

PARENT HANDBOOK

Fairview Montessori School
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I. OVERVIEW

A. ABOUT US

Purpose & Philosophy

Fairview Montessori's early childhood program is a three-year program purposefully structured to cultivate the 2 ½ to 6 year old child's natural desire to learn and to take advantage of a child's most sensitive years when the mind effortlessly absorbs information from an enriched environment. The well-being of the children is our top priority. Our teachers are dedicated to providing a safe, consistent routine that fosters a sense of security within each child and encourages independence, initiative, social and moral responsibility, and respect for self, others, and the environment. Our approach to teaching is based on Montessori's idea that education is a natural process of growth that unfolds in an environment that carefully reflects the learning characteristics of the child at each stage of development.

Montessori Early Childhood Program

With guidance from well-trained, certified Montessori teachers, children in a mixed-age setting are encouraged to explore each of the five distinct areas that constitute the carefully prepared environment of a Montessori classroom—Practical Life, Sensorial, Mathematics, Language, and Culture/Geography. Within defined limits, children pursue their own interests while respecting the interests of others and also develop a sense of community by working together and side by side as individuals. Through repeated interaction with self-correcting materials, children discover on their own the concepts the Montessori materials are intended to isolate with little need for correction by others and learn to take pride in their accomplishments. Intrinsic motivation, self-discipline, concentration, persistence, and a positive attitude toward learning are characteristics that are encouraged and rewarded every day, every week, and every year. With each successful experience in a Montessori classroom, whether social, intellectual, or physical, children acquire the skills necessary to reach their potential.

Montessori Curriculum

The Montessori curriculum emphasizes the importance of respecting the developmental needs of children and allows for experiential learning under the watchful eye of a credentialed Montessori teacher. Materials used in a Montessori classroom are: didactic, developmentally appropriate, child-size, open-ended, aesthetically pleasing, and isolate a specific concept. They encourage or support: sense of order, control of movement, concentration, independence, purposeful work, successful experiences, cooperation, and peace. In the Montessori environment, children have available to them materials such as glass, ceramic bowls, small beads, household tools, and non-toxic paint, polish, and clay. Many of the materials are breakable and require a careful and delicate touch when using them. Many pose choking and inhalation hazards. By enrolling your child in a Montessori program, you agree that the educational benefits of authentic Montessori materials far outweigh the risks they pose.

B. APPLYING TO FAIRVIEW

Applications are accepted from prospective parents who have had a tour and observed a class. Children may enroll at the start of the academic year in the fall or, if space is available, mid-semester. Priority is given to returning students and their siblings who apply during the reenrollment period, then to Montessori transfers, then to children enrolling full time. Every attempt will be made to balance each class as to age, sex, and readiness of the child. Because Montessori programs are highly specialized and revolve around the developing needs of the child, we strongly encourage you to plan on your child attending a Montessori program for three full years.

Non-discrimination Policy

We welcome children ages 2 ½ to 6 years from all ethnic, religious, and cultural backgrounds. We do not discriminate on the basis of race, religion, class, color, national origin, disability, sex, or age in any aspect of our operations. We will accommodate children with special needs if 1) we believe that our program is equipped to do so effectively, 2) accommodations are readily achievable and do not contradict our purpose and philosophy, and 3) it is in the best interest of the child.

II. AND SO IT BEGINS

A. THE FIRST DAYS

Starting school in a new environment can be fun and exciting to parents and children, but some find it difficult to separate. Before school starts, talk with your child about school and what it will be like. Comments such as "I will miss you" are sincere but often cause children to worry about how you can manage without their presence at home. Prepare your child for separation by telling him or her that you will be leaving but will come back soon to take him or her back home. Say good-bye as quickly as possible, as children will usually settle down very soon after the parent has left or is no longer visible. *Our aim is to make the transition as smooth as possible for children and adults.* If your child is having separation difficulties, we can work with you to develop a phase-in plan.

Dress Code (all articles of clothing should promote independence)

- clothes that are appropriate for the playground and sandbox (i.e., practical, simple, durable)
- clothes that can be taken off in a hurry (to help prevent accidents when going to the bathroom)
- shoes that slip on & stay on, or sneakers with Velcro that are practical on pea gravel
- avoid accessories that fall off (barrettes, bracelets) unless you don't mind if they're lost
- no clogs or cowboy boots that have hard, slippery soles that are awkward to walk in
- no overalls (the straps end up in the toilet) and absolutely no costumes (too distracting)

What to Bring

- **Storage Bin:** a 14-16 qt. clear plastic storage bin to keep extra clothes.
- **Extra Clothes:** provide your child a complete change of weather-appropriate clothes—shirt, pants, underwear, and socks (all labeled with first and last name).
- **Extra Shoes:** indoor slip-on shoes should be simple and have a hard rubber sole in case we must go outside for a fire drill or in an emergency (labeled with first and last name).
- **Water Bottle:** a small, dishwasher-safe water bottle labeled with first and last name. Your child must bring a water bottle to school each day and then take it home.

Also, if necessary (depending on your child's needs and schedule)

- **Diapers and Wipes:** please provide DIAPERS or PULL UPS and WIPES for your child. If you provide diaper cream, you must also provide written permission for us to use it.
- **Nap Bag:** if your child naps at school, you must provide a fitted crib sheet, blanket, and small pillow for use with our mats. Linens must be taken home and laundered weekly.
- **Sunscreen:** given the required parental authorization, teachers will reapply sunscreen (SPF 30+) to your child as needed. If you don't want your child to use our sunscreen, please provide your own (labeled with first and last name). Please apply sunscreen to your child every morning.
- **Lunch:** a complete and balanced PEANUT AND TREE-NUT FREE meal (INCLUDE AN ICEPACK and 2 CLOTH NAPKINS). Some children have serious food allergies, so remind your child not to share food.

B. DROP-OFF AND PICK-UP

We are located in a residential area and must not interfere with the flow of traffic during the school day. Staff members will meet you at your car during the busiest drop-off and pick-up times in order to keep cars moving along smoothly and to avoid traffic congestion. Do not park or leave your car unattended in front of the school during these times. You'll be informed of the procedure before your child starts school.

C. PARKING

There is sufficient on-street parking beside Enrietto Ball Field and across the street next to the middle school's athletic field.

III. EVERYDAY MATTERS

A. CALENDAR

We operate year-round, Monday-Friday, 7:30a to 5:30p. The school year starts on or about the last Monday in August and ends on or about the last Friday in May. The summer program begins in June and ends in August. We are closed on major holidays and follow BVSD for our winter and spring break. Dates are subject to change.

B. COMMUNICATION

Changes at Home

Changes at home influence your child's behavior at school. Please let your child's teacher know when there are significant changes in your child's life, such as births, deaths, separations, or extended absences of a parent. If you suspect your child's behavior may be different on any given day due to a late night or because he or she was "upset" just before school, please email your child's teacher.

Class List and Student-Parent Directory

Class lists are distributed mid-August. A directory with parent contact information will be made available in September, after the start of the school year, and upon request.

Communicating with the Staff

Pick-up and drop-off are not the best times to discuss important information with the teachers. Instead, email us, write a brief note to hand to the teacher, or call the school and leave a message.

Parent-Teacher Relationships

We encourage parents and teachers to talk openly and often, and we recognize that a positive relationship between the school and its families is crucial to the school's success. However, our teachers are obligated to keep their relationships with the parents professional and may not baby-sit, nanny, or transport students as a personal favor, either during the school year or in the summer. Our teachers are professionals, and it is important to keep that distinction clear. We know it is difficult for parents to find babysitters, but we don't allow our teachers to become overly involved with enrolled families.

Email

Parents are REQUIRED TO CHECK EMAIL regularly. Email is the official and primary means of communication between the administration and the parents. The school will not sell your email address to a 3rd party or use it for solicitation purposes.

Your Child's Folder

Each child has a folder where he or she can put his work to take home. Please check your child's folder each week on *folder day*, which usually is on Thursdays.

Classroom Updates

Teachers keep parents informed of monthly curriculum via an emailed newsletter. Parents also may request informal conferences or ask a lead teacher to call them.

C. DURING THE DAY

Exercise and Physical Activity

Each 3-hour class period has 30 minutes of unstructured outdoor time each day, weather-permitting. When the children cannot go outdoors, or if outside time is abbreviated, they will engage in teacher-led gross motor activities inside. Active play and movement is necessary for the healthy physical, social, and emotional growth of each child; it will not be withheld as a punishment.

Health and Nutrition

Fairview recognizes that good nutrition and healthy eating habits are essential for your child's development. Our teachers will model positive behaviors by eating fruits, vegetables, and whole grains in front of the children; they will encourage children to eat the lunch provided for them but not force them to finish if they are full; they will not use food as a reward or withhold it as a punishment.

Snacks and Lunch

We provide water and a nutritious snack for the children throughout each day, but we do not provide a prepared lunch. If your child is scheduled to stay for lunch, please pack a healthy, balanced meal for your child and include an ice pack and any necessary utensils, and 2 cloth napkins (one napkin for wiping hands and face, the other for use as a placemat). Do not send beverages other than water in your child's water bottle. There is a small microwave at school, so you may send items that need to be heated. Children are encouraged to eat what has been packed for them and uneaten items will be sent home if possible so that you can see what your child ate. Sweets and cookies should be kept to a minimum. **NO peanuts, tree-nuts or peanut butter. If your child has special diet needs, notify us and provide a "safe snack" for your child.**

In Montessori, grace and courtesy are practiced during snack and lunch. Children and teachers will sit together, practice good manners, and speak quietly to each other during meals. Please pack lunches that are nutritious, with plenty of fruits and vegetables. Include items that your child can unpack and eat with minimal adult assistance. This will give your child ownership over the lunch experience and is an important step in helping them become independent!!

