view our video library at any time.

Transportation

Centennial Montessori does not transport children.

Field Trips

Centennial Montessori chooses not to take our children on field trips due to the safety concerns that can arise with car seats, drivers, etc. Centennial Montessori does not transport children.

Nature Walks

Frequently your child and their class will exercise nature walks within walking distance of the school. These nature walks will not typically be planned out ahead of time and are often spontaneous. Maria Montessori believed that children should be a part of nature to observe, experiment, and enjoy. If you choose to allow your child to participate in these excursions signing the Parent Handbook Agreement will act as written permission.

Because of these sporadic nature walks, please be sure to always send your child with appropriate clothing, so that he/she may be able to participate in comfort. As in the classroom, ratios will always be maintained. Should your child arrive to school when your child's classroom is on a walk, he/she will join another classroom if ratios allow or wait in the front office with administration.

Meals and Snacks

The school will provide morning snack, lunch, and afternoon snack each day. Morning snacks in Primary are independent activities where the child will put down a place mat, fill his/her plate, eat, wash, rinse, and set the dishes out to dry. Snacks will be only healthy choices, presenting one of the four food groups. The children are not required to eat.

Lunch will be served daily and is a time when the children will help prepare, set-up, serve, engage in conversation, learn grace & courtesy, and help to clean-up afterwards. All lunches will include a healthy balance from each food group. Our cook will be preparing the food that is listed on the monthly lunch menu, which will be sent home each month and can also be viewed from inside the school. Administration can choose to change the items served the day of if they deem necessary for appropriate reasons.

For those parents/guardians who have children that have allergies or special dietary needs due to religion will need to discuss the menu with the Director of the school and a comparable menu will be worked out specified to your child's needs.

Centennial Montessori strives to serve an organic menu. However, there are times where organic items are not in stock and/or are too expensive. We will substitute with all-natural products.

Visitors to the School

Occasionally we will have in-house visitors to speak with your children about a topic that is being studied in class. We will take all safety and security measures with these visitors as we would anyone coming into the school who is not either a parent/guardian or staff member. At all times our staff will be present during the visitors visit. This will ensure ratio, as well as maintaining grace and courtesy for our guests. Most of these visits will be planned ahead of time and you will be informed either through the monthly newsletters and/or by announcement on the clipboard and email notice.

All visitors entering the school must have ID checked by administration, sign in/out, and state reason for visiting. This is to ensure the safety of the children and the school at all times.

Lost Child Procedure

In the event a child becomes lost staff will immediately go on alert. All of the children will be gathered to their classrooms or local area and attendance will be immediately taken. Staff will then search inside and outside for the missing child. If the child is not quickly found, 911 will be contacted and the parents/guardians notified. All other children will be kept in a designated area until the child is found.

Attendance is taken daily in the morning and head count is done throughout the day. Please be sure to call the school in the event that your child will not be present and if it is for a consecutive amount of time, please give the school written notice. This will help the staff plan for your child's absence. Signing in and out each day is a state requirement and also aids the school in making sure that your child is safe at all times.

Upon admission you are required to write out the information on the people, other than yourself, who you authorize to pick-up and drop off your child. This information is kept in your child's file. If in the event that you will have someone who is not listed dropping off or picking-up your child, written permission is required from you. We will need a full name, description of this person, description of the vehicle being used, their contact information, dates in which drop off and pick-up will occur, and a signature from you. We will check the state ID of this person upon drop off and/or pick-up, so please inform him/her of this.

Procedure for Closing Center

Throughout the day a head count is done, especially during transition periods. At the end of the day, after the last child has been picked up, the staff members will check all rooms while closing them down. This will ensure that there are no children left at the center before closing and locking the doors. In the event that your child has not been picked up after the school has closed, the staff will call the primary caregivers first. If the staff is unable to reach you, the emergency contact person given on your emergency information will be called to come and pick-up your child. **If no one on the emergency contact list can be reached either, the law enforcement will be contacted to handle the situation. Please keep all emergency information up to date!**

Fire, Weather, and Emergency Procedures

Our school has a fire exit procedure for each area of the school. These evacuation layouts are posted in each room. In the event that there is a real fire in the school our guides and staff will escort your children to their designated places, if possible, outside the vicinity of the school. We will wait there until instructions have otherwise been given to us by the local fire department and law enforcement. Upon permission from the fire department and law enforcement you will then be contacted with further instructions.

