

CHM

COUNTRY HILLS MONTESSORI

10250 US 42

UNION, KY 41091

859-567-6720

PARENT HANDBOOK

(Rev. 2019)

Country Hills Montessori-Union is licensed to operate by the Commonwealth of Kentucky, Cabinet for Health Services, and Division of Licensing & Regulation. The license is posted on the wall near the front hallway. The laws and rules governing childcare are available upon request. Country Hills Montessori-Union is licensed to instruct preschool and kindergarten age students. Country Hills Montessori-Union teaches in the philosophy set forth by Maria Montessori.

OBSERVATIONS

Parents are welcome at any time, but we do request that visitors to the classroom make an appointment. Appointments can be made by calling the school during school hours. Parents are welcome to observe from the observation room at any time, without notice or appointment. Please sign in on the Observation Sheet located outside the Observation Room Country Hills Montessori-Union is in session Monday through Friday during the school year. The morning session hours are 9:00-11:30. The afternoon session is 12:30-3:00 pm.

STAFF

Each teacher is responsible for the academic development of no more than 12 children.

BIRTHDAYS

The child's birthday may be celebrated with his/her classmates if the parent chooses to send a treat. Preferably, these treats will consist of cookies, crackers, raisins or something similar and should all be identical (color, flavor, etc.). Since some children are allergic to peanuts, no snacks containing peanuts are allowed.

INVITATION TO PARTIES

To protect the feelings of the children, please mail invitations to birthday parties or outside events directly to the child's home.

CLOTHING

Please send your child in clothes that he/she can manipulate, especially in the bathroom. For the younger children, this may mean no buttons or belts on slacks or pants. Children are asked to wear shoes other than flip flops as these can be a safety hazard at school.

Please send an extra set of clothes, including underwear and socks in a bag, which is clearly marked with your child's name. This is for the accidental spills or just plain accidents. If your child comes home in the spare set, please see that another set is sent the next day in a labeled bag.

Please mark all sweaters, jackets, coats, boots and raincoats with your child's name. This is extremely important because so many jackets, hats and mittens are identical.

SCHOOL CALENDAR

The school calendar is posted at the Country Hills Montessori website (chmschools.com) in the Parent Portal section which is password protected. This password is provided in the Welcome Letter or upon request. Also, a monthly newsletter is distributed.

CONFERENCES

Conferences are held twice a year, in Fall and Spring. Prior to the conferences, a form will be sent home to schedule a time that meets your needs. As with all forms, it is imperative that the form be completed and returned promptly.

Copies of the evaluation are kept in your child's file.

Prior to the conference, if we feel there is a need to speak to you about your child, we will call. We expect parents to call us if at any time they have questions or problems. We are interested in every facet of your child - physical, emotional and educational. Therefore, when parents and faculty work closely, we can better achieve a holistic educational experience.

DENTAL PLAN

Emergency dental plan and instructions are hanging in the office.

SNACK

Country Hills Montessori-Union provides a daily snack. The snack consists of juice/water and an appropriate cracker or pretzel. On special occasions parents may provide a snack, if they desire. Please let us know in advance if you wish to provide a snack. We strongly encourage you to include an extra treat in the event something is spilled, dropped, etc. We also request that the snacks be identical (flavor, color, etc.).

PICTURES

On the first day of class, please send any small picture or snapshot that your child recognizes as him/herself. This picture will be attached to a folder into which your child will put their paperwork.

ARRIVING AND LEAVING SCHOOL

One of the teachers will be at the door between 8:50-9:00am (morning class) and 12:20-12:30pm (afternoon class) to meet your child. Pick-up time for the morning class is 11:30am and 3:00pm for the afternoon class. Please remember that the door will not be open until the designated time.

When picking up your child, we ask that you remain in your car. Your child will be walked to the car and assisted to his or her seat. If you need to get settled once your child is inside the car, please pull forward a few car lengths so the next car can be loaded. Also, we ask that if you have questions which are lengthy in nature, you call or stop in rather than ask them when your child is being loaded, unloaded. Keep in mind that from time to time ambulances must pick up residents of the healthcare facility. Ambulances entering the facility are required to turn off their sirens when they enter the premises. Therefore, if you see an ambulance enter the driveway, please move your car out of their way. We must do our best to keep the driveway accessible in case of an emergency.