Rest Period

Preschool children usually need some amount of rest during the day to provide downtime for their bodies to rejuvenate. A 30 minute rest period following lunch is provided for all children less than 5 years who are at the school for more than five hours per day. Older children also will rest as needed.

During the rest period, children will be given a 2" think nap mat on which to lie down. Quiet activities, such as looking at a book on the nap mat, are permissible for children who cannot lie still. The mat will be covered with a fitted sheet that is labeled with the child's name. These sheets belong to the school and will be laundered weekly. If a child falls asleep during rest, we will allow that child to sleep for a reasonable amount of time as determined by our staff and based on the child's particular needs.

Naps

A nap period between about 1 and 230p follows lunch every day. Extended- and full-day children who nap regularly will do so in our nap room under the constant and direct supervision of one of our teachers. If you want your child to nap, then you must provide your own linens for use with our nap mats. In a labeled tote, please supply a fitted crib sheet to cover the nap mat, a blanket, and a pillow (and a stuffed animal or favorite toy), and pull ups if needed. Your child's linens will be sent home each week for laundering.

Children's nap schedules vary depending on age and individual needs. Children who do not fall asleep within 30 minutes, or who are disrupting the other nappers, will be permitted to join the afternoon class. Others will join the class as they wake up.

Growing Out of Naps

Children tend to outgrow naps over the course of the school year, but do so at different times. We will work with you to come up with a plan that is right for your child. For instance, if your child has started to grow out of naps, or if you notice he or she fighting going to bed at the usual bedtime, we can wake your child up early, after 30 minutes or an hour. However, if your child becomes irritable or over-tired with a shorter nap, then we will discuss this with you and reassess your child's individual needs. Open communication is essential; we want to honor your wishes and also best meet the needs of your child.

Toilet Training

Children do not have to be completely toilet trained to start school, but it is the parent's responsibility to provide a personal, labeled supply of pull-ups/diapers and baby wipes. If your child is still learning to use the bathroom, let us know so we can remind him or her to use the toilet during the day. Please keep plenty of extra clothes at school to accommodate the inevitable accident. Soiled clothes will be tied up in a plastic bag that has been labeled with your child's name, placed outside, and sent home.

We will work with you as your child learns to use the bathroom. We ask only that you work with us by providing plenty of clean clothes, pull-ups and wipes, and by dressing your child in clothes and shoes that he or she can take off and put on with relative ease. Each child develops at an individual pace and accidents are expected. It also is normal for children to regress now and again when transitioning to a new environment. If this happens, we may ask that you send your child to school in pull-ups.

Ways We Help with Toilet Training

Teachers will remind children at least every 2 hours to go to the bathroom on their own. Our toilets are child sized and do not require a toilet seat insert. Children will be encouraged to pull down their own pants and sit on the toilet. If needed, a teacher will assist the child with getting toilet paper and with wiping. The child will be expected to then pull up his/her pants, flush the toilet, and then wash hands.

Stand-Up Diapering

Fairview does not use a changing table or changing pad. Having preschoolers stand up while their diapers are changed allows them participate in the process and gives them a sense of control over their bodies. We will check children for a wet or dirty diaper every 2 hours and change diapers more often as needed. If a child in diapers needs to be changed, then a teacher will follow the stand-up diapering procedure posted in the child's bathroom. Briefly, she will a) escort the child into the bathroom, b) allow the child to help pull down his or her own pants, c) instruct the child to stand still and use the wall for balance, d) take off the dirty diaper, e) ask the student to bend over to touch the floor while she uses a baby wipe to clean his/her bottom, f) put on a clean diaper, and then g) have the child put on his/her pants and shoes. Both the child and the teacher will wash their hands before returning to the classroom.

D. PARENT INVOLVEMENT & OBSERVATIONS

In addition to a monthly newsletter, your child's teacher may email updates about her class and will let you know of volunteer opportunities. Other ways to get involved and remain informed are as follows:

Birthday Celebrations—A Walk around the Sun

We hold a special, brief celebration for each child on his or her birthday and welcome parents to attend. To introduce the abstract concepts of history and time, the birthday girl or boy carries a model of the Earth (a globe) around a model of the Sun (a candle), circling the "sun" once for each year of age. After the child's walk around the sun, he or she blows out the candle and then joins everyone in a birthday song. To celebrate your child's birthday at school, make arrangements in advance with your child's teacher. Some ideas:

- Prepare a photo history of your child with pictures taken each year of your child's life.
- Have your child choose a favorite book or story that the teacher can read to the class.
- Have your child bring in something that has special meaning for "show and tell".

If you plan to have a birthday party, please mail invitations to children's homes and ask parents not to bring gifts to the school. Please don't invite teachers to your child's party—employees must remain impartial and maintain a professional relationship with all families.

Conferences

Regularly scheduled conferences are held in October/November and March/April. During this time, you will discuss your child's social and academic development, review your child's progress report, and express your concerns. Classes are not scheduled during conferences, and daycare is not provided.

Classroom Visits & Observations

We encourage parents to observe their children in the classroom at least once each year. Please schedule your 30 minute visit in advance and remember to follow our simple observation guidelines (available online and when you arrive) so as not to disrupt the class in session. Observations begin in October and will end in April. Observing your child's class is a great way to see how a Montessori classroom functions. Please remain seated and refrain from interacting with the children when you visit.

Donations

By making frequent, small donations to the school, parents help keep down costs, which in turn helps keep tuition reasonable. A few items of which the school never can have too much: tissues, baby wipes, paper towels, hand sanitizer, plastic grocery bags, and disinfecting/Clorox wipes.

Informational and Social Events

Every year, Fairview provides opportunities to meet with staff and interact with other families. Please refer to the school calendar for specific dates. Events and dates are subject to change.

- ***Back-to-School Picnic:*** At the beginning of each school year, Fairview hosts a family picnic. The picnic allows new and returning families to meet each other and the staff.
- ***Orientation/Back-to-School Night:*** Orientation night is an opportunity for new and returning parents to meet the staff, review school policies and procedures, and address any concerns you may have at the start of the school year.
- ***Parent Education Night:*** If there is an interest, we will hold an evening for parents to learn about Montessori theory and practice. Our Montessori credentialed teachers will give you ways to incorporate Montessori in the home and let you know how to support your increasingly independent child.
- ***Kindergarten Informational Meeting:*** We will hold a Q & A session for parents of currently enrolled children scheduled to enter kindergarten in the fall. We will review our curriculum and discuss the benefits of Montessori for the kindergarten year.
- ***Trike-A-Thon for St. Jude Children's Research Hospital:*** In May, we hold a charity event and potluck picnic. Children, parents, and staff get together at Memory Square Park to raise money for St. Jude's and celebrate the completion of the school year.

Volunteer Opportunities

We invite you to share your special skills, talents, and interests, or just your time. You may teach a language class, help plant flowers, or assist with lunch or special art projects. To volunteer, return a *Parent Volunteer Application* and agree to follow the guidelines attached to the application.

If you'd like to be a room parent for your child's class, please contact your child's teacher. We always need someone who can rally the parent community and organize food or clothing drives.

IV. SCHOOL POLICIES AND PROCEDURES

A. IN GENERAL

Code of Conduct

Fairview's employees must treat each staff member, parent, and child with the utmost respect. The maintenance of high standards of professionalism, integrity, impartiality, and conduct is essential to ensure a positive work and learning environment and to earn and keep the community's confidence in our program. Likewise, it is expected that parents abide by the same standards of decency and treat the staff and all families enrolled with respect.

Confidentiality

Information regarding our students is confidential and released only if permitted by state law and the Family Education Rights and Privacy Act of 1974 (FERPA), which grants to parents and eligible students certain rights regarding education records maintained by the school. If disclosure of information is required, we will do so under conditions of anonymity whenever possible.

Conflicts of Interest

Teachers and staff are not allowed to enter into agreements in which there is a conflicting personal interest or in which there is a likelihood that a conflicting personal interest will arise, nor are they allowed to accept gifts or favors that influence or appear to influence the performance of the employee's professional duties. For this reason, employees shall not baby-sit, nanny, or otherwise work for currently enrolled families.

Drugs and Alcohol

The use of drugs or alcohol by school employees during the work day is strictly prohibited. Any parent or guardian who appears to be under the influence of drugs or alcohol when picking up a child will be asked to call someone else to accompany them home. 911 will be notified if the parent or guardian leaves with a child while appearing to be under the influence of drugs or alcohol.

Smoking

No smoking is allowed on school grounds. Employees who smoke off-site are expected to change clothes before working around the children.

Suspected Child Abuse or Neglect

Under the *Child Protection Act*, any child care worker who has "reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, shall immediately report or cause a report to be made of such fact to the county department or local law enforcement agency." Child care workers are **required by law to report**—not investigate—suspected abuse or neglect and are immune from civil and criminal liability if the report is made in good faith. The law provides for the protection of the identity of the reporting party.

Weapons

Weapons of any kind are prohibited on school property. Students are not allowed to bring toys that represent weapons nor are they permitted to play with pretend weapons (using sticks as guns or arrows).