In the event of a tornado or other weather emergency, the school will follow all weather procedures and each classroom will go to their designated positions within the school. We will listen to radio reports for further instructions and times in which it is safe to call you and give you further instructions. **Please do not attempt to pick-up your child during this time until the news reports have given you permission or we have called you.**

Fire and tornado drills are held periodically. This ensures knowledge and procedure in case of a real occurrence. All classrooms have their own procedure and exit destination to go to during the drills. Children are taught about fire and weather safety and the reason for the drills. This ensures a smooth and less panicked situation.

Should we have to evacuate the school for any reason, our evacuation location is in the large building across the street, diagonal from the school at the:

**Joyous Chinese Culture Center
6940 S. Holly Circle
Centennial, CO 80112
303-221-6688
Owner – Joshua
Director – Yu Li**

Emergency Closing and Disaster Procedure

There are several reasons why the school might close for an emergency. If the school closes due to inclement weather while in session the school will contact you with the latest time that you may arrive to pick-up your child. We understand that getting to your child during inclement weather can be trying and we will be understanding of this. Do not put yourself in danger; your child is safe while in our care. **If there is a closure before the start of school, watch and listen to the news. If Littleton Public School, Cherry Creek, and/or Douglas County School Districts are closed, we will be closed too. If a delay is put in place by any of the districts we will also follow but will take the lesser of the three.**

***Centennial Montessori deems the right to close if necessary outside of what the public schools have chosen to do or not do.**

Please call if you have any questions. If the school is forced to close due to power outages or other facility related problems, you will be contacted and a reasonable time will be given for you to pick-up your child.

Keep Emergency Records Up to Date!!!

Centennial Montessori has an Emergency Response Plan for all cases of emergencies in detail. Centennial Montessori staff practices monthly emergency drills, including fire and tornado drills. Other drills include “Lock- Out” and “Lock-Down and Hide” and “Active Shooter”. In the event of an actual emergency, parents and guardians will be notified as soon as possible by center staff first by email and then by phone if children need to be picked up early.

In case of a missing child, parents and local authorities will be notified as soon as possible.

In the event that a disaster becomes a matter of local, state, or national emergency, the following procedures shall be observed:

- * Do not call the school or come to the school, unless you are close and the radio reports indicate that there is no danger in traveling the city streets.
- * Children will only be released to family members, preferably parent(s)/guardian(s). If you need to make other arrangements, please inform us of this when we call you to pick-up your child.
- * Listen to the radio for updates on the situation. We will also be listening to the radio for instructions.
- * If at all possible, we will attempt to stay in the building. If this is not possible, we will transfer the children to the nearest community disaster emergency station. * You will receive instructions when you are contacted on how, when, and where to pick-up your child.
- * Please do not wonder through the evacuation site. Remain at the dismissal area and wait for your child to be brought to you. Every effort will be made to meet the needs of the child and reunite the family as quickly as possible.
- * At least three days' worth of food and water will be kept on site at all times for emergency needs.

Child Abuse Reporting

Any staff member of the school who has reasonable belief that a child has been subjected to abuse or neglect shall immediately report the suspicion to Social Services and/or the local law enforcement agency. Likewise, if you see child abuse or neglect occurring within our school, you are required by law to contact Social Services and/or the local law enforcement agency. The telephone number to report child abuse in your county is:

Arapahoe County Department of Social Service 303-636-1750.

For additional information regarding licensing, or if you have concerns about a child care facility, or if you would like to review a licensed facilities file, please consult the Colorado Division of Child Care at:

1575 Sherman Street Denver, Colorado 80203-1714 or at 303-866-5958

Confidentiality of Records

Centennial Montessori keeps records of the student's admission, health records, communication, progress reports, etc. You have the right to review, comment, and release information. All records are held in the strictest of confidence and will not be shared with anyone but you, the guides in direct contact with your child, and the Director/Owners. These records will be kept for a maximum of three years after graduation, termination, or withdrawal. Information of these records will not be released unless all tuition and fees have been made. We will forward records to future schools and medical examiners upon written request.

Making Your Tuition Payments

We currently use **Brightwheel** for billing needs. Upon enrollment, you will be invited to sign-up. You'll have the option to pay manually or have automatic deductions from your bank account. Tuition is due either the 1st and/or the 15th of each month, depending on your billing arrangement.

We certainly do not want any of our students to depart from our environment before the end of the school year, but if the need arises we require a 45-day written notice. Thank you!

Late Payments and Late Pick-up Fees

There is a \$25.00 late payment charge for all tuition payments not made by the 5th of the month. Any tuition that is due which exceeds 30 days may be subject to interest charges and children may be dismissed.