It is mandatory that a list of children in carpools be sent to us so that we know with whom your child is to go home. If someone different than you or the regular carpool is to pick up your child, please send a note telling us the name of the person and a description of the car. This is for your child's protection. Your child will not be sent home with anyone if we have not received authorization from you.

MATERIALS COMING HOME

Sometimes, children become attached to objects or a material and feel the need to bring them home. It is important that if you find anything that looks unfamiliar to you, it is returned to us. Many of our works have multiple parts, and one missing part makes the work unusable for all the students. Many times replacements are difficult, if not impossible, to obtain. They are also expensive and take some time to arrive after being ordered. We appreciate your help with this matter.

Accidents do and will happen. However, in a case in which a child deliberately breaks a material, parents will be informed and they will be responsible for replacement costs. Also, children who are reading will be provided with books to read at home. We ask that care be taken with these books so we can use them for a long time. If a book is lost or severely damaged, parents will be responsible for the replacement cost.

FAMILY EVENTS

Country Hills Montessori hosts several family-oriented events throughout the year, including Parent/Child Night, Grandparents Day, and family picnics. (In the event that a parent or grandparent is unavailable, someone else special to the child may attend.)

DEVELOPMENTAL SCREENING

Country Hills Montessori administers a developmental screening tool annually.

SCHOLASTIC BOOKS

Periodically, order forms from Scholastic Books will be sent home with your child. There is never any obligation to purchase any of the books. However, the club does make it possible for you to acquire good books for your children at a very nominal cost. If you choose to order books, please go to Scholastic.com and order/pay online using our school code given with the flyers. Otherwise, please send the order sheet and check payable to “Scholastic” in an envelope with your child’s name on the outside. The books usually arrive within ten days.

SNOW DAYS

In the event of inclement weather, we will attempt to contact parents by email. School closings will also be announced on WKRC Local 12 and WCPO Channel 9.

ABSENCES

If your child is going to be absent, either because of illness or vacation, please let us know.

OFF SITE TRANSPORTATION

Children will not be transported off site for any programs. All alternative programs will be held at school.

TUITION

- Any semester that is begun must be paid in full, regardless of withdrawal date.
- All payments are due on the first of the month according to the payment plan. Any payment received after the 15th may be subject to a \$25.00 late fee.

- Any payment that is more than 45 days past due will result in your child being unable to attend until the payment is made or other arrangements have been agreed upon by Country Hills Montessori.
- If CHM pursues collection of your unpaid tuition, you will be responsible for reasonable attorney fees incurred, including both pre-judgment and post-judgment interest at the legal rate.
- There will be a \$30.00 fee for any returned checks.

REPORTING OF CHILD ABUSE/NEGLECT

The administrator and each teacher are required by the Commonwealth of Kentucky to report immediately any suspicions of child abuse or child neglect.

BACKGROUND READING

If you are interested in learning more about Montessori education or wish to familiarize yourself with the philosophy, goals and life of Maria Montessori, you might want to read one of the following books:

Maria Montessori: A Biography by Paula Kramer

Montessori: A Modern Approach by Paula Polk Lillard

Dr. Montessori's Own Handbook by Maria Montessori

The Absorbent Mind by Maria Montessori

Maria Montessori, Her Life and Work by Maria Montessori

PARENT ACCESS AND VISITATION

The parent, custodian or guardian of a child enrolled at Country Hills Montessori – Union shall be permitted unlimited access to the classroom during its hours of operation to contact the child, evaluate care, or any other purpose approved by the directress. The parent/guardian must notify the administrator of his/her presence upon arrival.

Two parent/teacher conference nights are held during the year in Fall and Spring. Written evaluation forms are filled out each year for each child. If a

problem or concern comes to the attention of the administrator between conferences, the parent will be contacted.

Parents are welcome to attend and/or assist with any scheduled holiday parties.

DISCIPLINE POLICY

If a child has been warned about behavior but continues his/her actions (such as physical aggression against another child or disrespectful actions toward a teacher), he/she will be asked to sit with a staff member until he/she can follow the ground rules. Constructive developmentally appropriate child guidance and management techniques are to be used at all times and shall include measures such as redirection, separation from problem situation, talking with the child about the situation and praise for the appropriate behavior. The purpose of discipline is to help the child establish self-discipline.