Field Trips

Due to changes in regulations, we no longer are allowed to drive children off-site for a field trip. ~~In the event that we go off site, we will send home a note describing the planned activity and requiring written parental authorization for your child to participate. If we need parent volunteers, we will notify you in advance to allow sufficient time to coordinate transportation and discuss car safety. When driving children for a special activity, certain precautions will be taken.~~

Gift Policy

Parents are not expected to give gifts to the teachers; doing so is voluntary. Those who wish to give a small gift at Christmas or who would like to pool their money and divide it may do so but are asked to keep individual contributions to a maximum of \$25. Contributing toward a gift certificate to Montessori Services or other Montessori company is a great idea if parents want to give a gift to the school.

Lost & Found

Unlabeled items will be put in Lost & Found. Items unclaimed for over 2 weeks will be donated. We are not responsible for unlabeled clothes or items that are misplaced or sent home with another child.

Money

We are not responsible for your child's money or allowance. Children are not allowed to bring money to school, and children must not hand money or tuition checks to staff.

Personal Belongings

Personal belongings should be kept to a minimum, and children should not bring money or valuable items that could be lost. Extra clothes and necessary items will be kept in a storage bin that you provide. Toys are not allowed (a stuffed animal for naps is OK). LABEL EVERYTHING! If your child can put it on, it can come off. Necklaces, bracelets, special barrettes and headbands should be left at home.

Show & Tell, or Share

Each teacher has her own policy on share. If your child is asked to bring in a share, encourage him or her to choose something special or of sentimental value. Make sure your child's share comes home that day.

TV, Video, and Electronic Media

We do not incorporate the use of TV, video games, or electronic media. Educational or otherwise appropriate videos will be shown only if they will enhance a unit of study. In the summers, there may be a designated movie day. In this case, notice will be given to parents.

Visitor's Policy

All visitors must sign the visitor's log and may be required to provide a Photo-ID. For safety reasons, Fairview reserves the right to refuse entrance to anyone who is a stranger to the staff or who has no official business with the school. While current and prospective parents and relatives of children attending Fairview always are welcome and encouraged to visit the school, it is recommended that an appointment be scheduled and coordinated with the staff so that classroom activities are not disrupted.

B. DAILY SCHEDULES

Classes begin and end at the same time each day. Being on time is necessary for your child to get the most out of a Montessori education and is an essential component of a "cohesive, prepared learning environment." Punctuality demonstrates consistency, respect, and time management.

Attendance

To benefit from the program, each child must attend school regularly and arrive and depart on time. If your child is going to be absent, let us know by calling the school. An attendance check is done for each class, both at the beginning and at the end of the day, and ensures that all children at the school are present and accounted for. We are responsible for the physical well-being of your children and closely attend to the task of supervising them. Throughout the day and especially at transition times, the lead teacher will review and compare the attendance record and sign-out sheet and take a count of all children in class. *In case of emergency, we must be able to account for all enrolled children.*

Absences/Tardiness

Please call the school before 9:00a if your child will be absent or tardy. Note: Excessive absences and habitual tardiness undermine the educational process and disrupt the social learning environment. **If your child is absent due to a communicable disease, let us know so we can take steps to limit transmission.**

Late or Unscheduled Arrival

Children are expected to arrive on time for their scheduled class, as tardiness is disruptive and disrespectful. If you arrive on a day your child is not scheduled, you will be asked to take your child home. If you arrive while we happen to be on a field-trip, a note will be posted with the destination and our approximate time of return.

Sign-In/Sign-Out

Each student must be signed in and signed out each day by an authorized adult. If a student who is marked as “present” has left for the day but has not been signed out, then we must assume the child is lost and initiate procedures to locate the child/confirm the child has been picked up.

Release of Children

Children will be released only to custodial adults. You must inform the school in writing of all other responsible adults who are authorized to pick up your child, as we will release your child only to people for whom you have provided written authorization and contact information. Likewise, let us know if certain individuals are *not* authorized to pick up your child or if custody issues may arise. Under special circumstances, we will accept verbal parental authorization over the phone. In this case, you must tell us how we may positively identify the person picking up your child.

Attempted Pick Up by Unauthorized Persons

If someone you have listed as *unauthorized* to pick up your child attempts to do so, staff members will do one or all of the following in no particular order:

- Ask the person to speak with the director
- Call the child’s parents or guardians
- Call local authorities
- If a person threatens harm, we’re ***required to release the child*** and ***call 911***.

Late or No Pick Up/Ensuring Children Go Home

Call the school as soon as possible if you’re going to be more than 5 or 10 minutes late. If you fail to pick up your child after the school closes at 5:30p, and we haven’t been notified, we first will try to contact you at work, home, or on your cell. If we can’t reach you, we’ll try your emergency contacts. If that fails, we are required by law to have Social Services pick up your child. Charges apply, and you must contact Social Services to retrieve your child.

Late Pick-Up Policy

Please be on time. There is a \$10 CHARGE FOR EVERY 15 MINUTE INTERVAL your child stays beyond his or her regularly scheduled pick-up time. If your child is not picked up by the time the school closes at 5:30p, you will be expected to compensate the staff member waiting with your child \$1 PER MINUTE PER CHILD after 5:30p. CHARGES ARE DUE AT PICK-UP.

Early Drop-Off Policy

To ensure proper staff-to-student ratios, children are expected to arrive according to schedule. If your child is dropped off early, then you are expected to pay \$10 for every 15 minute interval that he or she is at school before his or her regularly scheduled drop-off time.

Lost Child

If a child who has been marked present on the attendance sheet cannot be accounted for, then a staff member must search the premises in an attempt to locate the child. If the child cannot be found within a reasonable amount of time (within 10 minutes of undertaking an earnest search) and after calling the parents, then we will call police to assist in locating the child. *A formal report shall be submitted to the Division of Child Care within 48 hours.*

Procedure for Closing

Teachers are responsible for ensuring that all children have been signed out and have gone home. At the end of the day, we will review and compare the attendance record with the sign out sheet. If there is

a discrepancy, we will call you to verify that your child was picked up. If pick up cannot be confirmed, then we will follow the lost child procedure. Before we lock the doors and leave the premises, we will perform a final sweep of the buildings and playground to guarantee no children are on school grounds.

Schedule Changes

Your child's schedule is expected to remain constant. We must adhere to a fixed enrollment schedule so that teachers know which children should be present on a given day and when they go home. **ANY CHANGE to your child's schedule, whether an increase or decrease in hours or days, will result in a \$50.00 administrative fee** unless the change is made before July of the upcoming school year. If you need to change your child's schedule during the year, make your request *in writing* via email so we can check space availability, recalculate tuition, and update our attendance records.

Hourly/Emergency Care

Hourly care is available only under special circumstances or in an emergency, and only if there is space available. Payment at the rate of \$10.00 per hour is due at the time of service. You must make your request for care at least 24 hours in advance, if possible.

No Make-Up Days

There are no make-up days for absences due to illness, vacation, or closure. There are no refunds, and tuition will not be prorated due to absences for any reason, including holidays and days off.

C. CLASSROOM MANAGEMENT & GUIDANCE

Everything in Montessori has a purpose. Simple, safe, consistent rules encourage your child to take responsibility. Organization, consistency, and a reliable routine encourage your child to develop self-control. In Montessori, it is the environment—not the child—that is controlled: self-control and responsible behavior are outcomes, not starting points.

Ground Rules

We believe teachers and children deserve a classroom environment conducive to learning, concentration, creativity and participation. At Fairview, the ground rules are simple and few; they stem from the basic premise that we respect the people, the animals, and the materials in our environment.

They are as follows:

- Use of materials must be constructive.
- Each child must put back materials he or she has been using before choosing another activity.
- Children must use "walking feet" and "inside voices" while in the classroom.
- Children must respect each other's space and not disrupt others who are working.

By modeling the correct behavior and giving lessons as necessary to individuals, Montessori teachers demonstrate respect and purposeful behavior while reinforcing ground-rules and pro-social peer interactions. When possible, teachers show the children what is expected rather than tell them what not to do. For instance, a slow, careful demonstration of how to unroll a rug, choose an activity, and walk around the rug so as not to upset the materials allows the children to internalize our understanding of appropriate behavior. When children need to be reminded that certain disruptive behaviors are unacceptable, they are told in a positive manner what needs to be done, not what is wrong. For example: "You may run outside, but please walk inside," or "You may sweep up the beans now." If guidance and positive reminders fail, the teachers may ask the child to sit quietly in a chair until he or she is ready to join the rest of the class. This sometimes is called "time-out", but generally we refer to it as a time to sit quietly and regain control. In time, children learn that with acceptable behavior come privileges, encouragement, and trust.

Behavioral Issues

Young children must learn to regulate their impulses and identify their feelings in order to acquire emotional and social competence. In the classroom, we reward positive behavior, teach the children what it means to have empathy, and support constructive conversations, intervening when necessary. We encourage communication and mediate conflict by bringing the children together to identify the problem and find a solution. We teach compromise as each child getting a little bit of what he or she wants. To create and maintain a socially and emotionally respectful environment, we instruct children to use their words and help them identify their feelings by encouraging “I” statements.

When children exhibit aggressive or destructive behavior (such as biting, scratching, hair-pulling, or throwing tantrums), we take this very seriously. The ways in which we handle aggressive behavior vary, as each child’s reasons for aggression also vary. In any case, we will provide individualized support to any child who needs it and will make referrals if necessary after meeting with the parents. Our first priority always is the safety of the child and of the other students in the class.