Please be sure to pick-up your child at the designated time. Our guides have a tight schedule and are needed for ratio at all times. Additionally, our evening staff needs to get home to their own families at the end of the day. We understand that some times situations will occur in which you may not be able to pick-up your child on time. In these situations, in which you are late a fee of \$0.50 per minute will be charged for Half-Day and Extended Day programs and \$1.00 per minute after 6:00 p.m. for Full Day programs. Please synchronize your clocks with the clock in the lobby, as this is the clock used to determine time.

In the event that your child has not been picked up after the school has closed the staff will call the primary caregivers first. If the staff is unable to reach you, the emergency contact person given on your emergency information will be called to come and pick-up your child. ***Please keep all emergency information up to date!***

Birthdays

We love to celebrate birthdays and do so by having the child walk around a felt sun as many times as he/she is old while holding the Earth. This presentation allows the children to see how the Earth has revolved around the sun for each year since your child's birth. Please sit down with your child at home and create a time line of pictures for each year. This activity can be one of such enjoyment as you remember the years and share them with your child. Bring this time line into class on the day of his/her celebration to share with the class. You are welcome to join your child for the celebration during line time.

School...What to Expect

Based on our experience and the advice of experts, (all, some, or none) of the children in our programs will experience (all, some, or none) of the following normal behaviors:

- 1.) Your child may become overly tired and irritable on school days. This may cause him/her to be overactive and noisy. This new experience is very stimulating. Give him/her a snack or lunch and spend some quiet time reading a book or napping.
- 2.) Your normally outgoing child may be very quiet at school or vice versa. Accept this and let him/her enter at his/her own pace. Many young children prefer to watch first before entering play or a group.
- 3.) Your child may do things at home for him/herself that he/she will not do at school or vice versa, like dressing him/herself.
- 4.) Your child may pick-up behavior that you dislike. This can happen anywhere, not just in school. Relax and do not make an issue of it. Let us know if we can help, and vice versa.
- 5.) Your child will not necessarily "play together" with other children. He/she will play alone or along side others. At first he/she may move quickly from one activity to another. As time goes on he/she will have longer periods of focusing on one activity.
- 6.) Your child may suddenly not want to come to school or will want you to stay or may not want to go home. Look for reasons and talk with your Head Guide. Do not scold or bribe your child.
- 7.) Don't expect your child to be equally happy every day. We all have ups and downs. Part of school is learning about life and its ups and downs.
- 8.) Don't expect your child to bring home a finished product suitable for framing. The focus is on process not on the product. Don't drill your child on what he/she did that day. They will usually answer nothing. Give him/her time to tell you about his/her day.
- 9.) Please don't make comments or complaints to people who can do nothing about it. If you have a comment or concern, or compliment, bring it to your Head Guide or the office staff. We are always open to you and your ideas.
- 10.) Have fun with your children. Don't blink...time flies by so quickly. Before long, you will be choosing a college!

The Environment

The environment is divided into sections: Practical Life, Sensorial, Language, Math, Science, Geography, Culture, Art, and Library. In the beginning of the school year the children will typically work mainly in Practical Life. Once they have shown that they understand the concept of the work cycle and increased attention span, the area of Sensorial will be introduced. Once the children have a good working knowledge of Sensorial, then Math, Language, Science, Geography, & Culture will be introduced. The Art and Library sections are open at all times.

Additionally, to the core subjects and areas in the classroom, your child will be learning Grace & Courtesy Skills. Your child will have the opportunity to demonstrate these and practice them throughout the year.

Work Versus Play

Maria Montessori developed apparatuses that are contained on individual trays. These apparatuses will be referred to as works, apparatuses, or materials. The children like the word work as it makes their play seem as important as the jobs of their parents/guardians do all day.

Lost Pieces

It is very common in a Montessori environment for the very small parts to be lost. If by chance your child brings home a part to an apparatus, please return it. They are very costly to replace. The children love these little things and sometimes cannot resist taking them home. We do not think they are stealing these things, but value them a great deal. Please do not scold them. Explain how important the little piece is and that they need to return it. Thank you!

Volunteer Opportunities

There is a correlation between parents who volunteer in their child's classroom and a successful and well-balanced child. At CM, we strongly encourage parents to volunteer in the school/classroom during various times of the school year based on communicated requests. Additionally, the **Centennial Montessori Parent Association** is our group of volunteering parents who support the children, school and classrooms with community events and support, occasional fundraising, and staff appreciation. If you are interested in joining CMPA, please email cmpa@thecentennialmontessori.com.