INCIDENCE REPORT

If an accident or injury occurs, the school shall complete an Incident Report. A copy of this report will be given to the parent on the day of the incident.

DAILY PROGRAM

The daily program will be geared to the individual child's academic needs. Each day there shall be a story time, lesson time, snack time determined by the child, and at special times, special programs given for the child.

Group time	9:00-9:30 am	12:30-1:00 pm
Individualized Activity	9:30-11:00 am	1:00-2:30 pm
Group Activity including gross motor activity	11:00-11:30 am	2:30-3:00 pm

COMMUNICABLE DISEASE POLICY

If a child is found to have any of the following symptoms upon entering school, he/she will be immediately isolated. The parent will be called and expected to pick up the child at once. If a parent cannot be reached, the alternate person listed will be called. A child will not be readmitted until either the symptoms and manifestations have cleared or a physician has checked the child and given permission for him to return to class.

- Temperature 100F (auxiliary method)
- Skin rash or untreated infected skin patches
- Diarrhea or vomiting
- Evidence of lice, scabies or parasitic infections
- Severe cough
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis
- Dark Urine and or gray or white stool
- Stiff Neck
- Sore throat, difficulty in swallowing

While isolated, the child will be watched for worsening conditions. The communicable disease chart is posted on the wall in the office area. If a child is exposed to a communicable disease, the parent will be notified by note.

Medication will never be administrated to any child for any reason. If a child has allergies and needs to keep an EPI Pen on site, an Allergy Action plan needs to be completed and kept on file.

All staff members are trained in CPR and First Aid. A staff member shall check each child as he/she enters the classroom. communicable disease.

Country Hills Montessori will not care for any mildly ill child, under any circumstances.

A first aid kit is kept in the utility room by the kitchen.

TRAINING

All staff have CPR and First Aid training. All staff have a minimum of 15 professional development hours annually.

ROSTER

Rosters of names and telephone numbers of parents, custodians or guardians of children attending Country Hills Montessori will be provided. The rosters will not include the name and telephone number of any parent who requests that the administrator not include their name or telephone number.

LICENSING RECORDS

The school's licensing records including, but not limited to, compliance report forms from the Commonwealth of Kentucky, zoning, building and fire departments that inspected the center are available upon request.

NON-DISCRIMINATION

It is unlawful for Country Hills Montessori to discriminate in the enrollment of children on the basis of race, color, religion, sex or national origin.

COUNTRY HILLS MONTESSORI-UNION SAFETY POLICY

No child shall ever be left alone or unsupervised. There is immediate access to a telephone within the classroom. Children shall be met at the door at the beginning of class and placed in the car at the end of the class period.

If the child is to be picked up by someone other than the parent or regular carpool, a note must be sent from the parent telling the name of the person picking the child up and the color and model of the car.

ALL EMERGENCY PROCEDURES

Country Hills Montessori updates an Emergency Preparedness Plan annually.

- A fire drill will be held each month, and Tornado and Earthquake Drills will be held quarterly.
- .During these drills, each teacher will be responsible for his/her group. Each teacher is to familiarize themselves with fire/emergency evacuation routes outlined in the school.
- There is a Lockdown Plan.

All plans, as well as a record of these drills. shall be kept and made available for review upon request

There is not swimming or water activity in the curriculum.

If an accident occurs, a teacher trained in first aid will assess the situation and the parent will be called to pick up the child. If an accident is serious enough that immediate hospital care is needed, the life squad will be called. No child shall ever be transported by a staff member.

A child care staff member shall immediately notify the local public children services agency when a child care staff member suspects a child has been abused or neglected.

A fire emergency and weather alert plan is posted in each classroom, which explains action to be taken and staff responsibilities in case of fire emergency and weather alerts. The plan shall include a diagram showing evacuation routes. Additionally, a weather radio is in the office to notify us of severe weather emergencies.

The Poison Control number is posted. Staff members have been trained in CPR, first aid, communicable diseases and reporting of child abuse.