If a child needs time to calm down, he or she may sit in a chair and have some quiet time (not to exceed 5 minutes) to reflect on the situation. The child will be supervised at all times and may rejoin the group whenever he or she feels ready; the child makes that decision. If a child’s behavior gets out of control and his or her actions pose a danger to self or others, we will contact the parents immediately and send the child home. We will help in any way possible to solve aggression issues. With strong teacher/parent teamwork and a team-based positive behavior support plan, aggression and other behavioral problems usually resolve quickly. However, if they continue or if they place too many demands upon the staff, then the director may ask the family to withdraw.

Biting

We will notify you immediately if your child is bitten or if he/she bites another child. If the child who bites is at least 5 years old or if it has happened before, he/she must be picked up immediately until a plan can be put into action for that child. The school will work with parents to resolve the issue. The name of the child who bites or is bitten will not be released.

Developmental Observations

In addition to completing a progress report twice yearly for conferences, teachers take notes on each child, documenting as necessary anything notable regarding the child’s behavior, attitude, or development. These write-ups, if any, are kept in the student’s file and remain confidential. If teachers observe repeated behaviors that are not typical of a developing child, they will meet with you to discuss their concerns.

V. HEALTH AND SAFETY PRECAUTIONS

A. STUDENT HEALTH

Annual Health Assessments

Proof of an annual health check, signed and dated by a physician within the last 12 months, must be submitted prior to enrollment and each year thereafter. Fairview reserves the right to refuse to admit and/or to suspend a child if a statement from a health care professional is not submitted.

Authorization for Emergency Care

We must receive prior authorization to administer care to your child in the event of an emergency. Our teachers are certified in Pediatric First Aid and CPR, and have taken the required Universal Precautions training. At all times during the day, there is at least one means of transportation by a licensed and fully insured driver to the nearest hospital or urgent care center. In a life-threatening situation, paramedics will be called immediately, then the parents, then the emergency contacts. Parents must sign a release for emergency care each year.

Child Care Health Consultant

We work with a childcare health consultant each month to ensure a healthy and safe environment. The CCHC is a licensed RN responsible for reviewing health care plans, delegating the administration of medication, and for consulting on a variety of health issues as needed.

Emergency Information

We must be informed in writing of your child's known allergies, current medications, special diet requirements, chronic health conditions, and developmental concerns. Additionally, persons authorized to pick up your child in case of emergency must be on file. *If any of your contact information changes during the year, notify the school immediately and complete a new quick reference card.*

Immunizations, Exemption and Notification

The state-approved *Certificate of Immunization* must be returned before your child's first day of school and updated any time your child receives a scheduled shot. All incoming students must be fully immunized. ONLY MEDICAL EXEMPTIONS WILL BE HONORED. Please follow the ACIP Immunization Schedule for specific guidance at: www.coloradoimmunizations.com, and click on *Immunization Schedules*.

Parents of children who do not have the required immunizations yet still want to enroll will be notified and given 14 days to show either documentation that the immunizations were given or a written plan of completion. Children may not attend until they are up-to-date.

Notice of Non-Immunized Child

There is a possibility of exposure to vaccine-preventable disease when a child who is medically exempt from some or all immunizations is enrolled. If an outbreak occurs as determined by the health department, non-immunized children may be excluded from school.

Daily Health Checks

Teachers perform a daily health check of each child. Children who appear unwell will be monitored and sent home at our discretion if unable to participate. If your child misses school due to illness or to exposure to a vaccine-preventable communicable disease, LET US KNOW.

B. ENVIRONMENTAL PRECAUTIONS

Allergies & Food Restrictions

Special diet needs and food allergies are given full attention. We do not allow tree-nuts, peanuts/peanut butter in the school. Fairview recognizes the difficulty imposed by the peanut and tree-nut restriction, but chooses to err on the side of caution. Children with other food sensitivities should bring their own snacks.

Infection and Disease Control

Our first line of defense against the spread of illness is frequent and proper hand washing. We teach children how to wash their hands and supervise them to ensure good hand washing technique. Other precautions are as follows:

- Materials and furniture are cleaned when visibly dirty and sanitized weekly w/bleach solution.
- Items put into a child's mouth immediately are washed with soap and water.
- Bathrooms are cleaned at regular intervals and disinfected daily.
- Children are taught to cough and sneeze into their elbows or shirt so as to limit hand-to-hand and hand-to-surface transmission of germs.
- Staff and parents must follow our illness policy (see below).
- Children who become ill at school are isolated and their parents called to take them home.
- Children who nap at school are required to have a fitted crib sheet to cover their nap mat. Although for personal use, sheets and blankets must go home weekly to be washed.

Sunscreen

With your written permission, we will apply sunscreen to your child's exposed skin before going outside in the late Spring, Summer, and early Fall. FMS uses either a no-rub spray or lotion with SPF \geq 30. If you want your child to use a specific sunscreen, please bring in a personal supply labeled with your child's name. PLEASE apply sunscreen to your child every morning, and we'll reapply it before going outdoors.

C. ILLNESS POLICY

If your child has cold/flu symptoms or is not feeling well, notify us and keep him or her home until he or she has remained **symptom-free for at least 24 hours**. In the case of Norovirus or norovirus-like illness, we will require a 48-hour rule per the advice of the health department. Children who continue to exhibit symptoms or become ill at school will be isolated and supervised until picked up. If you're asked to pick up your child, please do so promptly. For the complete policy, refer to the appendices.

Your child will be sent home/must stay home if he or she:

- has an oral temperature of 100°F or greater (100.3°F by ear)
- has a normal temperature of 98.6°F but is exhibiting other symptoms of illness
- has an undiagnosed rash
- is vomiting or has diarrhea (more than 2 episodes or it is uncontained in child's clothing)
- shows any signs or symptoms of a contagious illness

D. REQUIRED REPORTS

Communicable Diseases

We are required to report certain communicable illnesses to the Department of Public Health. If a child in the school is diagnosed with a reportable disease, we will send out an informational letter to all families whose children may have been exposed. The name of the diagnosed child will not be released to parents, but personally identifiable information will be shared with the health department.

If greater than 10% of children enrolled are absent due to illness, or if the number ill children is above baseline for the time of year, then we will consult the health department and track symptoms of both staff and students to determine if there is an outbreak of infectious disease. The health department will make recommendations as to infection control and will determine the length of time sick children must be excluded from school.

Injury, Illness and Incident Reports

Injuries and illnesses that occur at school are documented (# of children involved, how it happened, what symptoms were exhibited) and kept on file. Before sending an ill or injured child home, we will review the *Injury and Illness Report* with you and ask you to sign it.

Other Formal Reports—Hospitalization or Lost Child

Serious injuries or accidents that occur at the school during school hours *and* require emergency medical attention or hospitalization must be reported to the Division of Child Care within 48 hours. We also are required to file a report if, for some reason, the police have been called to help locate a lost child.

E. MEDICATION AT SCHOOL

Medication includes prescriptions as well as homeopathic remedies, creams, and cough drops. Children are not allowed to carry or keep any medication on their person, in a backpack, or in their lunchbox. Medication must be handed directly to a teacher by a parent or guardian and will be stored out of reach of children. Exception: A school-age child who requires and is accustomed to regular use of a rescue inhaler may be allowed to keep the inhaler in his or her pocket.

Staff Qualifications

Staff members who are responsible for dispensing medication have completed the required medication administration training. Additionally, our school nurse meets with us at the school on a regular basis to address any concerns or questions that the staff or parents may have.

Medication Administration

Every effort should be made to administer medication at home. If this is not possible, and your child needs to take or keep medication at school, then:

- Submit the permission slip, ***Permission to Administer Medication***
- Bring in the medication in its **original pharmacy labeled container** with child's first and last name, the doctor's and the pharmacy's name and number, the date the Rx was filled and expires, dosage, route, and frequency of administration, and length of time the medication is to be given. For OTC medicines, physician's instructions must be indicated on the permission slip.
- For chronic conditions, submit a ***Health Care Plan*** completed by a physician or person with prescriptive authority. A Health Care Plan is written authorization and instructions for the school to administer medication, i.e., dose, route, and time of administration, as well as possible side effects or contraindications. **Individualized Health Care Plans** are required for children needing emergency medication, such as EpiPens, nebulizers, insulin, or Diastat for seizures.

Documentation of Medication Administration

To ensure proper administration of medication, we will document dosage, time and route of administration, and the name of the person administering the medication. This information will be recorded in the child's ***Medication Administration Log*** and kept in his/her file. If an error occurs, such as missing a dose, we will record it in the ***Medication Error Report*** and notify you and, if appropriate, the school nurse.

Storage of Medication

Medication is stored out of reach of the children. If medication must be refrigerated, you must provide an additional small, clear plastic container in which to store the medicine and keep it separate from any food or beverages in the refrigerator.

Medication on Field Trips

~~If you've authorized your child to attend a scheduled field trip, please return the necessary form prior to departure. Form is available upon request.~~

Disposal of Medication

It's the parent's responsibility to pick up their child's medication, either as requested or if the medication has expired. When picking up medication, we will have you sign the ***Medication Disposal Log***, indicate the medicine being picked up, and obtain the signature of a witness. Medicine not picked up within one week will be disposed of properly.

VI. WEATHER CONDITIONS

A. IN GENERAL

Children go outdoors at least 30 minutes for each 3-hour class period, every day, unless guidelines dictate otherwise. Children should dress for the weather and must have extra clothes at the school to ensure they are appropriately dressed before they go outside. If children cannot go outside due to inclement weather as defined by the Child Care Weather Watch chart developed by the Iowa Department of Public Health, then gross motor activities (to total 30 minutes for each 3-hour class period) will take place indoors. Weather Watch takes into consideration humidity, wind chill, and shade.

B. EXTREME WEATHER

Children do not go outside in the event of extreme/dangerous weather conditions, including:

- Temperatures with a dangerous wind chill factor
- High winds or gusts
- Lightning
- Hail storms
- Heavy or moderate precipitation
- Excessive heat (risk of dehydration or heatstroke)

Serious Weather Conditions & School Closures

We will close in accordance with the Boulder Valley School District but reserve the right to make an independent decision. If we must close early, you will be **emailed** as to probable early dismissal. For closures and cancellations, visit www.bvsd.org or watch the local Channel 9 news. For immediate notification, sign up for text alerts via our Twitter account by texting **FOLLOW FMSalerts to 40404**.

Tornadoes

Although tornadoes are rare here, the tornado season east of the Rocky Mountains is in late spring or early summer. In the event of a **tornado watch**, teachers will be informed quietly of the situation, and classes will be uninterrupted. All outside classes will be brought into the building as staff remains alert to changing weather conditions. In the event of a **tornado warning**, the children will be moved calmly to the interior of the building, as far away from windows as possible, until the warning has expired.

C. NOTIFICATION OF EXTREME WEATHER CONDITIONS

A NOAA Public Alert Radio with battery backup power is situated in the East building. It provides weather alerts and warnings, and broadcasts the Emergency Activation System. Additionally, the Louisville Police Department may send an officer to alert us of an emergency.

VII. EMERGENCY PROCEDURES & DRILLS

A school crisis can take a number of forms including an environmental event, such as a chemical spill or gas leak; a weather emergency, such as a tornado warning; or an intruder in or near the school. The nature of a school crisis dictates whether the school will put in place a lockdown, shelter-in-place, evacuation or any combination of two of these protocols, as a means to ensure the safety and wellbeing of students and staff.

The administration will keep families notified as to emergencies during the school day as soon as the situation has been assessed and is stable. The director will determine if parent communication is an item of priority or if it can wait until later in the day. Our first priority in any emergency is the children's safety. Once everyone is safe and accounted for, we will inform parents of the situation via text alerts and email.

During an emergency, we ask that you not call the school or try to reach teachers on their cell phones. Doing so will tie up communication lines and distract the teachers from the task at hand, which is keeping the children calm and safe. Also, do not rush over to the school to try to pick up your child. Your presence could interfere with emergency responders and complicate evacuation and rescue efforts. For instructions on retrieving your child at an alternate site, stay tuned to local news and wait for official communication from the school or safety officials. Children will be released according to our crisis release plan and only to custodial adults or authorized pickups.

A. EVACUATION

Evacuation in Case of Fire, Flood, or Other Building Emergency

It is crucial that parents inform us on days their child will be absent. Accurate attendance allows us to account for all children in case of emergency. In situations in which evacuation is necessary, our first concern is the safety of the children. All children will be encouraged to remain calm, and they will be kept together for as long as necessary under staff supervision. Students will be released **ONLY** to parents or authorized pickups.

Evacuation Assembly Site

If we cannot reenter the building, we will gather at a predetermined alternate location, either at Enrietto Ball Field on the northwest corner of Jefferson and Griffith or across the street on Louisville Middle School's athletic field. Please do not come to the school to pick up your child until you have been given instructions. We will work with police and LMS if we must evacuate to a more secure location.

B. SHELTER-IN-PLACE

If safety officials announce the need for "shelter-in-place," either by a phone call or door-to-door announcement, then staff and students will take refuge in designated rooms to protect them from hazardous materials or severe weather. Depending on the situation, we will lock the windows and shut off heating and ventilation systems. No entry into or exit from the school will be allowed until an "all-clear" announcement is made. Students will **NOT** be released during shelter-in-place.

C. LOCKOUT AND LOCKDOWN

If we are notified by the police or the administration that there exists an external threat to students or staff at the school, we will give lockout or lockdown orders as instructed. As a precautionary measure, the school is locked from the outside at all times during the school day.

Lockout

Lockout orders are given if, for instance, there is a dangerous animal in the vicinity or a civil disturbance in the neighborhood. Lockout means that we operate on a normal schedule but will not hold recess outdoors; no entry into or exit from the school will be allowed until an "all-clear" announcement is made.

Lockdown

Lockdown means we are on a higher level of alert; in addition to precautions taken during lockout, we will pull the shades and keep children and staff away from the windows and toward the interior of the building until orders are lifted. During lockdown, children will be read a story and assured that everything is ok. Children will not be released until we have been given the “all clear” from police.

D. OTHER EMERGENCIES

Emergencies and other circumstances that interfere with the normal and safe operation of our program may require us to send children home early or close the school until normal operations can resume. These include but are not limited to:

Power Failure

In case of power outages, children will be instructed to remain calm. If loss of power is contained to the school, a teacher will use a cell phone to call XCel. If there’s a local power failure, staff will reassure the children that electricity will be restored. If a power outage lasts >2 hours and interferes with daily activities, parents will be contacted by email or cell phone and asked to pick up children early.

Gas Leaks

The smell of gas in either building will prompt us to evacuate the whole school. Once at a safe distance from the school, a staff member will call 911. Parents will be contacted to pick up children if unsafe conditions cannot be remedied or reentry to the school is not possible.

Carbon Monoxide

Furnace inspections are performed each year, and carbon monoxide detectors are installed in both buildings. If the CO alarm sounds in one of the buildings, teachers immediately will open a window and evacuate to the other side. The fire department will be called to inspect the premises.

E. EMERGENCY DRILLS

Students and staff participate in basic drills, such as fire evacuation, tornado, lockdowns, and lockouts, to help them understand the processes and the behaviors expected from them during these situations. Drills are performed so that procedure is a matter of routine and are recorded in the *Emergency Drill Log*.

Evacuation Drills

Evacuation drills are conducted regularly both with and without the use of a manual alarm. Classes evacuate the building according to procedure and meet at a designated spot where all staff and children will be accounted for. Each staff member is assigned a responsibility and is expected to conduct the children in an orderly fashion. An *Emergency Drill Log* contains the time and date of each drill, the number of people involved, and the amount of time taken to evacuate.

Tornado Drills

Children are taught about tornadoes and the protective crouch position. Tornado drills are performed as needed in the spring and summer and are recorded in the *Emergency Drill Log* indicating the time and date of each drill, the number of people involved, and the amount of time taken to assemble at the designated place, or best wall location. Drills are held with and without the use of a manual alarm.

Lockout and Lockdown Drills

A lockdown drill will be held once per semester. Once the drill is initiated, each staff member will perform her assigned duties and conduct the children in an orderly fashion. Each class will gather in a predetermined area and remain together until an announcement is made that the drill is over.

VIII. FINANCIAL & ADMINISTRATIVE MATTERS

A. TUITION

Annual tuition is for the 9-month school year and is payable in 10 equal installments. Schedules and prices are subject to change. Rates may increase each year by the industry standard of 4-6%. Upon enrollment, parents are responsible for paying for the entire academic year or portion remaining.

Deposit

Once accepted, parents must return an enrollment agreement and deposit in order to guarantee an opening. The deposit will be applied to the LAST month's tuition payment or carried over to the next school year, but it is forfeited if the family does not enroll. If ANY fees remain unpaid during the year, they will be deducted from the deposit.

Due Date

Payment is due on the **1st of every month, August through May**. When the 1st falls on a Sunday or on a day that the school is closed, tuition is due the day *before* the 1st. Payments not received by the 3rd of the month, or by the 2nd if the 3rd falls on a Sunday or holiday, incur a \$25 late fee.

Invoices

Invoices are **EMAILED** approximately 5 days prior to the payment due date. It is the responsibility of each family to understand their financial obligations to the school and make timely payments. **Payment is DUE EVEN IF NO INVOICE is received.**

Payment Plans

Depending on the date of enrollment, parents may pay annually, semi-annually, or in 10 installments. Tuition is prorated for mid-year entrants. Please pay online via your invoice, mail tuition checks to the school, or place them in the "Tuition Box" located by the front door.

Receipts & Tax Information

The school does not regularly provide receipts. Parents are responsible for keeping track of payments and saving copies of invoices. Fairview's tax ID number is **84-1312874**.

B. FEES

Fees for which you are billed but remain unpaid will be deducted from your tuition deposit.

Application Fee

The application fee is a non-refundable processing fee that does not count toward the yearly tuition.

Activities Fees

Throughout the year, teachers may plan special projects that require a nominal fee of \$5 to \$15. In any case, teachers will notify parents of fees due, if any.

Late Payment Fee

School-year tuition payments not received by or before the 3rd incur a \$25 late fee.

Late Pick-Up/Early Drop-Off

Be on time. A charge of \$10 per 15 minute interval will apply.

Returned Check

The standard fee for returned checks is \$10-\$15. Payment must be remitted upon notification.

Schedule Changes/Changes to Pay Plan

Changes to schedule and/or pay plan may result in a \$50 administrative fee. No penalty for prepayment.

C. DISCOUNTS

Sibling Discount

Families with more than 1 child enrolled at the same time will receive a 5% discount on the 2nd child's tuition (applicable to tuition for the academic portion, not to other fees).

Prepayment of Tuition

There are no penalties for prepayment. A 3% discount applies to annual tuition paid in full by August 1.

D. WHEN FMS IS NOT THE RIGHT FIT

Dismissal

Occasionally, our Montessori environment is not appropriate for a child or the child is not thriving in the classroom. When we become aware of a problem, we will conference with the parents to share observations made by the staff. With the parents, we will come up with a consistent plan for home and school, and if it is warranted, we may suggest consultation or testing by outside professionals. Although we believe that by working together and communicating it is possible to resolve any issue, not every child or family will be a good fit for our school. Below are circumstances under which we may ask a family to leave the school:

- Inability to Thrive: The child needs more attention than staff can provide, or in the opinion of our staff, the child seems unhappy in our school and may do better in another setting.
- Aggressive/Disruptive Behavior of a Child: After working closely with child and family to help with aggressive behaviors we're unable to find a solution in the child's and the school's best interest.
- Failure to Follow Policies: Policies stated in the Handbook are not followed after several reminders to do so, including, but not limited to, failure to return forms, excessive tardiness or late pick-up.
- Failure to Make Timely Payments: Tuition is not kept current or there is a pattern of late payment when no special circumstances exist and parents have not asked to make arrangements.
- Refusal to Communicate and/or Resolve Issues: Parents refuse to resolve issues with school personnel or repeatedly treat staff members or other students disrespectfully.

Withdrawal

If, for any reason, you decide to withdraw your child before the contract end date, you must provide 30 days written notice. There are no refunds on tuition or fees already paid. **Failure to provide the required notice obligates you to pay 100% of the following month's tuition.**

E. COMPLAINTS

Communication

Communication between the school and its parents is essential to maintaining a quality educational program. We feel strongly that most issues can be resolved if addressed early and encourage parents to contact the director at any time.

How to File a Complaint

Fairview is a licensed childcare center and must follow the rules and regulations set forth by Colorado's Division of Child Care, as well as by the departments of fire and health. Current inspection reports are available for review upon request. If you suspect that this or any other school is in violation of these rules, contact the **Division of Child Care at 303-866-5958**.

F. HOW TO CONTACT US

Contact us via our website at www.fairviewmontessori.com or by calling 303-661-0343.

APPENDICES

Appendix A

REQUIRED ENROLLMENT FORMS (all forms are available on the website and due **prior** to attendance)

Application

Contract

Health Form: must be current within the last 12 months and provided annually

Immunization Certificate: students must be fully immunized; only medical exemptions are honored

Emergency Card: must be updated/signed annually

Permission Slips: sunscreen, walks, nap/rest mats, sharing info with volunteers

Questionnaire

Email & Directory Information

Diet Restrictions

Other Forms Required as Necessary

Health Care Plan

Permission to Administer Medication

Appendix B

ILLNESS POLICY

Young children frequently become mildly ill and contract a yearly average of six respiratory infections (colds) and one to two gastrointestinal infections (vomiting and/or diarrhea). Please let us know if your child is absent due to illness or infectious disease. We may require a doctor's note saying that your child is healthy enough to attend or return to school.

Guidelines for Keeping Your Student Home

The beginning of any infectious illness is usually the time it is most likely to spread to others and is also the time your student is probably feeling unable to participate in class. In order to keep everyone healthy, keep your student home if he or she exhibits any of the following:

- Fever, vomiting, or diarrhea: Your student should remain home until at least 24 hours after being symptom free (or fever-free without the use of fever reducing medicine)
- Colds / respiratory viruses: Keep your student home at the beginning of a cold. This is the time when one is most infectious and least likely to feel well enough to participate in class. When s/he feels better and no longer has frequent sneezing and cough, it is permissible to return to school.
- Generalized skin rash: Any student with an *undiagnosed* skin rash must consult a health care provider for diagnosis and/or treatment before returning to school with a doctor's note
- Other signs of contagious illness: Students who cannot participate comfortably in activities should remain home until feeling better.

A student will be sent home from school if he or she has any of the above conditions and/or has a temperature of 100°F or more. Illness at school is “as determined by staff.”

The 24-Hour Rule: Children must stay home until they have remained symptom-free (and fever-free without the aid of fever reducing medicines) for at least 24 hours.

| ILLNESS/DISEASE | EXCLUSION IS NECESSARY |
|--|---|
| Diarrhea | Yes —children may be sent home if feeling unwell or after 2 episodes |
| Chicken Pox | Yes —until blisters are dry; may return on the 6 th day after start of rash |
| Conjunctivitis | Yes —until 24 hours after treatment |
| Coxsackie Virus (foot & mouth) | No —child may attend unless unable to participate in activities |
| Fifth's Disease | No —once rash appears, child not contagious |
| Head Lice | Yes —until the day after treatment |
| Strep Throat | Yes —until 24 hours after treatment with antibiotics |
| Hepatitis A | Yes —until 1 week after onset of jaundice and when able to participate |
| Herpes | Yes —if area is oozing and cannot be covered |
| Impetigo | Yes —until 24 hours after treatment starts |
| Ringworm | Yes —may return after treatment starts |
| Roseola | Yes —seek medical advice; a child with a rash and no fever may attend |
| RSV | No —unless unable to participate; once a child is infected, spread is rapid |
| Scabies | Yes —until the day after treatment begins |
| Mild cold symptoms (mild cough, runny nose with clear discharge) | No —may attend if able to participate |
| Upper Respiratory Complications (fever, ear pain, yellow-green nasal discharge) | Yes —seek medical advice and decide whether child may return |
| Vaccine Preventable Diseases | Yes —until judged not infectious by doctor |
| Yeast Infections | No —may attend if able to participate; practice good hand-washing and hygiene |

Appendix C

REPORTABLE COMMUNICABLE DISEASE

The following diseases **MUST** be reported to the local or state health department, and all parents must be notified of their child's possible exposure to communicable disease. Non-immunized children may be excluded from school. **Please let us know if your child is exposed at any time to a communicable disease.** Release of a child's personal information to the health department in times of a possible outbreak does not violate HIPPA or breach confidentiality laws.

Campylobacter
Chicken Pox
Cryptosporidiosis
E. Coli 0157: H7
Giardia
Hepatitis A
Hepatitis B
Influenza (suspected outbreak)
Measles (10-day, Rubeola)
Meningitis (Bacterial)
Mumps
Rubella (German Measles)
Salmonella
Shigella
Tuberculosis (TB)
Whooping Cough (Pertussis)

Appendix D

WEATHER GUIDELINES (in °Fahrenheit)

Listed below are the general guidelines that we follow. Inclement weather is defined by the Child Care Weather Watch chart developed by the Iowa Department of Public Health. Weather Watch considers wind chill, humidity, and shade.

Below 25°

Children do not go outside

25-31°

Sunny and Dry: Children may be outside for 20 minutes wearing hats, mittens, zipped jackets
Wet (not raining or snowing) *and Cloudy:* May be out for 15 min. wearing hats, mittens, zipped jackets

32-39°

Sunny and Dry: May be outside for 25-30 minutes wearing hats, mittens, zipped jackets
Wet (not raining or snowing) *and Cloudy:* May be out for 20 min. wearing hats, mittens, zipped jackets

40-92°

Regular playground schedule: 30 minutes in the morning, afternoon, and during lunch

- **40-45°**
Hats, mittens, zipped jackets
- **45-60°**
Jackets
- **60-65°**
Long sleeves or jackets
- **65-92°**
Long or short sleeves

93-98°

Children may be outside for 20 minutes

Above 99°

Children do not go outside

In rain, snow, or greater than 20 mph winds

Children do not go outside

If BVSD closes for inclement weather, Fairview will close. In certain circumstances, we may decide to close early even if BVSD does not. An email notice and announcement via Twitter will be sent as soon as the decision to close is made.

Appendix E

DIVISION OF CHILD CARE LETTER

Dear Parent:

Your child was recently enrolled in a child care program that is licensed by the Colorado Department of Human Services. The license indicates that the program has met the standards for the operation of a child care facility. If you have not done so, please ask to see the license.

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from your county department of social services. The telephone number to report child abuse in your county is:

Boulder County Department of Social Services
3400 Broadway
Boulder, CO 80304
303-441-1240.

Colorado law requires that child care providers report all known or suspected cases of child abuse or neglect.

Child care services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's educational, physical, emotional, and social development will be nurtured in a well-planned and well-run program. Remember to observe the program regularly, especially regarding children's health and safety, equipment and play materials, and staff. For additional information regarding licensing, or if you have concerns about a child care facility, please consult:

Colorado Division of Child Care
1575 Sherman Street, First Floor
Denver, CO 80203
303-866-5958

Appendix F

BEHAVIOR MANAGEMENT POLICY

The Montessori environment is prepared so that each child feels safe, secure, and respected. The Montessori teacher is trained to promote good decision-making habits and to help children internalize values about conduct and social interactions. Although the freedoms and unique structure of the Montessori classroom are suitable for many children, they do not serve all children. Sometimes, other settings would be more helpful for the child or school.

Developmentally based set of behaviors that most children ages 3 to 6 years should be able to manage: approach a task with concentration and a reasonable willingness to complete it; communicate needs and ideas; freely accept and complete time-out without the need for excessive adult supervision or other adult intervention; work and concentrate within a large group of up to 30 children and three adults; sit and participate in group lessons; do independent work.

Behaviors that disrupt classroom activities or are otherwise disrespectful: all forms of physical aggression, including hitting, biting, scratching, spitting, and kicking; destruction of or damage to other's property; repeated noncompliance; deliberate teasing or taunting of peers; disregard of safety rules; name calling; temper tantrums; repeated inappropriate silliness.

Response to disruptive behavior: Give positive attention for positive behavior; redirect child to another activity; give appropriate choices; ignore behavior in hopes that it will extinguish itself; provide predictable routines. Verbal redirection; brief time-outs of no more than 5 minutes; informal parental feedback; logical consequences such as losing the privilege of freely using the classroom, the playground, or the materials; daily encouragement first thing in the morning; positive reinforcement. **Note:** If a child is physically out-of-control/becomes a danger to self or others, it may be necessary to physically restrain/hold that child until composure is regained.

Possible Parent Responses: No one response is always successful in curbing inappropriate behavior, but we have found that the following parent interventions provide the student with a consistent message of expected standards of conduct.

- Discuss inappropriate behavior and how to avoid similar situations in the future.
- Remind child every morning on the way to school how to avoid troubling situations.
- After consultation with the teacher, and if parents agree, loss of privilege at home.
- Give verbal encouragement and periodic incentives for appropriate, pro-social behaviors.
- Respond to phone calls from school in a timely manner.
- If asked to pick up child from school, comply within the hour.

Central to our goal is to notify parents quickly when their child's behaviors are problematic. Depending on the situation, we may document behavior, schedule a conference, call parents to pick up their child before class ends, and/or recommend psychological consultation.

When students enter the school, it is understood that both they and their parents agree to support all rules of the school as outlined in this Parent Handbook. In situations involving repeated violations of school rules, or if at any time a student's influence is considered harmful or requires more support than staff can provide, or his/her presence in the school is regarded as undesirable, the school reserves the right to require withdrawal.

Appendix G

FOOD RESTRICTIONS

Fairview Montessori is peanut and tree-nut free. Keep this policy in mind when packing your child's lunch and donating snacks to the school.

Please help us keep our students safe by shopping carefully and by informing yourselves of the dangers of high-risk foods containing hidden ingredients, e.g., cookies, pastries, granola bars, cereals, and cakes.

- Approximately 4% of the school-age population has food allergies.
- Not every child with food allergies has a history of severe reactions but there is no guarantee that a future reaction will not be severe.
- A food allergy, if severe, may cause anaphylaxis and death.
- Avoidance of the allergy-inducing food is the only way to prevent a reaction.

Peanuts, tree-nuts, milk, eggs, fish, shellfish, wheat and soy are most often implicated in severe food reactions. However, the study "Fatalities due to Anaphylactic Reactions to Foods" found: **peanuts or tree-nuts caused almost all of the fatalities (94%)**; almost all subjects (96%) for whom data was available also had asthma.

Please take these precautions:

- Notify us if your child has food allergies or sensitivities so that we can minimize the likelihood of cross-contamination of your child's food.
- Send a safe snack for your child if you are worried that snacks provided by the school contain dairy, wheat, soy, gluten, or eggs.
- Educate your child as to the dangers of food allergies and the symptoms of a reaction.
- Discourage your child from sharing food with other children.
- Make sure your child knows what foods to avoid, if any.

Snack foods we provide/welcome:

| | | |
|------------------|---------------------|------------------------------|
| Apples (organic) | Celery | Apple Sauce |
| Oranges | Raisins or Craisins | Triscuits |
| Bananas | Cheerios | Popcorn (for our air popper) |
| Carrots | Graham Crackers | |

*Please NO trail mix, granola bars, or snack mix that "may contain" tree nuts. We try to avoid artificial colors and sweeteners, high-fructose corn syrup, and unnatural ingredients.

Most commercially prepared foods have warnings on the ingredient labels. Be advised that certain brands, such as Archer Farms from Target, are likely to contain peanut or peanut traces.

Note: We DO provide/accept foods that have been "produced in a facility that processes" peanuts or tree-nuts, but we DO NOT provide/accept foods that "may contain" peanuts or tree-nuts. Again, if your child's diet is particularly restrictive, provide a "safe snack" to keep at school.

Appendix H

DROP-OFF AND PICK-UP POLICY/LATE POLICY

To limit the amount of foot traffic in the school and keep daily transitions manageable for both children and staff, students will be escorted by a teacher to and from the classroom during drop off and pick up. Procedure is explained in a separate document provided upon enrollment.

ARRIVAL

It is important that your child arrive by the start of class at 9:00a or at 1:00p. Latecomers miss out on important lessons, disrupt the environment, and distract children who already are engaged in an activity. If your child arrives late on a regular basis, we will request a conference. If you need more flexibility in your child's schedule, sign up for the extra hours.

Drop Off your child no earlier than the official start of the car line. If you arrive early, please wait in your car. If you bring your child inside, you will be charged accordingly.

- \$10 for every started 15 minute interval that your child is at school before the start of car line

DISMISSAL

Each day, we work in earnest to have the children ready to go home at the end of class. Children who have been prepared to go home expect to go home. When they aren't picked up on time, they often feel disappointed when their parents haven't arrived as scheduled.

Pick Up your child no later than the official end of class. If you arrive late and the car line has ended, you must come inside to get your child. You will be charged accordingly.

- \$10 for every started 15 minute interval that your child is at school after class has ended
- \$1 per minute per child after the school closes at 530p

All fees are due upon arrival or at pick up. Fees not paid within 24 hours will be charged to your account and may be deducted from your tuition deposit. Please don't assume that it is OK to leave your child for the extra time just because you are paying for it. The presence of an extra child may put us over our license capacity or jeopardize staff-to-student ratios. If you need a more flexible schedule, consider signing up for a full day.

SIGN-IN/SIGN-OUT

State regulations require children to be signed in and signed out every day by their parents. In case of emergency, we must be able to determine who is at school and who isn't. If a child who was marked as present cannot be accounted for and was not signed out, we have to assume that the child is missing. If a teacher cannot recall the child being picked up, we will call the parent to confirm that the child has gone home.

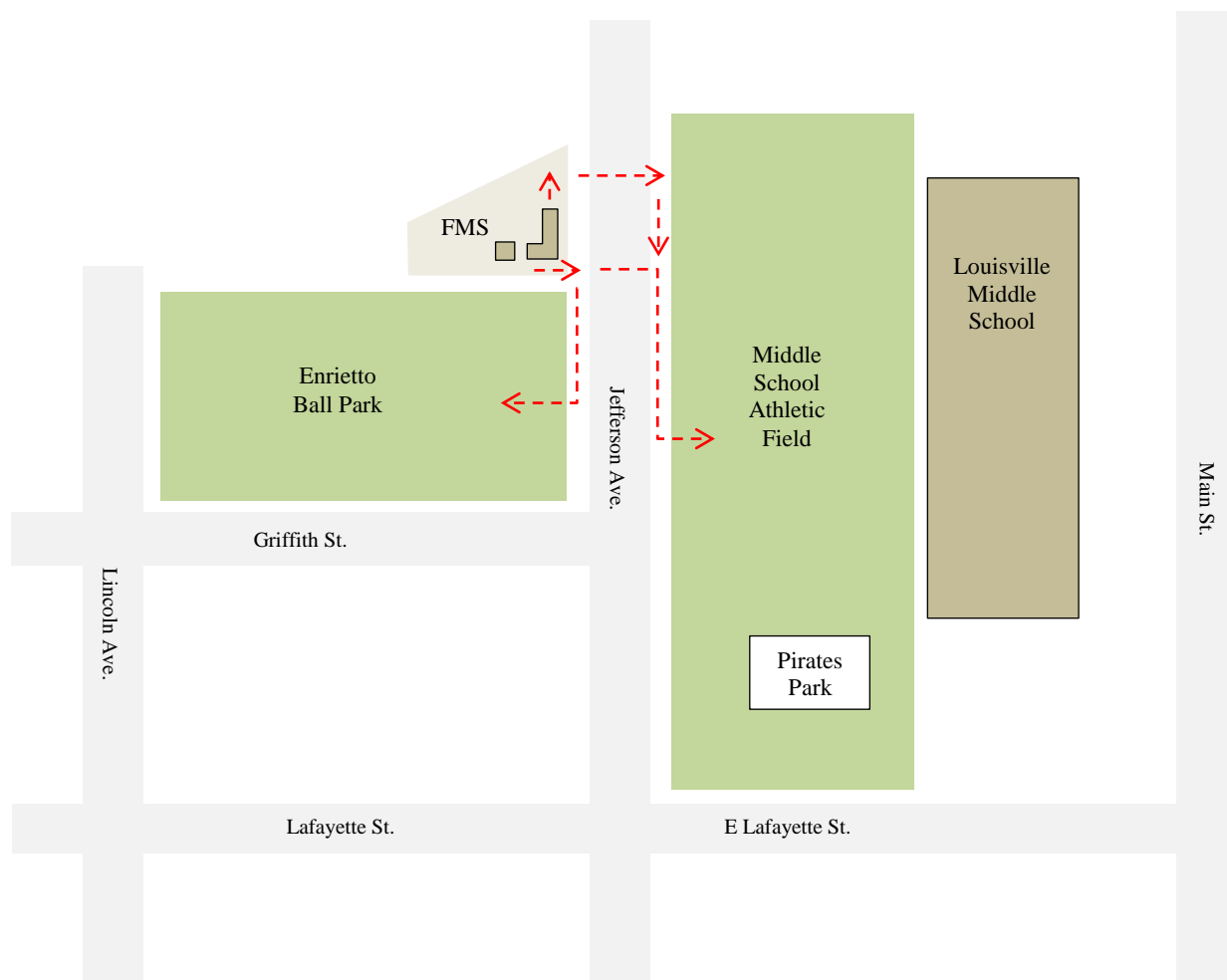
SCHEDULES AND ROUTINE AS PART OF THE PREPARED ENVIRONMENT

Everything in Montessori has a purpose. The 2-hour uninterrupted work period cultivates perseverance and fosters patience, concentration, and time management. Simple, safe, consistent rules allow your child to take responsibility and develop self-control. Organization, consistency, and a reliable routine encourage ownership over the environment.

Our policies regarding schedules and attendance are intended to enhance the Montessori environment, not make things more difficult for you. We believe, as did Dr. Maria Montessori, both that learning is the active pursuit of knowledge through a series of meaningful, interactive experiences—physical, social, emotional, and cognitive—and that children learn best in a prepared environment. This includes not only the physical classroom, but also the limits within which the children must operate. Freedom, self-control, and responsible behavior are outcomes, not starting points.

Appendix I

SITE PLAN Evacuation Routes and Alternate Meeting Sites



Appendix J



January 2016

Dear Parents of Students in Colorado Child Cares and Preschools (School Year 2016-17),

Immunizations are an important part of our children's and the community's health. Colorado law requires children attending a licensed child care or preschool to be immunized against certain vaccine-preventable diseases. The purpose of this letter is to remind parents about the need for back-to-school immunizations and to provide immunization information. The chart on page 2 shows which vaccines are **required** for child care and preschool attendance, along with **recommended** vaccines which provide more protection against vaccine-preventable disease. There are no changes to the vaccines required from the previous school year. It is helpful to share this letter with your child's healthcare provider or your local public health agency (LPHA) where your child receives immunizations.

Colorado follows the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices schedule. This schedule is approved by the American Academy of Pediatrics, the American Academy of Family Physicians and the American College of Obstetricians and Gynecologists. This is the immunization schedule which will best protect your child from vaccine-preventable diseases and is the national standard for health care providers who vaccinate your children.

Starting **July 1, 2016**, parents/guardians seeking non-medical (religious or personal belief) exemptions for pre-kindergarten children attending child care or preschool must submit non-medical exemption forms at each age when required vaccines are due: 2 months, 4 months, 6 months, 12 months and 18 months of age. Medical exemptions only need to be submitted once and require the signature of your child's doctor or advanced practice nurse. To submit a non-medical or medical exemption, go to www.colorado.gov/vaccineexemption and follow the instructions. Children with an exemption may be kept out of child care or preschool during a disease outbreak.

Parents may have questions or want more information about children's immunizations and vaccine safety. Resources for parents about the safety and importance of vaccines are available at: www.ImmunizeForGood.com and www.colorado.gov/cdphe/immunization-education.

Colorado law requires child cares and preschools to provide school-level immunization and exemption information to the Colorado Department of Public Health and Environment (CDPHE) by December 1, 2016. Immunization and exemption rates for most child cares and preschools will be posted on the CDPHE website as soon as they are verified. Many parents, especially those with children who can't be vaccinated due to a medical issue, may want to know which schools are best protected against vaccine preventable disease.

Please discuss your child's vaccination needs with your child's healthcare provider or LPHA and bring your child's updated immunization records to school each time your child receives an immunization. To find your LPHA or learn about free or low cost vaccines, call the Family Health Line at 1-303-692-2229 or 1-800-688-7777. **For questions about school immunization requirements, please contact your school.**

Sincerely,

Jamie D'Amico, RN, MSN, CNS CDPHE Immunization Branch - Schools and Community Coordinator 303-692-2957 | jamie.damico@state.co.us www.coloradoimmunizations.com





Child Care Immunization Chart

2016-17 Vaccines Required for Child Care, Preschool and K-Entry

1. This chart is a “guide” for childcare providers or parents/guardians to determine which vaccines children are required to have in order to be in compliance with state immunization requirements. Select the appropriate age range for the student from the left hand column. The number of required doses is located in each of the columns and vaccines are listed across the top of the page. Review the student’s immunization record with this chart to make sure they have at least the number of doses required. Colorado Board of Health has accepted the Advisory Committee on Immunization Practices (ACIP) schedule for those immunizations already “required” for attendance. Immunizations that are not required but recommended include: Rotavirus, Hepatitis A and Influenza vaccines.
2. Please follow the ACIP Immunization Schedule for specific guidance at: www.coloradoimmunizations.com, and click on Immunization Schedules.
3. If the student does not have the minimum number of doses, the parent/guardian is to be directly notified (in person, by phone, or by mail) that their child does not have the required minimum number of vaccine doses. Within 14 days of direct notification, the parent/guardian is to obtain the required vaccine(s) or makes a plan to do so providing written documentation of that plan.
4. Colorado law allows for medical exemptions to be signed by a healthcare provider and non-medical exemptions (religious or personal) to be submitted by a parent/guardian.

| Age of Child | # of required doses DT, DTP, or DTaP <i>Diphtheria, Tetanus and Pertussis</i> | # of required doses IPV <i>Polio</i> | # of required doses MMR <i>Measles, Mumps and Rubella</i> | # of required doses Hib <i>Haemophilus influenzae type b</i> | # of required doses Hep B <i>Hepatitis B</i> | # of required doses <i>Varicella Chickenpox</i> | # of required doses PCV13 <i>Pneumococcal Disease</i> |
|--------------|--|---|--|---|---|--|--|
| By 1 mo. | - | - | - | - | 1 ¹ | - | - |
| By 3 mos. | 1 | 1 | - | 1 | 2 ¹ | - | 1~ |
| By 5 mos. | 2 | 2 | - | 2 | 2 ¹ | - | 2~ |
| By 7 mos. | 3 | 2 | - | 3/2 [□] | 2 ¹ | - | 3/2~ |
| By 16 mos. | 3 | 2 | 1+ | 4/3/2/1 [□] | 2 ¹ | 1* | 4/3/2~ |
| By 19 mos. | 4 | 3 | 1 | 4/3/2/1 [□] | 3 ¹ | 1 | 4/3/2~ |
| By 2 years | 4 | 3 | 1 | 4/3/2/1 [□] | 3 ¹ | 1 | 4/3/2/1~ |
| By K Entry | 5/4 [□] | 4/3 [□] | 2 | | 3 ¹ | 2 | - |

- Five doses of DTaP vaccines are required at school entry in Colorado unless the 4th dose was given at 48 months of age or older (i.e., on or after the 4th birthday) in which case only 4 doses are required. There must be at least 4 weeks between dose 1 and dose 2, at least 4 weeks between dose 2 and dose 3, at least 4 months between dose 3 and dose 4, and at least 6 months between dose 4 and dose 5. The final dose must be given no sooner than 4 years of age (dose 4 may be given at 12 months of age provided there is at least 4 months between dose 3 and dose 4).
- Four doses of Polio vaccine are required at school entry in Colorado. There must be at least 4 weeks between dose 1 and dose 2, at least 4 weeks between dose 2 and dose 3, and at least 6 months between dose 3 and dose 4. The final dose must be given no sooner than 4 years of age. A 4th dose is not required if the 3rd dose was administered at age 4 years or older and at least 6 months after the 2nd dose.
- + The first dose of MMR, vaccine given more than 4 days before the 1st birthday is not a valid dose and cannot be accepted. ACIP recommends that the 1st dose of MMR be given between 12 -15 months of age. The student is out of compliance if no record of MMR at 16 months of age.
- The number of Hib doses required depends on the child’s current age and the age when the Hib vaccine was administered. If any dose is given at or over 15 months, the Hib requirement is met. For children who begin the series before 12 months, 3 doses are required, of which at least 1 dose must be administered at, or over, 12 months. If the 1st dose was given at 12 to 14 months, 2 doses are required. If the student’s current age is 5 years or older, no new or additional doses are required. The number of doses and the intervals may vary depending on the type of Hib vaccine.
- The Hep B vaccine is the only immunization that can be given as a birth dose. The 2nd dose of Hep B is to be given at least 4 weeks after the 1st dose; 3rd dose to be given at least 16 weeks (4 months) after 1st dose; and last dose to be given at least 8 weeks after 2nd dose and at (24 weeks) almost 6 months of age or older.
- * If a child has had chickenpox disease and it is documented by a health care provider, that child has met the Varicella requirement. Varicella given more than 4 days before the 1st birthday is not a valid dose and cannot be accepted. ACIP recommends 1st dose between 12 - 15 months. The student is out of compliance if the 1st dose is not given at 16 months of age.
- The number of doses of PCV13 depends on the student’s current age and the age when the 1st dose was administered. If the 1st dose was administered between 2 to 6 months of age, the student will receive 3 doses (2, 4 & 6 months) at least 4 -8 weeks apart, and booster dose between 12 - 15 months, at least 8 weeks after last dose. If started between 7 to 11 months of age, the student will receive 2 doses, at least 8 weeks apart, and a booster dose between 12 to 15 months of age. If the 1st dose was given between 12 to 23 months of age, 2 doses, at least 8 weeks apart, are required. Any dose given at 24 months through 4 years of age, the PCV vaccine requirement is met. No doses are required once the student turns 5 years of age.